On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: GSAAdvantage.gov.

**Schedule Number:** 70

**Schedule Title:** General Purpose Commercial Information

**Federal Supply Group:** 70

**Contract Number:** 47QTCA19D007B

**Contract Period:** March 7, 2019 – March 6, 2024

**Contractor:** Sudhi Infomatics Inc.
470 Olde Worthington Road, Suite 325
Westerville, OH 43082
www.sudhi-infomatics.com

**Point of Contact for Contract Administration:**
- **e-mail:** Sudheer Gaddam, President
  - **Tel:** sudheer@sudhi-infomatics.com
  - **Fax:** 614-216-2489
- **Marketing Contact:**
  - **e-mail:** Marc Fields, Vice President. Business Development
  - **Tel:** marc@sudhi-infomatics.com
  - **Fax:** 614-612-1510
  - 614-818-4630

**Business Size:** Small

**About the Company:** Sudhi Infomatics Inc. is a minority owned corporation located in Westerville, Ohio. The scope of our services includes professional IT staffing (both contract & permanent positions), website redesign and development, enterprise-wide applications, mobile applications and niche technology product development. Since our inception, Sudhi Infomatics has developed, supported and maintained over 200 software applications for various public & private sector clients including a suite of software products used in the Healthcare Transcription, Practice Management, and Medical Image platforms. Within the IT consulting and staffing arena, we specialize in providing highly trained IT personnel to organizations working within various industries. Sudhi has the capability to successfully undertake, manage and complete full lifecycle projects as well as hosting Cloud and Data Centers. With experience in clustered environments and data management, Sudhi has also advanced into the Big Data Platform (with Hadoop framework).
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<th></th>
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<td>Lowest Priced Item: N/A</td>
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<td>Maximum Order: $500,000</td>
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<td><strong>3</strong></td>
<td>Minimum Order: $100</td>
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<tr>
<td><strong>4</strong></td>
<td>Geographic Coverage: Worldwide</td>
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<tr>
<td><strong>5</strong></td>
<td>Point of Production: N/A</td>
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<td><strong>6</strong></td>
<td>Discount: Prices shown are net of discount.</td>
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<td>Government Purchase Cards Government Purchase Cards are accepted at or below the micro-purchase threshold.</td>
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<tr>
<td><strong>9b</strong></td>
<td>Contractor will not accept the Government Commercial Credit Card above the micro-purchase threshold.</td>
</tr>
<tr>
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<td>Foreign Items: N/A</td>
</tr>
<tr>
<td><strong>11</strong></td>
<td>Time of Delivery:</td>
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<td>a. Normal: As Negotiated Per Task Order</td>
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<td>b. Expedited: Contact Contractor</td>
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<td></td>
<td>c. Overnight &amp; 2-day delivery: Contact Contractor</td>
</tr>
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<td></td>
<td>d. Urgent Requirements: Contact Contractor</td>
</tr>
<tr>
<td><strong>12</strong></td>
<td>FOB Point(s): Destination for worldwide delivery</td>
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<td><strong>13b</strong></td>
<td>Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), are found in Federal Acquisition Regulation (FAR) 8.405-3.</td>
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<tr>
<td><strong>14</strong></td>
<td>Payment Address: Same as Contractor address</td>
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<tr>
<td><strong>15</strong></td>
<td>Warranty Provision: Standard Commercial Warranty</td>
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<tr>
<td><strong>16</strong></td>
<td>Export packing charges, if applicable: N/A</td>
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<tr>
<td><strong>17</strong></td>
<td>Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): N/A</td>
</tr>
<tr>
<td></td>
<td>Description</td>
</tr>
<tr>
<td>---</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>18</td>
<td>Terms and conditions of rental, maintenance, and repair (if applicable)</td>
</tr>
<tr>
<td>19</td>
<td>Terms and conditions of installation (if applicable)</td>
</tr>
<tr>
<td>20</td>
<td>Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable)</td>
</tr>
<tr>
<td>20a</td>
<td>Terms and conditions for any other services (if applicable)</td>
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<tr>
<td>21</td>
<td>List of service and distribution points (if applicable)</td>
</tr>
<tr>
<td>22</td>
<td>List of participating dealers (if applicable)</td>
</tr>
<tr>
<td>23</td>
<td>Preventive maintenance (if applicable)</td>
</tr>
<tr>
<td>24a</td>
<td>Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants)</td>
</tr>
<tr>
<td>24b</td>
<td>Section 508 Compliance for EIT</td>
</tr>
<tr>
<td>25</td>
<td>DUNS Number:</td>
</tr>
<tr>
<td>26</td>
<td>Notification regarding registration in CCR database:</td>
</tr>
</tbody>
</table>
1. SCOPE
   a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
   
   b. The Contractor shall provide services at the Contractor’s facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)
   a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
   
   b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
   
   c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity’s mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER
   a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
   
   b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES
   a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
   
   b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
   
   c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
   
   d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all
Contractor travel. Contractors cannot use GSA city pair contracts.

5. **STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

   a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

   (1) Cancel the stop-work order; or

   (2) Terminate the work covered by the order as provided in the Default, or the Termination for Conveniences of the Government, clause of this contract.

   b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

   (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

   (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

   c. If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

   d. If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. **INSPECTION OF SERVICES**


7. **RESPONSIBILITIES OF THE CONTRACTOR**

   The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data -- General, may apply.

8. **RESPONSIBILITIES OF THE ORDERING ACTIVITY**
Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

9. **INDEPENDENT CONTRACTOR**

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. **ORGANIZATIONAL CONFLICTS OF INTEREST**

a. **Definitions.**

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. **INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. **PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE 1 – OCT 2008) (DEVIATION 1 – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE 1 – OCT 2008) (DEVIATION 1 – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:
a. The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

b. The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

   (1) The offeror;

   (2) Subcontractors; and/or

   (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT Professional Services shall be in accordance with the Contractor’s customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

c. The following is an example of the manner in which the description of a commercial job title should be presented:

   EXAMPLE: Commercial Job Title: System Engineer

   Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

   Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

   Minimum Education: Bachelor’s Degree in Computer Science
<table>
<thead>
<tr>
<th>JOB TITLE</th>
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<th>Year 2</th>
<th>Year 3</th>
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<td>$65.81</td>
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</table>

**Labor Category Descriptions**

**SYSTEMS ANALYST I**
Minimum Experience: 2 Years

Functional Responsibility: Performs the main design and development of IT systems, architectures, and/or integrated hardware and software products/services. This can include databases, networks, and data conversion services. This individual may supervise one or more Junior Information Technology Analyst/Engineers.

Roles and Responsibilities:
1. Assists in system, architecture, and/or software analysis and requirements definition.
2. Develops system, architecture, and/or components in accordance with customer requirements.
3. Conducts test and evaluation of components and/or systems.
4. Performs integration and system/product/service implementation.
5. Conducts system support and follow-on services for the system, architecture, and/or software.
6. Troubleshoots technical problems and conducts analysis for efficient application solutions.

Minimum Certifications and Education: B.A./B.S. in a recognized technical, engineering, computer science, computer systems analysis, computer Information Systems (CIS), Management Information Systems (MIS), Business Intelligence or a related discipline. Education can be substituted with 2 years of minimum related experience.

**SYSTEMS ANALYST II**
Minimum Experience: 4 Years

Functional Responsibility: Performs the main design and development of IT systems, architectures, and/or integrated hardware and software products/services. This can include databases, networks, and data conversion services. This individual may supervise one or more Junior Information Technology Analyst/Engineers.

Roles and Responsibilities:
1. Assists in system, architecture, and/or software analysis and requirements definition.
2. Develops system, architecture, and/or components in accordance with customer requirements.
3. Conducts test and evaluation of components and/or systems.
4. Performs integration and system/product/service implementation.
5. Conducts system support and follow-on services for the system, architecture, and/or software.
6. Troubleshoots technical problems and conducts analysis for efficient application solutions.

Minimum Certifications and Education: B.A./B.S. in a recognized technical, engineering, computer science, computer systems analysis, computer Information Systems (CIS), Management Information Systems (MIS), Business Intelligence or a related discipline. Education can be substituted with 4 years of minimum related experience.

SYSTEMS ANALYST III
Minimum Experience: 7 Years

Functional Responsibility: Performs the main design and development of IT systems, architectures, and/or integrated hardware and software products/services. This can include databases, networks, and data conversion services. This individual may supervise one or more Junior Information Technology Analyst/Engineers.

Roles and Responsibilities:
1. Assists in system, architecture, and/or software analysis and requirements definition.
2. Develops system, architecture, and/or components in accordance with customer requirements.
3. Conducts test and evaluation of components and/or systems.
4. Performs integration and system/product/service implementation.
5. Conducts system support and follow-on services for the system, architecture, and/or software.
6. Troubleshoots technical problems and conducts analysis for efficient application solutions.

Minimum Certifications and Education: A Masters in a recognized technical, engineering, computer science, computer systems analysis, computer Information Systems (CIS), Management Information Systems (MIS), Business Intelligence or a related discipline. Education can be substituted with 7 years of minimum related experience.

BUSINESS ANALYST I
Minimum Experience: 2 Years

Functional Responsibility: Accomplishes software requirements by developing and maintaining applications and databases.

Roles and Responsibilities:
1. Identifies requirements by establishing personal rapport with potential and actual clients and with other persons in a position to understand service requirements.
2. Arranges project requirements in programming sequence by analyzing requirements; preparing a work flow chart and diagram using knowledge of computer capabilities, subject matter, programming language, and logic.
3. Programs the computer by encoding project requirements in computer language; entering coded information into the computer; confirms program operation by conducting tests; modifying program sequence and/or codes; provides reference for use of prime and personal computers by writing and maintaining user documentation; maintaining a help desk.
4. Maintains computer systems and programming guidelines by writing and updating policies and procedures.
5. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
6. Keeps equipment operational by calling for repairs; following manufacturer's instructions and established procedures; evaluating new equipment.
7. Protects operations by keeping information confidential.
8. Contributes to team effort by accomplishing related results as needed.
Develops and maintains applications and databases by evaluating client needs; analyzing requirements; developing software systems.

**Minimum Certifications and Education:** B.A./B.S. in a recognized technical, engineering, computer science, computer systems analysis, computer Information Systems (CIS), Management Information Systems (MIS), Business or a related discipline. Education can be substituted with 2 years of minimum related experience.

**BUSINESS ANALYST II**

**Minimum Experience:** 4 Years

**Functional Responsibility:** Accomplishes software requirements by developing and maintaining applications and databases.

**Roles and Responsibilities:**
1. Identifies requirements by establishing personal rapport with potential and actual clients and with other persons in a position to understand service requirements.
2. Arranges project requirements in programming sequence by analyzing requirements; preparing a work flow chart and diagram using knowledge of computer capabilities, subject matter, programming language, and logic.
3. Programs the computer by encoding project requirements in computer language; entering code and information into the computer; confirms program operation by conducting tests; modifying program sequence and/or codes; provides reference for use of prime and personal computers by writing and maintaining user documentation; maintaining a help desk.
4. Maintains computer systems and programming guidelines by writing and updating policies and procedures.
5. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
6. Keeps equipment operational by calling for repairs; following manufacturer's instructions and established procedures; evaluating new equipment.
7. Protects operations by keeping information confidential.
8. Contributes to team effort by accomplishing related results as needed.
9. Develops and maintains applications and databases by evaluating client needs; analyzing requirements; developing software systems.

**Minimum Certifications and Education:** B.A./B.S. in a recognized technical, engineering, computer science, computer systems analysis, computer Information Systems (CIS), Management Information Systems (MIS), Business Intelligence or a related discipline. Education can be substituted with 4 years of minimum related experience.

**SOFTWARE ENGINEER I**

**Minimum Experience:** 2 Years

**Functional Responsibility:** Performs software engineering associated with network, desktop, and/or Web-based applications or databases. This individual is familiar with one or more programming languages and creates code in accordance with customer requirements and Senior Programmer directions. They may also perform software test and evaluation, integration, implementation, and support. May supervise one or more junior programmers.

**Roles and Responsibilities:**
1. Executes the software development plan in accordance with applicable quality standards.
2. Performs test and evaluation of the software and any subcomponents.
3. Performs integration and implementation of software or subcomponents.
4. Undertakes planning integration, security and administrative assignments in modern enterprises.
5. Emphasizes interdisciplinary knowledge from three active areas of work (information systems, systems engineering, and management) to address practical problems.
6. Conducts training, support, and/or follow-on services for the software.
7. Creates all documentation for the project working with the Senior Programmer.
Minimum Certifications and Education: B.A./B.S. in a recognized technical, engineering, computer science, computer systems analysis, computer Information Systems (CIS), Management Information Systems (MIS), Business Intelligence or a related discipline. Education can be substituted with 2 years of minimum related experience.

**SOFTWARE ENGINEER II**  
**Minimum Experience:** 4 Years

**Functional Responsibility:** Performs software engineering associated with network, desktop, and/or Web-based applications or databases. This individual is familiar with one or more programming languages and creates code in accordance with customer requirements and Senior Programmer directions. They may also perform software test and evaluation, integration, implementation, and support. This individual may supervise one or more junior programmers.

**Roles and Responsibilities:**

1. Executes the software development plan in accordance with applicable quality standards.
2. Performs test and evaluation of the software and any subcomponents.
3. Performs integration and implementation of software or subcomponents.
4. Undertakes planning integration, security and administrative assignments in modern enterprises
5. Emphasizes interdisciplinary knowledge from three active areas of work (information systems, systems engineering, and management) to address practical problems.
6. Conducts training, support, and/or follow-on services for the software.
7. Creates all documentation for the project working with the Senior Programmer.

Minimum Certifications and Education: B.A./B.S. in a recognized technical, engineering, computer science, computer systems analysis, computer Information Systems (CIS), Management Information Systems (MIS), Business Intelligence or a related discipline. Education can be substituted with 4 years of minimum related experience.

**SOFTWARE ENGINEER III**  
**Minimum Experience:** 7 Years

**Functional Responsibility:** Performs software engineering associated with network, desktop, and/or Web-based applications or databases. This individual is familiar with one or more programming languages and creates code in accordance with customer requirements and Senior Programmer directions. They may also perform software test and evaluation, integration, implementation, and support. This individual may supervise one or more junior programmers.

**Roles and Responsibilities:**

1. Executes the software development plan in accordance with applicable quality standards.
2. Performs test and evaluation of the software and any subcomponents.
3. Performs integration and implementation of software or subcomponents.
4. Undertake planning integration, security and administrative assignments in modern enterprises
5. Emphasize interdisciplinary knowledge from three active areas of work (information systems, systems engineering, and management) to address practical problems.
6. Conducts training, support, and/or follow-on services for the software.
7. Creates all documentation for the project working with the Senior Programmer.

Minimum Certifications and Education: A Masters in a recognized technical, engineering, computer science, computer systems analysis, computer Information Systems (CIS), Management Information Systems (MIS), Business Intelligence or a related discipline. Education can be substituted with 7 years of minimum related experience.

**PROJECT MANAGER III**
Minimum Experience: 8 Years

Functional Responsibility: Responsible for a project life cycle, which includes successful initiation, planning, designing, execution, monitoring, controlling and closure of a project. This individual is also responsible for decision making.

Roles and Responsibilities:
1. Coordinates internal resources and third parties/vendors for the flawless execution of projects
2. Ensures that all projects are delivered on-time, within scope and within budget
3. Assists in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
4. Ensures resource availability and allocation
5. Develops a detailed project plan to monitor and track progress
6. Manages changes to the project scope, project schedule and project costs using appropriate verification techniques
7. Measures project performance using appropriate tools and techniques
8. Reports and escalates to management as needed
9. Manages the relationship with the client and all stakeholders
10. Performs risk management to minimize project risks
11. Establishes and maintains relationships with third parties/vendors
12. Creates and maintains comprehensive project documentation
13. Meet with clients to take detailed ordering briefs and clarify specific requirements of each project
14. Delegates project tasks based on junior staff members’ individual strengths, skill sets and experience levels
15. Tracks project performance, specifically to analyze the successful completion of short and long-term goals
16. Meets budgetary objectives and adjust project constraints based on financial analysis
17. Develops comprehensive project plans to be shared with clients as well as other staff members
18. Develops spreadsheets, diagrams and process maps to document needs

Minimum Certifications and Education: A Masters or B.A./B.S. in a recognized technical, engineering, computer science, computer systems analysis, computer Information Systems (CIS), Management Information Systems (MIS), Business Intelligence or a related discipline. Or a certification in PMP. Education can be substituted with 8 years of minimum related experience.

DATA ANALYST I
Minimum Experience: 2 Years

Functional Responsibility: Responsible for physical database design, security enforcement, and database performance including maintaining the data dictionary, monitoring performance, and enforcing organizational standards and security.

Roles and Responsibilities:
1. Business support through general data analysis and research.
2. Uses pre-designed queries to assess data for research purposes.
4. Investigates, tracks, and reports general data issues.
5. Under guidance of senior level Data Analyst, successfully completes new data onboarding and/or production data management functions as assigned/required.
6. Conducts routine data review and verification and ensures corrections/clarifications are made in a timely manner.
7. Utilizes various data workflow management and analysis tools.
8. Performs simple data problem solving within specific functional area or data type.

Minimum Certifications and Education: B.A./B.S. in a recognized technical, engineering, computer science, computer systems analysis, computer Information Systems (CIS), Management Information Systems (MIS), Business Intelligence or a related discipline. Education can be substituted with 2 years of minimum related experience.
DATA ANALYST II
Minimum Experience: 4 Years

Functional Responsibility: Responsible for physical database design, security enforcement, and database performance including maintaining the data dictionary, monitoring performance, and enforcing organizational standards and security.

Roles and Responsibilities:
1. Business support through general data analysis and research.
2. Uses pre-designed queries to assess data for research purposes.
4. Investigates, tracks, and reports general data issues.
5. Under guidance of senior level Data Analyst, successfully completes new data onboarding and/or production data management functions as assigned/required.
6. Conducts routine data review and verification and ensures corrections/clarifications are made in a timely manner.
7. Utilizes various data workflow management and analysis tools.
8. Performs simple data problem solving within specific functional area or data type.

Minimum Certifications and Education: A Masters in a recognized technical, engineering, computer science, computer systems analysis, computer Information Systems (CIS), Management Information Systems (MIS), Business Intelligence or a related discipline. Education can be substituted with 4 years of minimum related experience.