GENERAL SERVICES ADMINISTRATION

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

MUTIPLE AWARD SCHEDULE

SIN 54151S- INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

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

CONTRACT NUMBER: 47QTCA19D007D

COVERED CONTRACT PERIOD: MARCH 7, 2019 - MARCH 6, 2024

CONTRACTOR

ZIEGLER COMMUNICATIONS, LLC
12573 Mountain Road
Lovettsville, VA 20180-2610
www.zieglercommunications.com

Contractor’s Points of Contact:
Contract Administration: Eddye P. Gill
nti.e@bellsouth.net
Tel: 901-355-2888

Program Manager: Marie Ziegler, President
marieziegler@zieglercommunications.com
Tel: 571-230-0706

For more information on ordering from this Federal Supply Schedule, please visit: www.gsa.gov/schedules

NAICS CODES: 541611 (primary), 517911, 519190, 541511, 541512, 541519, 541614, and 611430

BUSINESS SIZE: Small- (8(a) certified; EDWOSB
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST
MULTIPLE AWARD SCHEDULE

SIN 54151S- INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2: Offerors and Agencies are advised that the Information Technology Professional Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performed by the publisher or manufacturer or one of their authorized agents.

SPECIAL NOTICE TO AGENCIES: Small Business Participation SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals. For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™-line shopping service at (http://www.GSAAdvantage.gov). This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination. For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.
GENERAL INFORMATION:

Ziegler Communications, LLC provides Federal agencies empowered solutions in Data Visualization, Data Analytics, Staff Augmentation Services, Information Technology, Training and eLearning, and Communications and Electronics (C&E) Maintenance. Formed in February 2010, to serve Federal customers, Ziegler Communications’ SMEs possess decades of experience working in the Federal marketplace, providing technical advisory and support in Business intelligence (BI) to gear our clients to focus on the strategies and technologies used across the enterprise for data analysis of business information and structured approach to data visualization environment.

Ziegler’s business process analysts are committed to providing our customers with high quality professional services, underpinned by an expertise in Visualization using Enterprise Architecture tools and Power BI for visualization, data analytics, and program management oversight. We meet the clients need by visualizing the requirements and applying them pragmatically, in real-time. We provide a wide range of solutions to all size programs in the Federal sector, with unique and cost-efficient information management solutions wherever our customers operate.

Our core services and expertise are built upon the foundation of common functions of business intelligence technologies which include reporting, online analytical processing, analytics, dashboard development, data mining, process mining, complex event processing, business performance management, benchmarking, text mining, predictive analytics, and prescriptive analytics.

Ultimately, we are a one-stop shop for the services outlined above.
CUSTOMER INFORMATION

1a. Awarded Special Item Number(s):

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order Level Materials (OLM)</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item awarded in the contract: Not applicable.

1c. Descriptions of all corresponding commercial job titles with experience, function responsibility and education are provided beginning on page 12.

2. Maximum order: $500,000

3. Minimum order: $100

4. Geographic Coverage: Domestic Delivery to include the 50 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories

5. Point of Production: Not Applicable

6. Prices Shown Herein are Net (discount deducted)

7. Quantity Discount: 0.5% off orders over $500k, 1% off orders over $750k

8. Prompt Payment Terms: 1% 20 Days; Net 30

9a. Government Purchase Cards are accepted below the micropurchase threshold. 9b. Government Purchase Cards are not accepted above the micropurchase threshold.

10. Foreign Items: None

11a. Time of Delivery: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO).

11b. Expedited Delivery: Consult with Contractor

11c. Overnight/2 day Delivery: Consult with Contractor
11d. **Urgent Requirements:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed-upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. **FOB Point:** Destination

13a. **Ordering Address:**

Ziegler Communications, LLC  
12573 Mountain Road  
Lovettsville, VA 20180-2610  
Phone: (571) 230-0706  
Facsimile: (703) 957-4547  
marieziegler@zieglercommunications.com  
www.zieglercommunications.com  
DUNS: 962462961

13b. **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.

14. **Payment Address:**

Ziegler Communications, LLC  
12573 Mountain Road  
Lovettsville, VA 20180-2610  
Phone: (571) 230-0706  
Facsimile: (703) 957-4547  
marieziegler@zieglercommunications.com  
www.zieglercommunications.com  
DUNS: 962462961

15. **Warranty Provisions:** Contractor’s Standard Warranty

16. **Export Packing Charges:** Not applicable.

17. **Terms and Conditions of Government Purchase Card Acceptance:** Contact Ziegler Communications, LLC for terms and conditions of Government Purchase Card Acceptance.

18. **Terms and Conditions of rental, maintenance, and repair:** Not applicable.

19. **Terms and Conditions of installation:** Not applicable.

20a. **Terms and Conditions of repair parts indicating date of parts price lists and any discounts from list prices:**
20b. Terms and Conditions of any other service parts: Not applicable.

21. List of Service and Distribution Points: Not applicable.

22. List of Participating Dealers: Not applicable.

23. Preventative Maintenance: Not applicable.

24a. Section 508 compliance information is available by contacting Ziegler Communications, LLC directly.

25. DUNS: 962462961

26. Ziegler Communications, LLC is registered in the System for Award Management (SAM) Database.
TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES
(SPECIAL ITEM NUMBER 54151S)

1. SCOPE
a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT 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
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 in accordance with this clause.
b. The ordering activity must establish a maximum performance incentive price for these services and/or totalsolutions 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/EC 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 Convenience 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**

The Inspection of Services—Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection—Time and Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time and materials and labor ~hour orders placed under this contract.

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 (Deviation – May 2003) 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/EC Services.

9. **INDEPENDENT CONTRACTOR**

All IT 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 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 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) 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 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) 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 SERVICES AND PRICING**

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 54151S. IT 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 Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.
## Ziegler Communications, LLC
### Price List
#### SIN 54151S
(Effective January 1, 2019)

<table>
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<td>Hr</td>
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<td>$218.83</td>
<td>$224.30</td>
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</table>
Enterprise Assessment Analyst

Functional Responsibility: Assists in the assessment of business objectives, participates in a gap analysis of existing versus needed capability, and supports the identification of business requirements. Participates in the evaluation of business requirements to identify potential software, hardware, and system architectures can be employed to meet business objectives. Supports the development of potential technical solutions to meet business needs and supports analysis of alternatives for best fit. Supports the evaluation of technical trends and provides recommendations for technology and architecture to meet business objectives. Performs research on emerging technologies to support proof-of-concept (POC) capabilities and identify future solutions for the organization.

Minimum General Experience: This position requires a minimum of eight (8) years’ experience, of which at least six years must be specialized in related enterprise assessment disciplines. The Enterprise Assessment Analyst should possess excellent oral and written communication skills.

Minimum Education: A Bachelor’s degree in Management, Information Technology, Engineering, Business, or other related disciplines.

Education/Experience Substitution:
1. With a Master’s Degree, six (6) years of general experience of which at least four (4) years in specialized experience is required.
2. With a Ph.D., two (2) years of general experience of which at least two (2) years of specialized experience.

Principal Software Engineer

Functional Responsibility: Plans, coordinates and controls software operations, estimates resources required, assigns accountability, and establishes success criteria. Develops complete, consistent, unambiguous requirements specifications detailing precisely what the software will accomplish. Applies structured programming techniques and procedures including top-down hierarchical software design, module integration, interface definition, and design. May provide engineering analysis for estimating relative software costs and determines tradeoffs, management analysis for defining requirements; monitors progress, coordinates personnel, and assesses risks. Performs software life-cycle analysis and planning in response to dynamic, overall computer system requirements.

Minimum General Experience: Ten (10) years’ experience in the design, development, implementation, testing and validation, operation and maintenance of computer software. Five (5) years of experience in managing/administering software engineering functions.

Minimum Education: Bachelor’s degree in Computer Science, Information or Resource Management, Mathematics, Electronic Engineering, Business Management/Administration or other related discipline is required with appropriate cross training or equivalent experience in associated disciplines. Education/Experience Substitution:
1. With a Master’s Degree, five (5) years of general experience of which at least three (3) years in specialized experience is required.
2. With a Ph.D., one (1) year of general experience of which at least one (1) year of specialized experience.
Substitution:
1. With a Master’s Degree (in the fields described above), eight (8) years progressive work experience in individual’s area of technological expertise.
2. With fourteen (14) years’ work progressive experience in individual’s area of technological expertise, a college degree is not required.

**Principal Systems Architect**

Functional Responsibility: Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures as they apply to the implementation and specification of Information Management (IM) solution of the application platform, across the application program interface (API), and the external environment/software application. Ensures that the common operating environment is TAFIM compliant. Evaluates analytically and systematically problems of workflows, organization, and planning and develops appropriate corrective action. Provides daily supervision and direction to staff.

Minimum /General Experience: This position requires a minimum of ten (10) years’ experience, of which at least eight (8) years must be specialized in related systems architecture disciplines. The Principal Systems Architect should possess excellent oral and written communication skills.

Minimum Education: A Bachelor’s degree in Management, Information Technology, Engineering, Business, or other related disciplines.

Education/Experience Substitution:
1. With a Master’s Degree, eight (8) years of general experience of which at least six (6) years inspecialized experience is required.
2. With a Ph.D., four (4) years of general experience of which at least two (2) years of specialized experience.

**Project Manager**

Functional Responsibility: Serves as the project manager for a delivery order (or a group of delivery orders) and assists the program manager on larger delivery orders in working with the Government Contracting Officer (CO), the Contracting Officer’s Representative (COR), the Contracting Officers Technical Representative(s) (COTR), government management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific delivery order(s) and ensuring that technical solutions and schedules in the delivery order are implemented in timely manner. Performs enterprise-wide horizontal integration planning and interfaces to other functional systems.

Minimum General Experience: This position requires a minimum of eight (8) years experience of which at least six years must be specialized. Specialized experience includes: project development from inception to deployment, expertise in the management and control of funds and resources, and demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. General experience includes increasing responsibilities in information systems design and/or management.
Minimum Education & Certification: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. PMP certification

Education/Experience Substitution:
1. With a Master’s Degree, six (6) years of general experience of which at least four (4) years specialized experience is required.
2. With a Ph.D., two (2) years of general experience of which at least two (2) years specialized experience is required.
3. With twelve (12) years general experience of which at least ten (10) years is specialized experience, a college degree is not required.

Senior Consultant
Functional Responsibility: Expert in the area of information systems for larger enterprises. Provides consulting services to implement new systems and applications, and improve efficiency and productivity of existing systems. Acts as liaison to facilitate efficient output and confers with the client to ensure project cooperation.

Minimum General Experience: (12) years of experience consulting with federal government agencies or large corporations, including ten (10) years’ experience in facilitating team efficiency and consulting federal government agencies or large corporations on major IT initiatives (e.g. Enterprise Architecture, Network Infrastructure, Enterprise Security, Business Continuance, e-Commerce Strategy, Enterprise IP Telephony, BPR, Software Engineering, Information Systems, Facilities Management).

Minimum Education: Bachelor’s degree in related discipline. Education/Experience Substitution:
1. With a Master’s Degree (in the fields described above), ten (10) years progressive work experience in individual’s area of technological expertise.
2. With a Ph.D. (in the fields described above), six (6) years progressive work experience in individual’s area of technological expertise.
3. With sixteen (16) years’ work progressive experience in individual’s area of technological expertise, a college degree is not required.

Senior Network Engineer
Functional Responsibility: Provides network design, development, implementation, and installation support; hardware or software product analyses and recommendations; product acquisition support; network administration and management; equipment installation and maintenance; and technology refreshment analysis. Also provides task-level staff oversight.

Minimum General Experience: Five (5) years general experience and three (3) years specialized experience planning, designing and analyzing multi-platform, multi-system networks. Must also have documented working knowledge of at least one of the following network operating systems including Windows NT, Unix, Linux, Sun Solaris, Novell NetWare, and VINES.

Minimum Education: Bachelor’s degree in Computer Science or other related discipline. Education/Experience Substitution:
1. With a Master’s Degree (in the fields described above), three (3) years progressive work experience in
individual’s area of technological expertise.

2 With nine (9) years work progressive experience in individual’s area of technological expertise, a college degree is not required

**Senior Technical Writer**

Writes reports, manuals, service guides, training courses, and other documents, and ensures quality of those documents written by others. Reviews grammar, writing style, and syntax of documentation. Requires bachelor’s degree or equivalent and more than 10 years of professional work experience.

Minimum Education & Certification: A Bachelor’s degree in Computer Science, InformationSystems, Engineering, Business, or other related discipline.

Education/Experience Substitution:

1. With a Master’s Degree, six (6) years of general experience of which at least four (4) years specialized experience is required.
2. With a Ph.D., two (2) years of general experience of which at least two (2) years specialized experience is required.
3. With sixteen (16) years general experience of which at least ten (10) years is specialized experience, a college degree is not required.

**Subject Matter Expert I**

Develops requirements from a project’s inception to its conclusion in the subject matter area for simple to moderately complex systems. Assists other senior consultants with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in the following specialties: information systems architecture, networking, telecommunications, automation, communications protocols, risk management/electronic analysis, software, lifecycle management, software development methodologies, and modeling and simulation. Requires a bachelor’s degree in a related field such as computer science, business, engineering or information systems, and 12 years of related experience or a master’s degree and 10 years of professional experience.

Minimum Education & Certification: A Bachelor’s degree in Computer Science, InformationSystems, Engineering, Business, or other related discipline. PMP certification. Education/Experience Substitution:

1. With a Master’s Degree, six (6) years of general experience of which at least four (4) years specialized experience is required.
2. With a Ph.D., two (2) years of general experience of which at least two (2) years specialized experience is required.
3. With sixteen (16) years general experience of which at least ten (10) years is specialized experience, a college degree is not required.

**Subject Matter Expert II**

Defines the problems and analyzes and develops plans and requirements in the subject matter area for moderately-complex to complex systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the following specialties: information systems architecture, networking, telecommunications, automation, communications protocols, risk management/electronic analysis, software, lifecycle management, software development methodologies, and modeling and simulation. Requires a
bachelor’s degree in a related field such as computer science, business, engineering, or information systems, and 16 years of related experience.

Minimum Education & Certification: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. PMP certification. Education/Experience Substitution:
1. With a Master’s Degree, six (6) years of general experience of which at least four (4) years specialized experience is required.
2. With a Ph.D., two (2) years of general experience of which at least two (2) years specialized experience is required.
3. With sixteen (16) years general experience of which at least ten (10) years is specialized experience, a college degree is not required.

Subject Matter Expert III
Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development, and implementation for complex to extremely complex systems in the subject matter area. Makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts in the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; lifecycle management; software development methodologies; and modeling and simulation. Requires a bachelor’s degree in a related field such as computer science, business, engineering, or information systems, and 20 years of related experience.

Minimum Education & Certification: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. PMP certification. Education/Experience Substitution:
1. With a Master’s Degree, six (6) years of general experience of which at least four (4) years specialized experience is required.
2. With a Ph.D., two (2) years of general experience of which at least two (2) years specialized experience is required.
3. With sixteen (16) years general experience of which at least ten (10) years is specialized experience, a college degree is not required.