GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

MULTIPLE AWARD SCHEDULE (MAS)

Telesto Group LLC
1641 Worthington Rd Ste 140
West Palm Beach, FL, 33409-6706
Phone: 561-802-7446
Email: gsa@telestogroup.com
http://telestogroup.com/

CONTRACT NUMBER: 47QTCA19D00E2

PERIOD COVERED BY CONTRACT:
June 20, 2019 – June 19, 2024

BUSINESS SIZE:
Small Business

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. For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov

Price List Current through Modification PS-0023 effective September 10, 2021
CUSTOMER INFORMATION

1a. AUTHORIZED SPECIAL ITEM NUMBERS (SINs):

<table>
<thead>
<tr>
<th>SIN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>511210</td>
<td>Software Licenses</td>
</tr>
<tr>
<td>54151</td>
<td>Software Maintenance Services</td>
</tr>
<tr>
<td>518210C</td>
<td>Cloud and Cloud-Related IT Professional Services</td>
</tr>
<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. Lowest Priced Model Number and Price for each SIN: See Price List

1c. SERVICES OFFERED: See Price List

2. MAXIMUM ORDER PER SIN:

<table>
<thead>
<tr>
<th>SIN</th>
<th>MAXIMUM ORDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>511210</td>
<td>$500,000 per SIN/Order</td>
</tr>
<tr>
<td>54151</td>
<td>$500,000 per SIN/Order</td>
</tr>
<tr>
<td>518210C</td>
<td>$500,000 per SIN/Order</td>
</tr>
<tr>
<td>54151S</td>
<td>$500,000 per SIN/Order</td>
</tr>
<tr>
<td>OLM</td>
<td>$250,000 per SIN/Order</td>
</tr>
</tbody>
</table>

3. MINIMUM ORDER LIMITATION: $100

4. GEOGRAPHIC COVERAGE (DELIVERY AREA): Worldwide

5. POINT OF PRODUCTION: United States

6. BASIC DISCOUNT: Prices listed are net, discounts have been deducted and the industrial funding fee has been added.

7. QUANTITY DISCOUNT: None

8. PROMPT PAYMENT TERMS: Net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. FOREIGN ITEMS: None

10a. TIME OF DELIVERY: As negotiated with the Ordering Activity

10b. EXPEDITED DELIVERY: Contact Contractor

10c. OVERNIGHT AND 2-DAY DELIVERY: Contact Contractor

10d. URGENT REQUIREMENTS: Contact Contractor

11. F.O.B. POINT: Destination

12a. ORDERING ADDRESS: Telesto Group LLC
     1641 Worthington Rd Ste 140
     West Palm Beach, FL, 33409-6706

12b. 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.
13. PAYMENT ADDRESS: *Same as Ordering Address*

14. WARRANTY PROVISION: *Standard Commercial Warranty*

15. EXPORT PACKING CHARGES: *Not Applicable*

16. TERMS AND CONDITIONS OF RENTAL: *Not Applicable*

17. TERMS AND CONDITIONS OF INSTALLATION: *Not Applicable*

18a. TERMS AND CONDITIONS OF REPAIR PARTS: *Not Applicable*

18b. TERMS AND CONDITIONS FOR ANY OTHER SERVICES: *Not Applicable*

19. LIST OF SERVICE AND DISTRIBUTION POINTS: *Not Applicable*

20. LIST OF PARTICIPATING DEALERS: *Not Applicable*

21. PREVENTIVE MAINTENANCE: *Not Applicable*

22a. SPECIAL ATTRIBUTES: *Not Applicable*

22b. SECTION 508 COMPLIANCE INFORMATION: *Not Applicable*

23. UNIQUE ENTITY IDENTIFIER (UEI) NUMBER: *DUNS 018359609*

24. CONTRACTOR HAS REGISTERED IN THE SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE.
TERMS AND CONDITIONS APPLICABLE TO SOFTWARE LICENSES (SPECIAL ITEM NUMBER 511210)

1. INSPECTION/ACCEPTANCE
The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any software that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming software at no increase in contract price. The ordering activity must exercise its post acceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the software, unless the change is due to the defect in the software. Inspection of services is in accordance with 552.212-4 CONTRACT TERMS AND CONDITIONS–COMMERCIAL ITEMS (JAN 2017) (DEVIATION – FEB 2018) for Firm-Fixed Price orders; or GSAR 552.212-4 CONTRACT TERMS AND CONDITIONS–COMMERCIAL ITEMS (JAN 2017) (DEVIATION - FEB 2018) (ALTERNATE I - JAN 2017) (DEVIATION - FEB 2007) for Time- and-Materials and Labor-Hour Contracts orders placed under this contract.

2. COMMERCIAL SUPPLIER AGREEMENTS
Commercial Supplier Agreements to include Enterprise User License Agreements or Terms of Service (TOS) agreements. The Contractor shall provide all Commercial Supplier Agreements to include Enterprise User License Agreements or Terms of Service (TOS) agreements in an editable Microsoft Office (Word) format for review prior to award.

3. GUARANTEE/WARRANTY
a. The Contractor’s commercial guarantee/warranty shall be included in the Commercial Supplier Agreement to include Enterprise User License Agreements or Terms of Service (TOS) agreements.

b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract. If no implied warranties are given, an express warranty of at least 60 days must be given in accordance with FAR 12.404(b)(2)

c. Limitation of Liability. Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

4. TECHNICAL SERVICES
The Contractor, without additional charge to the ordering activity, shall provide a hot line technical support number 561-802-7446 for the purpose of providing user assistance and guidance in the implementation of the software. The technical support number is available from 9am to 5pm EST.

5. SOFTWARE MAINTENANCE
a. Software maintenance as it is defined: (select software maintenance type):
   (1) Software Maintenance as a Product (SIN 511210)
Software maintenance as a product includes the publishing of bug/defect fixes via patches and updates/upgrades in function and technology to maintain the operability and usability of the software product. It may also include other no charge support that is included in the purchase price of the product in the commercial marketplace. No charge support includes items such as user blogs, discussion forums, on-line help libraries and Frequently Asked Questions (FAQ’s), hosted chat rooms, and limited telephone, email and/or web-based general technical support for user’s self-diagnostics.

Software maintenance as a product does NOT include the creation, design, implementation, integration, etc. of a software package. These examples are considered software maintenance services.

Software Maintenance as a product is billed at the time of purchase.

(2) Software Maintenance Services (SIN 54151)

Software maintenance services creates, designs, implements, and/or integrates customized changes to software that solve one or more problems and is not included with the price of the software. Software maintenance services includes person-to-person communications regardless of the medium used to communicate: telephone support, on-line technical support, customized support, and/or technical expertise which are charged commercially. Software maintenance services are billed in arrears in accordance with 31 U.S.C. § 3324.

b. Invoices for maintenance service shall be submitted by the Contractor on a quarterly or monthly basis, after the completion of such period. Maintenance charges must be paid in arrears (31 U.S.C. § 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

6. PERIODS OF TERM LICENSES (SIN 511210) AND SOFTWARE MAINTENANCE SERVICES (SIN 54151)

a. The Contractor shall honor orders for periods for the duration of the contract period or a lesser period of time.

b. Term licenses may be discontinued by the ordering activity on thirty (30) calendar days written notice to the Contractor.

c. Annual Funding. When using annually appropriated funds are cited on an order for term licenses, the period of the term licenses shall automatically expire on September 30 of the contract period.

d. Cross-Year Funding Within Contract Period. Where an ordering activity’s specific appropriation authority provides for funds in excess of a 12 month (fiscal year) period, the ordering activity may place an order under this schedule contract for a period up to the expiration of the contract period, notwithstanding the intervening fiscal years.
c. Ordering activities should notify the Contractor in writing thirty (30) calendar days prior to the expiration of an order, if the term licenses and/or maintenance is to be terminated at that time. Orders for the continuation of term licenses will be required if the term licenses and/or maintenance is to be continued during the subsequent period.

7. CONVERSION FROM TERM LICENSE TO PERPETUAL LICENSE

a. When a contractor commercially offers conversions of term licenses to perpetual licenses, and an ordering activity requests such a conversion, the contractor shall provide the total amount of conversion credits available for the subject software within ten (10) calendar days after placing the order.

b. When conversion credits are provided, they shall continue to accrue from one contract period to the next, provided the software has been continually licensed without interruption.

c. The term license for each software product shall be discontinued on the day immediately preceding the effective date of conversion from a term license to a perpetual license.

d. When conversion from term licenses to perpetual licenses is offered, the price the ordering activity shall pay will be the perpetual license price that prevailed at the time such software was initially ordered under a term license, or the perpetual license price prevailing at the time of conversion from a term license to a perpetual license, whichever is the less, minus an amount equal to a percentage of all term license payments during the period that the software was under a term license within the ordering activity.

8. TERM LICENSE CESSATION

a. After a software product has been on a continuous term license for a period of * months, a fully paid-up, non-exclusive, perpetual license for the software product shall automatically accrue to the ordering activity. The period of continuous term license for automatic accrual of a fully paid-up perpetual license does not have to be achieved during a particular fiscal year; it is a written Contractor commitment which continues to be available for software that is initially ordered under this contract, until a fully paid-up perpetual license accrues to the ordering activity. However, should the term license of the software be discontinued before the specified period of the continuous term license has been satisfied, the perpetual license accrual shall be forfeited. Contractors who do not commercially offer conversions of term licenses to perpetual licenses shall indicate that their term licenses are not eligible for conversion at any time.

b. The Contractor agrees to provide updates and software maintenance services for the software after a perpetual license has accrued, at the prices and terms of Special Item Number 132-34, if the licensee elects to order such services. Title to the software shall remain with the Contractor.

9. UTILIZATION LIMITATIONS - (SIN 511210 AND SIN 54151)

a. Software acquisition is limited to commercial computer software defined in FAR Part 2.101.

b. When acquired by the ordering activity, commercial computer software and related documentation so legend shall be subject to the following:
Title to and ownership of the software and documentation shall remain with the Contractor, unless otherwise specified.

Software licenses are by site and by ordering activity. An ordering activity is defined as a cabinet level or independent ordering activity. The software may be used by any subdivision of the ordering activity (service, bureau, division, command, etc.) that has access to the site the software is placed at, even if the subdivision did not participate in the acquisition of the software. Further, the software may be used on a sharing basis where multiple agencies have joint projects that can be satisfied by the use of the software placed at one ordering activity's site. This would allow other agencies access to the software placed at a site the software is placed at. For ordering activity public domain databases, user agencies and third parties may use the computer program to enter, retrieve, analyze and present data. The user ordering activity will take appropriate action by instruction, agreement, or otherwise, to protect the Contractor's proprietary property with any third parties that are permitted access to the computer programs and documentation in connection with the user ordering activity's permitted use of the computer programs and documentation. For purposes of this section, all such permitted third parties shall be deemed agents of the user ordering activity.

Except as is provided in paragraph 9.b(2) above, the ordering activity shall not provide or otherwise make available the software or documentation, or any portion thereof, in any form, to any third party without the prior written approval of the Contractor. Third parties do not include prime Contractors, subcontractors and agents of the ordering activity who have the ordering activity's permission to use the licensed software and documentation at the facility, and who have agreed to use the licensed software and documentation only in accordance with these restrictions. This provision does not limit the right of the ordering activity to use software, documentation, or information therein, which the ordering activity may already have or obtains without restrictions.

The ordering activity shall have the right to use the software and documentation with the run-time computing environment (e.g. operating system, virtual machine, mobile operating system, processor etc.) to be specifically identified for which it is acquired at any other facility/user device to which that time computing environment may be transferred, or in cases of Disaster Recovery, the ordering activity has the right to transfer the software to another site/user device if the ordering activity site for which it is acquired is deemed to be unsafe for ordering activity personnel; to use the software and documentation with a backup time computing environment when the primary is inoperative; to copy computer programs for safekeeping (archives) or backup purposes; to transfer a copy of the software to another site/user for purposes of benchmarking new hardware and/or software; and to modify the software and documentation or combine it with other software, provided that the unmodified portions shall remain subject to these restrictions.

"Commercial Computer Software" may be marked with the Contractor's standard commercial restricted rights legend, but the schedule contract and schedule pricelist, including this clause, "Utilization Limitations" are the only governing terms and conditions, and shall take precedence and supersede any different or additional terms and conditions included in the standard commercial legend.
(6) Licensee Data belongs exclusively to Licensee, regardless of where the Data may reside at any moment in time including, but not limited to Licensor hardware, networks or other infrastructure and facilities where Data may reside, transit through or be stored from time to time. Licensor makes no claim to a right of ownership in Licensee Data. Licensor agrees to keep the Licensee Data Confidential as that term is defined in the relevant FAR and DFARS provisions pertaining to Confidential Information and Confidentiality. Licensor is not permitted to use Licensee’s data for a purpose that is not explicitly granted in writing by Licensee. Upon Licensee request, for any reason whatsoever, Licensor must promptly return all Licensee Data in Licensor’s possession in a format as may be designated at the time of request by Licensee.

(7) Licensee may create or hire others (including Licensor) to create modifications, customizations or other enhancements to the Software which might be classified as “Derivative Works” of the software. Unless otherwise negotiated and mutually agreed upon at the order level, the intellectual property (IP) rights to the Derivative Works shall be owned by the owner of the underlying intellectual property. The Derivative Work[s] shall be made available to the Licensee through a royalty free, perpetual worldwide, no charge license to the Licensee.

(8) Software Asset Identification Tags (SWID) (Option 1 SIN 511210)

Option 1 is applicable when the Offeror agrees to include the International Organization for Standardization/International Electrotechnical Commission 19770-2 (ISO/IEC 19770-2:2015) standard identification tag (SWID Tag) as an embedded element in the software. An ISO/IEC 19970-2 tag is a discoverable identification element in software that provides licensees enhanced asset visibility. Enhance visibility supports both the goals of better software asset management and license compliance. Offerors may use the National Institute of Standards and Technology (NIST) document “NISTIR 8060: Guidelines for Creation of Interoperable Software Identification (SWID) Tags,” December 2015 to determine if they are in compliance with the ISO/IEC 19770-2 standard.

Section 837 of The Federal Information Technology Acquisition Reform Act (FITARA) of 2014, requires GSA to seek agreements with software vendors that enhance government-wide acquisition, shared use, and dissemination of software, as well as compliance with end user license agreements. The Megabyte Act of 2016 requires agencies to inventory software assets and to make informed decisions prior to new software acquisitions. In June of 2016, the Office of Management and Budget issued guidance on software asset management requiring each CFO Act (Public Law 101-576 – 11/15/1990) agency to begin software inventory management (M-16-12). To support these requirements, Offerors may elect to include the terms of Option 1 and/or Option 2, which support software asset management and government-wide reallocation or transferability of perpetually licensed software.

(9) Reallocation of Perpetual Software (Option 2 SIN 511210)

a. The purpose of SIN 511210 OPTION 2 is to allow ordering activities to transfer software assets for a pre-negotiated charge to other ordering activities.
b. When an ordering activity becomes aware that a reusable software asset may be available for transfer, it shall contact the Contractor, identify the software license or licenses in question, and request that these licenses be reallocated or otherwise made available to the new ordering activity.

c. Contractors shall release the original ordering activity from all future obligations under the original license agreement and shall present the new ordering activity with an equivalent license agreement. When the new ordering activity agrees to the license terms, henceforth any subsequent infringement or breach of licensing obligations by the new ordering activity shall be a matter exclusively between the new ordering activity and the Contractor.

d. The original ordering activity shall de-install, and/or make unusable all of the software assets that are to be transferred. It shall have no continuing right to use the software and any usage shall be considered a breach of the Contractor’s intellectual property and a matter of dispute between the original ordering activity/original license grantee and the licensor.

e. As a matter of convenience, once the original licenses are deactivated, di-installed, or made otherwise unusable by the original ordering activity or license grantee, the Contractor may elect to issue new licenses to the new ordering activity to replace the old licenses. When new licenses are not issued, the Contractor shall provide technical advice on how best to achieve the functional transfer of the software assets.

f. Software assets that are eligible for transfer that have lapsed Software Maintenance Services (SIN 54151) may require a maintenance reinstatement fee, chargeable to the new ordering activity or license grantee. When such a fee is paid, the new ordering activity shall receive all the rights and benefits of Software Maintenance Services.

g. When software assets are eligible for transfer, and are fully covered under pre-paid Software Maintenance Services (SIN 54151), the new ordering activity shall not be required to pay maintenance for those license assets prior to the natural termination of the paid for maintenance period. The rights associated with paid for current Software Maintenance Services shall automatically transfer with the software licenses without fee. When the maintenance period expires, the new ordering activity or license grantee shall have the option to renew maintenance.

h. The administrative fee to support the transfer of licenses, exclusive of any new incremental licensing or maintenance costs shall be percentage (%) of the original license fee. The fee shall be paid only at the time of transfer. In applying the transfer fee, the Software Contractor shall provide transactional data that supports the original costs of the licenses.

10. SOFTWARE CONVERSIONS - (SIN 511210 AND SIN 511210)

Full monetary credit will be allowed to the ordering activity when conversion from one version of the software to another is made as the result of a change in operating system, or from one computer system to another. Under a perpetual license (511210), the purchase price
of the new software shall be reduced by the amount that was paid to purchase the earlier version. Under a term license (511210), if conversion credits had accrued while the earlier version was under a term license, those credits shall carry forward and remain available as conversion credits which may be applied towards the perpetual license price of the new version.

11. DESCRIPTIONS AND EQUIPMENT COMPATIBILITY

The Contractor shall include, in the schedule pricelist, a complete description of each software product including the operating systems on which the software can be used. Also included shall be a brief, introductory explanation of the modules and documentation which are offered.

12. RIGHT-TO-COPY PRICING

Not Offered.
1. INFORMATION PERTAINING TO CLOUD RELATED IT PROFESSIONAL SERVICES

a. SCOPE OF 518210C Cloud Related IT Professional Services
   (1) The labor categories, prices, terms and conditions stated under Special Item Numbers 518210C Cloud Services and Related IT Professional Services apply exclusively to this SIN within the scope of this Multiple Award Schedule. It is anticipated that the relevant IT Professional Services for this SIN (518210C) are related to the following: assessing cloud solutions, preparing for cloud solutions, refactoring legacy solutions for cloud migration, migrating legacy or other systems to cloud solutions, DevOps, developing new cloud based applications and providing management/governance for cloud solutions. Contractors may propose other types of relevant professional services as long as they are specifically designed to work within and/or support the types of cloud product services described in SIN 518210C.
   (2) Cloud Related IT Professional Services provided under this SIN shall comply with all certifications and industry standards as applicable pertaining to the type of services as specified by ordering agency.
   (3) The Contractor shall provide Cloud Related IT Professional Services at the Contractor’s facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

b. ORDER
   (1) Agencies may use written orders, Electronic Data Interchange (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 order shall specify the availability of funds and the period for which funds are available.
   (2) 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.

c. PERFORMANCE OF SERVICES
   (1) The Contractor shall commence performance of Cloud Related IT Professional Services on the date agreed to by the Contractor and the ordering activity.
   (2) The Contractor agrees to render Cloud Related IT Professional Services during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
(3) The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Cloud Related IT Professional Services shall be completed in a good and workmanlike manner.

(4) Any Contractor travel required in the performance of Cloud Related IT Professional 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. All travel will be agreed upon with the client prior to the Contractor’s travel.

d. INSPECTION OF SERVICES


e. 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 (MAY 2014) Rights in Data – General, may apply.

The Contractor shall comply with contract clause (52.204-21) to the Federal Acquisition Regulation (FAR) for the basic safeguarding of contractor information systems that process, store, or transmit Federal data received by the contract in performance of the contract. This includes contract documents and all information generated in the performance of the contract.

f. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to the ordering activity’s security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite Cloud Computing IT Professional Services.

g. INDEPENDENT CONTRACTOR

All Cloud Computing 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.
h. ORGANIZATIONAL CONFLICTS OF INTEREST (1)

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.

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.

i. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for Cloud Computing 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 IT professional services performed during the preceding month.

j. PAYMENTS

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. Payments shall be made in accordance with:

For orders that are NOT time-and-materials/labor hours (fixed price applicable).


For orders that are time-and-materials/labor hours.

• FAR 52.216-31 (Feb 2007) Time-and Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(f)(3), insert the following provision:

(1) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(2) 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:

i The offeror;

ii Subcontractors; and/or

iii Divisions, subsidiaries, or affiliates of the offeror under a common control.

k. RESUMES

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

l. 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.

m. DESCRIPTION OF CLOUD COMPUTING LABOR HOURS AND PRICING

See Labor Category Descriptions and Pricing Below
1. SCOPE
   a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Multiple Award 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 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


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 I – OCT 2008) (DEVIATION I – 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 I – OCT 2008) (DEVIATION I – 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

See Labor Category Descriptions and Pricing Below
LABOR CATEGORY DESCRIPTIONS

SIN 54151S

AUTOMATED TESTING SCRIPT DEVELOPER I

Functional Responsibilities: Test specialist experienced in the development of automated testing scripts intended to reduce effort/cost associated with manual testing. This resource gathers testing requirements and develops, maintains, and updates automated tests to expedite the development, tracking, and execution of automated tests and their results. The incumbent is responsible for creating/maintaining the automated scripts and documenting test results. Must have knowledge of ECC, CRM, SRM as well as Solution Manager, TAO, HP Quality Center, and BPCA. This role will support the creation and implementation of a performance test strategies and provide recommendations and configuration support of performance test tool(s).

Minimum Experience: 3 years

Minimum Education: Bachelor’s Degree in an information technology field

AUTOMATED TESTING SCRIPT DEVELOPER II

Functional Responsibilities: Test specialist experienced in the development of automated testing scripts intended to reduce effort/cost associated with manual testing. This resource gathers testing requirements and develops, maintains, and updates automated tests to expedite the development, tracking, and execution of automated tests and their results. The incumbent is responsible for creating/maintaining the automated scripts and documenting test results. Must have knowledge of ECC, CRM, SRM as well as Solution Manager, TAO, HP Quality Center, and BPCA. This role will support the creation and implementation of a performance test strategies and provide recommendations and configuration support of performance test tool(s).

Minimum Experience: 5 years

Minimum Education: Bachelor’s Degree in an information technology field

BASIS and NETWORK DEVELOPER III

Functional Responsibilities:

- Work with business/functional counterparts and other technical team members to deliver technical components to include analysis, design, set up and troubleshooting for ERP production and development environments.
- Establish standard network requirements, evaluate and direct enhancements and upgrades.
- Monitor and troubleshoot performance.
- Acts as liaison across teams to gather requirements and support the client.
- Acts as subject matter expert providing client demonstrations and technical presentations at marketing events.
- Work products focus on documentation, testing, conversions, post-live support, and data management/archiving.
- Provide guidance regarding cloud configurations and the use of outsourced cloud service providers.
- Create and maintain status reporting.

Minimum Experience: 7 years

Minimum Education: Bachelor’s Degree in an information technology field

**BASIS and NETWORK DEVELOPER IV**

Functional Responsibilities:
- Work with business/functional counterparts and other technical team members to deliver technical components to include analysis, design, set up and troubleshooting for ERP production and development environments.
- Establish standard network requirements, evaluate and direct enhancements and upgrades.
- Monitor and troubleshoot performance.
- Acts as liaison across teams to gather requirements and support the client.
- Acts as subject matter expert providing client demonstrations and technical presentations at marketing events.
- Work products focus on documentation, testing, conversions, post-live support, and data management/archiving.
- Provide guidance regarding cloud configurations and the use of outsourced cloud service providers.
- Create and maintain status reporting.
- Lead multiple teams across a program.

Minimum Experience: 10 years

Minimum Education: Bachelor’s Degree in an information technology field

**TECHNICAL BUSINESS PROCESS ARCHITECT III**

Functional Responsibilities:
- Defines problems and analyzes and develops plans and requirements in a subject area for complex systems.
- Coordinates and manages analysis, evaluation, and recommendations for implementation of programs and systems.
- Responsible for creating integrated functional designs for the new IT system taking technology and business inputs into consideration through the utilization of business and/or architecture best practices.
- Applies business process improvement practices and ERP knowledge to data flow and technological structure throughout an organization.
- Defines technology systems that support business process improvements and suggests technical architectures that support client objectives.
• Designs client process improvement road maps, identifying organizational constraints and tool configuration guidelines.
• Subject matter expert for client presentations and demonstrations relating to technical solutions.

Minimum Experience: 7 years

Minimum Education: Bachelor’s Degree in an information technology field

TECHNICAL BUSINESS PROCESS ARCHITECT IV

Functional Responsibilities:
• Serves as a subject matter expert (SME) who analyzes user needs to determine functional requirements applicable to a new IT system.
• Provides technical management and direction for problem definition, analysis, and requirements development and implementation for complex systems in the subject area.
• Recommends and advises on system improvements, optimization, and maintenance.
• Responsible for creating integrated functional designs for the new IT system taking technology and business inputs into consideration through the utilization of business and/or architecture best practices.
• Applies business process improvement practices and ERP knowledge to data flow and technological structure throughout an organization.
• Defines technology systems that support business process improvements and suggests technical architectures that support client objectives.
• Designs client process improvement road maps, identifying organizational constraints and tool configuration guidelines.
• Subject matter expert for client presentations and demonstrations relating to technical solutions.

Minimum Experience: 10 years

Minimum Education: Bachelor’s Degree in an information technology field

TECHNICAL BUSINESS PROCESS EXPERT/FUNCTIONAL DIRECTOR

Functional Responsibilities:
• Plan and facilitate business process technology or organizational technological readiness workshops.
• Lead the technology modeling to support the business analysis, organizational design, and improvement activities related to technical solutions and information technology systems.
• Seen as an expert in a specific technology to be implemented.
• Mentor client C-level personnel in technology usage
• Leads and manages multiple exceptionally complex software implementation tasks.
• Leads technical project reviews, strategic project planning, risk mitigation

Minimum Experience: 12 years
Minimum Education: Bachelor’s Degree in an information technology field

TECHNICAL BUSINESS PROCESS EXPERT/FUNCTIONAL I

Functional Responsibilities:
- Assist with technology-based business process blueprinting of IT solutions, gap analysis, mapping, technical solution prototypes, technical design, system configuration, system testing, go-live, user technical training and post production technical support activities related to technology integration
- Liaise between process and technical solution teams
- Work with consultant and/or client teams engaged in business analysis and technology performance modeling and technology improvement activities related to client’s systems
- Provide input to technology project status reporting; Interact with and inform team lead-level personnel on technical issues

Minimum Experience: 3 years

Minimum Education: Bachelor’s Degree in an information technology field

TECHNICAL BUSINESS PROCESS EXPERT / FUNCTIONAL II

Functional Responsibilities:
- Facilitate technology-based business process blueprinting of IT solutions, gap analysis, mapping, technical solution prototypes, technical design, system configuration, system testing, go-live, user technical training and post production technical support activities related to technology integration
- Liaise between process and technical solutions teams
- Responsible for consultant and/or client teams engaged in business analysis and technology performance modeling and technology improvement activities related to client’s systems
- Assist in the preparation and presentation of business cases for technology change initiatives
- Provide status to project and Telesto Group management
- Interact with and inform manager-level personnel
- Other responsibilities as assigned by senior management

Minimum Experience: 5 years

Minimum Education: Bachelor’s Degree in an information technology field

TECHNICAL BUSINESS PROCESS EXPERT / FUNCTIONAL III

Functional Responsibilities:
- Facilitate technology-based business process blueprinting of IT solutions, gap analysis, mapping, technical solution prototypes, technical design, system configuration, system testing,
go-live, user technical training and post production technical support activities related to technology integration

- Liaise between process and technical teams and team leads
- Independently guide consultant and/or client teams engaged in business analysis and technology performance modeling and technology improvement activities related to client’s systems
- Prepare and present sections of business cases for technology change initiatives
- Provide status to project and Telesto Group management
- Interact with and inform senior manager-level personnel

Minimum Experience: 7 years

Minimum Education: Bachelor’s Degree in an information technology field

TECHNICAL BUSINESS PROCESS EXPERT / FUNCTIONAL IV

Functional Responsibilities:
- This role is a functional leader for clients’ SAP Solution (an enterprise ERP) and leads the various technology reviews and validation activities to achieve successful implementation of the technology
- Supports technology-based business requirements analysis and requirements gathering. Leads assessment of technology solution design through implementation as well as the data conversion and system cut-over strategies
- Supports the vision for a long-term strategy to support future technology needs of the business.
- Interacts with senior leadership throughout the technical system solution development life cycle
- This role has strong technical process expertise in at least one of the following: Finance, Costing, Manufacturing, Warehouse Management, Sales and Distribution, or ALM (application lifecycle management)
- Acts as liaison between process and technical solution teams
- Provides leadership to consultant and/or client teams engaged in business analysis and technology performance modeling and technology improvement activities related to client’s systems
- Prepares and presents business cases for technology change initiatives
- Provides status to project and Telesto Group management

Minimum Experience: 10 years

Minimum Education: Bachelor’s Degree in an information technology field

TECHNICAL BUSINESS PROCESS EXPERT / FUNCTIONAL V

Functional Responsibilities:
- This role is a functional thought leader for clients’ SAP Solution (an enterprise ERP) and leads the various technology reviews and validation activities to achieve successful implementation of the technology
• Supports technology-based business requirements analysis and requirements gathering. Leads assessment of technology solution design through implementation as well as the data conversion and system cut-over strategies.
• Evaluates emerging industry trends in SAP technology (an enterprise ERP) and supports the vision for a long-term technical strategy to support future technical needs of the business.
• Interacts with senior leadership with respect to progress, risks and issues throughout the system solution development life cycle (SDLC).
• This role has deep technical process expertise in at least one of the following: Finance, Costing, Manufacturing, Warehouse Management, Sales and Distribution, or ALM (application lifecycle management).
• Acts as liaison between process and technical solution teams.
• Provides leadership to consultant and/or client teams engaged in business analysis and performance modeling and improvement activities related to client’s systems.
• Prepares and presents business cases for technology change initiatives.
• Provide status to project and Telesto Group management.

Minimum Experience: 12 years

Minimum Education: Bachelor’s Degree in an information technology field

TECHNICAL ORGANIZATIONAL CHANGE III

Functional Responsibilities:
• Conduct technology change assessments with targeted stakeholders throughout the project life cycle in support of the implementation of the technology solution.
• Prepare survey materials and questionnaires, conduct leadership interviews when needed, compile results and coordinate the development of resulting action plans to enable integrated technology initiatives.
• Identify technology user access needs and security roles.
• Prepare and document the technology impact to job role changes.
• Conduct assessments to identify organizational needs related to the IT solution.
• Support end-user technical skills performance.
• Work with communications and training team members to create IT project websites in alignment with client internal communications standards.
• Assist the Quality Assurance team in their technology testing during the process and system validations to analyze acceptance risk and develop mitigations.

Minimum Experience: 10 years

Minimum Education: Bachelor’s Degree in an information technology field

TECHNICAL ORGANIZATIONAL CHANGE MANAGER

Functional Responsibilities:
• Utilize subject matter expertise to provide the direction for strategic assessments to determine the needed approach to achieve technology change.
• Conduct thorough technology change readiness assessments with targeted stakeholders throughout the IT project life cycle in support of the implementation of the technology solution.
• Prepare survey materials and questionnaires, conduct leadership interviews, compile results and coordinate the development of resulting action plans to facilitate the technology implementation.
• Work closely with the technical process team members to prepare and conduct business impact reviews with management and end-users.
• Ensure job role technology challenges and capacity issues are clearly documented and mitigation action plans are in place.
• Provide subject matter expertise to business unit leaders to enable the sustainable achievement of business results through the implementation of new technology.
• Coach sponsors on being effective change agents as it relates to technology implementations.
• Assist the Quality Assurance team in their technology testing during the process and system validations to analyze acceptance risk and develop mitigations

Minimum Experience: 15 years

Minimum Education: Bachelor’s Degree in an information technology field

PROGRAM DIRECTOR

Functional Responsibilities:
• Provide thought leadership in respective business unit with regards to strategic business initiatives and technology solutions.
• Develop, implement, and maintain performance-based methodologies and IT solutions.
• Responsible for planning tasks, assigning resources to the tasks, and monitoring and tracking progress against the technology solution plan across multiple teams each with its own team leader and/or project manager.
• Responsible for identifying and meeting program metrics regarding profitability, client satisfaction, and personnel turnover.
• The programs managed are typically large in size and complexity, consisting of 50+ resources.
• Mentor and guide team members as they prepare their technical deliverables and resolve project issues.
• Prepare progress / status reports.
• Work with client and other consulting counterparts at the director and C-levels.
• Provide strategic input to client program management and Telesto Group leadership.
• Communicate and support Telesto Group policies and procedures.
• Ensure accurate and timely time and expense reporting by team.
• Manage project reviews, strategic IT project planning, and risk mitigation activities.

Minimum Experience: 12 years

Minimum Education: Bachelor’s Degree in an information technology field
TECHNICAL PROGRAM OPERATIONS DIRECTOR

Functional Responsibilities:
- Serves as senior subject matter expert in a specific technology initiative within a specific agency or service.
- Advise on strategies for designing and implementing complex systems.
- Assist Program Director in technological mentoring of the client’s program leadership.
- Mentor and guide technical team members as they prepare their technical deliverables and resolve technical project issues.
- Work with client and other consulting counterparts at the director and C-levels.
- Provide strategic input to client program management and Telesto Group leadership with respect to technology implementations.
- Manage technical project reviews, strategic project planning, and risk mitigation activities.

Minimum Experience: 12 years

Minimum Education: Bachelor’s Degree in an information technology field

PROJECT CONTROL SPECIALIST

Functional Responsibilities:
- Organize, implement and maintain scheduling management system supporting identified information technology projects and their plans.
- Assist to set up tasks and sub tasks to ensure satisfactory realization of project contract requirements as scheduled
- Assist the Program Manager as needed
- Provide analysis and support to Program Manager for oversight, management and control of financial, cost, schedule and performance to meet contract requirements.
- Support the PMO to:
  - Maintain and apply work and organizational breakdown structures;
  - Monitor, track, identify trends, predict and report project status;
  - Review, produce, and document accounting data and reports project management trends;
  - Prepare project baseline plans and conduct updates of project progress;
  - Log project time-lines and maintain database of tasks and its status;
  - Log all new information into database and provide scheduled reports for contract coordination and reporting purposes
- Design and develop project schedule for the deployment of the IT solution
- Interact with project team and task managers to define scope of work to develop and update detailed schedules, cost information and identification of variances from original plan
- Evaluate project schedule progress and performance and identify developing problem areas
- Analyze critical path and constraints to determine effect of changes to schedule
- Support project management team to maintain timely and effective change management processes, procedures and systems
- Assist project team to develop and maintain periodic status reports
- Interact with customers, managers, operation leaders, financial controller
Minimum Experience: 5 years

Minimum Education: Bachelor’s Degree in an information technology field

PROJECT MANAGER II

Functional Responsibilities: Responsible for planning technology solution tasks, assigning resources to the tasks, and monitoring and tracking progress against plan across multiple teams each with its own team leader. The projects managed are typically medium to large in size and complexity, consisting of 15+ resources. Mentor and guide team members as they prepare their deliverables and resolve project issues. May be involved in more complex, tactical assignments to ensure client satisfaction. Prepare progress / status reports on technical deliverables. Work with client and other IT consulting counterparts at the manager and director levels. Provide strategic input to the project and/or program management. Assist with proposal efforts and business development add-on work related to technology solutions.

Minimum Experience: 6 years

Minimum Education: Bachelor’s Degree in an information technology field

PROJECT MANAGER III

Functional Responsibilities: Responsible for planning technology solution tasks, assigning resources to the tasks, and monitoring and tracking progress against plan across multiple teams each with its own team leader. The projects managed are typically medium to large in size and complexity, consisting of 15+ resources crossing multiple sites. Mentor and guide team members as they prepare their technical deliverables and resolve project issues. Solve complex, tactical assignments to ensure client satisfaction. Prepare progress / status reports on technical deliverables. Work with client and other IT consulting counterparts at the manager and director levels. Provide strategic input to the practice. Responsible for monitoring and meeting contractual requirements bringing in help from outside the project as needed to mitigate risks. Assist with proposal efforts and business development add-on work related to technology solutions.

Minimum Experience: 7 years

Minimum Education: Bachelor’s Degree in an information technology field

PROJECT MANAGER IV

Functional Responsibilities:
- Mentor and guide team members as they prepare their technical deliverables and resolve project issues.
• Prepare progress / status reports.
• Work with client and other IT consulting counterparts at the director level.
• Provide strategic input to client program management and Telesto Group leadership.
• Communicate and support Telesto Group policies and procedures.
• Ensure accurate and timely time and expense reporting by team.
• Manage project reviews, strategic technology project planning, and risk mitigation activities.

Minimum Experience: 10 years

Minimum Education: Bachelor’s Degree in an information technology field

QUALITY ASSURANCE ANALYST I

Functional Responsibilities:
• Uses proven methodologies to execute test plans
• Follows guidelines to test software applications produced by clients/consultants against established test cases
• Supports one or two clients fulltime and may be assigned to other projects as a backup
• Creates test scripts/cases to standard requirements (manual and automated)
• Executes manual and predefined automated tests on assigned products/projects
• Reports defects found during testing or reported by clients
• Tracks defects and drives resolution utilizing the defect tracking system
• Participates in daily stand up meetings for assigned product lines
• Possesses good verbal and written communication skills
• Strong knowledge of the Software Development Life Cycle
• Attends onsite and offsite trainings
• Travels to client sites to test software in real time in the client’s environment (up to 25% of the year)

Minimum Experience: 3 years

Minimum Education: Bachelor’s Degree in an information technology field

QUALITY ASSURANCE ANALYST II

Functional Responsibilities:
• Uses proven methodologies to develop and implement test plans
• Uses knowledge to advise clients on proper test case creation
• Follows guidelines to test software applications produced by clients/consultants against established test cases
• Supports one or two clients fulltime and may be assigned to other projects as a backup
• Expert in the creation of test scripts/cases to standard requirements (manual and automated)
• Executes manual and predefined automated tests on assigned products/projects
• Reports, defines and analyzes defects found during testing or reported by clients
Tracks defects and drives resolution utilizing the defect tracking system
Participates in daily stand up meetings for assigned product lines
Presents live software demonstrations to assigned product line team
Possesses good verbal and written communication skills
High level of expertise regarding Software Development Life Cycle
Provides mentoring to junior members for assigned team
May lead client presentations as Subject Matter Expert
Attends onsite and offsite trainings
Travels to client sites to test software in real time in the client’s environment (up to 25% of the year)

Minimum Experience: 5 years
Minimum Education: Bachelor’s Degree in an information technology field

QUALITY ASSURANCE ANALYST III

Functional Responsibilities:
• Uses proven methodologies to develop and implement test plans
• Uses knowledge to advise clients on proper test case creation
• Follows guidelines to test software applications produced by clients/consultants against established test cases
• Supports one or two clients fulltime and may be assigned to other projects as a backup
• Expert in the creation of test scripts/cases to standard requirements (manual and automated)
• Expert in test tool usage and integration with SAP
• Executes manual and predefined automated tests on assigned products/projects
• Reports, defines and analyzes defects found during testing or reported by clients
• Tracks defects and drives resolution utilizing the defect tracking system
• Participates in daily stand up meetings for assigned product lines
• Presents live software demonstrations to assigned product line team
• Possesses good verbal and written communication skills
• High level of expertise regarding Software Development Life Cycle
• Provides mentoring across the assigned test team
• May lead client presentations as Subject Matter Expert
• Attends onsite and offsite trainings

Minimum Experience: 7 years
Minimum Education: Bachelor’s Degree in an information technology field

TECHNICAL ARCHITECT IV

Functional Responsibilities:
• Responsible for creating the technology road-maps and defining / technical plans for the client’s system solution.
• Directs and motivates co-workers and works closely with others while multitasking and prioritizing resource requirements.
• Manages business development initiatives as assigned, to include but not limited to: providing input to white papers, information technology past performance write-ups, technical presentation development, data calls, and proposals.
• Identifies add-on work with existing clients and collaborates with Practice Lead and/or Telesto Group business development personnel to capture new business.
• Information technology subject matter expert for client presentations and demonstrations.
• Designs client process improvement road maps, identifying organizational constraints and tool configuration guidelines related to technology solutions.
• Provides input to senior management teams including business development, operations, and technical groups.

Minimum Experience: 10 years

Minimum Education: Bachelor’s Degree in an information technology field

TECHNICAL ARCHITECT V

Functional Responsibilities:
• Responsible for creating the technology road-maps and defining / technical plans for the client’s system solution.
• Directs and motivates co-workers and works closely with others while multitasking and prioritizing resource requirements.
• Responsible for attaining business development/sales targets.
• Manages business development initiatives as assigned, to include but not limited to: providing input to white papers, information technology past performance write-ups, technical presentation development, data calls, and proposals.
• Identifies add-on work with existing clients and collaborates with Practice Lead and/or Telesto Group business development personnel to capture new business.
• Information technology subject matter expert for client presentations and demonstrations.
• Designs client process improvement road maps, identifying organizational constraints and tool configuration guidelines related to technology solutions.
• Provides input to senior management teams including business development, operations, and technical groups.

Minimum Experience: 15 years

Minimum Education: Bachelor’s Degree in an information technology field

TECHNICAL DEVELOPER I

Functional Responsibilities:
• Assists other technical team members to deliver technical components to include analysis, design, coding, data migration, and testing for ERP production and development environments.
• Work products focus on documentation, testing, and post-live support.
• Creates and maintains status reporting.
Minimum Experience: 3 years

Minimum Education: Bachelor’s Degree in an information technology field

TECHNICAL DEVELOPER II

Functional Responsibilities:
- Works with business/functional counterparts and other technical team members to deliver technical components to include analysis, design, coding, data migration, and testing for ERP production and development environments.
- Work products focus on documentation, testing, conversions, post-live support, and data management/archiving.
- Creates and maintains status reporting.
- May mentor junior team members

Minimum Experience: 5 years

Minimum Education: Bachelor’s Degree in an information technology field

TECHNICAL DEVELOPER III

Functional Responsibilities:
- Works with business/functional counterparts and other technical team members to deliver technical components to include analysis, design, coding, data migration, and testing for ERP production and development environments.
- Acts as liaison between technical team and functional/process team to gather requirements and support the client.
- Work products focus on documentation, testing, conversions, post-live support, and data management/archiving.
- Creates and maintains status reporting.
- Leads teams of up at least 5 technical personnel.

Minimum Experience: 7 years

Minimum Education: Bachelor’s Degree in an information technology field

TECHNICAL DEVELOPER IV

Functional Responsibilities:
- Works with business/functional counterparts and other technical team members to deliver technical components to include analysis, design, coding, data migration, and testing for ERP production and development environments.
- Acts as liaison between technical team and functional/process team to gather requirements and support the client.
Acts as subject matter expert providing client demonstrations and technical presentations at marketing events.

Work products focus on documentation, testing, conversions, post-live support, and data management/archiving.

Creates and maintains status reporting.

Leads multiple teams across a program.

Minimum Experience: 10 years

Minimum Education: Bachelor’s Degree in an information technology field

TECHNICAL WRITER I

Functional Responsibilities:

- Translate technical material into clear and concise summary documentation for both technical and non-technical audiences.
- Produce a variety of materials including user guides, training materials, reference materials, technical reports, and other documentation as required.
- Utilizes strong writing and editing proficiency to assist with documenting business process blueprinting of technical solutions, gap analysis, mapping, prototypes, design, specifications, user training and post production updates related to technology integration
- Liaise between project management, process teams, and technical solution teams
- Work with IT consultant and/or client teams engaged in business analysis and performance modeling and improvement activities
- Provide input to project status reporting; interact with and inform team lead-level personnel
- Assist with business presentations and proposal preparation

Minimum Experience: 3 years

Minimum Education: Bachelor’s Degree in an information technology field

TESTING AND ALM ARCHITECT

Functional Responsibilities: Facilitate business process blueprinting, gap analysis, mapping, prototypes, design, configuration, testing, go-live, user training and post production activities. Liaise between process and technical teams. Independently guide consultant and/or client teams engaged in business analysis and performance modeling, testing, release management, configuration control, risk management, and improvement activities. Responsible for implementing and enabling repeatable tasks. Assign resources to tasks and while monitoring and tracking progress against plan. Mentor and guide team members as they prepare their deliverables and resolve project issues. Implement and/or support the implementation of Telesto’s Service Center, to include roadmaps for 'People', 'Process' and 'Technology’. Work with client and other consulting counterparts at the senior manager level. Provide strategic input to the program management. Assist with project reviews, project reporting, strategic project planning, and risk mitigation activities as assigned. Communicate and support Telesto Group policies and procedures.
Minimum Experience: 12 years
Minimum Education: Bachelor’s Degree in an information technology field

TESTING AND PROCESS MANAGER

Functional Responsibilities: Facilitate business process blueprinting, gap analysis, mapping, prototypes, design, configuration, testing, go-live, user training and post production activities. Liaise between process and technical teams. Independently guide consultant and/or client teams engaged in business analysis and performance modeling, testing, release management, configuration control, risk management, and improvement activities. Responsible for implementing and enabling repeatable tasks. Assigns resources to tasks and while monitoring and tracking progress against plan. Mentors and guides team members as they prepare their deliverables and resolve project issues. Implements and/or supports the implementation of Telesto’s Service Center, to include roadmaps for 'People', 'Process' and 'Technology’. Works with client and other consulting counterparts at the senior manager level. Provides strategic input to the program management. Assists with project reviews, project reporting, strategic project planning, and risk mitigation activities as assigned. Communicates and supports Telesto Group policies and procedures. Ensures accurate and timely time and expense reporting by team.

Minimum Experience: 10 years
Minimum Education: Bachelor’s Degree in an information technology field

TESTING MANAGER

Functional Responsibilities: Responsible for implementing and enabling repeatable application testing tasks, to include manual, automated, security and performance. Assigns resources to tasks and while monitoring and tracking progress against plan. Mentors and guides team members as they prepare their deliverables and resolve project issues. Implements and/or supports the implementation of a Testing Center of Excellence, to include roadmaps for 'People', 'Process' and 'Technology’. Works with client and other consulting counterparts at the senior manager level. Provides strategic input to the program management. Assists with project reviews, project reporting, strategic project planning, and risk mitigation activities as assigned. Communicates and supports Telesto Group policies and procedures. Ensures accurate and timely time and expense reporting by team.

Minimum Experience: 7 years
Minimum Education: Bachelor’s Degree in an information technology field

TRAINER II

Functional Responsibilities: Work with business/functional counterparts and other training team members to assist with the delivery of information technology training components, delivering some technology courses independently. Work products focus on course delivery, delivery
assistance, preparation, and follow on support of client’s system. Assistance with training
development may also be required. Provide input to status reporting.

Minimum Experience: 5 years

Minimum Education: Bachelor’s Degree in an information technology field

**TRAINER III**

Functional Responsibilities: Work with program management to define training strategies and plans related to the information technology solution. Work with business/functional counterparts and other training team members to define training outlines and learning paths related to the technology. Create and deliver training (courses or over the shoulder coaching) independently to support the client’s system. Work products focus on training and education strategy and training team leadership. Course delivery and follow on support may be needed. Create, capture, and analyze training metrics. Work with multiple IT consultancies and client management. Provide team leadership as needed. Provide strategic input to Telesto Group leadership.

Minimum Experience: 7 years

Minimum Education: Bachelor’s Degree in an information technology field

**TRAINING MANAGER**

Functional Responsibilities:
- Define information technology training strategies and plans.
- Coach and guide business/functional counterparts and other IT training team members to define training outlines and learning paths.
- Deliver training (courses or over the shoulder coaching) independently relevant to client’s system.
- Create, capture, and analyze training metrics.
- Work with multiple IT consultancies and client management. Provide team leadership as needed.
- Work with Telesto Group business area leadership on proposal development and identification/capture of add-on work.
- Prepare survey materials and questionnaires, conduct leadership interviews when needed, compile results and coordinate the development of resulting action plans
- Conduct needs assessments to identify learning needs related to technology systems. Work across the organizational change team to design and develop technical training curriculum for instructor-led classroom and e-learning solutions. Deploy training solutions to client employees
- Facilitate meetings to gain input from multiple perspectives, build engagement, and test deliverables for various solutions (i.e., processes, plans, programs, training, systems, and tools)
- Provide job aids supporting end-user performance. Provide subject matter expertise to business unit leaders in the areas of leadership, organization effectiveness, organization architecture, building organizational capability, and human capital processes to enable the sustainable achievement of business results
- Coach sponsors on being effective change agents. Organize team-building events that strengthen team morale and support peak performance.
- Ensure alignment with client internal communications and training standards
- Assist the Quality Assurance team during the process and system validations to analyze acceptance risk and develop mitigations

Minimum Experience: 15 years

Minimum Education: Bachelor’s Degree in an information technology field

SIN 518210C

AUTOMATED TESTING SCRIPT DEVELOPER I (CLOUD)

Functional Responsibilities: Operates in a cloud environment and supports cloud solutions. Test specialist experienced in the development of automated testing scripts intended to reduce effort/cost associated with manual testing. This resource gathers testing requirements and develops, maintains, and updates automated tests to expedite the development, tracking, and execution of automated tests and their results. The incumbent is responsible for creating/maintaining the automated scripts and documenting test results. Must have knowledge of ECC, CRM, SRM as well as Solution Manager, TAO, HP Quality Center, and BPCA. This role will support the creation and implementation of a performance test strategies and provide recommendations and configuration support of performance test tool(s).

Minimum Experience: 3 years

Minimum Education: Bachelor’s Degree in an information technology field

AUTOMATED TESTING SCRIPT DEVELOPER II (CLOUD)

Functional Responsibilities: Operates in a cloud environment and supports cloud solutions. Test specialist experienced in the development of automated testing scripts intended to reduce effort/cost associated with manual testing. This resource gathers testing requirements and develops, maintains, and updates automated tests to expedite the development, tracking, and execution of automated tests and their results. The incumbent is responsible for creating/maintaining the automated scripts and documenting test results. Must have knowledge of ECC, CRM, SRM as well as Solution Manager, TAO, HP Quality Center, and BPCA. This role will support the creation and implementation of a performance test strategies and provide recommendations and configuration support of performance test tool(s).

Minimum Experience: 5 years

Minimum Education: Bachelor’s Degree in an information technology field

BASIS and NETWORK DEVELOPER III (CLOUD)

Functional Responsibilities:
• Work with business/functional counterparts and other technical team members to deliver technical components to include analysis, design, set up and troubleshooting for ERP production and development environments.
• Establish standard network requirements, evaluate and direct enhancements and upgrades.
• Monitor and troubleshoot performance.
• Acts as liaison across teams to gather requirements and support the client.
• Acts as subject matter expert providing client demonstrations and technical presentations at marketing events.
• Work products focus on documentation, testing, conversions, post-live support, and data management/ archiving.
• Provide guidance regarding cloud configurations and the use of outsourced cloud service providers.
• Create and maintain status reporting.
• Operates in a cloud environment and supports cloud solutions.

Minimum Experience: 7 years
Minimum Education: Bachelor’s Degree in an information technology field

BASIS and NETWORK DEVELOPER IV (CLOUD)

Functional Responsibilities:
• Work with business/functional counterparts and other technical team members to deliver technical components to include analysis, design, set up and troubleshooting for ERP production and development environments.
• Establish standard network requirements, evaluate and direct enhancements and upgrades.
• Monitor and troubleshoot performance.
• Acts as liaison across teams to gather requirements and support the client.
• Acts as subject matter expert providing client demonstrations and technical presentations at marketing events.
• Work products focus on documentation, testing, conversions, post-live support, and data management/ archiving.
• Provide guidance regarding cloud configurations and the use of outsourced cloud service providers.
• Create and maintain status reporting.
• Lead multiple teams across a program.
• Direct and motivate co-workers and works closely with other managers while multitasking and prioritizing resource needs.
• Operates in a cloud environment and supports cloud solutions.

Minimum Experience: 10 years
Minimum Education: Bachelor’s Degree in an information technology field

BUSINESS PROCESS ARCHITECT III (CLOUD)
Functional Responsibilities:
- Responsible for creating integrated functional designs taking technical and business inputs into consideration.
- Directs and motivates co-workers and works closely with others while multitasking and prioritizing resource requirements.
- Manages business development initiatives as assigned, to include but not limited to: providing input to white papers, past performance write-ups, presentation development, data calls, and proposals.
- Identifies add-on work with existing clients and collaborates with Practice Lead and/or Telesto Group business development personnel to capture new business.
- Subject matter expert for client presentations and demonstrations.
- Designs client process improvement road maps, identifying organizational constraints and tool configuration guidelines.
- Operates in a cloud environment and supports cloud solutions.

Minimum Experience: 7 years

Minimum Education: Bachelor’s Degree in an information technology field

BUSINESS PROCESS ARCHITECT IV (CLOUD)

Functional Responsibilities:
- Responsible for creating integrated functional designs taking technical and business inputs into consideration.
- Directs and motivates co-workers and works closely with others while multitasking and prioritizing resource requirements.
- Manages business development initiatives as assigned, to include but not limited to: providing input to white papers, past performance write-ups, presentation development, data calls, and proposals.
- Identifies add-on work with existing clients and collaborates with Practice Lead and/or Telesto Group business development personnel to capture new business.
- Subject matter expert for client presentations and demonstrations.
- Designs client process improvement road maps, identifying organizational constraints and tool configuration guidelines.
- Operates in a cloud environment and supports cloud solutions.

Minimum Experience: 10 years

Minimum Education: Bachelor’s Degree in an information technology field

BUSINESS PROCESS EXPERT/FUNCTIONAL DIRECTOR (CLOUD)

Functional Responsibilities:
- Sell, plan, and facilitate business process or organizational readiness workshops
- Lead business analysis, organizational design, and performance modeling and improvement activities
• Mentor client C-level personnel
• Align multiple teams for a common purpose with up to 20+ direct/indirect reports
• Guide business operational improvement objectives
• Prepare and present business cases for organizational and process change initiatives
• Provide status to Program and Senior Management
• Interact with and inform C-level personnel
• Lead proposal efforts and business development add-on work
• Project reviews, strategic project planning, risk mitigation
• Operates in a cloud environment and supports cloud solutions.

Minimum Experience: 12 years
Minimum Education: Bachelor’s Degree in an information technology field

BUSINESS PROCESS EXPERT/FUNCTIONAL I (CLOUD)

Functional Responsibilities:
• Assist with business process blueprinting, gap analysis, mapping, prototypes, design, configuration, testing, go-live, user training and post production activities
• Liaise between process and technical teams
• Work with consultant and/or client teams engaged in business analysis and performance modeling and improvement activities
• Provide input to project status reporting; Interact with and inform team lead-level personnel
• Operates in a cloud environment and supports cloud solutions.

Minimum Experience: 3 years
Minimum Education: Bachelor’s Degree in an information technology field

BUSINESS PROCESS EXPERT / FUNCTIONAL II (CLOUD)

Functional Responsibilities:
• Facilitate business process blueprinting, gap analysis, mapping, prototypes, design, configuration, testing, go-live, user training and post production activities
• Liaise between process and technical teams
• Responsible for consultant and/or client teams engaged in business analysis and performance modeling and improvement activities
• Assist in the preparation and presentation of business cases for change initiatives
• Provide status to project and Telesto Group management
• Interact with and inform manager-level personnel
• Other responsibilities as assigned by senior management
• Operates in a cloud environment and supports cloud solutions.
Minimum Experience: 5 years

Minimum Education: Bachelor’s Degree in an information technology field

BUSINESS PROCESS EXPERT / FUNCTIONAL III (CLOUD)

Functional Responsibilities:
- Facilitate business process blueprinting, gap analysis, mapping, prototypes, design, configuration, testing, go-live, user training and post production activities
- Liaise between process and technical teams and team leads
- Independently guide consultant and/or client teams engaged in business analysis and performance modeling and improvement activities
- Prepare and present sections of business cases for change initiatives
- Provide status to project and Telesto Group management
- Interact with and inform senior manager-level personnel
- Other responsibilities as assigned by senior management
- Operates in a cloud environment and supports cloud solutions.

Minimum Experience: 7 years

Minimum Education: Bachelor’s Degree in an information technology field

BUSINESS PROCESS EXPERT / FUNCTIONAL IV (CLOUD)

Functional Responsibilities:
- This role is a functional leader for clients’ SAP Solution and leads the various reviews and validation activities
- Supports business requirements analysis and requirements gathering. Leads assessment of solution design through implementation as well as the data conversion and cut-over strategies
- Supports the vision for a long-term strategy to support future needs of the business.
- Interacts with senior leadership throughout the solution development life cycle
- This role has strong process expertise in at least one of the following: Finance, Costing, Manufacturing, Warehouse Management, Sales and Distribution, or ALM
- Acts as liaison between process and technical teams
- Provides leadership to consultant and/or client teams engaged in business analysis and performance modeling and improvement activities
- Prepares and presents business cases for change initiatives
- Provides status to project and Telesto Group management
- Other responsibilities as assigned by senior management
- Operates in a cloud environment and supports cloud solutions.

Minimum Experience: 10 years

Minimum Education: Bachelor’s Degree in an information technology field

BUSINESS PROCESS EXPERT / FUNCTIONAL V (CLOUD)
Functional Responsibilities:
- This role is a functional thought leader for clients’ SAP Solution and leads the various reviews and validation activities
- Supports Business Requirements analysis and requirements gathering. Leads assessment of Solution Design thru Implementation as well as the Data Conversion and Cut-over strategies
- Evaluates emerging industry trends in SAP, and supports the vision for a long-term strategy to support future needs of the business.
- Interacts with senior leadership with respect to progress, risks and issues throughout the solution development life cycle
- This role has deep process expertise in at least one of the following: Finance, Costing, Manufacturing, Warehouse Management, Sales and Distribution, or ALM
- Acts as liaison between process and technical teams
- Provides leadership to consultant and/or client teams engaged in business analysis and performance modeling and improvement activities
- Prepares and presents business cases for change initiatives
- Provide status to project and Telesto Group management
- Other responsibilities as assigned by senior management
- Operates in a cloud environment and supports cloud solutions.

Minimum Experience: 12 years

Minimum Education: Bachelor’s Degree in an information technology field

ORGANIZATIONAL CHANGE III (CLOUD)

Functional Responsibilities:
- Conduct thorough change readiness assessments with targeted stakeholders throughout the project life cycle
- Prepare survey materials and questionnaires, conduct leadership interviews when needed, compile results and coordinate the development of resulting action plans
- Conduct business impact reviews with management and end-users prior to training. Prepare review of job role challenges, changes, and capacity issues. Document findings.
- Conduct needs assessments to identify learning needs. Work with the Training team to assist in development of training curriculum for instructor-led classroom and e-learning solutions. Work with training team to employ training solutions to client employees.
- Facilitate meetings to gain input from multiple perspectives, build engagement, and test deliverables for various solutions (i.e., processes, plans, programs, training, systems, and tools)
- Support end-user performance through job aids.
- Coach sponsors on being effective change agents.
- Facilitate team-building events that strengthen team morale and support peak performance.
- Work with communications and training team members to create project websites in alignment with client internal communications standards.
- Assist the Quality Assurance team during the process and system validations to analyze acceptance risk and develop mitigations
- Operates in a cloud environment and supports cloud solutions.
Minimum Experience: 10 years

Minimum Education: Bachelor’s Degree in an information technology field

**ORGANIZATIONAL CHANGE MANAGER (CLOUD)**

Functional Responsibilities:
- Conduct thorough change readiness assessments with targeted stakeholders throughout the project life cycle
- Prepare survey materials and questionnaires, conduct leadership interviews when needed, compile results and coordinate the development of resulting action plans
- Work closely with process team members to prepare and conduct business impact reviews with management and end-users prior to training. Ensure job role challenges and capacity issues are clearly documented and mitigation action plans are in place
- Conduct needs assessments to identify learning needs. Work with the Training team to design and develop training curriculum for instructor-led classroom and e-learning solutions. Deploy training solutions to client employees
- Facilitate meetings to gain input from multiple perspectives, build engagement, and test deliverables for various solutions (i.e., processes, plans, programs, training, systems, and tools)
- Provide job aids supporting end-user performance. Provide subject matter expertise to business unit leaders in the areas of leadership, organization effectiveness, organization architecture, building organizational capability, and human capital processes to enable the sustainable achievement of business results
- Coach sponsors on being effective change agents. Organize team-building events that strengthen team morale and support peak performance. Design and create IT project websites in alignment with client internal communications standards
- Assist the Quality Assurance team during the process and system validations to analyze acceptance risk and develop mitigations
- Operates in a cloud environment and supports cloud solutions.

Minimum Experience: 15 years

Minimum Education: Bachelor’s Degree in an information technology field

**PROGRAM DIRECTOR (CLOUD)**

Functional Responsibilities:
- Provide thought leadership in respective business unit with regards to strategic business initiatives.
- Develop, implement, and maintain performance based methodologies and solutions.
- Responsible for planning tasks, assigning resources to the tasks, and monitoring and tracking progress against plan across multiple teams each with its own team leader and/or project manager.
- Responsible for identifying and meeting program metrics regarding profitability, client satisfaction, and personnel turnover.
- The programs managed are typically large in size and complexity, consisting of 50+ resources.
• Mentor and guide team members as they prepare their deliverables and resolve project issues.
• Prepare progress / status reports.
• Work with client and other consulting counterparts at the director and C-levels.
• Provide strategic input to client program management and Telesto Group leadership.
• Communicate and support Telesto Group policies and procedures.
• Ensure accurate and timely time and expense reporting by team.
• Manage project reviews, strategic project planning, and risk mitigation activities.
• Operates in a cloud environment and supports cloud solutions.

Minimum Experience: 12 years

Minimum Education: Bachelor’s Degree in an information technology field

PROGRAM OPERATIONS DIRECTOR (CLOUD)

Functional Responsibilities:
• Serves as senior subject matter expert in a specific technology initiative within a specific agency or service.
• Advise on strategies for designing and implementing complex systems.
• Assist Program Director in technological mentoring of the client’s program leadership.
• Mentor and guide technical team members as they prepare their technical deliverables and resolve technical project issues.
• Work with client and other consulting counterparts at the director and C-levels.
• Provide strategic input to client program management and Telesto Group leadership with respect to technology implementations.
• Manage technical project reviews, strategic project planning, and risk mitigation activities.
• Operates in a cloud environment and supports cloud solutions.

Minimum Experience: 12 years

Minimum Education: Bachelor’s Degree in an information technology field

PROJECT CONTROL SPECIALIST (CLOUD)

Functional Responsibilities:
• Organize, implement and maintain scheduling management system supporting identified projects and their plans.
• Assist to set up tasks and sub tasks to ensure satisfactory realization of project contract requirements as scheduled
• Assist the Program Manager as needed
• Provide analysis and support to Program Manager for oversight, management and control of financial, cost, schedule and performance to meet contract requirements.
• Support the PMO to
  o Maintain and apply work and organizational breakdown structures;
  o Monitor, track, identify trends, predict and report project status;
- Review, produce, and document accounting data and reports project management trends;
- Prepare project baseline plans and conduct updates of project progress;
- Log project time-lines and maintain database of tasks and its status;
- Log all new information into database and provide scheduled reports for contract coordination and reporting purposes
  - Design and develop project schedule
  - Interact with project team and task managers to define scope of work to develop and update detailed schedules, cost information and identification of variances from original plan
  - Evaluate project schedule progress and performance and identify developing problem areas
  - Analyze critical path and constraints to determine effect of changes to schedule
  - Support project management team to maintain timely and effective change management processes, procedures and systems
- Assist project team to develop and maintain periodic status reports
- Interact with customers, managers, operation leaders, financial controller
- Operates in a cloud environment and supports cloud solutions.

Minimum Experience: 5 years

Minimum Education: Bachelor’s Degree in an information technology field

PROJECT MANAGER II (CLOUD)

Functional Responsibilities: Operates in a cloud environment and supports cloud solutions. Responsible for planning tasks, assigning resources to the tasks, and monitoring and tracking progress against plan across multiple teams each with its own team leader. The projects managed are typically medium to large in size and complexity, consisting of 15+ resources. Mentor and guide team members as they prepare their deliverables and resolve project issues. May be involved in more complex, tactical assignments to ensure client satisfaction. Prepare progress / status reports. Work with client and other consulting counterparts at the manager and director levels.

Minimum Experience: 6 years

Minimum Education: Bachelor’s Degree in an information technology field

PROJECT MANAGER III (CLOUD)

Functional Responsibilities: Operates in a cloud environment and supports cloud solutions. Responsible for planning tasks, assigning resources to the tasks, and monitoring and tracking progress against plan across multiple teams each with its own team leader. The projects managed are typically medium to large in size and complexity, consisting of 15+ resources crossing multiple sites. Mentor and guide team members as they prepare their deliverables and resolve project issues. Solve complex, tactical assignments to ensure client satisfaction. Prepare progress / status reports. Work with client and other consulting counterparts at the manager and director levels. Provide strategic input to the practice. Responsible for monitoring and meeting contractual requirements bringing in help from outside the project as needed to mitigate risks.
Minimum Experience: 7 years

Minimum Education: Bachelor’s Degree in an information technology field

PROJECT MANAGER IV (CLOUD)

Functional Responsibilities:
• Mentor and guide team members as they prepare their deliverables and resolve project issues.
• Prepare progress / status reports.
• Work with client and other consulting counterparts at the director level.
• Provide strategic input to client program management and Telesto Group leadership.
• Communicate and support Telesto Group policies and procedures.
• Ensure accurate and timely time and expense reporting by team.
• Manage project reviews, strategic project planning, and risk mitigation activities.
• Operates in a cloud environment and supports cloud solutions.

Minimum Experience: 10 years

Minimum Education: Bachelor’s Degree in an information technology field

QUALITY ASSURANCE ANALYST I (CLOUD)

Functional Responsibilities:
• Uses proven methodologies to execute test plans
• Follows guidelines to test software applications produced by clients/consultants against established test cases
• Supports one or two clients fulltime and may be assigned to other projects as a backup
• Creates test scripts/cases to standard requirements (manual and automated)
• Executes manual and predefined automated tests on assigned products/projects
• Reports defects found during testing or reported by clients
• Tracks defects and drives resolution utilizing the defect tracking system
• Participates in daily stand up meetings for assigned product lines
• Possesses good verbal and written communication skills
• Strong knowledge of the Software Development Life Cycle
• Attends onsite and offsite trainings
• Travels to client sites to test software in real time in the client’s environment (up to 25% of the year)
• Operates in a cloud environment and supports cloud solutions.

Minimum Experience: 3 years

Minimum Education: Bachelor’s Degree in an information technology field

QUALITY ASSURANCE ANALYST II (CLOUD)
Functional Responsibilities:
- Uses proven methodologies to develop and implement test plans
- Uses knowledge to advise clients on proper test case creation
- Follows guidelines to test software applications produced by clients/consultants against established test cases
- Supports one or two clients fulltime and may be assigned to other projects as a backup
- Expert in the creation of test scripts/cases to standard requirements (manual and automated)
- Executes manual and predefined automated tests on assigned products/projects
- Reports, defines and analyzes defects found during testing or reported by clients
- Tracks defects and drives resolution utilizing the defect tracking system
- Participates in daily stand up meetings for assigned product lines
- Presents live software demonstrations to assigned product line team
- Possesses good verbal and written communication skills
- High level of expertise regarding Software Development Life Cycle
- Provides mentoring to junior members for assigned team
- May lead client presentations as Subject Matter Expert
- Attends onsite and offsite trainings
- Travels to client sites to test software in real time in the clients environment (up to 25% of the year)
- Operates in a cloud environment and supports cloud solutions.

Minimum Experience: 5 years

Minimum Education: Bachelor’s Degree in an information technology field

QUALITY ASSURANCE ANALYST III (CLOUD)

Functional Responsibilities:
- Uses proven methodologies to develop and implement test plans
- Uses knowledge to advise clients on proper test case creation
- Follows guidelines to test software applications produced by clients/consultants against established test cases
- Supports one or two clients fulltime and may be assigned to other projects as a backup
- Expert in the creation of test scripts/cases to standard requirements (manual and automated)
- Expert in test tool usage and integration with SAP
- Executes manual and predefined automated tests on assigned products/projects
- Reports, defines and analyzes defects found during testing or reported by clients
- Tracks defects and drives resolution utilizing the defect tracking system
- Participates in daily stand up meetings for assigned product lines
- Presents live software demonstrations to assigned product line team
- Possesses good verbal and written communication skills
- High level of expertise regarding Software Development Life Cycle
• Provides mentoring across the assigned test team
• May lead client presentations as Subject Matter Expert
• Attends onsite and offsite trainings
• Operates in a cloud environment and supports cloud solutions.

Minimum Experience: 7 years

Minimum Education: Bachelor’s Degree in an information technology field

TECHNICAL ARCHITECT IV (CLOUD)

Functional Responsibilities:
• Responsible for creating the technology road-maps and defining / technical plans.
• Directs and motivates co-workers and works closely with others while multitasking and prioritizing resource requirements.
• Manages business development initiatives as assigned, to include but not limited to: providing input to white papers, past performance write-ups, presentation development, data calls, and proposals.
• Identifies add-on work with existing clients and collaborates with Practice Lead and/or Telesto Group business development personnel to capture new business.
• Subject matter expert for client presentations and demonstrations.
• Designs client process improvement road maps, identifying organizational constraints and tool configuration guidelines.
• Operates in a cloud environment and supports cloud solutions.

Minimum Experience: 10 years

Minimum Education: Bachelor’s Degree in an information technology field

TECHNICAL ARCHITECT V (CLOUD)

Functional Responsibilities:
• Responsible for creating the technology road-maps and defining / technical plans.
• Directs and motivates co-workers and works closely with others while multitasking and prioritizing resource requirements.
• Responsible for attaining business development/sales targets.
• Manages business development initiatives as assigned, to include but not limited to: providing input to white papers, past performance write-ups, presentation development, data calls, and proposals.
• Identifies add-on work with existing clients and collaborates with Practice Lead and/or Telesto Group business development personnel to capture new business.
• Subject matter expert for client presentations and demonstrations.
• Designs client process improvement road maps, identifying organizational constraints and tool configuration guidelines.
• Provides input to senior management teams including business development, operations, and technical groups.
• Operates in a cloud environment and supports cloud solutions.
Minimum Experience: 15 years
Minimum Education: Bachelor’s Degree in an information technology field

TECHNICAL DEVELOPER I (CLOUD)

Functional Responsibilities:
- Assists other technical team members to deliver technical components to include analysis, design, coding, data migration, and testing for ERP production and development environments.
- Work products focus on documentation, testing, and post-live support.
- Creates and maintains status reporting.
- Operates in a cloud environment and supports cloud solutions.

Minimum Experience: 3 years
Minimum Education: Bachelor’s Degree in an information technology field

TECHNICAL DEVELOPER II (CLOUD)

Functional Responsibilities:
- Works with business/functional counterparts and other technical team members to deliver technical components to include analysis, design, coding, data migration, and testing for ERP production and development environments.
- Work products focus on documentation, testing, conversions, post-live support, and data management/archiving.
- Creates and maintains status reporting.
- May mentor junior team members
- Operates in a cloud environment and supports cloud solutions.

Minimum Experience: 5 years
Minimum Education: Bachelor’s Degree in an information technology field

TECHNICAL DEVELOPER III (CLOUD)

Functional Responsibilities:
- Works with business/functional counterparts and other technical team members to deliver technical components to include analysis, design, coding, data migration, and testing for ERP production and development environments.
- Acts as liaison between technical team and functional/process team to gather requirements and support the client.
- Work products focus on documentation, testing, conversions, post-live support, and data management/archiving.
- Creates and maintains status reporting.
- Leads teams of up at least 5 technical personnel.
• Directs and motivates co-workers and works closely with other managers while multitasking and prioritizing resource needs.
• Operates in a cloud environment and supports cloud solutions.

Minimum Experience: 7 years
Minimum Education: Bachelor’s Degree in an information technology field

TECHNICAL DEVELOPER IV (CLOUD)

Functional Responsibilities:
• Works with business/functional counterparts and other technical team members to deliver technical components to include analysis, design, coding, data migration, and testing for ERP production and development environments.
• Acts as liaison between technical team and functional/process team to gather requirements and support the client.
• Acts as subject matter expert providing client demonstrations and technical presentations at marketing events.
• Work products focus on documentation, testing, conversions, post-live support, and data management/archiving.
• Creates and maintains status reporting.
• Leads multiple teams across a program.
• Operates in a cloud environment and supports cloud solutions.

Minimum Experience: 10 years
Minimum Education: Bachelor’s Degree in an information technology field

TECHNICAL WRITER I (CLOUD)

Functional Responsibilities:
• Assist with documenting business process blueprinting, gap analysis, mapping, prototypes, design, specifications, user training and post production updates
• Liaise between project management, process teams, and technical teams
• Work with consultant and/or client teams engaged in business analysis and performance modeling and improvement activities
• Provide input to project status reporting; interact with and inform team lead-level personnel
• Assist with business presentations
• Operates in a cloud environment and supports cloud solutions.

Minimum Experience: 3 years
Minimum Education: Bachelor’s Degree in an information technology field

TESTING AND ALM ARCHITECT (CLOUD)
Functional Responsibilities: Operates in a cloud environment and supports cloud solutions. Facilitate business process blueprinting, gap analysis, mapping, prototypes, design, configuration, testing, go-live, user training and post production activities. Liaise between process and technical teams. Independently guide consultant and/or client teams engaged in business analysis and performance modeling, testing, release management, configuration control, risk management, and improvement activities. Responsible for implementing and enabling repeatable tasks. Assign resources to tasks and while monitoring and tracking progress against plan. Mentors and guides team members as they prepare their deliverables and resolve project issues. Implements and/or supports the implementation of Telesto’s Service Center, to include roadmaps for 'People', 'Process' and 'Technology'. Works with client and other consulting counterparts at the senior manager level. Provides strategic input to the program management. Assists with project reviews, project reporting, strategic project planning, and risk mitigation activities as assigned. Communicates and supports Telesto Group policies and procedures.

Minimum Experience: 12 years

Minimum Education: Bachelor’s Degree in an information technology field

TESTING AND PROCESS MANAGER (CLOUD)

Functional Responsibilities: Operates in a cloud environment and supports cloud solutions. Facilitate business process blueprinting, gap analysis, mapping, prototypes, design, configuration, testing, go-live, user training and post production activities. Liaise between process and technical teams. Independently guide consultant and/or client teams engaged in business analysis and performance modeling, testing, release management, configuration control, risk management, and improvement activities. Responsible for implementing and enabling repeatable tasks. Assign resources to tasks and while monitoring and tracking progress against plan. Mentors and guides team members as they prepare their deliverables and resolve project issues. Implements and/or supports the implementation of Telesto’s Service Center, to include roadmaps for 'People', 'Process' and 'Technology'. Works with client and other consulting counterparts at the senior manager level. Provides strategic input to the program management. Assists with project reviews, project reporting, strategic project planning, and risk mitigation activities as assigned. Communicates and supports Telesto Group policies and procedures. Ensures accurate and timely time and expense reporting by team.

Minimum Experience: 10 years

Minimum Education: Bachelor’s Degree in an information technology field

TESTING MANAGER (CLOUD)

Functional Responsibilities: Operates in a cloud environment and supports cloud solutions. Responsible for implementing and enabling repeatable application testing tasks, to include manual, automated, security and performance. Assigns resources to tasks and while monitoring and tracking progress against plan. Mentors and guides team members as they prepare their deliverables and resolve project issues. Implements and/or supports the implementation of a Testing Center of Excellence, to include roadmaps for 'People', 'Process' and 'Technology'.
Works with client and other consulting counterparts at the senior manager level. Provides strategic input to the program management. Assists with project reviews, project reporting, strategic project planning, and risk mitigation activities as assigned. Communicates and supports Telesto Group policies and procedures. Ensures accurate and timely time and expense reporting by team.

Minimum Experience: 7 years

Minimum Education: Bachelor’s Degree in an information technology field

TRAINER II (CLOUD)

Functional Responsibilities: Operates in a cloud environment and supports cloud solutions. Work with business/functional counterparts and other training team members to assist with the delivery of training components, delivering some courses independently. Work products focus on course delivery, delivery assistance, preparation, and follow on support. Assistance with training development may also be required. Provide input to status reporting.

Minimum Experience: 5 years

Minimum Education: Bachelor’s Degree in an information technology field

TRAINER III (CLOUD)

Functional Responsibilities: Operates in a cloud environment and supports cloud solutions. Work with program management to define training strategies and plans. Work with business/functional counterparts and other training team members to define training outlines and learning paths. Create and deliver training (courses or over the shoulder coaching) independently. Work products focus on training and education strategy and training team leadership. Course delivery and follow on support may be needed. Create, capture, and analyze training metrics. Work with multiple consultancies and client management. Provide team leadership as needed. Work with Telesto Group business area leadership on proposal development and identification/capture of add-on work. Provide strategic input to Telesto Group leadership.

Minimum Experience: 7 years

Minimum Education: Bachelor’s Degree in an information technology field

TRAINING MANAGER (CLOUD)

Functional Responsibilities:

- Define training strategies and plans.
- Coach and guide business/functional counterparts and other training team members to define training outlines and learning paths.
- Deliver training (courses or over the shoulder coaching) independently.
- Create, capture, and analyze training metrics.
• Work with multiple consultancies and client management. Provide team leadership as needed.
• Work with Telesto Group business area leadership on proposal development and identification/capture of add-on work.
• Prepare survey materials and questionnaires, conduct leadership interviews when needed, compile results and coordinate the development of resulting action plans
• Conduct needs assessments to identify learning needs. Work across the organizational change team to design and develop training curriculum for instructor-led classroom and e-learning solutions. Deploy training solutions to client employees
• Facilitate meetings to gain input from multiple perspectives, build engagement, and test deliverables for various solutions (i.e., processes, plans, programs, training, systems, and tools)
• Provide job aids supporting end-user performance. Provide subject matter expertise to business unit leaders in the areas of leadership, organization effectiveness, organization architecture, building organizational capability, and human capital processes to enable the sustainable achievement of business results
• Coach sponsors on being effective change agents. Organize team-building events that strengthen team morale and support peak performance.
• Ensure alignment with client internal communications and training standards
• Assist the Quality Assurance team during the process and system validations to analyze acceptance risk and develop mitigations
• Operates in a cloud environment and supports cloud solutions.

Minimum Experience: 15 years

Minimum Education: Bachelor’s Degree in an information technology field

Substitutions.
TELESTO GROUP LLC reserves the right to make the following substitutions in the education and/or experience requirements of any of the labor categories set forth herein.

1. Two (2) years of experience is equal to an Associate’s Degree, four (4) years of experience is equal to a Bachelor’s Degree, six (6) years of experience is equal to a Master’s Degree, and vice versa.

2. Certification relevant to the labor category is equivalent to two (2) years of the experience or the comparable education requirement.
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