

**GENERAL SERVICES ADMINISTRATION  
FEDERAL ACQUISITION SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST**

**Multiple Award Schedule  
Industrial Group: IT Professional Services**



**Contract Number:** 47QTCA19D00EX

**Contract Period:** July 8, 2019 through July 7, 2024

**Contractor:** MaxiSoft Corporation  
**Address:** 1200 North Veitch St, Suite # 914  
Arlington, VA 22201

**Web:** [www.MaxiSoftCorp.com](http://www.MaxiSoftCorp.com)

**Business Type:** Small Disadvantaged, SBA Certified 8(a) Small Business

**DUNS and CAGE:** DUNS # 173359709, CAGE 346X2

**Contact for Ordering:  
and Contract Administration:** Mr. Maxim Volodin  
1200 North Veitch St, Suite # 914  
Arlington, VA 22201  
Telephone: 703-493-0353  
Email: maxim\_volodin@maxisoftcorp.com

*For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at [gsa.gov](http://gsa.gov).*

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:  
<http://www.gsaadvantage.gov>

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**1a. AWARDED SPECIAL ITEM NUMBER:**

<b>SIN</b>	<b>Product Service Code (PSC)</b>	<b>DESCRIPTION</b>
54151S	D399	Information Technology Professional Services

**1b. LOWEST PRICED ITEM.** (Government net price based on a unit of one) See Pricelist

**1c. HOURLY RATES:** See Pricelist. (Includes discount and IFF)

**2. MAXIMUM ORDER GUIDELINE.**

54151S - \$500,000 per order

**3. MINIMUM ORDER.** \$100 per order or negotiated at the task order level.

**NOTE TO ORDERING ACTIVITIES:** \*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

**4. GEOGRAPHIC COVERAGE.** Domestic and Overseas

**5. PRODUCTION POINT.** N/A

**6. DISCOUNT FROM LIST PRICES OR STATEMENT OF NET PRICE.**

GSA Net Prices are shown on the attached GSA Pricelist. Negotiated discount has been applied.

**7. QUANTITY DISCOUNTS.** 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

**9a. GOVERNMENT PURCHASE CARDS.**

Accepted at or below the micro-purchase threshold

**9b. GOVERNMENT PURCHASE CARDS.**

Accepted above the micro-purchase threshold

**10. FOREIGN ITEMS.** None

**11a. TIME OF DELIVERY.** MaxiSoft Corporation shall deliver or perform services in accordance with the terms negotiated in an agency's order.

11b. **EXPEDITED DELIVERY.** Consult with Contractor.

11c. **OVERNIGHT AND 2-DAY DELIVERY.** Consult with Contractor.

11d. **URGENT REQUIREMENTS.** Consult with Contractor.

12. **FOB POINT.** Destination.

13a. **ORDERING ADDRESS.**

MaxiSoft Corporation  
Attn: Maxim Volodin  
1200 North Veitch St, Suite # 914  
Arlington, VA 22201

13b. **ORDERING PROCEDURES.**

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

14. **PAYMENT ADDRESS.**

MaxiSoft Corporation  
Attn: Maxim Volodin  
1200 North Veitch St, Suite # 914  
Arlington, VA 22201

15. **WARRANTY PROVISION.** Contractor's standard commercial warranty.

16. **EXPORT PACKING CHARGES.** Not applicable

17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE.**

Contact MaxiSoft Corporation for terms and conditions of Government Purchase Card acceptance.

18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR.** Not applicable

19. **TERMS AND CONDITIONS OF INSTALLATION.** Not applicable.

20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES.** Not applicable

20a. **CUSTOMER INFORMATION.** Not applicable

21. **LIST OF SERVICE AND DISTRIBUTION POINTS.** Not applicable

22. LIST OF PARTICIPATING DEALERS. Not applicable

23. PREVENTIVE MAINTENANCE. Not applicable

24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES. Not applicable

24b. INDICATE SECTION 508 COMPLIANCE INFORMATION IS AVAILABLE ON ELECTRONIC AND INFORMATION TECHNOLOGY SUPPLIES AND SERVICES.

Contact MaxiSoft Corporation for Section 508 Compliance information. The EIT standards can be found at <http://www.section508.gov>.

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER. # 173359709

26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM), PREVIOUSLY CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE. Registration is valid

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GSA HOURLY RATES

The GSA rates below are inclusive of the IFF fee.

#	SIN	Awarded Labor Category	On / Off Site	09/01/18 – 8/31/2019	09/01/19 – 8/31/2020	09/01/20 – 8/31/2021	09/01/21 – 8/31/2022	09/01/22 – 8/31/2023
				Price offered to GSA including IFF	Price offered to GSA including IFF	Price offered to GSA including IFF	Price offered to GSA including IFF	Price offered to GSA including IFF
1	54151S	Application Architect II	Both	\$139.52	\$142.31	\$145.16	\$148.06	\$151.02
2	54151S	Application Architect III	Both	\$193.05	\$196.91	\$200.85	\$204.87	\$208.97
3	54151S	Business Analyst I	Both	\$92.22	\$94.06	\$95.95	\$97.87	\$99.83
4	54151S	Business Analyst II	Both	\$118.23	\$120.59	\$123.01	\$125.47	\$127.98
5	54151S	Business Analyst III	Both	\$129.72	\$132.31	\$134.96	\$137.66	\$140.41
6	54151S	Business Consultant I	Both	\$97.59	\$99.54	\$101.53	\$103.56	\$105.63
7	54151S	Business Consultant II	Both	\$126.72	\$129.25	\$131.84	\$134.48	\$137.17
8	54151S	Business Consultant III	Both	\$129.96	\$132.56	\$135.21	\$137.91	\$140.67
9	54151S	Consultant	Both	\$131.52	\$134.15	\$136.83	\$139.57	\$142.36
10	54151S	Data Architect I	Both	\$120.30	\$122.71	\$125.16	\$127.66	\$130.21
11	54151S	Data Architect II	Both	\$138.55	\$141.32	\$144.15	\$147.03	\$149.97
12	54151S	Data/Configuration Management Specialist	Both	\$98.19	\$100.15	\$102.16	\$104.20	\$106.28
13	54151S	Database Administrator II	Both	\$98.34	\$100.31	\$102.31	\$104.36	\$106.45
14	54151S	Database Administrator III	Both	\$110.32	\$112.53	\$114.78	\$117.08	\$119.42
15	54151S	Database Developer I	Both	\$92.81	\$94.67	\$96.56	\$98.49	\$100.46
16	54151S	Database Developer II	Both	\$111.54	\$113.77	\$116.05	\$118.37	\$120.74
17	54151S	Database Developer III	Both	\$159.58	\$162.77	\$166.03	\$169.35	\$172.74
18	54151S	Engineer I	Both	\$93.59	\$95.46	\$97.37	\$99.32	\$101.31
19	54151S	Engineer II	Both	\$110.32	\$112.53	\$114.78	\$117.08	\$119.42
20	54151S	Engineer III	Both	\$142.63	\$145.48	\$148.39	\$151.36	\$154.39

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21	54151S	Financial Analyst II	Both	\$145.56	\$148.47	\$151.44	\$154.47	\$157.56
22	54151S	Financial Analyst III	Both	\$156.75	\$159.89	\$163.08	\$166.34	\$169.67
23	54151S	Financial Analyst IV	Both	\$163.61	\$166.88	\$170.22	\$173.62	\$177.09
24	54151S	Information Assurance Engineer	Both	\$111.33	\$113.56	\$115.83	\$118.15	\$120.51
25	54151S	Internet / Network Engineer I	Both	\$88.36	\$90.13	\$91.93	\$93.77	\$95.65
26	54151S	Internet / Network Engineer II	Both	\$105.87	\$107.99	\$110.15	\$112.35	\$114.60
27	54151S	Internet / Network Engineer III	Both	\$133.03	\$135.69	\$138.40	\$141.17	\$143.99
28	54151S	IT Security Specialist I	Both	\$154.42	\$157.51	\$160.66	\$163.87	\$167.15
29	54151S	IT Security Specialist II	Both	\$187.23	\$190.97	\$194.79	\$198.69	\$202.66
30	54151S	Project Manager II	Both	\$124.48	\$126.97	\$129.51	\$132.10	\$134.74
31	54151S	Project Manager III	Both	\$134.94	\$137.64	\$140.39	\$143.20	\$146.06
32	54151S	Quality Assurance Specialist I	Both	\$112.41	\$114.66	\$116.95	\$119.29	\$121.68
33	54151S	Quality Assurance Specialist III	Both	\$137.27	\$140.02	\$142.82	\$145.68	\$148.59
34	54151S	Software Developer - II	Both	\$93.11	\$94.97	\$96.87	\$98.81	\$100.79
35	54151S	Software Developer - III	Both	\$114.52	\$116.81	\$119.15	\$121.53	\$123.96
36	54151S	Software System Engineer I	Both	\$99.58	\$101.57	\$103.60	\$105.67	\$107.78
37	54151S	Software System Engineer II	Both	\$116.40	\$118.73	\$121.10	\$123.52	\$125.99
38	54151S	Software System Engineer III	Both	\$129.24	\$131.82	\$134.46	\$137.15	\$139.89
39	54151S	Subject Matter Expert I	Both	\$139.42	\$142.21	\$145.05	\$147.95	\$150.91
40	54151S	Subject Matter Expert II	Both	\$159.53	\$162.72	\$165.98	\$169.30	\$172.69
41	54151S	Systems Administrator I	Both	\$85.22	\$86.92	\$88.66	\$90.43	\$92.24
42	54151S	Systems Administrator II	Both	\$99.34	\$101.33	\$103.35	\$105.42	\$107.53
43	54151S	Systems Analyst I	Both	\$114.87	\$117.17	\$119.51	\$121.90	\$124.34
44	54151S	Systems Analyst II	Both	\$123.49	\$125.96	\$128.48	\$131.05	\$133.67



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45	54151S	Systems Analyst III	Both	\$167.37	\$170.72	\$174.13	\$177.61	\$181.16
46	54151S	Systems Architect I	Both	\$139.52	\$142.31	\$145.16	\$148.06	\$151.02
47	54151S	Systems Architect II	Both	\$144.12	\$147.00	\$149.94	\$152.94	\$156.00
48	54151S	Technical Writer I	Both	\$73.19	\$74.65	\$76.15	\$77.67	\$79.22
49	54151S	Technical Writer II	Both	\$73.19	\$74.65	\$76.15	\$77.67	\$79.22
50	54151S	Training Specialist II	Both	\$95.60	\$97.51	\$99.46	\$101.45	\$103.48
51	54151S	Web Content Administrator	Both	\$78.32	\$79.89	\$81.48	\$83.11	\$84.77
52	54151S	Web Content Analyst	Both	\$79.17	\$80.75	\$82.37	\$84.02	\$85.70
53	54151S	Web Designer	Both	\$78.69	\$80.26	\$81.87	\$83.51	\$85.18
54	54151S	Web Developer I	Both	\$92.76	\$94.62	\$96.51	\$98.44	\$100.41
55	54151S	Web Developer II	Both	\$133.03	\$135.69	\$138.40	\$141.17	\$143.99
56	54151S	Web Security Administrator	Both	\$92.76	\$94.62	\$96.51	\$98.44	\$100.41
57	54151S	Web Security Analyst	Both	\$91.39	\$93.22	\$95.08	\$96.98	\$98.92

## LABOR CATEGORY DESCRIPTIONS

### 1.1 Job Title: Application Architect II

**Minimum/General Experience:** Drives the translation and construction of complex business problems into innovative technology solutions within a multidisciplinary environment. Oversees the development, design, user interface, and technology integration direction, and site architecture management from definition phase through implementation. Owns the technical vision of the project; ensuring that the vision is achieved with a high level of quality. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedule. Reviews existing systems and assists in making enhancements, reducing operating time, and improving current techniques. Supervises software configuration management experience.

**Minimum Experience:** 3-5years of direct related experience.

**Minimum Education:** Bachelor's Degree (preferably in Computer Science, Information Systems, Engineering or Business).

### 1.2 Job Title: Application Architect III

**Minimum/General Experience:** Drives the translation and construction of complex business problems into innovative technology solutions within a multidisciplinary environment. Oversees the development, design, user interface, and technology integration direction, and site

architecture management from definition phase through implementation. Owns the technical vision of the project; ensuring that the vision is achieved with a high level of quality. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedule. Reviews existing systems and assists in making enhancements, reducing operating time, and improving current techniques. Supervises software configuration management experience.

**Minimum Experience:** 7-10 years of direct related experience.

**Minimum Education:** Bachelor's Associate Degree (preferably in Computer Science, Information Systems, Engineering or Business).

### 1.3 Job Title: Business Analyst I

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**Minimum/General Experience:** Analyze business processes and systems, identify efficiencies and needed controls, document procedures, track and utilize MIS and key performance indicators. Participate in developing new product and programs; lead process design/redesign activities. Participate in planning, feasibility studies, cost/benefit analyses, and new systems design. Support/create special ad hoc reports, database queries, and status reports. Deal with complex strategic business issues, researching and identifying inventive solutions. Build rapport with internal and external customers to elicit their business concerns and collaborate on crafting workable solutions. Monitor and evaluate performance of lenders, systems and processes. Create training and presentation materials; and deliver training and presentations as directed.

**Minimum Experience:** 1-3 years of direct related experience.

**Minimum Education:** Associate Degree (preferably in Computer Science, Information Systems, Engineering or Business).

### 1.4 Job Title: Business Analyst II

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**Minimum/General Experience:** Analyze business processes and systems, identify efficiencies and needed controls, document procedures, track and utilize MIS and key performance indicators. Participate in developing new product and programs; lead process design/redesign activities. Participate in planning, feasibility studies, cost/benefit analyses, and new systems design. Support/create special ad hoc reports, database queries, and status reports. Deal with complex strategic business issues, researching and identifying inventive solutions. Build rapport with internal and external customers to elicit their business concerns and collaborate on crafting workable solutions. Monitor and evaluate performance of lenders, systems and processes. Create training and presentation materials; and deliver training and presentations as directed.

**Minimum Experience:** 3-5 years of direct related experience.

**Minimum Education:** Bachelor's Degree (preferably in Computer Science, Information Systems, Engineering or Business).

### 1.5 Job Title: Business Analyst III

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**Minimum/General Experience:** Analyze business processes and systems, identify efficiencies and needed controls, document procedures, track and utilize MIS and key performance indicators. Participate in developing new product and programs; lead process design/redesign activities. Participate in planning, feasibility studies, cost/benefit analyses, and new systems design. Support/create special ad hoc reports, database queries, and status reports. Deal with

complex strategic business issues, researching and identifying inventive solutions. Build rapport with internal and external customers to elicit their business concerns and collaborate on crafting workable solutions. Monitor and evaluate performance of lenders, systems and processes. Create training and presentation materials; and deliver training and presentations as directed.

**Minimum Experience:** 7-10 years of direct related experience.

**Minimum Education:** Bachelor's Degree (preferably in Computer Science, Information Systems, Engineering or Business).

#### 1.6 Job Title: Business Consultant I

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**Minimum/General Experience:** Analyze client issues surrounding technical and business workflow and the effective functioning of the business unit. Conduct qualitative and quantitative research, where appropriate, to identify and evaluate data relating to the issue or need. Consult with internal and external staff to identify their requirements and translate them into solutions that satisfy the technical or business need. Create/effect documentation to support the technical or business solution. Monitor the implementation of the solution to ensure that it achieves the desired results and meets specified client requirements.

**Minimum Experience:** 1-3 years of direct related experience.

**Minimum Education:** Associate Degree (preferably in Computer Science, Information Systems, Engineering or Business).

#### 1.7 Job Title: Business Consultant II

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**Minimum/General Experience:** Able to provide expert analysis of business processes and systems, identify efficiencies and needed controls, document procedures, track and utilize MIS and key performance indicators. Lead and participate in developing new products and programs; lead process design/redesign activities. Lead and participate in planning, feasibility studies, cost/benefit analyses, and new systems design. Create special ad hoc reports, database queries, and status reports. Delve into complex strategic business issues, researching and identifying inventive solutions.

**Minimum Experience:** 3-5 years of direct related experience.

**Minimum Education:** Bachelor's Degree (preferably in Computer Science, Information Systems, Engineering or Business).

#### 1.8 Job Title: Business Consultant III

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**Minimum/General Experience:** Able to provide expert analysis of business processes and systems, identify efficiencies and needed controls, document procedures, track and utilize MIS and key performance indicators. Lead and participate in developing new products and programs; lead process design/redesign activities. Lead and participate in planning, feasibility studies, cost/benefit analyses, and new systems design. Create special ad hoc reports, database queries, and status reports. Delve into complex strategic business issues, researching and identifying inventive solutions.

**Minimum Experience:** 7-10 years of direct related experience.

**Minimum Education:** Bachelor's Degree (preferably in Computer Science, Information Systems, Engineering or Business).

### 1.9 Job Title: Consultant

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**Minimum/General Experience:** Works with end user groups to evaluate and solve technical problems. Evaluates existing systems and/or user needs to analyze, design, recommend, and implement system changes.

**Minimum Experience:** 7-10 years of direct related experience.

**Minimum Education:** Bachelor's Degree (preferably in Computer Science, Information Systems, Engineering or Business).

### 1.10 Job Title: Data Architect I

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**Minimum/General Experience:** Designs and builds relational databases. Performs data access analysis design, and archive/recovery design and implementation. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Works in a data warehouse environment, which includes data design, database architecture, and metadata repository creation. Translates business needs into long-term architecture solutions. Defines, designs, and builds dimensional databases. Develops data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Reviews and develops object and data models and the metadata repository to structure the data for better management and quicker access.

**Minimum Experience:** 1-3 years of direct related experience.

**Minimum Education:** Bachelor's Degree (preferably in Computer Science, Information Systems, Engineering or Business).

### 1.11 Job Title: Data Architect II

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**Minimum/General Experience:** Designs and builds relational databases. Performs data access analysis design, and archive/recovery design and implementation. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Works in a data warehouse environment, which includes data design, database architecture, and metadata repository creation. Translates business needs into long-term architecture solutions. Defines, designs, and builds dimensional databases. Develops data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Reviews and develops object and data models and the metadata repository to structure the data for better management and quicker access.

**Minimum Experience:** 3-5 years of direct related experience.

**Minimum Education:** Bachelor's Degree (preferably in Computer Science, Information Systems, Engineering or Business).

### 1.12 Job Title: Database Configuration Management Specialist

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**Minimum/General Experience:** Establishes and maintains configuration and data management policies and procedures to be utilized by internal and external personnel and other participating functions to ensure a standard approach to the application of configuration and data management requirements. Specific responsibilities include: analyzes changes to production specifications to determine the effect on the end product and determines and prepares documentation necessary for change control; designs and establishes configuration management documentation; authorizes the release of drawings, schedules and system configuration changes specified by management and other functional groups through the Request for Change process; operates configuration management tools to support configuration identification, control, reporting, and auditing Performs configuration management and release

engineering tasks to ensure new configuration management baseline operating parameters are documented, comply with standard configurations, and are logistically sustainable.

**Minimum Experience:** 3-5 years of direct related experience.

**Minimum Education:** Bachelor's Degree (preferably in Computer Science, Information Systems, Engineering or Business).

#### 1.13 Job Title: Database Administrator II

---

**Minimum/General Experience:** Provides operational support of computer hardware, system software, applications software, and system and user data files as configured within the associated database system. Provides maintenance for the integrity of all user / system data files, data verification following system restoration / recovery procedures, and data format conversion procedures during the import and / or export of data. Provides database reporting / printout support. Analyzes performance indicators such as system's response time and number of programs being processed to ensure operational efficiency. Supports development of operating procedures and user technical manuals. Support is provided to a variety of database systems (e.g., Oracle, SQL Server, DB2, and / or Informix).

**Minimum Experience:** 3-5years of direct related experience.

**Minimum Education:** Bachelor's Degree (preferably in Computer Science, Information Systems, Engineering or Business).

#### 1.14 Job Title: Database Administrator III

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**Minimum/General Experience:** Provides operational support of computer hardware, system software, applications software, and system and user data files as configured within the associated database system. Provides maintenance for the integrity of all user / system data files, data verification following system restoration / recovery procedures, and data format conversion procedures during the import and / or export of data. Provides database reporting / printout support. Analyzes performance indicators such as system's response time and number of programs being processed to ensure operational efficiency. Supports development of operating procedures and user technical manuals. Support is provided to a variety of database systems (e.g., Oracle, SQL Server, DB2, and / or Informix).

**Minimum Experience:** 7-10 years of direct related experience.

**Minimum Education:** Bachelor's Degree (preferably in Computer Science, Information Systems, Engineering or Business).

#### 1.15 Job Title: Database Developer I

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**Minimum/General Experience:** Able to provide expert analysis of business processes and systems identify efficiencies and needed controls, document procedures, track and utilize MIS and key performance indicators. Lead and participate in developing new products and programs; lead process design/redesign activities. Lead and participate in planning, feasibility studies, cost/benefit analyses, and new systems design. Create special ad hoc reports, database queries, and status reports. Delve into complex strategic business issues, researching and identifying inventive solutions.

**Minimum Experience:** 1-3years of direct related experience.

**Minimum Education:** Associate Degree (preferably in Computer Science, Information Systems, Engineering or Business).

#### 1.16 Job Title: Database Developer II

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**Minimum/General Experience:** To be part of a software development team for a large-scale web-based data processing system, responsible for meeting program technical, schedule and cost objectives. Specific responsibilities include: creating Oracle views; creating reports and printed materials (e.g. forms, shipping labels, barcodes) using Oracle XML Publisher; updating software design documentation; performing unit and integration testing of developed reports and printed materials; and resolving defects. Oracle XML Publisher, Strong Oracle, SQL Server, PL/SQL development experience. Excellent reports development experience. Ability to effectively communicate both verbally and in writing, perform in a technical team, and interface with the customer as needed. Experience creating and printing bar codes would be helpful.

**Minimum Experience:** 3-5 years of direct related experience.

**Minimum Education:** Bachelor's Degree (preferably in Computer Science, Information Systems, Engineering or Business).

#### 1.17 Job Title: Database Developer III

---

**Minimum/General Experience:** To be part of a software development team for a large-scale web-based data processing system, responsible for meeting program technical, schedule and cost objectives. Specific responsibilities include: creating Oracle views; creating reports and printed materials (e.g. forms, shipping labels, barcodes) using Oracle XML Publisher; updating software design documentation; performing unit and integration testing of developed reports and printed materials; and resolving defects. Oracle XML Publisher, Strong Oracle, SQL Server, PL/SQL development experience. Excellent reports development experience. Ability to effectively communicate both verbally and in writing, perform in a technical team, and interface with the customer as needed. Experience creating and printing bar codes would be helpful.

**Minimum Experience:** 7-10 years of direct related experience.

**Minimum Education:** Bachelor's Degree (preferably in Computer Science, Information Systems, Engineering or Business).

#### 1.18 Job Title: Engineer I

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**Minimum/General Experience:** Plan, design, implement, and support operations of technical infrastructure components (servers, workstations, networks and operating systems). Interface with business clients to analyze business and application processes and requirements and develop specifications that meet the client's business need. Participate in teams on large projects. Provide project life-cycle support. Analyze and resolve ongoing technical issues and identify potential improvements to increase technical infrastructure reliability. Train users on technical procedures.

**Minimum Experience:** 1-3 years of direct related experience.

**Minimum Education:** Associate Degree (preferably in Computer Science, Information Systems, Engineering or Business).

#### 1.19 Job Title: Engineer II

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**Minimum/General Experience:** Plan, design, implement, and support operations of technical infrastructure components (servers, workstations, networks and operating systems). Interface

with business clients to analyze business and application processes and requirements and develop specifications that meet the client's business need. Participate in teams on large projects. Provide project life-cycle support. Analyze and resolve ongoing technical issues and identify potential improvements to increase technical infrastructure reliability. Train users on technical procedures.

**Minimum Experience:** 3-5 years of direct related experience.

**Minimum Education:** Bachelor's Degree (preferably in Computer Science, Information Systems, Engineering or Business).

#### 1.20 Job Title: Engineer III

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**Minimum/General Experience:** Plan, design, implement, and support operations of technical infrastructure components (servers, workstations, networks and operating systems). Interface with business clients to analyze business and application processes and requirements and develop specifications that meet the client's business need. Participate in teams on large projects. Provide project life-cycle support. Analyze and resolve ongoing technical issues and identify potential improvements to increase technical infrastructure reliability. Train users on technical procedures.

**Minimum Experience:** 7-10 years of direct related experience.

**Minimum Education:** Bachelor's Degree (preferably in Computer Science, Information Systems, Engineering or Business).

#### 1.21 Job Title: Financial Analyst II

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**Minimum/General Experience:** Analyze business and financial activities to obtain a quantitative, rational basis for decision making through the application of modeling and measuring techniques, mathematics, economics, statistical analysis, and engineering methods. Employs the analytical process to define the problem, develop model and tools, test hypotheses, and provide solutions and/or alternatives to decision makers based on sound, scientific, and quantitative information. Supports financial management through various cost estimating and analysis activities, i.e., life cycle cost estimate development, analysis of alternatives, business case analyses, risk research and analysis, and schedule realism assessments; plans, collects and analyzes various types of cost and programmatic data to support cost estimate development and financial analysis exercises; develops work breakdown structures to outline products, data and services to comprehensive and specific activities; develops cost estimating relationships to analyze historical data to predict future cost requirements; conducts feasibility studies that compare funding requirements to existing IT portfolios; performs sensitivity analyses to assess the cost impacts of changing programmatic or technical requirements; develops and/or provides detailed reviews of Cost Analysis Requirements Descriptions and other program office life cycle cost estimates to assess their adequacy and their ability to support decision-making and acquisition requirements; and develops cost estimate and analysis documentation in support of technical reports, program management reviews and other senior-level reporting requirements.

**Minimum Experience:** 4-6 years of direct related experience performing cost analysis and conducting program assessments.

**Minimum Education:** Bachelor's Degree (preferably in Finance, Information Systems, or Business).

### 1.22 Job Title: Financial Analyst III

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**Minimum/General Experience:** Analyze business and financial activities to obtain a quantitative, rational basis for decision making through the application of modeling and measuring techniques, mathematics, economics, statistical analysis, and engineering methods. Employs the analytical process to define the problem, develop model and tools, test hypotheses, and provide solutions and/or alternatives to decision makers based on sound, scientific, and quantitative information. Supports financial management through various cost estimating and analysis activities, i.e., life cycle cost estimate development, analysis of alternatives, business case analyses, risk research and analysis, and schedule realism assessments; plans, collects and analyzes various types of cost and programmatic data to support cost estimate development and financial analysis exercises; develops work breakdown structures to outline products, data and services to comprehensive and specific activities; develops cost estimating relationships to analyze historical data to predict future cost requirements; conducts all manner of ad hoc investigative analyses required to provide actionable data in support of acquisition activities; conducts feasibility studies that compare funding requirements to existing IT portfolios; performs sensitivity analyses to assess the cost impacts of changing programmatic or technical requirements; develops and/or provides detailed reviews of Cost Analysis Requirements Descriptions and other program office life cycle cost estimates to assess their adequacy and their ability to support decision-making and acquisition requirements; develops cost estimate and analysis documentation in support of technical reports, program management reviews and other senior-level reporting requirements; provides performance and cost management support and , to include efficiency analyses, activity-based costing, zero base reviews, and programmatic audits, to support all financial management activities and develops cost and business metrics in support of decision making and advises senior leadership on recommended courses of action given financial needs and corresponding cost estimates and analyses.

**Minimum Experience:** 7+ years of direct related experience performing cost analysis and conducting program assessments.

**Minimum Education:** Bachelor's or master's Degree (preferably in Finance, Information Systems, or Business).

### 1.23 Job Title: Financial Analyst IV

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**Minimum/General Experience:** Analyze business and financial activities to obtain a quantitative, rational basis for decision making through the application of modeling and measuring techniques, mathematics, economics, statistical analysis, and engineering methods. Employs the analytical process to define the problem, develop model and tools, test hypotheses, and provide solutions and/or alternatives to decision makers based on sound, scientific, and quantitative information. Supports financial management through various cost estimating and analysis activities, i.e., life cycle cost estimate development, analysis of alternatives, business case analyses, risk research and analysis, and schedule realism assessments; plans, collects and analyzes various types of cost and programmatic data to support cost estimate development and financial analysis exercises; develops work breakdown structures to outline products, data and services to comprehensive and specific activities; develops cost estimating relationships to analyze historical data to predict future cost requirements; conducts all manner of ad hoc investigative analyses required to provide actionable data in support of acquisition activities; conducts feasibility studies that compare funding requirements to existing IT portfolios;



performs sensitivity analyses to assess the cost impacts of changing programmatic or technical requirements; develops and/or provides detailed reviews of Cost Analysis Requirements Descriptions and other program office life cycle cost estimates to assess their adequacy and their ability to support decision-making and acquisition requirements; develops cost estimate and analysis documentation in support of technical reports, program management reviews and other senior-level reporting requirements; provides performance and cost management support and , to include efficiency analyses, activity-based costing, zero base reviews, and programmatic audits, to support all financial management activities and develops cost and business metrics in support of decision making and advises senior leadership on recommended courses of action given financial needs and corresponding cost estimates and analyses.

**Minimum Experience:** 10+ years of direct related experience performing cost analysis and conducting program assessments.

**Minimum Education:** Bachelor's or master's Degree (preferably in Finance, Information Systems, or Business).

#### 1.24 Job Title: Information Assurance Engineer

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**Minimum/General Experience:** provide focus on securing and protecting the organization's system by installing and operating firewalls or using systems that detect intrusions or prevent it. Ensures the safety and security of the hardware or software systems. Develops and implements plans to safeguard the most significant data that is stored in various computer files by developing and designing a system and installing it for security purposes; performs the daily routine activities, administration and management duties to maintain complete integrity, confidentiality and availability of technological infrastructures and any other relevant informational resources; provides recommendations related to technical security by interacting with the team members, management, and clients; communicates the risk factors involved and identify the requirements to ensure the security of the system; reviews the current procedural policies and ensure that they are being followed; and develops a technology that would help in monitoring the security automatically, to evaluate the need to recommend secure and safe remote configurations. Also responsible for maintaining and developing all the documentation that supports the operation of the security system, its maintenance procedures, and the relevant solutions for specific problems; confers and meets with the clients to negotiate the security requirements and assists in developing, debugging, testing, and supporting the process related to certification; plays a proactive role in the technical team and is responsible for suggesting effective security measures; maintains and analyses the event log, performs, manages, and conducts the security audits, and assists in creating a general security awareness as well as in performing investigative procedures; responsible for handling and resolving all the incidents related to breach of security and for mitigating and assessing the risks and threats involved in the security system, validating and analyzing it, verifying the security needs, and ensuring that the system certification has been done.

**Minimum Experience:** 3+ years of direct related experience performing information engineering activities.

**Minimum Education:** Associates or bachelor's Degree (preferably in Information Technology of Cyber Security).

#### 1.25 Job Title: Internet/Network Engineer I

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**Minimum/General Experience:** Plan, design, implement, and support operations of technical infrastructure components (servers, workstations, networks and operating systems). Possess specific skills related to the Internet and applications related to the Internet and software engineering. Responsible for the design and implementation of data communications or telecommunications networks. May support video teleconferencing center equipment and communication requirements. Provide project life-cycle support. Analyze and resolve ongoing technical issues and identify potential improvements to increase technical infrastructure reliability. Train users on technical procedures.

**Minimum Experience:** 1-3 years of direct related experience.

**Minimum Education:** Associate Degree (preferably in Computer Science, Information Systems, Engineering or Business).

#### 1.26 Job Title: Internet/Network Engineer II

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**Minimum/General Experience:** Plan, design, implement, and support operations of technical infrastructure components (servers, workstations, networks and operating systems). Possess specific skills related to the Internet and applications related to the Internet and software engineering. Responsible for the design and implementation of data communications or telecommunications networks. May support video teleconferencing center equipment and communication requirements. Provide project life-cycle support. Analyze and resolve ongoing technical issues and identify potential improvements to increase technical infrastructure reliability. Train users on technical procedures.

**Minimum Experience:** 3-5 years direct related experience.

**Minimum Education:** Bachelor's Degree (preferably in Computer Science, Information Systems, Engineering, or Business).

#### 1.27 Job Title: Internet/Network Engineer III

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**Minimum/General Experience:** Plan, design, implement, and support operations of technical infrastructure components (servers, workstations, networks and operating systems). Possess specific skills related to the Internet and applications related to the Internet and software engineering. Responsible for the design and implementation of data communications or telecommunications networks. May support video teleconferencing center equipment and communication requirements. Provide project life-cycle support. Analyze and resolve ongoing technical issues and identify potential improvements to increase technical infrastructure reliability. Train users on technical procedures.

**Minimum Experience:** 7-10 years direct related experience.

**Minimum Education:** Bachelor's Degree (preferably in Computer Science, Information Systems, Engineering, or Business).

#### 1.28 Job Title: IT Security Specialist I

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**Minimum/General Experience:** Plan, design, implement, secure, and support operations of technical infrastructure components (servers, workstations, networks and operating systems). Developing and preparing technical security documents; writing technical papers, interaction with customers to gather design and development inter-networking concepts, theories, and information; perform technical engineer duties to include but not be limited to installation of inter-networking equipment, setup test equipment, execute tests according to written procedures,

and document test results in a meaningful format for future integration into test result reports. Provide project life-cycle support. Analyze and resolve ongoing technical issues and identify potential improvements to increase technical infrastructure reliability. Train users on technical procedures.

**Minimum Experience:** 1-3 years of direct related experience.

**Minimum Education:** Associate Degree (preferably in Computer Science, Information Systems, Engineering or Business).

#### 1.29 Job Title: IT Security Specialist II

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**Minimum/General Experience:** Plan, design, implement, secure, and support operations of technical infrastructure components (servers, workstations, networks and operating systems). Developing and preparing technical security documents; writing technical papers, interaction with customers to gather design and development inter-networking concepts, theories, and information; perform technical engineer duties to include but not be limited to installation of inter-networking equipment, setup test equipment, execute tests according to written procedures, and document test results in a meaningful format for future integration into test result reports. Provide project life-cycle support. Analyze and resolve ongoing technical issues and identify potential improvements to increase technical infrastructure reliability. Train users on technical procedures.

**Minimum Experience:** 3-5 years of direct related experience.

**Minimum Education:** Associate Degree (preferably in Computer Science, Information Systems, Engineering or Business).

#### 1.30 Job Title: Project Manager II

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**Minimum/General Experience:** Expert research and analyze plans, models and goals in the assigned business area; help define and structure complex business projects. Negotiate the overall scope of projects, defining concrete and measurable project deliverables. Identify the skills required for project success; assemble, organize and lead multi-functional project teams on complex business or technical projects. Monitor the project status; present project progress to internal and internal stakeholders.

**Minimum Experience:** 3-5 years direct related experience.

**Minimum Education:** Bachelor's Degree (preferably in Computer Science, Information Systems, Engineering, or Business).

#### 1.31 Job Title: Project Manager III

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**Minimum/General Experience:** Expert research and analyze plans, models and goals in the assigned business area; help define and structure complex business projects. Negotiate the overall scope of projects, defining concrete and measurable project deliverables. Identify the skills required for project success; assemble, organize and lead multi-functional project teams on complex business or technical projects. Monitor the project status; present project progress to internal and internal stakeholders.

**Minimum Experience:** 7-10 years direct related experience.

**Minimum Education:** Bachelor's Degree (preferably in Computer Science, Information Systems, Engineering, or Business).

### 1.32 Job Title: Quality Assurance Specialist I

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**Minimum/General Experience:** Under general supervision develops testing guidelines and policies, baseline requirements and test plans. Ensures developed functional software components fully implement baseline requirements possible. Provides requirements analysis, development of test plans, procedures, scripts and reports. Responsibility: Only for specific programs assigned.

**Minimum Experience:** 1-3 years direct related experience.

**Minimum Education:** Associate Degree (preferably in Computer Science, Information Systems, Engineering, or Business).

### 1.33 Job Title: Quality Assurance Specialist III

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**Minimum/General Experience:** Responsible for establishing and enforcing the policies, objectives and processes necessary to achieve client requirements and policy compliance; ensuring consistent implementation of processes; monitoring and measuring the processes and results against the established requirements; and continual improving performance by measuring outcomes and recommending or adjusting organizational policies, procedure and processes. Maintain and advocate continual focus and commitment to the quality program objectives. Prepare and conduct Quality Assurance program presentations and training. Providing and recommending items for continuous improvement of processes and products. Ensure continuing compliance with the Project Management Life-Cycle and Systems Development Life-Cycle processes and procedures. Ensure continuing compliance with the Quality Assurance Plan and all its provisions. Provide consolidated quality reporting. Deliver a trained and capable quality capability in a timely fashion. Allocate quality resources to perform audits, evaluations and reporting.

**Minimum Experience:** 7-10 years direct related experience.

**Minimum Education:** Bachelor's Degree (preferably in Computer Science, Information Systems, Engineering, or Business)

### 1.34 Job Title: Software Developer II

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**Minimum/General Experience:** Under general supervision, develops codes, tests, and debugs new software or enhancements to existing software. Has good understanding of business applications. Works with technical staff to understand problems with software and resolve them. Resolves customer complaints with software and responds to suggestions for improvements and enhancements. May assist in development of software user manuals. Requires two years' experience in the field.

**Minimum Experience:** 3-5 years direct related experience.

**Minimum Education:** Bachelor's Degree (preferably in Computer Science, Information Systems, Engineering, or Business)

### 1.35 Job Title: Software Developer III

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**Minimum/General Experience:** Under general direction, participates as high-level technical expert in design development, coding, testing, and debugging new software or significant enhancements to existing software. Works with technical staff to understand problems with software and develops specifications to resolve them. Resolves customer complaints and responds to suggestions for improvements and enhancements. Participates in the development

of software user manuals. May act as team leader on less complex projects. Assists in training less experienced software development staff. Requires five years' experience in the field.

**Minimum Experience:** 7-10 years direct related experience.

**Minimum Education:** Bachelor's Degree (preferably in Computer Science, Information Systems, Engineering, or Business).

#### 1.36 Job Title: Software System Engineer I

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**Minimum/General Experience:** By using the latest tools and techniques (currently J2EE, C#/.NET, XML Agile Methodologies, Web Services, EAI tools) Hands-on coding and proactively mentor developers (including p programming) Work in highly collaborative teams that strive to build quality code and provide business value has the opportunity to work in a number of different domains in a variety of different client environments Create complex, enterprise-transforming business applications as a member of diverse, high energy teams focused on full life-cycle development through the use of Agile Methodologies.

**Minimum Experience:** 1-3 years direct related experience.

**Minimum Education:** Associate Degree (preferably in Computer Science, Information Systems, Engineering, or Business)

#### 1.37 Job Title: Software System Engineer II

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**Minimum/General Experience:** Under general supervision, works from specifications to develop or modify moderately complex software programming applications. Assists with design, coding, benchmark testing, debugging, and documentation of programs. Applications generally deal with utility programs, position control language, macros, subroutines, and other control modules. Competent to work on most phases of software systems programming applications but requires instruction and guidance in other phases.

**Minimum Experience:** 3-5 years direct related experience.

**Minimum Education:** Bachelor's Degree (preferably in Computer Science, Information Systems, Engineering, or Business).

#### 1.38 Job Title: Software System Engineer III

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**Minimum/General Experience:** Under general direction, formulates and defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents those programs. Responsible for applications dealing with the overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Competent to work at this highest technical level on all phases of software systems programming applications. May have responsibility for the evaluation of new and existing software products. May assist other systems programmers to effectively utilize the system's technical software.

**Minimum Experience:** 7-10 years direct related experience.

**Minimum Education:** Bachelor's Degree (preferably in Computer Science, Information Systems, Engineering, or Business).

#### 1.39 Job Title: Subject Matter Expert I

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**Minimum/General Experience:** Performs system analysis, design, development, test and evaluation activities, ensures the integration of software, hardware, reliability, maintainability, safety, survivability, human and other requirements in the total engineering effort. Formulates operational concept, performs mission and functional analyses, conducts requirements and information analysis, cost-benefit analysis, system trade studies, and risk analysis. Selects system architecture, allocates requirements and prepares specifications.

**Minimum Experience:** 1-3 years direct related experience.

**Minimum Education:** Associate Degree (preferably in Computer Science, Information Systems, Engineering, or Business).

#### 1.40 Job Title: Subject Matter Expert II

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**Minimum/General Experience:** Performs system analysis, design, development, test and evaluation activities, ensures the integration of software, hardware, reliability, maintainability, safety, survivability, human and other requirements in the total engineering effort. Formulates operational concept, performs mission and functional analyses, conducts requirements and information analysis, cost-benefit analysis, system trade studies, and risk analysis. Selects system architecture, allocates requirements and prepares specifications.

**Minimum Experience:** 3-5 years direct related experience.

**Minimum Education:** Bachelor's Degree (preferably in Computer Science, Information Systems, Engineering, or Business).

#### 1.41 Job Title: Systems Administrator I

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**Minimum/General Experience:** Provide comprehensive Unix/Linux/Windows systems administration and test support their environments. Work on multiple projects simultaneously and support a broad user base; interface with users to resolve technical and user problems. Provide pager coverage for trouble-shooting problems twenty-four hours a day, seven days a week. Support the integration and implementation of Unix production; coordinate tests of new hardware and software; perform off-hour project maintenance work. Install and configure Sun Solaris environment; assist business users and Unix Engineers with the setup and installation of their applications and tests within the Unix environment.

**Minimum Experience:** 1-3 years direct related experience.

**Minimum Education:** Associate Degree (preferably in Computer Science, Information Systems, Engineering, or Business).

#### 1.42 Job Title: Systems Administrator II

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**Minimum/General Experience:** Provide comprehensive Unix/Linux/Windows systems administration and test support their environments. Work on multiple projects simultaneously and support a broad user base; interface with users to resolve technical and user problems. Provide pager coverage for trouble-shooting problems twenty-four hours a day, seven days a week. Support the integration and implementation of Unix production; coordinate tests of new hardware and software; perform off-hour project maintenance work. Install and configure Sun Solaris environment; assist business users and Unix Engineers with the setup and installation of the applications and tests within the Unix environment.

**Minimum Experience:** 3-5 years direct related experience.

**Minimum Education:** Bachelor's Degree (preferably in Computer Science, Information Systems, Engineering, or Business).

#### 1.43 Job Title: Systems Analyst I

---

**Minimum/General Experience:** The Systems Analyst will be responsible for eliciting requirements, documenting requirements, developing detailed use cases and sequence diagrams, providing complete and unambiguous traceability from business requirements through systems requirements, to screen prototypes, and test cases. The individual will author the systems design document and will provide support for the application developers in the development of the design document. The SA will to operate and produce deliverables in a variety of environment that may include RequisitePro, UML, Visio, and Blueprint.

**Minimum Experience:** 1-3 years direct related experience.

**Minimum Education:** Associate Degree (preferably in Computer Science, Information Systems, Engineering, or Business).

#### 1.44 Job Title: Systems Analyst II

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**Minimum/General Experience:** The Systems Analyst will be responsible for eliciting requirements, documenting requirements, developing detailed use cases and sequence diagrams, providing complete and unambiguous traceability from business requirements through systems requirements, to screen prototypes, and test cases. The individual will author the systems design document and will provide support for the application developers in the development of the design document. The SA will operate and produce deliverables in a variety of environments that may include RequisitePro, DOORS, UML, Visio, and other Rational Products.

**Minimum Experience:** 3-5 years direct related experience.

**Minimum Education:** Bachelor's Degree (preferably in Computer Science, Information Systems, Engineering, or Business).

#### 1.45 Job Title: Systems Analyst III

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**Minimum/General Experience:** The Systems Analyst will be responsible for eliciting requirements, documenting requirements, developing detailed use cases and sequence diagrams, providing complete and unambiguous traceability from business requirements through systems requirements, to screen prototypes, and test cases. The individual will author the systems design document and will provide support for the application developers in the development of the design document. The SA will operate and produce deliverables in a variety of environments that may include RequisitePro, DOORS, UML, Visio, and other Rational Products.

**Minimum Experience:** 7-10 years direct related experience.

**Minimum Education:** Bachelor's Degree (preferably in Computer Science, Information Systems, Engineering, or Business)

#### 1.46 Job Title: Systems Architect I

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**Minimum/General Experience:** Conducts or participates in the research, design and development of systems software, software applications and/or tools for new programs and subprograms as well as enhancements, modifications and corrections to existing software. Codes, tests, integrate and documents software solutions.

**Minimum Experience:** 1-3 years direct related experience.

**Minimum Education:** Associate Degree (preferably in Computer Science, Information Systems, Engineering, or Business).

#### 1.47 Job Title: Systems Architect II

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**Minimum/General Experience:** Conducts or participates in the research, design and development of systems software, software applications and/or tools for new programs and subprograms as well as enhancements, modifications and corrections to existing software. Codes, tests, integrate and documents software solutions.

**Minimum Experience:** 3-5 years direct related experience.

**Minimum Education:** Bachelor's Degree (preferably in Computer Science, Information Systems, Engineering, or Business).

#### 1.48 Job Title: Technical Writer I

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**Minimum/General Experience:** Analyze technology products and tools to develop a solid comprehension of their use and functionality and to determine how to most effectively convey that information to users. Consult with teams/business units on product usage, tools and templates, and process design. Document and depict complex project ideas, business requirements, and business process flows. Organize the professional production of written technical materials and maintain tight quality control over their appearance and timely completion. Propose and facilitate meetings to surface critical documentation needs. Maintain archives of prepared technical documentation.

**Minimum Experience:** 1-3 years direct related experience.

**Minimum Education:** Associate Degree (preferably in Computer Science, Information Systems, Engineering, or Business).

#### 1.49 Job Title: Technical Writer II

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**Minimum/General Experience:** Analyze technology products and tools to develop a solid comprehension of their use and functionality and to determine how to most effectively convey that information to users. Consult with teams/business units on product usage, tools and templates, and process design. Document and depict complex project ideas, business requirements, and business process flows. Organize the professional production of written technical materials and maintain tight quality control over their appearance and timely completion. Propose and facilitate meetings to surface critical documentation needs. Maintain archives of prepared technical documentation Familiarity with Federal Government SDLC lifecycle documentation important.

**Minimum Experience:** 3-5 years direct related experience.

**Minimum Education:** Bachelor's Degree (preferably in Computer Science, Information Systems, Engineering, or Business).

#### 1.50 Job Title: Training Specialist II

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**Minimum/General Experience:** Applies the principles and techniques of the instructional systems design methodology to develop and delivery training materials and programs. Training materials include user guides, training manuals, instructor manuals, reference guides, and system documentation for software, network, and database applications. Performs individual and classroom training for the use of computer hardware and software.



**Minimum Experience:** 3-5 years direct related experience.

**Minimum Education:** Bachelor's Degree (preferably in Computer Science, Information Systems, Engineering, or Business).

#### 1.51 Job Title: Web Content Administrator

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**Minimum/General Experience:** Responsible for the content management and maintenance of in-house and public facing websites. Provides technical support to users, liaises with the web hosting company and increases traffic to the websites via social media marketing platforms.

Manages all website content and related layouts utilizing user-experience best practices; proactively monitors and manages functionality of websites and troubleshoots issues with the website hosting company; troubleshoots web browser and mobile device; resolves compatibility issues with website hosting company; plans and implements changes, enhancements, additions and/or deletions to websites as needed, ensuring little disruption to users; provides technical support to users; and identifies and recommends improvements to the websites, as needed.

**Minimum Experience:** 1-3 years direct related experience.

**Minimum Education:** Associate Degree (preferably in Computer Science, Information Systems, Engineering, or Business).

#### 1.52 Job Title: Web Content Analyst

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**Minimum/General Experience:** Responsible for developing, modifying and maintaining broad/complex computer systems. Applies analysis and design techniques to complex computer systems. Maintains the web portal and various web applications. Maintains and modifies complex systems and/or designs and develops integrated subsystems. Guides users in formulating requirements; analyzes resulting user proposals; conducts feasibility studies; manages application software, application infrastructure and third-party application environments, to include installation, upgrades and patches, tuning, creating links and interfaces between systems, developing application-specific security, performance monitoring and troubleshooting. Tests, maintains and monitors system processes using in-house and third-party tools. Performs problem analysis to resolve system or application issues; performs complex diagnosis of problems, providing solutions within area of responsibility, coordinates implementation of fixes and enhancements; provides backup for other analysts, as required. Responds to critical issues during off hours when necessary. Designs, produces, documents, tests, implements and maintains Web applications and utilities developed in a variety of languages include Cold Fusion, Java, Perl, SQL, HTML, JavaScript and interfacing with numerous sources such as Access, MS SQL Server, MySQL, and Oracle databases. Develops and manages internal procedures, tools and documents to provide a high level of application integrity and availability to ensure timely, effective support, to include writing scope documents, managing source code and developing technical support standards and procedures. Conducts product evaluations, participates in vendor selection, stays current with technological developments in software development, systems and application support, as well as management and user support practices.

**Minimum Experience:** 1-3 years direct related experience.

**Minimum Education:** Associate Degree (preferably in Computer Science, Information Systems, Engineering, or Business).

### 1.53 Job Title: Web Designer

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**Minimum/General Experience:** Under direct supervision, designs and builds web pages using a variety of graphics software applications, techniques, and tools. Designs and develops user interface features, site animation, and special effects elements. Contributes to the design group's efforts to enhance the appeal of the organization's online offerings. Designs the website to support the organization's strategies and goals relative to external communications. Typically requires one to three years of experience in web design. Requires knowledge of web-based technologies including browsers ASP pages, HTML code, object-oriented technology, and graphics software.

**Minimum Experience:** 1-3 years direct related experience.

**Minimum Education:** Associate Degree (preferably in Computer Science, Information Systems, Engineering or Business).

### 1.54 Job Title: Web Developer I

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**Minimum/General Experience:** Assess, create, enhance and detail administrative, operational and technical policies and procedures. Serves as and works independently and/or assisting team members to: Consult with clients to define and document requirements and develop workable solutions to business problems. Design, develop, upgrade, test, implement a document Internet/Web based system; contribute to all phases of the software development life cycle.

**Minimum Experience:** 1-3 years direct related experience.

**Minimum Education:** Associate Degree (preferably in Computer Science, Information Systems, Engineering, or Business).

### 1.55 Job Title: Web Developer II

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**Minimum/General Experience:** Assess, create, enhance and detail administrative, operational and technical policies and procedures. Serves as and works independently and/or assisting team members to: Consult with clients to define and document requirements and develop workable solutions to business problems. Design, develop, upgrade, test, implement a document Internet/Web based system; contribute to all phases of the software development life cycle.

**Minimum Experience:** 3-5 years direct related experience.

**Minimum Education:** Bachelor's Degree (preferably in Computer Science, Information Systems, Engineering, or Business).

### 1.56 Job Title: Web Security Administrator

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**Minimum/General Experience:** Responsible for the content management and maintenance of in-house and public facing websites. Provides technical support to users, liaises with the web hosting company and increases traffic to the websites via social media marketing platforms. Manages all website content and related layouts utilizing user-experience best practices; proactively monitors and manages functionality of websites and troubleshoots issues with the website hosting company; troubleshoots web browser and mobile device; resolves compatibility issues with website hosting company; plans and implements changes, enhancements, additions and/or deletions to websites as needed, ensuring little disruption to users; provides technical support to users; and identifies and recommends improvements to the websites, as needed.

**Minimum Experience:** 1-3 years direct related experience.

**Minimum Education:** Associate Degree (preferably in Computer Science, Information Systems, Engineering, or Business).

1.57 Job Title: Web Security Analyst

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**Minimum/General Experience:** Performs all procedures necessary to ensure the safety of the organization's website and transactions across the Internet/intranet. Applies Internet firewall technologies to maintain security. Ensures that the user community understands and adheres to necessary procedures to maintain security. Updates and deletes users, monitors and performs follow-up on compliance violations, and develops security policies, practices, and guidelines.

**Minimum Experience:** 1-3 years direct related experience.

**Minimum Education:** Associate Degree (preferably in Computer Science, Information Systems, Engineering, or Business).

### Experience & Degree Substitution Equivalencies

Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

<u>Equivalent Degree</u>	<u>Experience</u>
Associate's	2 years relevant experience
Bachelor's Degree	Associate's degree + 2 years relevant experience or 4 years of relevant experience
Master's Degree	Bachelor's Degree + 2 years relevant of experience or Associate's degree + 4 years relevant experience or 6 years of relevant experience
PhD	Master's Degree + 2 years relevant experience, or Bachelor's Degree + 4 years relevant experience, Associate's + 6 years relevant experience, or 8 years relevant experience

### TERMS & CONDITIONS

#### 1) 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

**2) Services Performed**

- a) All 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.
- b) The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- c) The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

**3) Travel.**

Any Contractor travel required in the performance of services must comply with the Pub. L. 99-234 and FAR Part 31.205-46, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel.

**4) Warranty**

- a) Unless otherwise specified in this contract, the Contractor's standard commercial warranty as stated in the contract's commercial pricelist will apply to this contract.
- b) 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, if applicable.
- c) 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.

<b>Regulation Number</b>	<b>Regulation Title/Comments</b>
52.222-46	EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES (FEB 1993)
52.222-48	EXEMPTION FROM APPLICATION OF THE SERVICE CONTRACT LABOR STANDARDS TO CONTRACTS FOR MAINTENANCE, CALIBRATION, OR REPAIR OF CERTAIN EQUIPMENT CERTIFICATION (MAY 2014)
52.223-19	COMPLIANCE WITH ENVIRONMENTAL MANAGEMENT SYSTEMS (MAY 2011)
52.223-2	AFFIRMATIVE PROCUREMENT OF BIOBASED PRODUCTS UNDER SERVICE AND CONSTRUCTION CONTRACTS (SEP 2013)
52.229-1	STATE AND LOCAL TAXES (APR 1984)
52.222-62	PAID SICK LEAVE UNDER EXECUTIVE ORDER 13706 (JAN 2017)
52.223-13	ACQUISITION OF EPEAT - REGISTERED IMAGING EQUIPMENT (JUN 2014)
52.223-14	ACQUISITION OF EPEAT® - REGISTERED TELEVISIONS (JUN 2014)

52.223-16	ACQUISITION OF EPEAT® - REGISTERED PERSONAL COMPUTER PRODUCTS (OCT 2015)
552.238-115	SPECIAL ORDERING PROCEDURES FOR THE ACQUISITION OF ORDER-LEVEL MATERIALS (MAY 2019)
552.238-107	TRAFFIC RELEASE (SUPPLIES) (MAY 2019)
552.238-73	IDENTIFICATION OF ELECTRONIC OFFICE EQUIPMENT PROVIDING ACCESSIBILITY FOR THE HANDICAPPED (MAY 2019)
552.238-86	DELIVERY SCHEDULE (MAY 2019)
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