



GENERAL SERVICES ADMINISTRATION
Federal Acquisition Service
Authorized Federal Supply Schedule FSS Price List

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

Contract Number: 47QTCA19D00GU
Contract Period: August 7, 2019 through August 6, 2029

For more information on ordering, go to the following website: <https://www.gsa.gov/schedules>

Contractor: **Guidehouse Digital LLC**
1676 International Drive, Ste 800
McLean, VA 22102

Schedule Title: Multiple Award Schedule
Federal Supply Group: Information Technology

Business Size: Other than Small Business
Telephone: 301-219-6990
Web Site: <https://www.guidehouse.com>
E-mail: cstith@guidehouse.com

Contract Administration: Chavaughn Stith

Pricelist Current through Modification #PO-0026effective 07/18/2024.

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

SIN	SIN Description
518210C & 518210CRC	Cloud and Cloud-Related IT Professional Services
54151S & 54151SRC	Information Technology Professional Services
OLM & OLMRC	Order Level Materials

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. See pricing beginning on Page 4.

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility, and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. See Labor Category Descriptions on Page 6.

2. Maximum Order: SIN 518210C and 54151S - \$500,000
SIN OLM - \$250,000

3. Minimum Order: \$100.00

4. Geographic Coverage: Domestic.

5. Point(s) of production: United States.

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).

7. Quantity discounts: None.

8. Prompt payment terms: Net 30 Days. 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 between Contractor and Ordering Activity.

10b. Expedited Delivery: Contact Contractor.

10c. Overnight and 2-day delivery: Contact Contractor.

10d. Urgent Requirements: Contact Contractor.

11. F.O.B Points: Destination.

12a. Ordering Address: Same as Company Address.

12b. Ordering procedures: See Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address (is):

By Check

Guidehouse Inc.
P.O. Box 7247-6037
Philadelphia, PA 19170-6037

By Wire Transfer

Citibank NA, New York, NY
Account #: 30982834
ABA #: 021000089: Swift #: CITIUS33
To Credit: Guidehouse Inc.

14. Warranty provision: Standard Commercial Warranty.

15. Export Packing Charges: N/A

16. Terms and conditions of rental, maintenance, and repair: N/A

17. Terms and conditions of installation: N/A

18a. Terms and conditions of repair parts: N/A

18b. Terms and conditions for any other services: N/A

19. List of service and distribution points: N/A

20. List of participating dealers: N/A

21. Preventive maintenance: N/A

22a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

22b. If applicable, indicate that Section 508 compliance information is available for the information and communications technology (ICT) products and services and show where full details can be found (e.g. contractor's website or other location.) <https://www.guidehouse.com>

23. Unique Entity Identifier (UEI) Number: WKMCZLH1KJM4

24. Notification regarding registration in System for Award Management (SAM) database:
Guidehouse Digital LLC is registered at SAM.gov.



GSA Awarded Pricing for SINs 518210C and 54151S

The rates are inclusive of the Industrial Funding Fee (IFF) of 0.75%.

SIN	Labor Category	GSA Hourly Rate w/ IFF
518210C	Cloud Administrator - Intermediate	\$73.62
518210C	Cloud Administrator - Senior	\$101.34
518210C	Cloud Architect	\$166.38
518210C	Cloud Engineer - Junior	\$99.67
518210C	Cloud Engineer - Mid.	\$123.25
518210C	Cloud Engineer - Senior	\$166.38
518210C	Cloud Migration Engineer - Intermediate	\$137.13
518210C	Cloud Migration Engineer - Junior	\$103.33
518210C	Cloud Migration Engineer - Senior	\$185.12
518210C	Cloud Security Specialist - Intermediate	\$123.25
518210C	Cloud Security Specialist - Senior	\$166.38
54151S	Business Analyst	\$77.97
54151S	Business Analyst Sr.	\$105.67
54151S	Business Process Specialist/Analyst III	\$197.49
54151S	Database Specialist	\$108.90
54151S	Documentation Specialist/Technical Writer	\$53.27
54151S	Engineer/ Analyst	\$102.08
54151S	Help Desk/Desk Side Specialist II	\$57.01
54151S	Help Desk/Desk Side Specialist III	\$70.55
54151S	Junior Engineer/ Analyst	\$81.66
54151S	Program Manager	\$142.92
54151S	Project Manager	\$122.51
54151S	Quality Assurance Specialist	\$79.96
54151S	Senior Database Specialist	\$129.30
54151S	Senior Engineer /Analyst	\$122.51
54151S	Senior Functional Analyst	\$115.68
54151S	Subject Matter Expert	\$156.52
54151S	Subject Matter Expert Sr. I	\$254.47
54151S	Systems Administrator Sr.	\$110.02
54151S	Task Lead II	\$119.26
54151S	Technical/ Systems Architect	\$142.92
54151S	Training Specialist	\$69.38

SCLS Statement

The Service Contract Labor Standards (SCLS) are applicable to this contract as it applies to the entire Consolidated MAS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and / or when the contractor adds SCLS labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

Labor Category Descriptions
SIN 518210C

Cloud Administrator - Intermediate

Functional Responsibility: The Cloud Systems Administrator responsibilities includes configuration and fine tuning of cloud infrastructure systems, installation and configuration of virtual cloud instances, support of cloud servers to include security configurations, patching, and troubleshooting. Establish virtual private clouds within customer environments, develop scripts for automating client/server functions, and monitor automated systems recovery solutions. Documents standard operating procedures and recommend updates to optimize service delivery. Documents and implements change requests; evaluate change requests for potential enterprise wide impacts. Provides occasional off-hours remote support for planned maintenance work, unplanned support issues, or to meet customer SLAs.

Minimum Education: Bachelors Degree

Minimum Experience: 1 Year

Cloud Administrator - Senior

Functional Responsibility: The Cloud Systems Administrator responsibilities includes configuration and fine tuning of cloud infrastructure systems, installation and configuration of virtual cloud instances, support of cloud servers to include security configurations, patching, and troubleshooting. Establish virtual private clouds within customer environments, develop scripts for automating client/server functions, and monitor automated systems recovery solutions. Documents standard operating procedures and recommend updates to optimize service delivery. Documents and implements change requests; evaluate change requests for potential enterprise wide impacts. Provides occasional off-hours remote support for planned maintenance work, unplanned support issues, or to meet customer SLAs.

Minimum Education: Bachelors Degree

Minimum Experience: 3 Years

Cloud Architect

Functional Responsibility: Designs cloud infrastructure, virtual private cloud, virtual private network, relational database services, auto scaling, and compute resources to meet requirements. Provides expertise in Cloud migration, high availability, contingency planning, and automated provisioning. Responsible for cloud management and monitoring. Designs solutions for various deployment models (Private, Public, Community and Hybrid) and service models including Infrastructure as a Service (IaaS), Platform as a service (PaaS), Software as a Service (SaaS) and emerging cloud services to optimize the essential characteristics of cloud computing. Advises on storage and security solutions to securely store data in multi-tenancy environments. Collaborates with enterprise architecture team and other stakeholders to determine enterprise tools, technologies and processes. Establishes corporate cloud computing architecture policies and standards in compliance with appropriate security levels and governance in accordance with best practices prescribed by the National Institute of Standards and Technology (NIST), Federal Information Security Management Act (FISMA), Federal Information Processing Standard (FIPS), Office of Management and Budget (OMB) and Federal Risk and Authorization Management Program (FedRAMP). Responsible for delivering an end-to-end cloud architecture solution across all domains. Works with other infrastructure and engineering teams to identify emerging trends and technologies related to cloud engineering. Prepares and updates documentation relating to organizational standards and procedures pertaining to the cloud.

Minimum Education: Bachelors Degree

Minimum Experience: 5 Years

Cloud Engineer - Junior

Functional Responsibility: Provides direction on designing cloud infrastructure capable of supporting a number of applications in the cloud with an emphasis on scalability, automation, performance and availability. Oversees the cloud migration, installation, provisioning, configuration, operation and maintenance of required hardware and software related to cloud computing infrastructure components. Provides guidance and sets standards on migrating internal and external organizational projects to a cloud computing environment including migration of existing data centers to a cloud computing environment. Provides expertise on cloud implementations and researches emerging trends and technologies related to cloud engineering. Implements prescribed solutions for various deployment models (Private, Public, Community and Hybrid) and delivery models including Infrastructure as a Service (IaaS), Platform as a service (PaaS), and Software as a Service (SaaS). Collaborates with security analysts, architects and engineers to define and implement the best solutions for the technical infrastructure layer in a cloud environment. Responsible for configuring cloud environments that are scalable and reliable. Performs tasks including installation, configuration, and maintenance under the direction of the cloud engineering team. Collaborates with engineering, development and quality assurance teams to develop guidelines on automated monitoring and alerting protocols. Monitors and troubleshoots any cloud operational issues. Maintains logs and records related to the cloud environment. Prepares and updates documentation relating to organizational standards and procedures pertaining to the cloud.

Minimum Education: Bachelors Degree

Minimum Experience: 1 Year

Cloud Engineer - Mid.

Functional Responsibility: Provides direction on designing cloud infrastructure capable of supporting a number of applications in the cloud with an emphasis on scalability, automation, performance and availability. Oversees the cloud migration. installation, provisioning, configuration, operation and maintenance of required hardware and software related to cloud computing infrastructure components. Provides guidance and sets standards on migrating internal and external organizational projects to a cloud computing environment including migration of existing data centers to a cloud computing environment. Provides expertise on cloud implementations and researches emerging trends and technologies related to cloud engineering. Implements prescribed solutions for various deployment models (Private, Public, Community and Hybrid) and delivery models including Infrastructure as a Service (IaaS), Platform as a service (PaaS), and Software as a Service (SaaS). Collaborates with security analysts, architects and engineers to define and implement the best solutions for the technical infrastructure layer in a cloud environment. Responsible for configuring cloud environments that are scalable and reliable. Performs tasks including installation, configuration, and maintenance under the direction of the cloud engineering team. Collaborates with engineering, development and quality assurance teams to develop guidelines on automated monitoring and alerting protocols. Monitors and troubleshoots any cloud operational issues. Maintain logs and records related to the cloud environment. Prepares and updates documentation relating to organizational standards and procedures pertaining to the cloud.

Minimum Education: Bachelors Degree

Minimum Experience: 3 Years

Cloud Engineer - Senior

Functional Responsibility: Provides direction on designing cloud infrastructure capable of supporting a number of applications in the cloud with an emphasis on scalability, automation, performance and availability. Oversees the cloud migration. installation, provisioning, configuration, operation and maintenance of required hardware and software related to cloud computing infrastructure components. Provides guidance and sets standards on migrating internal and external organizational projects to a cloud computing environment including migration of existing data centers to a cloud computing environment. Provides expertise on cloud implementations and researches emerging trends and technologies related to cloud engineering. Implements prescribed solutions for various deployment models (Private, Public, Community and Hybrid) and delivery models including Infrastructure as a Service (IaaS), Platform as a service (PaaS), and Software as a Service (SaaS). Collaborates with security analysts, architects and engineers to define and implement the best solutions for the technical infrastructure layer in a cloud environment. Responsible for configuring cloud environments that are scalable and reliable. Performs tasks including installation, configuration, and maintenance under the direction of the cloud engineering team. Collaborates with engineering, development and quality assurance teams to develop guidelines on automated monitoring and alerting protocols. Monitors and troubleshoots any cloud operational issues. Maintain logs and records related to the cloud environment. Prepares and updates documentation relating to organizational standards and procedures pertaining to the cloud.

Minimum Education: Bachelors Degree

Minimum Experience: 5 Years

Cloud Migration Engineer - Intermediate

Functional Responsibility: Demonstrated experience as an engineer in programs that encompass systems architecture, requirements analysis, design, production, integration, test and transition to cloud operations. Demonstrated knowledge of system migration on an enterprise level to a centralized data center or third-party cloud computing environments. Possesses advanced knowledge of virtualization platforms, cloud computing deployment and service models, and understanding of TCP/IP in the virtual environment, including VLANs, routing and virtual switches. Hands on experience with various migration strategies and approaches to ensure a low risk and minimal downtime for the target systems to the target environments. Ensures Migrations best practice and technical guidelines, artifacts prescribed, etc. are adhered to in a timely manner e.g. application flows, technical architecture, test plans and any other success driven artifact is completed.

The Cloud Migration Engineer labor category must perform the following functions and responsibilities at a minimum:

- Performs end-to-end migration and transition of systems from legacy environments to cloud environments or a centralized data center hosting facility Supports or performs asset discovery, application mapping, application dependencies, and transition planning.
- Ensures solution is appropriately scaled and architected to realize cloud benefits Analyzes configuration, re-hosting, and move of existing software applications and components to cloud environments.
- Development of transformational options and activities.
- Perform a gap analysis and assessment to determine completeness of server, storage and network equipment information.
- Responsible for technical deliverables, for data quality and completeness of requirements generated from migrations database; if manually generated, responsible for completing or assigning.

Minimum Education: Bachelors Degree

Minimum Experience: 3 Years

Cloud Migration Engineer - Junior

Functional Responsibility: Demonstrated experience as an engineer in programs that encompass systems architecture, requirements analysis, design, production, integration, test and transition to cloud operations. Demonstrated knowledge of system migration on an enterprise level to a centralized data center or third-party cloud computing environments. Possesses advanced knowledge of virtualization platforms, cloud computing deployment and service models, and understanding of TCP/IP in the virtual environment, including VLANs, routing and virtual switches. Hands on experience with various migration strategies and approaches to ensure a low risk and minimal downtime for the target systems to the target environments. Ensures Migrations best practice and technical guidelines, artifacts prescribed, etc. are adhered to in a timely manner e.g. application flows, technical architecture, test plans and any other success driven artifact is completed.

The Cloud Migration Engineer labor category must perform the following functions and responsibilities at a minimum:

- Performs end-to-end migration and transition of systems from legacy environments to cloud environments or a centralized data center hosting facility Supports or performs asset discovery, application mapping, application dependencies, and transition planning.
- Ensures solution is appropriately scaled and architected to realize cloud benefits Analyzes configuration, re-hosting, and move of existing software applications and components to cloud environments.
- Development of transformational options and activities.
- Perform a gap analysis and assessment to determine completeness of server, storage and network equipment information.
- Responsible for technical deliverables, for data quality and completeness of requirements generated from migrations database; if manually generated, responsible for completing or assigning.

Minimum Education: Bachelors Degree

Minimum Experience: 1 Year

Cloud Migration Engineer - Senior

Functional Responsibility: Demonstrated experience as an engineer in programs that encompass systems architecture, requirements analysis, design, production, integration, test and transition to cloud operations. Demonstrated knowledge of system migration on an enterprise level to a centralized data center or third-party cloud computing environments. Possesses advanced knowledge of virtualization platforms, cloud computing deployment and service models, and understanding of TCP/IP in the virtual environment, including VLANs, routing and virtual switches. Hands on experience with various migration strategies and approaches to ensure a low risk and minimal downtime for the target systems to the target environments. Ensures Migrations best practice and technical guidelines, artifacts prescribed, etc. are adhered to in a timely manner e.g. application flows, technical architecture, test plans and any other success driven artifact is completed.

The Cloud Migration Engineer labor category must perform the following functions and responsibilities at a minimum:

- Performs end-to-end migration and transition of systems from legacy environments to cloud environments or a centralized data center hosting facility Supports or performs asset discovery, application mapping, application dependencies, and transition planning.
- Ensures solution is appropriately scaled and architected to realize cloud benefits Analyzes configuration, re-hosting, and move of existing software applications and components to cloud environments.
- Development of transformational options and activities.
- Perform a gap analysis and assessment to determine completeness of server, storage and network equipment information.
- Responsible for technical deliverables, for data quality and completeness of requirements generated from migrations database; if manually generated, responsible for completing or assigning.

Minimum Education: Bachelors Degree

Minimum Experience: 5 Years

Cloud Security Specialist - Intermediate

Functional Responsibility: The Cloud Security Specialist will be responsible for contributing to, implementing and measuring strategic cloud security programs. Must be able to compile information and prepare reports based on both manual and automated sources and align to applicable security strategies and established processes with respect to Fed Ramp and FISMA. This role will work with Application Developers, Systems Engineers, and Executives to ensure mitigation of risks identified in cloud-based solutions. Must assist in the evaluation, research and development of IT cloud security risk assessments, security tools and implementation plans. Further, the SCSS will assess information security risks of new projects and non-standard IT requests using risk assessment methodologies based on provided architecture. This will require practical use and understanding of advanced security protocols and standards, and solid knowledge of information security principles and practices as well as latest scalable technologies, This role will habitually interact with internal and external customers on security-related projects and operational tasks, and prepare/conduct brief outs to senior staff members and executives on a regular basis. Plan, implement, upgrade and monitor security controls for the protection of TWDC cloud-based networks and information systems. Provide technical assistance in the selection, configuration, and maintenance of cloud security devices/systems including, but not limited to, firewalls, IPS/IDS, SIEM, WAF, Network-based Malware detection and related platforms as well as software-defined systems. Serve as a technical resource in advising and assisting all departments and schools for issues relating to cloud security.

Minimum Education: Bachelors Degree

Minimum Experience: 3 Years

Cloud Security Specialist - Senior

Functional Responsibility: The Cloud Security Specialist is in direct support of the Command Information Security Manager role and as such will be responsible for contributing to, implementing and measuring strategic cloud security programs. Must be able to compile information and prepare reports based on both manual and automated sources and align to applicable security strategies and established processes with respect to Fed Ramp and FISMA. This role will work with Application Developers, Systems Engineers, and Executives to ensure mitigation of risks identified in cloud-based solutions. Must assist in the evaluation, research and development of IT cloud security risk assessments, security tools and implementation plans. Further, the SCSS will assess information security risks of new projects and non-standard IT requests using risk assessment methodologies based on provided architecture. This will require practical use and understanding of advanced security protocols and standards, and solid knowledge of information security principles and practices as well as latest scalable technologies, This role will habitually interact with internal and external customers on security-related projects and operational tasks, and prepare/conduct brief outs to senior staff members and executives on a regular basis. Plan, implement, upgrade and monitor security controls for the protection of TWDC cloud-based networks and information systems. Provide technical assistance in the selection, configuration, and maintenance of cloud security devices/systems including, but not limited to, firewalls, IPS/IDS, SIEM, WAF, Network-based Malware detection and related platforms as well as software-defined systems. Serve as a technical resource in advising and assisting all departments and schools for issues relating to cloud security.

Minimum Education: Bachelors Degree

Minimum Experience: 7 Years

Experience & Degree Substitution Equivalencies

Labor Category	Standard Qualifications		Substitution				
	Min Edu	Min Exp	PhD	Masters	Bachelors	Associates	High School
Cloud Administrator - Intermediate	Bachelors	1	0	0	1	3	5
Cloud Administrator - Senior	Bachelors	3	0	1	3	5	7
Cloud Architect	Bachelors	5	1	3	5	7	9
Cloud Engineer - Junior	Bachelors	1	0	0	1	3	5
Cloud Engineer - Mid.	Bachelors	3	0	1	3	5	7
Cloud Engineer - Senior	Bachelors	5	1	3	5	7	9
Cloud Migration Engineer - Intermediate	Bachelors	3	0	1	3	5	7
Cloud Migration Engineer - Junior	Bachelors	1	0	0	1	3	5
Cloud Migration Engineer - Senior	Bachelors	5	1	3	5	7	9
Cloud Security Specialist - Intermediate	Bachelors	3	0	1	3	5	7
Cloud Security Specialist - Senior	Bachelors	7	3	5	7	9	11

Labor Category Descriptions SIN 54151S

Business Analyst

Functional Responsibility: Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of business systems and industry requirements. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operation time, and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirements specifications. Provides consultation on complex projects and is considered to be the top level contributor/specialist of most phases of systems analysis, while considering the business implications of the application of technology to the current and future business environment.

Minimum Education: Bachelors Degree

Minimum Experience: 4 Years

Business Analyst Sr.

Functional Responsibility: Leads teams and formulates and defines systems scope and objectives based on both user needs and a thorough understanding of business systems and industry requirements. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operation time, and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirements specifications. Provides consultation on complex projects and is considered to be the top-level contributor/specialist of most phases of systems analysis, while considering the business implications of the application of technology to the current and future business environment.

Minimum Education: Bachelors Degree

Minimum Experience: 6 Years

Business Process Specialist/Analyst III

Functional Responsibility: Analyzes process and re-engineering, with an understanding of technical problems and solutions as they relate to the current and future business environment. Creates process change by integrating new processes with existing ones and communicating these changes to impacted Business Systems teams. Recommends and facilitates quality improvement efforts.

Minimum Education: Bachelors Degree

Minimum Experience: 8 Years

Database Specialist

Functional Responsibility: Provides highly technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support validated user requirements.

Minimum Education: Bachelors Degree

Minimum Experience: 6 Years

Documentation Specialist/Technical Writer

Functional Responsibility: Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. Coordinates the display of graphics and the production of the document. Ensures content is of high quality and conforms to standards.

Minimum Education: Associates Degree

Minimum Experience: 2 Years

Engineer/ Analyst

Functional Responsibility: Works under general supervision, developing the requirements of a product from inception to conclusion. Develops required specifications for simple to moderately complex problems. Designs and codes software components, units, and modules that meet product specifications. Tests and debugs assigned components and units.

Minimum Education: Bachelors Degree

Minimum Experience: 5 Years

Help Desk/Desk Side Specialist II

Functional Responsibility: Serves as the point of contact for troubleshooting information technology problems. Resolve problems by providing corrective instructions and consulting with coworkers and vendors. Improve programs by notifying programmers of problems and making recommendations for problem resolution. Maintain help desk database by entering caller statistics, inquiries and responses, while also providing statistical information as requested, identifying trends, and making suggestions for preventive action.

Minimum Education: High School

Minimum Experience: 1 Year

Help Desk/Desk Side Specialist III

Functional Responsibility: Serves as the point of contact for troubleshooting information technology problems. Resolve problems by providing corrective instructions and consulting with coworkers and vendors. Improve programs by notifying programmers of problems and making recommendations for problem resolution. Maintain help desk database by entering caller statistics, inquiries and responses, while also providing statistical information as requested, identifying trends, and making suggestions for preventive action.

Minimum Education: High School

Minimum Experience: 2 Years

Junior Engineer/ Analyst

Functional Responsibility: Works under close supervision, developing the requirements of a product from inception to conclusion. Develops required specifications for simple to moderately complex problems. Designs and codes software components, units, and modules that meet product specifications. Tests and debugs assigned components and units.

Minimum Education: Bachelors Degree

Minimum Experience: 2 Years

Program Manager

Functional Responsibility: Acts as overall program manager and central point of contact for program wide IT solution activities. Responsible for planning and executing a project. Prepares and maintains the project schedule and budget. Prepares and delivers status reports to the customer. Oversees all work and takes corrective action as necessary to ensure project success. Manages staffing, budget, prioritization, and other personnel matters. May serve as technical lead for the project.

Minimum Education: Bachelors Degree

Minimum Experience: 12 Years

Project Manager

Functional Responsibility: Acts as manager and central point of contact for a specific project or task within the program. Responsible for planning and executing a project. Prepares and maintains the project schedule and budget. Prepares and delivers status reports to the customer. Primary point of contact for the customer. Oversees all work and takes corrective action as necessary to ensure project success. Manages staffing, budget, prioritization, and other personnel matters. May serve as technical lead for the project.

Minimum Education: Bachelors Degree

Minimum Experience: 10 Years

Quality Assurance Specialist

Functional Responsibility: Provides development of Software Quality Assurance Plan and the implementation of procedures that conforms to the requirements of the contract. Provides an independent assessment of how the project's software development process is being implemented relative to the defined process and recommends methods to optimize the organization's process. May be responsible for all activities involving quality assurance and compliance with applicable regulatory requirements. Conducts audits and reviews/analyzes data and documentation. Develops and implements procedures and test plans for assuring quality in a system development environment which supports large databases and applications.

Minimum Education: Associates Degree

Minimum Experience: 4 Years

Senior Database Specialist

Functional Responsibility: Manages the development of database projects. Plans and budget staff and data base resources. Prepares and delivers presentations on database management concepts. Provides supervision and direction to support staff.

Minimum Education: Bachelors Degree

Minimum Experience: 10 Years

Senior Engineer /Analyst

Functional Responsibility: Provides design, programming, documentation and implementation of applications, which requires knowledge of information technology systems for effective development and deployment of software modules. Provides technical and administrative direction for tasks, including review of work products for correctness, compliance with industry accepted standards, and user standards specified in specific Task Orders. Applies process improvement and reengineering methodologies and principles to conduct process modernization projects.

Minimum Education: Bachelors Degree

Minimum Experience: 9 Years

Senior Functional Analyst

Functional Responsibility: Possess superior functional knowledge of task order specific requirements and have experience in developing business and functional requirements for complex IT projects. Analyze user needs to determine functional and cross functional requirements.

Minimum Education: Bachelors Degree

Minimum Experience: 8 Years

Subject Matter Expert

Functional Responsibility: Subject Matter Experts (SME) serve as technical experts in areas relevant to a particular project. SMEs produce and/or review substantive and/or complex technical documentation reflecting detailed knowledge of technical areas as identified in the statement of work. Documentation subjects include systems design, system architecture, feasibility studies, and system specifications.

Minimum Education: Bachelors Degree

Minimum Experience: 12 Years

Subject Matter Expert Sr. I

Functional Responsibility: This position performs in highly specialized subject areas, such as satellite telecommunications, information assurance, financial systems, BPR, human factors engineering, and systems design or engineering. The SME provides technical and/or specialized guidance concerning complex problems or challenges in the subject matter field. Performs analysis and studies, prepares reports, and gives presentations. Works independently or as a member of a team.

Minimum Education: Bachelors Degree

Minimum Experience: 15 Years

Systems Administrator Sr.

Functional Responsibility: Is responsible for effective provisioning, installation/configuration, operation, and maintenance of systems hardware and software and related infrastructure.

Participates in technical research and development to enable continuing innovation within the infrastructure. Ensures that system hardware, operating systems, software systems, and related procedures adhere to organizational values, enabling staff, volunteers, and Partners.

Minimum Education: Bachelors Degree

Minimum Experience: 4 Years

Task Lead II

Functional Responsibility: Responsible for assisting in planning and executing a project. Assists in preparing and maintaining the project schedule and budget. Prepares and delivers status reports to the customer. Oversees all work and takes corrective action as necessary to ensure project success. Assists with managing staffing, budget, prioritization, and other personnel matters. May serve as technical lead for the project.

Minimum Education: Associates Degree

Minimum Experience: 3 Years

Technical/ Systems Architect

Functional Responsibility: Lead the design of IT solutions, which incorporate technical infrastructure, hardware and software. Identifies interfaces between application including legacy systems. Supports program/project management, business case analysis and alternative solutions.

Minimum Education: Bachelors Degree

Minimum Experience: 10 Years

Training Specialist

Functional Responsibility: Assesses, designs, and conceptualizes training scenarios, approaches, objectives, plans, tools, aids, curriculums, and other state of the art technologies related to training and behavioral studies. Identifies the best approach training requirements to include, but not limited to hardware, software, simulations, course assessment and refreshment, assessment centers, oral examinations, interviews, computer assisted and adaptive testing, behavior-based assessment and performance, and team and unit assessment and measurement. Develops and revises training courses. Prepares training catalogs and course materials. Trains personnel by conducting formal classroom courses, workshops, and seminars.

Minimum Education: Associates Degree

Minimum Experience: 3 Years

Experience & Degree Substitution Equivalencies

Labor Category	Standard Qualifications		Substitution				
	Min Edu	Min Exp	PhD	Masters	Bachelors	Associates	High School
Business Analyst	Bachelors	4	0	2	4	6	8
Business Analyst Sr.	Bachelors	6	2	4	6	8	10
Business Process Specialist/Analyst III	Bachelors	8	4	6	8	10	12
Database Specialist	Bachelors	6	2	4	6	8	10
Documentation Specialist/Technical Writer	Associates	2	0	0	0	2	4

Labor Category	Standard Qualifications		Substitution				
	Min Edu	Min Exp	PhD	Masters	Bachelors	Associates	High School
Engineer/ Analyst	Bachelors	5	1	3	5	7	9
Help Desk/Desk Side Specialist II	High School	1	0	0	0	0	1
Help Desk/Desk Side Specialist III	High School	2	0	0	0	0	2
Junior Engineer/ Analyst	Bachelors	2	0	0	2	4	6
Program Manager	Bachelors	12	8	10	12	14	16
Project Manager	Bachelors	10	6	8	10	12	14
Quality Assurance Specialist	Associates	4	0	0	2	4	6
Senior Database Specialist	Bachelors	10	6	8	10	12	14
Senior Engineer /Analyst	Bachelors	9	5	7	9	11	13
Senior Functional Analyst	Bachelors	8	4	6	8	10	12
Subject Matter Expert	Bachelors	12	8	10	12	14	16
Subject Matter Expert Sr. I	Bachelors	15	11	13	15	17	19
Systems Administrator Sr.	Bachelors	4	0	2	4	6	8
Task Lead II	Associates	3	0	0	1	3	5
Technical/ Systems Architect	Bachelors	10	6	8	10	12	14
Training Specialist	Associates	3	0	0	1	3	5