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.

### Information Technology (IT) Category

Special Item No. 54151HEAL Health Information Technology Professional Services

<table>
<thead>
<tr>
<th>PSC Code</th>
<th>PSC Description</th>
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<tbody>
<tr>
<td>D302</td>
<td>IT AND TELECOM- SYSTEMS DEVELOPMENT</td>
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<td>D303</td>
<td>DATA ENTRY</td>
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<tr>
<td>D306</td>
<td>IT AND TELECOM- SYSTEMS ANALYSIS</td>
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<tr>
<td>D307</td>
<td>IT AND TELECOM- IT STRATEGY AND ARCHITECTURE</td>
</tr>
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<td>D308</td>
<td>IT AND TELECOM- PROGRAMMING</td>
</tr>
<tr>
<td>D310</td>
<td>IT AND TELECOM- CYBER SECURITY AND DATA BACKUP</td>
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<td>D311</td>
<td>IT AND TELECOM- DATA CONVERSION</td>
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<tr>
<td>D313</td>
<td>IT AND TELECOM- COMPUTER AIDED DESIGN/COMPUTER AIDED MANUFACTURING (CAD/CAM)</td>
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<td>D316</td>
<td>IT AND TELECOM- TELECOMMUNICATIONS NETWORK MANAGEMENT</td>
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<td>D317</td>
<td>IT AND TELECOM- WEB-BASED SUBSCRIPTION</td>
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<td>D321</td>
<td>HELP DESK</td>
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<td>D399</td>
<td>IT AND TELECOM- OTHER IT AND TELECOMMUNICATIONS</td>
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**Contract Number:** 47QTCA19D00KE  
**Business Size:** Small Business  
**Modification Number:** N/A

**Contract Period:** September 5, 2019 to September 4, 2024

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<th>End Date</th>
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<td>Year 2 Base</td>
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For more information on ordering from Federal Supply go to this website: [www.gsa.gov/schedules](http://www.gsa.gov/schedules)

**SpecPro Management Services, LLC**  
1826 N Loop 1604 W., Suite 336B, San Antonio, TX 78248  
(210) 424-2110 Office – (210) 245-2081 Fax  
[Specpromgntsvcs.com](http://Specpromgntsvcs.com)  
Point of Contact: Laurie Grams – [laurie.grams@specpromgntsvcs.com](mailto:laurie.grams@specpromgntsvcs.com)  
**Business Size:** Small Business
CUSTOMER INFORMATION:

1. **Table of Awarded Special Item Number(s):** 54151HEAL Health IT Services
   a. **Lowest Priced Labor Category and Rate:** Health Computer Support Technician $29.08
   b. **Hourly rates**

<table>
<thead>
<tr>
<th>GSA Labor Category Title</th>
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<tbody>
<tr>
<td>Health Computer Support Technician</td>
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</tr>
<tr>
<td>Health Info Specialist</td>
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</tr>
<tr>
<td>Health Database Administrator</td>
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<tr>
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</tr>
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<td>Health Applications Developer</td>
<td>$ 88.02</td>
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<tr>
<td>Health Systems Administrator</td>
<td>$ 69.06</td>
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<tr>
<td>Health Business Analyst</td>
<td>$ 75.04</td>
</tr>
<tr>
<td>Health Technical Writer</td>
<td>$ 53.44</td>
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<tr>
<td>Order Level Materials</td>
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</tr>
</tbody>
</table>

2. **Maximum Order:** $500,000

3. **Minimum Order:** $100.00


5. **Point(s) of production (city, county, and state or foreign country):** N/A - Services

6. **Discount from list prices or statement of net price:** Prices shown are GSA NET Prices

7. **Quantity discounts:** Additional 1% discount on order over $500,000

8. **Prompt payment terms:** Net 30 days

9. a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
   b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Yes
10. **Foreign items (list items by country of origin):** N/A - Services

11. a. **Time of Delivery:** 30 days ARO or as negotiated at the task order level
    b. **Expedited Delivery:** Negotiated at the Task Order Level
    c. **Overnight and 2-day delivery:** Negotiated at the Task Order Level
    d. **Urgent Requirements:** Contact Contractor

12. **F.O.B Points(s):** Destination

13. a. **Ordering Address(es):** Same as Contractor
    b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. **Payment address(es):** SpecPro Management Services, LLC
    7067 Old Madison Pike, Suite 170
    Huntsville, AL 35806

15. **Warranty provision:** Contractor’s standard commercial warranty.

16. **Export Packing Charges (if applicable):** N/A

17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Accepted at or below the micro-purchase level

18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A

19. **Terms and conditions of installation (if applicable):** N/A

20. a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
    b. **Terms and conditions for any other services (if applicable):** N/A

21. **List of service and distribution points (if applicable):** N/A

22. **List of participating dealers (if applicable):** N/A

23. **Preventive maintenance (if applicable):** N/A

24. a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
    b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/.

25. **Data Universal Numbering System (DUNS) number:** 079592922
    **Unique Entity ID:** TQY1DQE29KN3

26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered (CAGE 7BHJ1)
TERMS AND CONDITIONS APPLICABLE TO HEALTH INFORMATION TECHNOLOGY (IT) SERVICES (SPECIAL ITEM NUMBER 54151HEAL)

Vendor suitability for offering services through the new Health IT SIN must be in accordance with the following laws and standards when applicable to the specific task orders, including but not limited to:

• Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH)
• The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
• National Institute of Standards and Technology (NIST) Federal Information Processing Standards (FIPS) and Special Publications
• Federal Information Security Management Act (FISMA) of 2002

1. SCOPE
a. The labor categories, prices, terms and conditions stated under Special Item Number 54151HEAL Health Information Technology Services apply exclusively to Health IT Services within the scope of this Information Technology Schedule.

b. This SIN is limited to Health IT Services only. Software and hardware products are out of scope. Hardware and software can be acquired through different Special Item Numbers.

c. This SIN provides ordering activities with access to Health IT services.

d. Health IT Services provided under this SIN shall comply with all Healthcare certifications and industry standards as applicable at the task order level.

e. The Contractor shall provide services at the Contractor’s facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

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

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

3. PERFORMANCE OF SERVICES
a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity. All Contracts will be fully funded.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
d. Any Contractor travel required in the performance of Health IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts. All travel will be agreed upon with the client prior to the Contractor’s travel.

4. INSPECTION OF SERVICES

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

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

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

8. 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.

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

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

11. INCIDENTAL SUPPORT COSTS
Incidental support costs are not considered part of the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

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

13. DESCRIPTION OF HEALTH IT SERVICES AND PRICING

a. The Contractor shall provide a description of each type of Health IT Service offered under Special Item Numbers 54151HEAL Health IT Services and it should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

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

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

EXAMPLE: Commercial Job Title: Health IT Subject Matter Expert
Minimum Experience: Ten (10) years.
Functional Responsibilities: Significant information technology consulting and clinical information system strategy and implementation experience. Experienced in client engagements representing a wide array of activities, related to professional information technology projects, in a healthcare/clinical environment, including strategic planning related to information technology systems and/or software, governance, process design/redesign, clinical content development, and communications and training strategies for information technology solutions.

Minimum Education: Medical Doctor or Doctor of Osteopathic Medicine.
## PRICELIST

<table>
<thead>
<tr>
<th>SIN(s)</th>
<th>GSA Labor Category Title</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
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<td>54151HEAL</td>
<td>Health Computer Support Technician</td>
<td>$ 29.08</td>
<td>$ 29.80</td>
<td>$ 30.55</td>
<td>$ 31.31</td>
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</table>
LABOR CATEGORY DESCRIPTIONS

**COMPUTER SUPPORT TECHNICIAN**

**Major Responsibilities**
- Configure and install desktop and laptop systems and install applications on systems.
- Organize, prioritize, and assist with daily technical support in organizations with different support requirements.
- Troubleshoot and solve common network issues using physical and logical diagnostic tools.
- Work with other technical teams to resolve large scale issues.
- Provide technical support to field personnel.
- Resolve specialized hardware and software problems with customers having little or no background in computers.
- Conduct component level diagnostics.

**Education Requirements**
- A+ Certification

**Experience Requirements**
- Operate Tier I-III helpdesk remotely;
- 3 years’ experience

**Certification Requirement**
- Security + (CE) IAW DoD 8570.1 Certification Requirements

**SENIOR PROJECT MANAGER**

**Major Responsibilities**
- Experience in developing, implementing, or managing PM and Governance Policy within an organization

**Education Requirements**
- Bachelor’s Degree
- PMP Certification

**Experience Requirements**
- Ability to manage large, diverse portfolios of programs, developing product and service vision;
- 10 Years’ experience
- PMP certified or equivalent government certification preferred

**PROGRAM/PROJECT MANAGER**

**Major Responsibilities**
- Experience in developing, implementing, or managing PM and Governance Policy within an organization

**Education Requirements**
- Bachelor’s Degree
- PMP Certification

**Experience Requirements**
- 4 years of experience with Governance and Portfolio management.
- Experience in developing, implementing, or managing PM and Governance Policy within an organization.
- PMP certified or equivalent government certification preferred

**SR. INFORMATION SPECIALIST**

**Major Responsibilities**
- Experience in developing, implementing, or managing Tool that Govern Policy within an organization

**Education Requirements**
- Bachelor’s degree

**Experience Requirements**
- 6 years of experience with Governance and Portfolio/ Program/ Project management and Dashboard tools within the federal government.
➢ Proficient in the entire MS Office suite, MS Project and MS SharePoint.

**INFORMATION SPECIALIST**

**Major Responsibilities**
- Experience in developing, implementing, or managing Tool that Govern Policy within an organization

**Education Requirements**
- Bachelor’s degree

**Experience Requirements**
- 4 years of experience with Governance and Portfolio/ Program/ Project management and Dashboard tools within the federal government.
- Proficient in the entire MS Office suite, MS Project and MS SharePoint.

**DATABASE ADMINISTRATOR**

**Major Responsibilities**
- Provides daily administration of the Microsoft SQL servers to support large applications with large data sets
- Assists with the integration of new and existing data sources, systems, and technologies into a cohesive system
- Optimizes performance of data heavy applications through index management and query tuning to include optimizing tables, indexes, stored procedures, triggers, and ad-hoc reports
- Ensures data backup and recovery, maintenance, data integrity, and space requirements for the Microsoft SQL Server database environments
- Provides installation and upgrades of relational database management systems in clustered and non-clustered environments
- Troubleshoots technical database related problems and providing technical assistance to IT and functional analysts
- Provides, creates, and updates software change requests and project plans that adhere to change management guidelines
- Assists in the development of software and tools that use effective schema to improve analyst and customer workflows
- Analyzes, test, and implement database designs that support new/existing functional applications
- Develops and test application prototypes and validate designs to users’ satisfaction

**Education Requirements**
- Bachelor's degree
- Certifications (such as A+, COMPTIA Security + depending on the task order requirements)

**Experience Requirements**
- Five (5) years’ experience with the following: Microsoft SQL Server and databases; performance tuning and optimization using native monitoring tools; documenting business rules procedures; indexes, index management, and statistics; high availability and disaster recovery options; database back-up and recovery strategies; implementing operational automation using scripts

**SYSTEMS ANALYST**

**Major Responsibilities**
- Acts as manager and overall point of contact for a specific project within an overall enterprise-wide Health IT or other IT solution program.
- Directs project-specific Health IT or other IT staff and reviews work products for completeness and adherence to customer requirements.
- Provides communication to management to review project plans, status reports, and deliverables.
- Develops overall project milestones and monitors the execution of the project against planned timelines.

**Education Requirements**
- Bachelor’s degree
- Certification (such as A+, COMPTIA Security + depending on the task order requirements)

**Experience Requirements**
➢ Three (3) years hands-on experience working with commercially available database products.
➢ Five (5) Oracle experience
➢ Five (5) Microsoft SQL Server experience, including at least one year of SQL Server experience and TranSQL/SSIS
➢ Five (5) years Visual Basic and ETL experience

WEB SOFTWARE DEVELOPER

Major Responsibilities
➢ Provide software development support in accordance with technical, regulatory, and information assurance requirements to operate various data systems
➢ Formulate new concepts or methods in the programming field
➢ Work collaboratively with other developers on module interfaces and functionality
➢ Assist staff with troubleshooting; identify any issues, concerns, or new development requests to the Program manager
➢ Provide support to Program Manager and other team members
➢ Provide support to infrastructure team as needed to maximize availability of the application
➢ Ability to meet deadlines identifies issues and resolve with minimal direction
➢ Ability to translate an idea or need into a completed solution or work product
➢ Prepare VB.net, ASP.net, and Active Reports
➢ Microsoft SQL database and table design, stored procedures, functions and queries

Education Requirements
➢ Bachelor’s Degree

Experience Requirements
➢ Two (2) years’ experience with VB.net, ASP.net, and Active Reports
➢ One (1) year experience in Microsoft SQL database and table design, stored procedures, functions and queries
➢ One (1) year experience in developing, implementing, troubleshooting and maintaining .Net Windows services
➢ Five (5) years’ experience with Windows operating systems, Microsoft Office, relational database management systems, and report design as required
➢ One (1) year experience working with customers providing technical support
➢ Ability to communicate effectively both orally and in writing to represent the agency in complex IT project support

TRAINING MANAGER

Major Responsibilities
➢ Responsible for design, development, and implementation of training programs
➢ Develop and/or review standard and custom training documents
➢ Provide ongoing training to users on the program modules via different mediums including: on site, off site, webinars, or other online training
➢ Coordinate with staff on training schedules for courses
➢ Remain abreast of all program enhancements and releases
➢ Serve as the consultant on all unique issues, policies, operational procedures as related to flight medicine requirements, medical readiness requirements, and deployment medical processing
➢ Communicate with users and staff to gather, interpret, and understand unique technical requirements
➢ Assist with troubleshooting of program application
➢ Provides technical assistance and customer support to users for the application
➢ Coordinate with leadership on policies relating to programs supported by the application
➢ Provide quality control monitoring over data and interfaces with external applications
➢ Provide custom SQL queries or other data pulls and produce reports as required

Education Requirements
➢ Bachelor’s degree

Experience Requirements
➢ Five (5) years’ experience in application Tier I and Tier II support and super-user training
➢ Five (5) years’ experience in database systems including Microsoft® SQL
➢ Five (5) years’ experience in database design, management, and query building

HELP DESK TECHNICIAN

Major Responsibilities
➢ Provide Tier I and Tier II customer support over the phone for various applications and programs
➢ Elevate problems to Tier III support or other program offices as necessary to provide customer support
➢ Provide a monthly log of help desk contacts, actions taken, and unresolved issues.
➢ Coordinate with other program managers to build and maintain help desk templates
➢ Assist in writing manuals, reports, and briefings
➢ Provide on-site and off-site technical assistance and training
➢ Records verbal or written recommended changes or improvements from software users and convert it into information that the programmers can utilize to make decisions
➢ Work within the Automatic Data Processing and telecommunications environments

Education Requirements
➢ Associate’s Degree in computer science, engineering, health services, business or management

Experience Requirements
➢ Three (3) years of hands-on software and operating system support experience with exposure to all IDD products, issues, and customers
➢ Strong communication skills are needed as well as the ability to generate a high throughput in order to meet customer Service Level Agreements (SLAs).
➢ Five (5) years’ experience in help desk functions
➢ Three (3) years’ experience and general familiarity with clinical healthcare and medical terminology
➢ Have excellent oral and written communication skills and telephone etiquette.
➢ One (1) years’ experience with database structure and structured query language
➢ Five (5) years’ experience with computing skills such as word processing, spreadsheet use, and presentation graphics
➢ Three (3) years’ experience with software management and data retrieval

SYSTEMS ADMINISTRATOR

Major Responsibilities
➢ Analyzes and evaluates new and existing systems and defines problems, develops new requirements and reports system design issues.
➢ Develops plans and alternative solutions for IT systems from project inception to conclusion in conjunction with functional users
➢ Determines the most accurate, feasible and economical methods for data input and output including file specifications and communication protocols
➢ Closely coordinates with programmers to ensure proper implementation of program, data availability, and system specifications
➢ Relies on experience and judgment to plan and accomplish goals
➢ Provide system administration support for programs and applications
➢ Accomplish system administration by maintaining personal computer operating systems, networking, client/server applications and office automation software and electronic mail products
➢ Monitor, analyze and troubleshoot networks using network management tools
➢ Provide expertise in internetworking technologies and network protocols
➢ Determine integration and configuration standards for various network specialty applications such as system security/auditing, virus protection, printing, auditing, fault tolerance, backup, recover and storage management
➢ Configure/maintain telecommunications, data communications equipment such as switches, hubs and multi-protocol support
➢ Maintain and manage operational LAN software and hardware
➢ Provide technical expertise for performance and configuration of the LAN
➢ Ensure that LAN security environment is maintained by verifying security patches are applied and security policies are followed
➢ Troubleshoot and resolve network, server, workstation, printer and other network-related problems
➢ Coordinate upgrades, installations and conversions.
➢ Plan, test and implement performance enhancements
➢ Orchestrate recovery activities; determine methods, software and hardware needs, and required backup media and success criteria
➢ Provide working knowledge in designing, developing, maintaining and provide consultation concerning web pages
➢ Maintain records and files of technical documents and web page usage
➢ Assist in the installation, repair, replacement and configuration of Personal Computer (PC) hardware, audiovisual peripherals, telecommunication and data communications equipment such as: printers, scanners, storage devices, bridges, routers, switches, hubs and network cabling
➢ Ensure configuration control documentation is maintained to include all updates and changes

Education Requirements
➢ Bachelor’s degree
➢ Certification (such as A+, COMPTIA Security + depending on the task order requirements)

Experience Requirements
➢ Five (5) year’s recent work experience as a Systems Administrator

APPLICATIONS DEVELOPER

Major Responsibilities
➢ Develop, implement, troubleshoot, and maintain .Net ® Windows services SQL Server database and table design, stored procedures, functions, views and queries; Microsoft ® Visual Studio
➢ Hands-on with applications, database structures and infrastructure; application Tier II and Tier III support and super-user training
➢ Windows operating systems, Microsoft ® Office, relational database management systems, and report design
➢ System administration, personal computer operating systems, networking and electronic mail products; internet and networking, SFTP, and Information Assurance principles

Education Requirements
➢ Microsoft Certified Professional Certification on Microsoft SQL Server

Experience Requirements
➢ Five (5) years’ experience in ASP.Net ®; Visual Basic®, .Net ®

BUSINESS ANALYST

Major Responsibilities
➢ Experience developing and implementing communications plans and stakeholder management within an organization.
➢ Proficient in entire MS Office Suite, MS Project, and MS SharePoint

Education Requirements
➢ Bachelor’s Degree

Experience Requirements
➢ Three (3) years' administrative/operations support experience

TECHNICAL WRITER

Major Responsibilities
➢ 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 production of published documents
➢ Relies on experience and judgment to plan and accomplish goals
➢ Must have extensive knowledge using MS Office Suite
Education Requirements
➢ Bachelor’s Degree

Experience Requirements
➢ Five (5) year’s recent work experience as a technical writer producing technical articles, reports, brochures or manuals

SpecPro Management Services Labor Category Substitutions Information
SpecPro Management Services, LLC (SMS) will provide only people who meet or exceed the minimum qualifications within the labor category descriptions stated herein. SMS’ labor categories provide experience for minimum education requirements and substituting educational degrees for years of experience. These substitutions are allowed for all SMS’ labor categories unless specified in the description.

Allowable Substitutions
The table below presents the allowable substitutions based on the education and experience of the labor categories in the Pricelist. Experience should be professional and job related, it does not have to be specific to the project to be accomplished. However, if a degree is used in place of experience, the degree must be related to the project or task.

<table>
<thead>
<tr>
<th>MIN EDU.</th>
<th>ALLOWABLE SUBSTITUTIONS</th>
<th>Related Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree</td>
<td>Education and/or Experience</td>
<td></td>
</tr>
<tr>
<td>Associates</td>
<td>4 years relevant experience</td>
<td>Trade/Vocational School or Technical Training or Military Training in relevant field</td>
</tr>
<tr>
<td>Bachelors</td>
<td>Associates + 4 years relevant experience or 6 years relevant experience</td>
<td>Professional or Industry Standard Technical Certification in a relevant field. (e.g. MCSE, CCNP, CNA, CNE)</td>
</tr>
<tr>
<td>Masters</td>
<td>Bachelors + 4 years relevant experience, or Associates + 8 years relevant experience, or 10 years relevant experience</td>
<td>Professional License (e.g. Certified Board of Infection Control and Epidemiology (CBIC))</td>
</tr>
</tbody>
</table>