General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List

Multiple Award Schedule
Information Technology Category

Special Item No. 54151S Information Technology Professional Services
Special Item No. 54151Heal Health Information Technology Services

Contract Number: **47QTCA19D00KY**
Period Covered by Contract:
September 11, 2019 to September 10, 2024

DUNS: **825054690**

Premier Solutions Hi, LLC
600 Kapiolani BLVD Ste 302
Honolulu, HI 96813-5140
Telephone: 808-396-4444
http://www. premiersolutionshi.com

Contractor’s Administration Source:
Robert Hardisty, Email: rob@premiersolutionshi.com

Business Size: **Small Business**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage®, a menu-driven database system. The INTERNET address GSA Advantage® is: GSAA Advantage.gov.
1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs):

SIN 54151S: Information Technology Professional
SIN 54151Heal: Health Information Technology Services

1b. IDENTIFICATION OF THE LOWEST PRICED MODEL NUMBER AND LOWEST UNIT PRICE FOR THAT MODEL FOR EACH SPECIAL ITEM NUMBER AWARDED IN THE CONTRACT:

Please see the pricelist below for details.

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:

Please see the labor category descriptions below for details.

2. MAXIMUM ORDER*: $500,000

*If the “best value” selection places your order over this 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

3. MINIMUM ORDER: $100.00


5. POINT(S) OF PRODUCTION: 600 Kapiolani Blvd Ste 302, Honolulu, HI 96813-5140

6. DISCOUNT FROM LIST PRICES: Net GSA pricing is listed in the attached pricing table

7. QUANTITY DISCOUNT(S): None

8. PROMPT PAYMENT TERMS: 0%, Net 30 Days

9a. Government purchase cards are accepted at or below the micro-purchase threshold

9b. Government purchase cards are not accepted above the micro-purchase threshold

10. FOREIGN ITEMS: None

11a. TIME OF DELIVERY: To be negotiated at the task order level

11b. EXPEDITED DELIVERY: To be negotiated at the task order level

11c. OVERNIGHT AND 2-DAY DELIVERY: To be negotiated at the task order level

11d. URGENT REQUIREMENTS: Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery
12. FOB POINT: Destination; 48 contiguous states and Washington, DC, as well as Alaska, Hawaii, and Puerto Rico

13a. ORDERING ADDRESS:
Premier Solutions Hi, LLC
600 Kapiolani Blvd Ste 302
Honolulu, HI 96813-5140

13b. ORDERING PROCEDURES: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in FAR 8.405-3

14. PAYMENT ADDRESS:
Premier Solutions Hi, LLC
600 Kapiolani Blvd Ste 302
Honolulu, HI 96813-5140

15. WARRANTY PROVISION: N/A

16. EXPORT PACKING CHARGES: N/A

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:
Accepted at and below the micro-purchase threshold

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (if applicable). N/A

19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): N/A

20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): N/A

20a. 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

24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A

24b. Section 508 Compliance for EIT: N/A

25. DUNS NUMBER: 825054690

26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE: Active, CAGE Code 52QX4
## LABOR CATEGORY DESCRIPTION

### Commercial Job Title: Health IT Administrative Assistant
Minimum/General Experience: 4
Functional Responsibility: Provides medical and/or health office services by implementing administrative systems, procedures, and policies, and monitoring administrative projects. Maintains workflow by studying methods; implementing cost reductions; and developing reporting procedures. Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes. Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities. Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions. Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques. Provides medical and/or health information by answering questions and requests. Completes operational requirements by scheduling and assigning administrative projects; expediting work results. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies. Minimum Education: Bachelors

### Commercial Job Title: Health IT Development Engineer
Minimum/General Experience: 5
Functional Responsibility: Oversees technical design, development, evaluation and implementation of highly complex hardware systems and products including the circuit design of components, development of structure specification of a PC and design of a computer display unit. Determines design approaches for medical/health services users and parameters. Addresses problems related to system integration, compatibility and multiple platforms. Performs feasibility analysis of product plans and designs. Defines architecture requirements and standards for design and development. Leads a development staff team and is responsible for project completion. Minimum Education: Bachelors

### Commercial Job Title: Health IT Information Security Analyst
Minimum/General Experience: 4
Functional Responsibility: Establishes and satisfies highly challenging and complex health system-wide information security requirements based upon the analysis of user, policy, regulatory and resource demands. Supports customers at the highest levels in the development and implementation of doctrine and policies. Provides medical and/or health leadership and guidance in the development, design and application of solutions implemented by more junior staff members. May have top level management responsibilities. Coordinates medical and/or health with senior representatives within the customer organizations to establish and define programs, resources and risks. Applies expertise to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures. Examples could include classified intelligence and command and control related networks. Provides medical and/or health guidance and direction to other professionals, acts in a
consulting and/or advisory capacity; Coordinates medical and/or health resolution of highly complex problems and
tasks, possess ability to meet and operate under deadlines.
Minimum Education: Bachelors

Commercial Job Title: Health IT Lead Database Administrator
Minimum/General Experience: 4
Functional Responsibility: In-depth knowledge of various computer operating systems, health oriented software
application interfaces, hardware interfaces, and communications protocols; expert in structured software development
concepts, best practices and procedures; extensive experience designing and architecting enterprise software
solutions; draws on prior experience to solve problems, plan and accomplish business goals; and may have MCSD,
Oracle or other certification.
Minimum Education: Bachelors

Commercial Job Title: Health IT Program Manager
Minimum/General Experience: 4
Functional Responsibility: Performs day-to-day management of a contract with up to five projects or major sub-tasks.
The annual value of the contract is less than $3 million per year. Organizes, directs, and Coordinates medical and/or
health the work of all groups working on elements of the final product or service. Is generally in a position to negotiate
and make binding decisions and agreements for the company. Establishes and manages required subcontracting
relationships and obtains third party services for customers
Minimum Education: Bachelors

Commercial Job Title: Health IT Project Manager
Minimum/General Experience: 4
Functional Responsibility: Under the guidance of the program manager, is responsible for the overall management of
the specific health services task order(s) and insuring that the technical/financial solutions and schedules in the
specific delivery orders are implemented in a timely manner. Organizes, directs and Coordinates medical and/or
health the planning and production of all activities associated with assigned delivery order projects. Demonstrates
competent writing and oral communication skills. Ensures quality products and services are delivered.
Minimum Education: Bachelors

Commercial Job Title: Health IT Technical Lead
Minimum/General Experience: 4
Functional Responsibility: Provides medical and/or health database-related leadership to evaluate client ADP, telecommunications, telephony, internet/web or electronic commerce needs and
develop effective database solutions on a cost-effective basis. Controls the global view of data bases, controls the
access to tile data bases, assures the safekeeping of the data bases (from accidental or intentional damage or loss),
monitors the usage of data bases, and develops standards, procedures, and conventions for use. The database
architect is an authority on the design of databases and the use of database management systems.
Minimum Education: Bachelors

Commercial Job Title: Health IT Web Developer
Minimum/General Experience: 4
Functional Responsibility: Provides medical and/or health development of documents and activities in intranet and
internet environments. Creates html documents and utilizes CGI, JAVA programming, and/or JSON, PYTHON to
develop web services, apis, queries, searches, and collections of information for input on the web site. Establishes
links to other web sites and databases.
Minimum Education: Bachelors
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<tr>
<th>Labor Category</th>
<th>Year 1</th>
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<th>Year 3</th>
<th>Year 4</th>
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</tbody>
</table>
SIN 54151S IT PROFESSIONAL SERVICE
LABOR CATEGORY DESCRIPTION

Commercial Job Title: IT Administrative Specialist
Minimum/General Experience: 2
Functional Responsibility: Assists management in all business, cost containment and accounting activities. Assists management in office administration, contract administration and facility operation activities. Responsible for providing cost control advice to other managers. Supervises subordinate administrative and office staff. Minimum Education: Bachelor

Commercial Job Title: Application Architect
Minimum/General Experience: 3
Functional Responsibility: The Application Architect 1 may plan, design, develop, redesign or enhance, install, or implement various technology products, or enhance computer programs. This individual applies knowledge of software and programming to develop and test computer systems and produce the necessary outcome for clients. The Application Architect may draft technical white papers to better understand the technology behind them, and to provide instructions that help the client better understand the nature and applications of a specific product. Minimum Education: Bachelor

Commercial Job Title: IT Business Analyst I
Minimum/General Experience: 2
Functional Responsibility: The Business Analyst 2 may provide knowledge in business process and system analysis, design, improvement, and implementation efforts or in translating business process needs into technical requirements. The Business Analyst uses available computer systems resources and personnel to carry out analysis to support management's quest for performance improvement to determine the most useful business solution. In addition, the Business Analyst may: Implement a comprehensive management plan for each project and hold regular stakeholder meetings to keep all interested parties updated in project progress; Determine and document user requirements for business processes and abide by those requirements for future projects; Reviews and analyzes information, forecasts, methods, schedules, systems, processes and procedures; Provides expertise in, but not limited to, Configuration Management, Strategic Planning, Knowledge Management, Business Analysis and Technical Analysis. Minimum Education: Bachelor

Commercial Job Title: IT Business Analyst II
Minimum/General Experience: 5
Functional Responsibility: The Business Analyst 3 may provide knowledge in business process and system analysis, design, improvement, and implementation efforts or in translating business process needs into technical requirements. The Business Analyst uses available computer systems resources and personnel to carry out analysis to support management's quest for performance improvement to determine the most useful business solution. In addition, the Business Analyst may:
- Implement a comprehensive management plan for each project and hold regular stakeholder meetings to keep all interested parties updated in project progress.
- Determine and document user requirements for business processes and abide by those requirements for future projects.
- Reviews and analyzes information, forecasts, methods, schedules, systems, processes and procedures.
- Provides expertise in, but not limited to, Configuration Management, Strategic Planning, Knowledge Management, Business Analysis and Technical Analysis. Minimum Education: Bachelor

Commercial Job Title: IT Business Analyst III
Minimum/General Experience: 7
Functional Responsibility: Top-level IT technical expert supporting unlimited end user groups. Works with user groups to solve business problems with available technology including hardware, software, databases, and peripherals. Requires high level of diverse technical experience related to studying and analyzing system’s needs, systems development, systems process analysis, design, and re-engineering. Has skills and experience related to business management, systems engineering, operations research, and management engineering. Typically requires specialization in particular software or business application utilized in an end user environment. Keeps abreast of technological developments and applications. Minimum Education: Bachelor
Commercial Job Title: Cloud Architect  
Minimum/General Experience: 2  
Functional Responsibility: Expert in the planning and vision-setting for cloud adoption and modernization of the enterprise IT computing infrastructure. Interacts directly with component and support teams to develop guidance and high-level architectures that support IT modernization efforts. Engages in thought leadership discussions and provide recommendations for the incremental steps required to evolve IT and integrate key infrastructure components across the enterprise. Reviews solution-level architectures and implementation plans to determine their alignment with the overarching vision. Conducts analyses of IT requirements and transition planning and develop architecture baselines for data center consolidation and hybrid cloud programs. Assists with the development of integration plans, migration plans, and schedules and provide research and analyses on new technologies that reduce IT infrastructure implementation, operations, and maintenance costs.  
Minimum Education: Bachelor

Commercial Job Title: Computer Programmer I  
Minimum/General Experience: 2  
Functional Responsibility: Analyzes business applications and design specifications. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Test, debug, and refine the computer software to produce the required product. Assist in resolving basic operating problems. Prepare required documentation including program-level and system-level documentation. Prepare instructions for computer operators. Enhance software to reduce operating time or improve efficiency. Provide software conversion and implementation support.  
Minimum Education: Bachelor

Commercial Job Title: Computer Programmer II  
Minimum/General Experience: 5  
Functional Responsibility: Analyze business applications and design specifications. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Test, debug, and refine the computer software to produce the required product. Assist in resolving basic operating problems. Prepare required documentation, including program-level and system-level documentation. Prepare instructions for computer operators. Enhance software to reduce operating time or improve efficiency. Provide software conversion and implementation support. May provide technical direction to more junior programmers.  
Minimum Education: Bachelor

Commercial Job Title: Computer Programmer III  
Minimum/General Experience: 7  
Functional Responsibility: Analyze business applications and design specifications. Develop block diagrams and logic flow charts. Translates detailed design into computer software. Test, debug, and refine the computer software to produce the required product. Assist in resolving basic operating problems. Prepare required documentation, including program-level and system-level documentation. Prepare instructions for computer operators. Enhance software to reduce operating time or improve efficiency. Provide software conversion and implementation support. May provide technical direction and supervision to more junior programmers.  
Minimum Education: Bachelor

Commercial Job Title: IT Consultant I  
Minimum/General Experience: 2  
Functional Responsibility: Consultants apply their skills in such areas as systems development, knowledge of business processes, technical background or supervisory capacity to implement business solutions. For example, Consultants may perform tasks such as:  
• Develop functional and technical information system designs  
• Supervise business integration analysts in the development of software designs, computer programming, system testing or training curricula  
• Lead business process redesign teams in the development of new business process architectures  
• Design training programs for information systems users  
• Participate in quality reviews to ensure work complies with specified standards  
• Develop teamwork plans  
• Perform workflow analyses  
• Design and manage databases  
• Define information systems requirements  
• Assist in project budget preparation.  
Minimum Education: Bachelor
Commercial Job Title: IT Consultant II
Minimum/General Experience: 5
Functional Responsibility: Consultant 2s apply their skills in such areas as systems development, knowledge of business processes, technical background or supervisory capacity to implement business solutions. For example, Consultants may perform tasks such as: Develop functional and technical information system designs; Supervise business integration analysts in the development of software designs, computer programming, system testing or training curricula; Lead business process redesign teams in the development of new business process architectures; Design training programs for information systems users; Participate in quality reviews to ensure work complies with specified standards; Develop team work plans; Perform workflow analyses; Design and manage databases; Define information systems requirements; and Assist in project budget preparation.
Minimum Education: Bachelor

Commercial Job Title: IT Consultant III
Minimum/General Experience: 7
Functional Responsibility: Consultant 3s apply their skills in such areas as systems development, knowledge of business processes, technical background or supervisory capacity to implement business solutions. For example, Consultants may perform tasks such as: Develop functional and technical information system designs; Supervise business integration analysts in the development of software designs, computer programming, system testing or training curricula; Lead business process redesign teams in the development of new business process architectures; Design training programs for information systems users; Participate in quality reviews to ensure work complies with specified standards; Develop team work plans; Perform workflow analyses; Design and manage databases; Define information systems requirements; and Assist in project budget preparation.
Minimum Education: Bachelor

Commercial Job Title: Database Administrator I
Minimum/General Experience: 2
Functional Responsibility: Database Administrator 1 administers organization's databases, using database management system to organize and store data. The Database Administrator 1 ascertains user requirements, creates computer databases, and tests and coordinates changes. This individual interacts with development and end-user personnel to determine application data access requirements, transaction rates, volume analysis, and other pertinent data required to develop and maintain integrated databases. Level 1 performs more routine aspects of the position and is supervised by higher levels.
Minimum Education: Bachelor

Commercial Job Title: Database Administrator II
Minimum/General Experience: 5
Functional Responsibility: Database Administrator 2 administers organization's databases, using database management system to organize and store data. The Database Administrator 2 ascertains user requirements, creates computer databases, and tests and coordinates changes. This individual interacts with development and end-user personnel to determine application data access requirements, transaction rates, volume analysis, and other pertinent data required to develop and maintain integrated databases.
Minimum Education: Bachelor

Commercial Job Title: Database Administrator III
Minimum/General Experience: 7
Functional Responsibility: Database Administrator 3 administers organization's databases, using database management system to organize and store data. The Database Administrator 3 ascertains user requirements, creates computer databases, and tests and coordinates changes. This individual interacts with development and end-user personnel to determine application data access requirements, transaction rates, volume analysis, and other pertinent data required to develop and maintain integrated databases.
Minimum Education: Bachelor

Commercial Job Title: Emerging Technology Specialist
Minimum/General Experience: 2
Functional Responsibility: Expert in available state-of-the-art emerging technologies and their use in solutioning to solve complex user requirements that include Artificial Intelligence, Blockchain, and other new technology. Analyzes, designs, and applies the knowledge needed to investigate and solution emerging technologies. Provide technical expertise and guidance in emerging technologies, plan, conduct, and technically direct implementations. Analyzes
the trade-off of implementing vs. not implementing the technology. Can provide cost benefit projections of using the emerging technology. May provide team leadership or consulting support on complex tasks.

Minimum Education: Bachelor

Commercial Job Title: Engineer I
Minimum/General Experience: 2
Functional Responsibility: Specialized in one or more phases of software systems development, systems integration, or network engineering. Acts under general direction. Provides technical assistance and advice on complex activities. Formulates / defines specifications, develops / modifies / maintains complex systems and subsystems, using vendor engineering releases and utilities for overall operational systems. Applies analytical techniques when gathering information from users, defining work problems, designing technology solutions, and developing procedures to resolve the problems. Develops complete specifications to enable computer programmers to prepare required programs. Analyzes methods of approach. Reviews task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives, prepares specifications, resolves processing problems, coordinates work with programmers and engineers, and orients users to new systems. Works with considerable freedom to make decisions on the techniques and approaches to be used. Prepares recommendations for system improvement for management and user consideration.
Minimum Education: Bachelor

Commercial Job Title: Engineer II
Minimum/General Experience: 5
Functional Responsibility: Specialized in one or more phases of software systems development, systems integration, or network engineering. Acts under general direction. Provides technical assistance and advice on complex activities. Formulates / defines specifications, develops / modifies / maintains complex systems and subsystems, using vendor engineering releases and utilities for overall operational systems. Applies analytical techniques when gathering information from users, defining work problems, designing technology solutions, and developing procedures to resolve the problems. Develops complete specifications to enable computer programmers to prepare required programs. Analyzes methods of approach. Reviews task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives, prepares specifications, resolves processing problems, coordinates work with programmers and engineers, and orients users to new systems. Works with considerable freedom to make decisions on the techniques and approaches to be used. Prepares recommendations for system improvement for management and user consideration.
Minimum Education: Bachelor

Commercial Job Title: Engineer III
Minimum/General Experience: 7
Functional Responsibility: Highly specialized in one or more phases of software systems development, systems integration, or network engineering. Acts independently under general direction. Provides technical assistance and advice on complex activities. Formulates / defines specifications, develops / modifies / maintains complex systems and subsystems, using vendor engineering releases and utilities for overall operational systems. Applies analytical techniques when gathering information from users, defining work problems, designing technology solutions, and developing procedures to resolve the problems. Develops complete specifications to enable computer programmers to prepare required programs. Analyzes methods of approach. Reviews task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives, prepares specifications, resolves processing problems, coordinates work with programmers and engineers, and orients users to new systems. Works with considerable freedom to make decisions on the techniques and approaches to be used. Prepares recommendations for system improvement for management and user consideration.
Minimum Education: Bachelor

Commercial Job Title: Program Manager
Minimum/General Experience: 3
Functional Responsibility: Responsible for all contract activities as a regular part of this role, performs it independently and normally without review by a supervisor or senior employee. Sets policies and procedures, technical standards and methods, and priorities of IT task. Coordinates the management of all work performed on tasks under the contract. Coordinates the efforts of subcontractors, team members, and vendors. Acts as the central point of contact with the Contracting Officer (CO), the Contracting Officer’s Representative (COR), and other client officials. Exercises full authority to act for the company in the performance of the required work and services under all task orders. Works independently, or under the general direction of senior level company management, on all phases of performance including contract management, project/task order management, coordination of resource needs, coordination with corporate resources and management. Reports to senior company management on contract and task performance
and issues. Has direct accountability for the technical correctness, timeliness and quality of deliverables, and the implementation and measurement of corporate and client quality standards and methodologies. Has a broad and deep knowledge of the IT industry, business administration, and human resource management and has excellent oral and written communications skills.

Minimum Education: Bachelor

Commercial Job Title: Project Control Analyst
Minimum/General Experience: 2
Functional Responsibility: Responsible for input and verification of data; reviews source documents for accuracy of input data; reviews, follows up and resolves errors during processing cycle; may be responsible for integrity of certain database information; investigates questionable data and takes corrective action when necessary; maintains files; generates reports and may analyze specific database information. Support project-related activities such as tracking the advancement of active projects, maintaining project schedules, analyzing cost data and project cost analysis. Responsible for development and maintenance of a database for producing labor to cost reports, planning efforts for resource loading, materials forecasting, and tracking metrics for group performance.

Minimum Education: Bachelor

Commercial Job Title: Project Manager I
Minimum/General Experience: 2
Functional Responsibility: Responsible for all contract activities as a regular part of this role, performs it independently and normally without review by a supervisor or senior employee. Sets policies and procedures, technical standards and methods, and priorities of IT task. Coordinates the management of all work performed on tasks under the contract. Coordinates the efforts of subcontractors, team members, and vendors. Acts as the central point of contact with the Contracting Officer (CO), the Contracting Officer’s Representative (COR), and other client officials. Exercises full authority to act for the company in the performance of the required work and services under all task orders. Works independently, or under the general direction of senior level company management, on all phases of performance including contract management, project/task order management, coordination of resource needs, coordination with corporate resources and management. Reports to senior company management on contract and task performance and issues. Has direct accountability for the technical correctness, timeliness and quality of deliverables, and the implementation and measurement of corporate and client quality standards and methodologies. Has a broad and deep knowledge of the IT industry, business administration, and human resource management and has excellent oral and written communications skills.

Minimum Education: Bachelor

Commercial Job Title: Project Manager II
Minimum/General Experience: 5
Functional Responsibility: Responsible for all contract activities as a regular part of this role, performs it independently and normally without review by a supervisor or senior employee. Sets policies and procedures, technical standards and methods, and priorities of IT task. Coordinates the management of all work performed on tasks under the contract. Coordinates the efforts of subcontractors, team members, and vendors. Acts as the central point of contact with the Contracting Officer (CO), the Contracting Officer’s Representative (COR), and other client officials. Exercises full authority to act for the company in the performance of the required work and services under all task orders. Works independently, or under the general direction of senior level company management, on all phases of performance including contract management, project/task order management, coordination of resource needs, coordination with corporate resources and management. Reports to senior company management on contract and task performance and issues. Has direct accountability for the technical correctness, timeliness and quality of deliverables, and the implementation and measurement of corporate and client quality standards and methodologies. Has a broad and deep knowledge of the IT industry, business administration, and human resource management and has excellent oral and written communications skills.

Minimum Education: Bachelor

Commercial Job Title: Project Manager III
Minimum/General Experience: 7
Functional Responsibility: The Project Manager manages, plans and coordinates activities of projects. This individual reviews project proposals or plans to determine schedule, funding limitations, procedures for accomplishing projects, staffing requirements and allotment of available resources to various phases of projects. The Project Manager establishes work plans and coordinates staffing for each phase of project and arranges for recruitment or assignment of project personnel. The Project Manager identifies functional or cross-functional requirements and resources required for each task. Responsible for all contract activities as a regular part of this role, performs it independently and normally without review by a supervisor or senior employee. Sets policies and procedures, technical standards
and methods, and priorities of IT task. Coordinates the management of all work performed on tasks under the contract. Coordinates the efforts of subcontractors, team members, and vendors. Acts as the central point of contact with the Contracting Officer (CO), the Contracting Officer’s Representative (COR), and other client officials. Exercises full authority to act for the company in the performance of the required work and services under all task orders. Works independently, or under the general direction of senior level company management, on all phases of performance including contract management, project/task order management, coordination of resource needs, coordination with corporate resources and management. Reports to senior company management on contract and task performance and issues. Has direct accountability for the technical correctness, timeliness and quality of deliverables, and the implementation and measurement of corporate and client quality standards and methodologies. Has a broad and deep knowledge of the IT industry, business administration, and human resource management and has excellent oral and written communications skills.

Minimum Education: Bachelor

Commercial Job Title: Quality Assurance Specialist
Minimum/General Experience: 5
Functional Responsibility: Assures the level of quality throughout the software development life cycle customer and agency standards. Establishes and monitors a process for evaluating software and associated documentation. Assists in developing Quality Assurance Plans. Conducts formal and informal reviews at predetermined stages throughout the development life cycle. Participates in software reviews and testing. Initiates corrective action for procedural or process deficiencies. Assures the level of quality throughout the software development life cycle customer and agency standards. Establishes and monitors a process for evaluating software and associated documentation. Assists in developing Quality Assurance Plans. Conducts formal and informal reviews at predetermined stages throughout the development life cycle. Participates in software reviews and testing. Initiates corrective action for procedural or process deficiencies.

Minimum Education: Bachelor

Commercial Job Title: Scrum Master
Minimum/General Experience: 2
Functional Responsibility: The Scrum Master may facilitate or guide a software development product owner, team, and organization on how to use Agile/Scrum concepts, values, practices, and principles focusing on improving team effectiveness. The Scrum Master leads discussions and decision making and assists in mediation of conflict resolution.

Minimum Education: Bachelor

Commercial Job Title: Security Specialist
Minimum/General Experience: 7
Functional Responsibility: The Security Specialist 3 may identify or resolve highly complex issues to prevent cyberattacks on information systems or keep computer information systems secure from interruption of service, intellectual property theft, network viruses, data mining, financial theft, or theft of sensitive customer data, allowing business to continue as normal. The Security Specialist designs, installs, and manages security mechanisms that protect networks and information systems against hackers, breaches, viruses, and spyware. This individual responds to incidents, investigates violations, and recommends enhancements to plug potential security gaps.

Minimum Education: Bachelor

Commercial Job Title: Subject Matter Expert I
Minimum/General Experience: 2
Functional Responsibility: The Subject Matter Expert 1 has industry experience in the relevant subject matter. This individual will use information technology expertise and/or industry focus expertise in fulfilling the interpreted customer specification. The Subject Matter Expert 1 is highly experienced in the industry with regard to information technology. The Subject Matter Expert 1 provides thought leadership related to current and future customer plans with regard to the stated information technology.

Minimum Education: Bachelor

Commercial Job Title: Subject Matter Expert II
Minimum/General Experience: 5
Functional Responsibility: The Subject Matter Expert 2 has industry experience in the relevant subject matter. This individual will use information technology expertise and/or industry focus expertise in fulfilling the interpreted customer specification. The Subject Matter Expert 2 is a highly experienced in the industry with regard to information technology. The Subject Matter Expert 2 provides thought leadership related to current and future customer plans with regard to the stated information technology.
Minimum Education: Bachelor

Commercial Job Title: Subject Matter Expert III
Minimum/General Experience: 7
Functional Responsibility: The Subject Matter Expert III has industry experience in the relevant subject matter. This individual will use information technology expertise and/or industry focus expertise in fulfilling the interpreted customer specification. The Subject Matter Expert III is highly experienced in the industry with regard to the stated information technology. The Subject Matter Expert III provides thought leadership related to current and future customer plans with regard to the stated information technology.
Minimum Education: Bachelor

Commercial Job Title: Technical Writer
Minimum/General Experience: 1
Functional Responsibility: Supervise teams and works independently in assist in collection and organizing information required for preparation of user manuals, training materials, installation guides, proposals, and reports. Edit functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents. Assists in performing financial and administrative functions. Prepares draft and final form technical documents. Must be capable of typing at average or above average speed. Must be capable of typing technical narratives and data. Responsible for spelling, grammar, and proper format, and for proofreading finished documents. Must be capable of using various word processing equipment.
Minimum Education: Bachelor

Commercial Job Title: Training Specialist
Minimum/General Experience: 2
Functional Responsibility: Conducts IT user training courses with a primary focus on IT systems and business systems tool training and assistance. These instructors are experts on major COTS and GOTS business systems. Training may be via formal or informal settings including classroom training, presentations, demonstrations, one-on-one assistance and providing hotline assistance. For formal training lessons, ensures all training materials are available, ensures all equipment is functional prior to start of session. Able to troubleshoot many training equipment problems. Assists with modifications or customization of existing technical reports. Develops, directs, plans, delivers, and evaluates training programs or IT facilitator activities. Provides direct instruction and training to customers on services, procedures, processes, techniques, tactics, products or skill development.
Minimum Education: Bachelor

Commercial Job Title: Web Developer
Minimum/General Experience: 2
Functional Responsibility: Develop technical architecture of internet websites including scripting and user interface design. Refresh internet website content to ensure accuracy and timeliness of information and images. Develop modifications or enhancements to existing internet web programs. Collaborate with back end developers and other team members. Ensure that the layout of content is accessible and logical and recommend improvements.
Minimum Education: Bachelor