General Services Administration  
Federal Supply Service  
Authorized Federal Supply Schedule 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 are available through GSA-Advantage® a menu-driven database system. The Internet address for GSA-Advantage® is: GSAAdvantage.gov

MULTIPLE AWARD SCHEDULE (MAS)

FSC GROUP: MAS  
PSC CLASS: D399

Contract Number: 47QTCA20D000E

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract Period: October 3, 2019 – October 2, 2024

PPS InfoTech, LLC  
9201 Corporate Boulevard  
Suite 400  
Rockville, MD 20850-7209  
Telephone: 301-564-0440  
Fax: 208-977-2532  
www.ppsco.com

Business Size/Status: Small

Price list current through Modification PA-0006 effective 8/11/21

Contract Administration:
Mark Cutler  
Telephone: (319) 321-2476  
Email: mark.cutler@jazzsol.com

GSA Contract Holder  
DISAST RECOV
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1a. Table of Awarded Special Item Numbers (SINs):
   Please refer to page #3 and GSA eLibrary (www.gsaelibrary.gsa.gov) for detailed SIN descriptions

   | SIN 54151S/54151SSTLOC/54151SRC | Information Technology Professional Services |
   | SIN OLM / OLMSTLOC / OLM-RC     | Order Level Materials                           |

1b. Lowest Priced Model Number and Lowest Price:
    Please refer to our rates on page #15

1c. Labor Category Descriptions:
    Please refer to page #9

2. Maximum Order: $500,000.00
3. Minimum Order: $100.00

4. Geographic Coverage: Domestic
5. Point (s) of Production: Same as Company Address
6. Discount from List Price: Government net prices (discounts already deducted)
7. Quantity Discounts: None
8. Prompt Payment Terms: 0%, Net 30. Information for Ordering Offices:
   Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Government Purchase Card is accepted at or below the micro – purchase threshold.
9b. Government Purchase Card is not accepted above the micro – purchase threshold.

10. Foreign Items: None

11a. Time of Delivery: To Be Negotiated with Ordering Agency
11b. Expedited Delivery: To Be Negotiated with Ordering Agency
11c. Overnight and 2-Day Delivery: To Be Negotiated with Ordering Agency
11d. Urgent Requirement: To Be Negotiated with Ordering Agency

12. F.O.B. Point(s): Destination

13a. Ordering Address: PPS InfoTech, LLC
     PO Box 2547
     Kensington, MD  20891

13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment Addresses: PPS InfoTech, LLC
PO Box 2547
Kensington, MD 20891

15. Warranty Provision: Contractor’s standard commercial warranty

16. Export Packing Charges: Not Applicable

17. Terms & Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level): Contact the Contractor

18. Terms and conditions of rental, maintenance, and repair: Not Applicable

19. Terms and conditions of installation (if applicable): Not Applicable

20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices: Not Applicable

20a. Terms and conditions for any other services (if applicable): Not Applicable

21. List of service and distribution points (if applicable): Not Applicable

22. List of participating dealers (if applicable): Not Applicable

23. Preventative maintenance (if applicable) Not Applicable

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not Applicable

24b. 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 Number System (DUNS) Number: 781642863

26. PPS InfoTech is registered in the System for Award Management (SAM).
GSA awarded PPS InfoTech, LLC a GSA Federal Supply Schedule contract for Multiple Award Schedule (MAS), Contract No. 47QTCA20D000E. The current contract period is October 3, 2019 – October 2, 2024. GSA may exercise a total of up to three additional 5 year option periods. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

Mark Cutler, CFO
PPS InfoTech, LLC
PO Box 2547
Kensington, MD 20891
Telephone: 319-321-2476
Fax Number: 571-777-9942
Email: mark.cutler@jazzsol.com

Our mission at PPS InfoTech is to provide the best IT services that will help the most people to expand their knowledge, live in safety and security, and live healthier and more productive lives.

This contract is available for use by all Federal Government agencies, as a source for IT Professional Services for worldwide use. Executive agencies, other Federal agencies, mixed – ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract.

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of IT professional services as specified in each task order.

Services specified in a task order may be performed at the contractor’s facilities or the ordering agencies’ facilities. The government will determine the contractor’s compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Number (SIN) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. PPS InfoTech, LLC has been awarded a contract by GSA to provide services under the following SIN:

- SIN 54151S Information Technology Professional Services
- SIN OLM / OLMSTLOC / OLM-RC Order Level Materials

Please refer to GSA eLibrary for complete Special Item Number (SIN) descriptions.
INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that PPS InfoTech, LLC meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide professional services, follow these simple steps:

<table>
<thead>
<tr>
<th>Orders under the Micro-Purchase Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Select the contractor best suited for your needs and place the order.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Orders in-between the Micro-Purchase Threshold and the Simplified Acquisition Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Prepare a SOW or Performance Work Statement (PWS) in accordance with FAR 8.405-2(b).</td>
</tr>
<tr>
<td>• Prepare and send the RFQ (including SOW and evaluation criteria) to at least three GSA Schedule contractors.</td>
</tr>
<tr>
<td>• Evaluate, then make a “Best Value” determination.</td>
</tr>
<tr>
<td>Note: The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Orders over the Simplified Acquisition Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Prepare the RFQ (including the SOW and evaluation criteria) and post on eBuy to afford all Schedule contractors the opportunity to respond, or provide the RFQ to as many Schedule contractors as practicable, consistent with market research, to reasonably ensure that quotes are received from at least three contractors.</td>
</tr>
<tr>
<td>• Seek price reductions.</td>
</tr>
<tr>
<td>• Evaluate all responses and place the order, or establish the BPA with the GSA Schedule contractor that represents the best value (refer to FAR 8.405-2(d)).</td>
</tr>
<tr>
<td>Note: The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Developing a Statement of Work (SOW)</th>
<th>Preparing a Request for Quote (RFQ)</th>
</tr>
</thead>
<tbody>
<tr>
<td>In the SOW, include the following information:</td>
<td>Include the SOW and evaluation criteria;</td>
</tr>
<tr>
<td>• Work to be performed,</td>
<td>• Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;</td>
</tr>
<tr>
<td>• Location of work,</td>
<td>• If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.</td>
</tr>
<tr>
<td>• Period of performance;</td>
<td>• May be posted on GSA’s electronic RFQ system, e-Buy</td>
</tr>
<tr>
<td>• Deliverable schedule, and</td>
<td>• Special standards and any special requirements, where applicable.</td>
</tr>
<tr>
<td>• Special standards and any special requirements, where applicable.</td>
<td></td>
</tr>
</tbody>
</table>

For more information related to ordering services, go to [http://www.gsa.gov/schedules-ordering](http://www.gsa.gov/schedules-ordering) and client “Ordering Information”. Also see summary guidelines in the Multiple Award Schedule (MAS) Desk Reference Guide, Ordering Procedures.
Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-3. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (e.g. estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA’s period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.
1. SCOPE
   a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
   b. The Contractor shall provide services at the Contractor’s facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)
   a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
   b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
   c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity’s mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

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

4. PERFORMANCE OF SERVICES
   a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
   b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
   c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
   d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)
   a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
      (1) Cancel the stop-work order; or
(2) Terminate the work covered by the order as provided in the Default, or the Termination for Conveniences of the Government, clause of this contract.

b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
   (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
   (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

c. If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

d. If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

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

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

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST
    a. Definitions.
       “Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.
       “Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.
       An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.
b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

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

12. PAYMENTS
For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition.
   a. The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
   b. The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
      (1) The offeror;
      (2) Subcontractors; and/or
      (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

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

14. INCIDENTAL SUPPORT COSTS
Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

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

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING
   a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services 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 IT Professional 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.
**LABOR CATEGORY DESCRIPTIONS**

**Experience Substitutions**

<table>
<thead>
<tr>
<th>Professional Experience</th>
<th>equals</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Years Professional Experience</td>
<td>equals</td>
<td>Associate’s Degree</td>
</tr>
<tr>
<td>4 Years Professional Experience</td>
<td>equals</td>
<td>Bachelor’s Degree</td>
</tr>
<tr>
<td>6 Years Professional Experience</td>
<td>equals</td>
<td>Master’s Degree</td>
</tr>
<tr>
<td>10 Years Professional Experience</td>
<td>equals</td>
<td>Ph.D.</td>
</tr>
</tbody>
</table>

**Education Substitutions:**

<table>
<thead>
<tr>
<th>Education</th>
<th>equals</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ph.D</td>
<td>equals</td>
<td>10 Years Professional Experience</td>
</tr>
<tr>
<td>Master’s Degree</td>
<td>equals</td>
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</tr>
<tr>
<td>Bachelor’s Degree</td>
<td>equals</td>
<td>4 Years Professional Experience</td>
</tr>
<tr>
<td>Associate’s Degree</td>
<td>equals</td>
<td>2 Years Professional Experience</td>
</tr>
</tbody>
</table>

Project Manager

**Functional Responsibility:** Serves as project manager for a project/program and associated task orders. Works with the Government Contracting Officer (CO), the contract-level Contracting Officer’s Representative (COR), the task order-level COR(s), and government management personnel. Under the guidance of Executive Management, responsible for the overall management of the specific task order(s) and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 12 years

Quality Assurance Analyst

**Functional Responsibility:** Carries out procedures to ensure that all information systems products and services meet minimum company standards and end-user requirements. Thoroughly tests software to ensure proper operation and freedom from defects. Devises improvements to current procedures and develops models of possible future configurations. Provides technical and administrative direction for personnel performing system development tasks, including the review of work products for correctness. Performs QA reviews and audits.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 5 years

Documentation Specialist

**Functional Responsibility:** Responsible for the creation and maintenance updating of required technical documentation (both hardware and software) and technical training materials. Works with staff and engineers on content and format of documentation. Provides documentation project planning and direction. Gathers, analyzes, and composes technical information. Conducts research and ensures the use of proper technical terminology. Converts technical information into clear, readable documents to be used by technical and non-technical personnel.

**Minimum Education:** Associates

**Minimum Experience:** 3 years
Principal Systems Architect

**Functional Responsibility:** Responsibilities:
Provides daily technical supervision and direction to senior systems architects and other staff. Assists the project manager with advice and with determining workload distribution of entire system team for larger projects. Establish system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Produces design architecture to include the software, hardware, and communications to support the total requirements as well as provide present and future cross-functional requirements and interfaces. Ensure these systems are compatible and in compliance with the industry and Federal standards.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 10 years

Senior Systems Architect

**Functional Responsibility:** Provides daily technical supervision and direction to system architects and other staff members including mentoring of junior members. Assists the project manager with detailed technical advice. Assist the principal system architect with coordinating execution of system architecture tasks by the various team members. Establish system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Provides design architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensure these systems are compatible and in compliance with the industry and Federal standards.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 8 years

Systems Architect

**Functional Responsibility:** Provides occasional technical supervision and direction to junior staff members. Assist the project manager with technical advice. Consults with senior system architects and other system architects in the design of architecture covering multiple subsystems. Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Evaluates analytically and systematically problems of workflow, organization, and planning and develops appropriate corrective action.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 5 years

Principal System Engineer

**Functional Responsibility:** Provides daily technical supervision and direction to senior system engineers and other staff. Assist the project manager with high level advice and with determining workload distribution of entire system engineering team for larger projects. Applies an organization-wide set of disciplines for the planning, analysis, design, and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Has experience in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. Provides technical guidance to application and software engineers on the overall integration of the subsystems.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 5 years

Senior System Engineer

**Functional Responsibility:** Assist the principal system engineer with coordinating execution of system engineering tasks by the various team members. Applies engineering disciplines for the planning, analysis, design and implementation of information systems on an enterprise-wide basis. Performs enterprise wide systems planning, business information planning, and analysis. Provides expert advice and assistance instate-of-the-art software/hardware solutions involving multiple operating environments (e.g. NT, UNIX, Novell, Web), database management systems, specialized software, data communications facilities and
protocols. Provides technical guidance to application and software engineers on the overall integration of the subsystems.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 5 years

**Lead Application Engineer**

**Functional Responsibility:** Provides daily technical supervision and direction to senior application engineers and other staff. Assist the project manager with high level advice and with determining workload distribution of entire application system. Analyzes and studies complex application system requirements. Leads system development and support using formal specifications, data flow diagrams and other accepted design techniques. Reviews existing subsystems/systems and assists in making refinements perform performance tuning, and improving current system environment.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 8 years

**Senior Application Engineer**

**Functional Responsibility:** Provides daily technical supervision and direction to application engineers and other staff members including mentoring of junior members. Assists the project manager with detailed technical advice. Conducts studies, defines information requirements, determines feasibility of proposed solutions and propose economical, efficient solutions to system. Translates requirements into programmer tasks. Leads system development and support using formal specifications, data flow diagrams, network diagrams, and other accepted design techniques.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 6 years

**Application Engineer**

**Functional Responsibility:** Analyzes and studies system requirements. Designing of information systems, including designing the application flow, database, and interfaces. Responsible for gathering and analyzing the user requirements and translating them into system designs. Performs system development and support using formal specifications, data flow diagrams and other accepted design techniques. Reviews existing application subsystems and assists in making refinements and improving current system environment.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 3 years

**Senior Software Engineer**

**Functional Responsibility:** Provides daily technical supervision and direction to software engineers and other staff members including mentoring of junior members. Analyzes functional business requirements and lead software life cycle activities from requirement analysis using structured or object-oriented technique, through design, implementation, testing, and final acceptance. Translates requirements into detailed design specifications. Tests, debugs, and refines the computer software to produce the required product. Provides technical direction to software engineers to ensure products meet the baselines through the life cycle of software development.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 6 years

**Software Engineer**

**Functional Responsibility:** Analyzes functional business requirements and lead software life cycle activities from requirement analysis using structured or object-oriented technique, through design, implementation, testing, and final acceptance. Translates requirements into detailed design specifications. Tests, debugs, and refines the computer software to produce the required product. Optimizes software to improve performance. Provides technical direction to junior software engineers to ensure products meet the baselines through the life cycle of software development.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 3 years
Junior Software Engineer

**Functional Responsibility:** Participates in the design, coding, and testing of software subsystems. Assists Software Engineers to interpret software requirements and design specifications to code, and integrate and test software components.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 0 years

Database Engineer

**Functional Responsibility:** Leads design efforts to aid in the identification of specific requirements in support of physical database design and operations. Performs data modeling, logical and physical data model/schema design. Performs trade-off studies to determine optimal database design and implementation. Provides daily technical advice and direction to technical staff.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 6 years

Web Programmer

**Functional Responsibility:** Designs and implements of web sites using various web development frameworks. Participates in the design, coding, and testing of software subsystems.

**Minimum Education:** Web Design Certificate

**Minimum Experience:** 0 years

Senior Security Consultant

**Functional Responsibility:** Analyzes user’s requirements, concept of operations documents, and high level system architecture to develop system requirements specifications. Develops detailed system architecture and system design documentation. Prepares security plans for employing an enterprise wide security architecture.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 20 years

Senior Security Specialist

**Functional Responsibility:** Formulates and assess IT security policy to include business impact. Provides application and middleware design and security engineering support for application development, including develops detailed system architecture and system design documentation.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 8 years

Service Level Manager

**Functional Responsibility:** Builds strong relationships with Internal and external IT service groups. Establishes and sets requirements for defining Services Level Agreements. Supports processes based on ITIL and other industry frameworks and fosters continual service improvement within the organization.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 4 years

Configuration Management Specialist

**Functional Responsibility:** Manages and maintains CM processes and develops CM artifacts. Maintains allocated, functional and physical baseline control and performs audit support.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 4 years

Service Delivery Manager

**Functional Responsibility:** Establishes policies to monitor the delivery for a program, and coordinates the delivery of services. Ensures customer satisfaction, establishes and engages in appropriate client management while maintaining customer relationships. Develops service management and delivery approaches for new and existing clients. Supports service delivery implementations across various programs including service level management and service continuity management.

**Minimum Education:** Bachelor’s Degree
**Minimum Experience:** 8 years

Security Manager  
**Functional Responsibility:** Manages security team(s) and initiatives. Establishes and enforces security policies and procedures. Gathers and organizes technical information about an organization’s missions, goals, and requirements; existing security products; and ongoing IA programs.  
**Minimum Education:** Bachelor’s Degree  
**Minimum Experience:** 8 years

Security Engineer  
**Functional Responsibility:** Provides architecture and implementation support for the identity and access management. Implements technical activities in compliance with FISMA, FedRAMP and FIPS controls for data security and intrusion detection. Responsible for integration and continual adherence to all security platforms, and ensures proper protection and use of software.  
**Minimum Education:** Bachelor’s Degree  
**Minimum Experience:** 8 years

Data Center Manager  
**Functional Responsibility:** Supports data center operations and manages one or more functional teams. Guides the development and implementation of data center operational standards, policies, and procedures. Participates in enterprise governance boards.  
**Minimum Education:** Bachelor’s Degree  
**Minimum Experience:** 8 years

Information Security Architect  
**Functional Responsibility:** Analyzes, recommends, develops, and implements security standards through policy, architecture and training processes. Defines information assurance (IA) and application security policies and procedures to effectively communicate security standards to all levels of management and staff. Supports customer functions in accordance with Federal Information Security Management Act (FISMA), FedRAMP and general Information Assurance (IA) requirements.  
**Minimum Education:** Bachelor’s Degree  
**Minimum Experience:** 8 years

Information Security Risk Analyst  
**Functional Responsibility:** Ensures organizational compliance to security policies, awareness, and education. Conducts risk assessments, and support data security and privacy requirements. Gathers and organizes technical information about an organization’s missions, goals, and requirements; existing security products; and ongoing IA programs.  
**Minimum Education:** Bachelor’s Degree  
**Minimum Experience:** 8 years

Business Analyst III  
**Functional Responsibility:** Determines operational objectives by studying business functions; gathering information; evaluating output requirements and formats. Develops test artifacts related to planning and execution. Performs integration and system testing either using manual processes and/or using test automation tools. Utilizes industry best practices for eliciting requirements and user specifications.  
**Minimum Education:** Bachelor’s Degree  
**Minimum Experience:** 4 years

Business Analyst II  
**Functional Responsibility:** Governs operation objectives by studying business functions, gathering information; evaluating output requirements and formats. Performs integration and system testing either using manual processes and/or using test automation tools. Utilizes industry best practices for eliciting requirements and user specifications.  
**Minimum Education:** Bachelor’s Degree


**Minimum Experience:** 2 years

**Business Analyst I**

**Functional Responsibility:** Administers operation objectives by utilizing business functions, gathering information, and analyzing requirements and formats. Performs system testing and maintains industry best practices. Utilizes industry best practices for eliciting requirements and user specifications.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 0 years

**Data Analyst**

**Functional Responsibility:** Works with business clients to analyze business information requirements and translate into data model. Analyzes and identifies data inconsistencies and errors. Creates metadata and data dictionaries, and designs reports based on functional requirements.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 0 years

**Database Developer III**

**Functional Responsibility:** Analyze, design, develop, maintain and tune databases to meet functional requirements. Implements, and sustains customer-requested improvements to data-driven systems.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 4 years

**Database Developer II**

**Functional Responsibility:** Analyze, design, develop, maintain and tune databases to meet functional requirements. Implements, and sustains customer-requested improvements to data-driven systems.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 2 years

**Database Developer I**

**Functional Responsibility:** Analyze, design, develop, maintain and tune databases to meet functional requirements. Implements, and sustains customer-requested improvements to data-driven systems.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 0 years
## Hourly Rates

---|---|---|---|---|---
**Government Site Rates**
Project Manager | $119.18 | $121.92 | $124.72 | $127.59 | $130.52
Quality Assurance Analyst | $87.45 | $89.46 | $91.52 | $93.62 | $95.77
Documentation Specialist | $56.04 | $57.33 | $58.65 | $60.00 | $61.38
Principal Systems Architect | $149.51 | $152.95 | $156.47 | $160.07 | $163.75
Senior Systems Architect | $116.79 | $119.48 | $122.23 | $125.04 | $127.92
Systems Architect | $100.52 | $102.83 | $105.20 | $107.62 | $110.10
Principal System Engineer | $134.17 | $137.26 | $140.42 | $143.65 | $146.95
Senior System Engineer | $116.78 | $119.47 | $122.22 | $125.03 | $127.91
Lead Application Engineer | $124.58 | $127.45 | $130.38 | $133.38 | $136.45
Senior Application Engineer | $116.78 | $119.47 | $122.22 | $125.03 | $127.91
Application Engineer | $87.46 | $89.46 | $91.53 | $93.64 | $95.79
Senior Software Engineer | $116.78 | $119.47 | $122.22 | $125.03 | $127.91
Software Engineer | $90.40 | $92.48 | $94.61 | $96.79 | $99.02
Junior Software Engineer | $63.56 | $65.02 | $66.52 | $68.05 | $69.62
Data Base Engineer | $94.49 | $96.66 | $98.88 | $101.15 | $103.48
Web Programmer | $81.59 | $83.47 | $85.39 | $87.35 | $89.36
Sr. Security Consultant | $285.15 | $291.71 | $298.42 | $305.28 | $312.30
Senior Security Specialist | $217.36 | $222.36 | $227.47 | $232.70 | $238.05
Service Level Manager | $245.94 | $251.60 | $257.39 | $263.31 | $269.37
Configuration Management Specialist | $123.18 | $126.01 | $128.91 | $131.87 | $134.90
Service Delivery Manager | $123.18 | $126.01 | $128.91 | $131.87 | $134.90
Security Manager | $214.25 | $219.18 | $224.22 | $229.38 | $234.66
Security Engineer | $149.98 | $153.43 | $156.96 | $160.57 | $164.26
Data Center Manager | $133.90 | $136.98 | $140.13 | $143.35 | $146.65
Information Security Architect | $187.46 | $191.77 | $196.18 | $200.69 | $205.31
Information Security Risk Analyst | $214.25 | $219.18 | $224.22 | $229.38 | $234.66
Business Analyst III | $133.90 | $136.98 | $140.13 | $143.35 | $146.65
Business Analyst II | $99.62 | $101.91 | $104.25 | $106.65 | $109.10
Business Analyst I | $96.41 | $98.63 | $100.90 | $103.22 | $105.59
Data Analyst | $91.05 | $93.14 | $95.28 | $97.47 | $99.71
Database Developer III | $99.62 | $101.91 | $104.25 | $106.65 | $109.10
Database Developer II | $94.27 | $96.44 | $98.66 | $100.93 | $103.25
Database Developer I | $85.69 | $87.66 | $89.68 | $91.74 | $93.85
**Contractor Site Rates**
Project Manager | $140.28 | $143.51 | $146.81 | $150.19 | $153.64
Quality Assurance Analyst | $100.60 | $102.91 | $105.28 | $107.70 | $110.18
Documentation Specialist | $67.25 | $68.80 | $70.38 | $72.00 | $73.66
Principal Systems Architect | $179.41 | $183.54 | $187.76 | $192.08 | $196.50
Senior Systems Architect | $139.32 | $142.52 | $145.80 | $149.15 | $152.58
Systems Architect | $118.79 | $121.52 | $124.31 | $127.17 | $130.09
Principal System Engineer | $151.52 | $155.00 | $158.57 | $162.22 | $165.95
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