

**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 GSA Advantage!® is: GSAAvantage.gov.

Schedule Title: 70--General Purpose Commercial Information Technology Equipment, Software and Services

SIN 132 51 --- Information Technology Professional Services - SUBJECT TO COOPERATIVE PURCHASING

FSC Class(es)/Product Code: D399

FSC/PSC Class D302 IT AND TELECOM- SYSTEMS DEVELOPMENT

- Systems Development Services

FSC/PSC Class D306 IT AND TELECOM- SYSTEMS ANALYSIS

- Systems Analysis Services

FSC/PSC Class D307 IT AND TELECOM- IT STRATEGY AND ARCHITECTURE

- Automated Information Systems Services

FSC/PSC Class D308 IT AND TELECOM- PROGRAMMING

- Programming Services

FSC/PSC Class D310 IT AND TELECOM- CYBER SECURITY AND DATA BACKUP

- Backup and Security Services

FSC/PSC Class D311 IT AND TELECOM- DATA CONVERSION

- Data Conversion Services

FSC/PSC Class D317 IT AND TELECOM- WEB-BASED SUBSCRIPTION

- Creation/Retrieval of IT Related Data Services
- Creation/Retrieval of Other Information Services
- Creation/Retrieval of IT Related Automated News Services

Contract number: 47QTCA20D000U

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

Contract period: 10/10/2019 -10/09/2024

MUTATIO INC.

1765 Greensboro Station Pl Ste 900

Mc Lean, VA 22102 - 3470

Phone: (571) 236-6806; Fax: (866) 497-1672

<http://www.mutatioinc.com/>

Contract administration source: Kaushal Parikh

Email: kparikh@mutatioinc.com

Phone: (571) 236-6806; Fax: (866) 497-1672

Business size: Small Disadvantaged Business, 8(a) Program Participant

CUSTOMER INFORMATION:

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

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- Backup and Security Services

FSC/PSC Class D311 IT AND TELECOM- DATA CONVERSION

- Data Conversion Services

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1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

Not Applicable

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

See labor categories and pricing on p.10 and p.13

2. Maximum order:

\$500,000.00

3. Minimum order

\$100.00

4. Geographic coverage (delivery area):

48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. territories.

5. Point(s) of production (city, county, and State or foreign country):

Not Applicable

6. Discount from list prices or statement of net price:

Prices herein are net government prices.

7. Quantity discounts:

None

8. Prompt payment terms:

0% Net 30 Days.

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

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

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

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

10. Foreign items (list items by country of origin):

Not Applicable

11a. Time of delivery:

As Negotiated.

11b. Expedited Delivery:

As negotiated.

11c. Overnight and 2-day delivery:

Not Applicable.

11d. Urgent Requirements

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. F.O.B. point:

Destination

13a. Ordering address:

MUTATIO INC.

1765 Greensboro Station Pl Ste 900

Mc Lean, VA 22102 – 3470

Phone: 571-236-6806
Fax: (571)236-6880
Email: kparikh@mutatioinc.com

13b. Ordering procedures:

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address:

MUTATIO INC.
1765 Greensboro Station Pl Ste 900
Mc Lean, VA 22102 – 3470
Phone: 571-236-6806
Fax: (571)236-6880
Email: kparikh.mutatio@gmail.com

15. Warranty provision:

Not Applicable.

16. Export packing charges, if applicable:

Not Applicable.

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

Government purchase cards are accepted at and below the micro-purchase threshold.

18. Terms and conditions of rental, maintenance, and repair (if applicable):

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 (if applicable):

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. Preventive 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. 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/:

Not Applicable.

25. Data Universal Number System (DUNS) number:

968425434.

26. Notification regarding registration in System for Award Management (Sam) database:

Registered, CAGE Code: 6KW56.

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)**

*****NOTE:** *All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.*

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 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 Convenience 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

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS-- COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS □ COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I □ □ OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

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 As prescribed in 16.601(e)(3), insert the following provision:

- (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.

15. 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.

Please refer to the labor category descriptions and pricing incorporated into this GSA Pricelist on p.10 and p.13.

Mutatio Inc.'s Labor Categories SIN 132 51

Project Manager

Functional Responsibilities: Serves as the project manager for information technology project or group of tasks. The project manager manages the timely and successful performance of tasks. Responsible for the overall delivery of specific tasks/projects, including project team resources. Oversees technical solutions and resources while scheduling implementation tasks in a timely manner with a focus on quality. May act as Program Manager, overseeing one or more project managers.

Minimum Education Requirements: Bachelor's degree in computer information systems, engineering, business administration, data management or equivalent.

Minimum Experience Requirements: Seven (7) years of experience with 4 years of information systems management experience.

Systems Architect

Functional Responsibilities: Provides technical direction and expertise in a variety of specialized areas including information systems engineering, software, software-as-a-service, and infrastructure systems architecture, systems integration, data integration, enterprise application integration, systems design and requirements specification. May serve as technical lead or as a senior technical staff member. Responsibilities may include a combination of the following: establishes system information requirements, establishes security assurance related design; designs architecture to include applications, on-premise and cloud infrastructure, data and services to support requirements. The Systems Architect evaluates and integrates cross-functional requirements and interfaces; evaluates and defines software and software-as-a-service requirements; evaluates and defines on-premise or cloud-based infrastructure services; performs enterprise-wide strategic systems planning; provides technical and/or subject-matter expertise to project. May supervise less senior technical staff.

Minimum Education Requirements: Bachelor's degree in computer information systems, engineering, business administration, data management or equivalent.

Minimum Experience Requirements: Eight (8) years of experience with six (6) years of related specialized technical experience

Subject Matter Expert

Functional Responsibilities: Responsible for providing highest level of IT domain and related expertise and guidance to the delivery team and stakeholders. Performs duties as assigned by Project Manager, Program Manager or client's representative.

Minimum Education Requirements: Master's degree or equivalent.

Minimum Experience Requirements: Eight (8) years of relevant experience.

Systems Administrator I

Functional Responsibilities: Provides general technical support, administration, configuration, development and analysis of IT systems, including on-premise, software-as-a-service and cloud-based applications, database systems and infrastructure. Monitors, plans, measures, and tests new products, services and configurations to support improved functionality, user needs, security and system requirements and may develop upgrade/improvement recommendations. Works on client technologies such as operating systems, database technologies, cloud services, software and software-as-a-service configurations and associated development platforms. Works on wide range of enterprise technologies to maintain system configurations. Responsibilities may include installing upgrades and updates to operating systems, applications and database management systems. Duties may include database system design, setup and troubleshooting by creating tables, columns, data types, constraint, improving availability and response times. May create databases logical design, data architecture design, data modeling, and schema definitions. Performs industry research for data technologies and related software, tools, standards and training.

Minimum Education Requirements: Bachelor's degree in computer information systems, engineering, business administration, data management or equivalent.

Minimum Experience Requirements: Three (3) years of relevant experience.

Systems Administrator II

Functional Responsibilities: Provides expert technical support, administration, configuration, development and analysis of IT systems, including on-premise, software-as-a-service and cloud-based applications, database systems and infrastructure. Monitors, plans, measures, and tests new products, services and configurations to support improved functionality, user needs, security and system requirements and may develop final upgrade/improvement recommendations. Works on client technologies such as operating systems, database technologies, cloud services, software and software-as-a-service configurations and associated development platforms. Works on wide range of enterprise technologies to maintain system configurations. Responsibilities may include installing upgrades and updates to operating systems, applications and database management systems. Duties may include database system design, setup and troubleshooting by creating tables, columns, data types, constraint, improving availability and response times. May create databases logical design, data architecture design, data modeling, and schema definitions. Performs industry research for data technologies and related software, tools, standards and training.

Minimum Education Requirements: Bachelor's degree in computer information systems, engineering, business administration, data management or equivalent.

Minimum Experience Requirements: Five (5) years of relevant experience.

Systems Administrator III

Functional Responsibilities: Provides senior technical support, administration, configuration, development and analysis of IT systems, including on-premise, software-as-a-service and cloud-

based applications, database systems and infrastructure. Monitors, plans, measures, and tests new products, services and configurations to support improved functionality, user needs, security and system requirements and may develop final upgrade/improvement recommendations. Works on client technologies such as operating systems, database technologies, cloud services, software and software-as-a-service configurations and associated development platforms. Works on wide range of enterprise technologies to maintain system configurations. Responsibilities may include installing upgrades and updates to operating systems, applications and database management systems. Duties may include database system design, setup and troubleshooting by creating tables, columns, data types, constraint, improving availability and response times. May create databases logical design, data architecture design, data modeling, and schema definitions. Performs industry research for data technologies and related software, tools, standards and training. May supervise less senior technical staff.

Minimum Education Requirements: Bachelor's degree in computer information systems, engineering, business administration, data management or equivalent.

Minimum Experience Requirements: Seven (7) years of relevant experience.

Systems Specialist I

Functional Responsibilities: Supports systems integration efforts involving software and software-as-a-service, infrastructure, operating system and integration for both on-premise and cloud-based information technology systems. Provides services such as software development, technical design, programming, testing, security assurance, requirements analysis, training and implementation across the systems integration and maintenance lifecycle. Codes, test and debugs applications and programs. May participate in the application design of systems, including use of analytical techniques to gather and document requirements and business processes. Develops program specifications and detail design documents. May also analyze, design, and develop client's information systems and program specifications by providing IT process and/or product subject matter expertise, conducting research, gathering requirements, and conducting training sessions.

Minimum Education Requirements: Bachelor's degree in computer information systems, engineering, business administration, data management or equivalent.

Minimum Experience Requirements: Three (3) years of relevant experience.

Systems Specialist II

Functional Responsibilities: Supports medium to complex systems integration efforts involving software and software-as-a-service, infrastructure, operating system and integration for both on-premise and cloud-based information technology systems. Provides services such as software development, technical design, programming, testing, security assurance, requirements analysis, training and implementation across the systems integration and maintenance lifecycle. Codes, test and debugs applications and programs. May participate in the application design of systems, including use of analytical techniques to gather and document requirements and business processes. Develops program specifications and detail design documents. May also analyze, design, and develop client's information systems and program specifications by providing IT

process and/or product subject matter expertise, conducting research, gathering requirements, and conducting training sessions. May supervise less senior technical staff.

Minimum Education Requirements: Bachelor’s degree in computer information systems, engineering, business administration, data management or equivalent.

Minimum Experience Requirements: Five (5) years of relevant experience.

Substitution Methodology

| Degree | Experience Equivalence | Other Equivalence |
|-----------------------------|--|---|
| Bachelors | Associate degree +2 years relevant experience | Professional certifications such as (Project Management, Lean Sigma, or ITIL) |
| Masters (Advanced degree) | Bachelors +2 years relevant experience, Associate + 4 years relevant experience | Masters Certificate or Professional License |
| Doctorate (Advanced Degree) | Masters + 2 years relevant experience, or Bachelors + 4 years relevant experience. | |

* Successful completion of higher education which has not yet resulted in a degree may be counted as 1 year of experience for each year of college completed.

* Skill Level minimum years of experience is defined as total years of experience

Mutatio Inc. SIN 132 51 Pricing

| Labor Category | GSA PRICE (w/ IFF) Y1 | GSA PRICE (w/ IFF) Y2 | GSA PRICE (w/ IFF) Y3 | GSA PRICE (w/ IFF) Y4 | GSA PRICE (w/ IFF) Y5 |
|---------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Project Manager | \$138.28 | \$141.18 | \$144.15 | \$147.18 | \$150.27 |
| Systems Architect | \$152.14 | \$155.33 | \$158.60 | \$161.93 | \$165.33 |
| Subject Matter Expert | \$201.01 | \$205.23 | \$209.54 | \$213.94 | \$218.43 |
| Systems Administrator I | \$90.00 | \$91.89 | \$93.82 | \$95.79 | \$97.80 |
| Systems Administrator II | \$98.90 | \$100.97 | \$103.09 | \$105.26 | \$107.47 |
| Systems Administrator III | \$113.14 | \$115.51 | \$117.94 | \$120.42 | \$122.95 |
| Systems Specialist I | \$121.49 | \$124.04 | \$126.65 | \$129.31 | \$132.02 |
| Systems Specialist II | \$136.25 | \$139.11 | \$142.04 | \$145.02 | \$148.06 |