Rite-Solutions, Inc.
185 South Broad Street, Suite 303
Pawcatuck, CT 06379
(P) 860-599-1938
www.rite-solutions.com

Multiple Award Schedule (MAS)

Contract Number: 47QTCA20D0087

Period Covered by Contract: March 30, 2020 - March 29, 2025

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: GSAAAdvantage.gov.
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1. Rite-Solutions Company Information

Rite-Solutions, Inc.
185 South Broad Street, Suite 303
Pawcatuck, CT 06379
Phone: 401-847-3399
Fax: 401-847-8833
Web Address: www.rite-solutions.com

DUNS Number
Rite-Solutions’ DUNS Number is 125370176.

Cage Code
Rite-Solutions’ Cage Code is 1PSA3

Business Size Status
Rite-Solutions is a qualified Veteran-Owned Small Business (VOSB).

2. Information for Ordering Activities
AUTHORIZED
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES

SPECIAL ITEM NUMBER 54151S - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D301  IT Facility Operation and Maintenance
FPDS Code D302  IT Systems Development Services
FPDS Code D306  IT Systems Analysis Services
FPDS Code D307  Automated Information Systems Design and Integration Services
FPDS Code D308  Programming Services
FPDS Code D310  IT Backup and Security Services
FPDS Code D311  IT Data Conversion Services
FPDS Code D313  Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316  IT Network Management Services
FPDS Code D317  Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services
FPDS Code D399  Other Information Technology Services, Not Elsewhere Classified

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit or the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

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General Services Administration
Federal Acquisition Service

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (http://www.gsaadvantage.gov).

2.1 About Us
Rite-Solutions, Inc. is a certified small business (SB) with 20 years of experience providing best practices in IT and
Management Consulting, Program Support Services, Emerging Technologies, and Science and Health to the Federal Government. For our federal and commercial customers, Rite-Solutions provides project management, software and application development, database planning and design, system design and administration, network administration, programming, information assurance, and IT security services.

With currently have over 250 employees and presence across three different states throughout the nation. We have contract portfolio of over 25 prime and subcontracts and hold a TOP SECRET facility clearance. We have heavily invested in tools and resources to support schedules, GWACs and large IDIQ contracts for effective task order management and have wide range of IT capabilities that allow us to rapidly meet evolving customer needs.

**We are a dedicated and reliable industry partner that leverage industry best practices and emerging technologies to provide customer solutions for each client.**

We have excellent past performances in a wide range of IT projects, all supporting Federal and State government customers, such the Department of Navy (DoN), US Marine Corps, State of Rhode Island, and commercial clients such as GE Healthcare, etc.

**Our Services**

To bring excellent service to our customers, we provide best value and effective collaborations to each project by working closely with each customer and vendors. We leverage well-established business relationships with our strategic partners to provide best value IT solutions and deliver the necessary personnel, material, equipment, services, and facilities to our customer. We help our customers navigate the complexities of IT decision making across a number of critical focus areas such as, network infrastructure, and mobility, to help create efficiencies in their missions. We provide end-to-end engineering and integration, logistics, training, and support to ensure success. These factors combined represent significant strength and low performance risk in meeting specific customer requirements.

Below are our core competencies:

- Project Management
- Database Planning and Design
- System Planning and Designing
- Programming
- IT Security
- Network Administration
- Information Assurance
CUSTOMER INFORMATION:

1a. Awarded Special Item Number(s):

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Information Technology Professional Services</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: Not Applicable.

1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education are provided beginning on page 13.

2. Maximum Order: $500,000.00

3. Minimum Order: $100.00

4. Geographic Coverage: Domestic and Overseas

5. Point of Production: Not Applicable

6. Prices Shown Herein are: Net

7. Quantity Discount: None

8. Prompt Payment Terms: 01.00% Discount if Payment is made within 10 days, otherwise Net 30 days

9. Government Purchase Cards are accepted at, but not above the micro-purchase threshold.

10. Foreign Items: Not Applicable

11. Time of Delivery: Rite-Solutions, Inc. shall deliver or perform services in accordance with the terms negotiated in an agency’s order.

11b. Expedited Delivery: Consult with Contractor

11c. Overnight/2-Day Delivery: Consult with Contractor

11d. Urgent Requirements: Consult with Contractor

12. FOB Point: Destination

13. Ordering Address: Rite-Solutions, Inc.
    185 South Broad Street, Suite 303
2. Payment Address:  Rite-Solutions, Inc.  
                        185 South Broad Street, Suite 303  
                        Pawcatuck, CT 06379

3. Warranty Provisions:  Contractor’s Standard Warranty

4. Export Packing charges: Not applicable

5. Terms and conditions of Government Purchase Card Acceptance: Not Applicable

6. Terms and conditions of rental, maintenance, and repair: Not applicable

7. Terms and conditions of installation: Not applicable

20b. Terms and conditions of repair parts: Not applicable

20b. Terms and conditions for any other services: Not applicable

8. List of service and distribution points: Not applicable

9. List of participating dealers: Not applicable

10. Preventive maintenance: Not applicable

24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: Not applicable

24b. Section 508 Compliance: Contact Rite-Solutions, Inc. for Section 508 compliance information. The EIT standards can be found at: http://www.section508.gov

25. DUNS Number: 125370176

26. SAM Database: Rite-Solutions, Inc. is registered in the System for Award Management (SAM) database.

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) 
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 54151S)

***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 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.

   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 (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) (DEVIAION 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) (DEVIAION 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.

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 Number 54151S 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
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 | On-site Rate
--- | ---
Associate Project Analyst | $72.38
Associate Software Engineer | $79.52
Computer Engineer II | $94.27
Computer Programmer IV | $103.67
Computer/Software Engineer IV | $148.38
Computer Systems Analyst I | $67.63
Configuration Management Specialist I | $56.22
Engineering Technician I | $80.33
Junior Engineer – Test | $54.05
Learning Consultant | $131.32
Management Analyst II | $90.88
Mid Engineer – Test | $76.70
Program/Project Manager III | $163.78
Quality Assurance Analyst II | $98.74
Security Specialist II | $94.79
Senior Engineer | $167.16
Senior Engineer – Test | $110.82
Systems Engineer I | $60.24
Systems Engineer II | $80.74
Systems Engineer III | $129.34
Technical Writer I | $54.91
LABOR CATEGORY DESCRIPTIONS

ASSOCIATE PROJECT ANALYST Reviews, analyzes, and evaluates business systems and user needs. Formulates systems to parallel overall business strategies. Assists project staff in ensuring business, schedule, risk, performance and budget objectives meet specified requirements. Participates in client meetings, analyzes project data, creates presentations, documents business processes, and writes and edits reports. Primary job functions do not typically require exercising independent judgment. Typically reports to a manager. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision.

Requires BS/BA in appropriate field (or equivalent) and 0 to 5 years’ experience.

ASSOCIATE SOFTWARE ENGINEER Designs, develops, integrates, tests, and documents software systems based on corporate or customer standard practices. Works in a team environment and supports activities of other team members, including project managers, system engineers, test engineers, QA and CM to ensure desired product quality and functionality is met. Uses a variety of programming languages, development tools, and engineering methodologies. Updates, modifies, and/or develops software code. Performs and/or supports component, subsystem, or system integration. Provides ongoing technical support of applications to customers and project team members.

Requires BS/BA in appropriate field (or equivalent) and 0 to 5 years’ experience.

COMPUTER ENGINEER II Computer hardware and software engineers’ research, design, develop, and test computer hardware and software programs. Hardware refers to computer chips, circuit boards, computer systems, and related equipment such as keyboards, modems, and printers. Computer software engineers develop the software systems that control computers. Computer hardware engineers work exclusively with computers and computer-related equipment. In addition to design and development duties, computer hardware engineers supervise the manufacturing and installation of computers and computer-related equipment. Computer software engineers develop new computer software systems and to incorporate new technologies in a rapidly growing range of applications. Computer software engineers apply the principles and techniques of computer science, engineering, and mathematical analysis to the design, development, testing, and evaluation of the software and systems that enable computers to perform their many applications. Software engineers analyze users’ needs and design, construct, test, and maintain computer applications software or systems. Computer software engineers can be involved in the design and development of many types of software, including software for operating systems and network distribution, and compilers, which convert programs for execution on a computer. They also solve technical problems that arise. Software engineers must possess strong programming skills but are more concerned with developing algorithms and analyzing and solving programming problems than with actually writing code. The programming languages most often used are C, C++, and Java, with Fortran and COBOL used less commonly.

Requires BS/BA in appropriate field (or equivalent) and 2 to 4 years’ experience.

COMPUTER PROGRAMMER IV Applies expertise in programming procedures to complex programs; recommends the redesign of programs, investigates and analyzes feasibility and program requirements, and develops programming specifications. Assigned programs typically affect a broad multi-user computer system which meets the data processing needs of a broad area (e.g., manufacturing, logistics planning, finance management, human resources, or material management) or a computer system for a project in engineering, research, accounting, statistics, etc. This Programmer plans the full range of programming actions to produce several interrelated but different products from numerous and diverse data elements, which are usually from different sources; solves difficult programming problems, and uses knowledge of pertinent system software,
computer equipment, work processes, regulations, and management practices. This Programmer performs such duties as: developing, modifying, and maintains complex programs; designs and implements the interrelations of files and records within programs which will effectively fit into the overall design of the project; works with problems or concepts and develops programs for the solution to major scientific computational problems requiring the analysis and development of logical or mathematical descriptions of functions to be programmed; and develops occasional special programs, e.g. a critical path analysis program to assist in managing a special project. This Worker tests, documents, and writes operating instructions for all work, confers with other EDP personnel to secure information, investigate and resolve problems, and coordinates work efforts. In addition, this incumbent performs such programming analyses as: investigating the feasibility of alternate program design approaches to determine the best-balanced solution, e.g., one that will best satisfy immediate user needs, facilitate subsequent modification, and conserve resources. Duties include the following: assisting user personnel in defining problems or needs, determining work organization on typical maintenance projects and smaller scale, working on limited new projects, the necessary files and records, and their interrelation with the program or working on large or more complicated projects, and participating as a team member along with other EDP personnel and users, holding responsibility for a portion of the project. The Computer Programmer IV works independently under overall objectives and direction, apprising the supervisor about progress and unusual complications and modifying and adapting precedent solutions and proven approaches. Guidelines include constraints imposed by the related programs with which the incumbent's programs must be meshed. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. This Worker may function as team leader or supervise a few lower level programmers or technicians on assigned work.

Requires BS/BA in appropriate field (or equivalent) and 6 to 8 years’ experience.

COMPUTER/SOFTWARE ENGINEER IV Designs and codes software components, units, and modules that meet product specification and development schedules. Tests and debugs assigned components and units, Participated in large system and subsystem planning. Adheres to product build and release schedules and strategies. Acts as a technical resource for lower-level developers. Requires comprehensive knowledge of one or more platforms and operating systems, and of programming languages. Typically requires knowledge of one or more systems architectures. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. Works under general supervision. Typically reports to a manager or head of a unit/department.

Requires BS/BA in appropriate field (or equivalent) and 4 to 6 years’ experience.

COMPUTER SYSTEMS ANALYST I At this level, initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures. This Analyst provides several phases of the required systems analysis where the nature of the system is predetermined, uses established fact-finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment. This Worker carries out fact finding and analyses as assigned, (usually of a single activity or a routine problem); applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided; may assist a higher level systems analyst by preparing the detailed specifications required by a computer programmers from information developed by the higher level analyst, and may research routine user problems and solve them by modifying the existing system when the solutions follow clear precedents. When cost and deadline estimates are required, results receive closer review. The supervisor defines objectives, priorities, and deadlines. Incumbents work independently; adapt guides to specific situations; resolve problems and deviations according to established practices; and obtain advice where precedents are unclear or not available. Completed work is reviewed for conformance to requirements, timeliness, and efficiency. This position may supervise technicians and others who assist in specific assignments. Work at a level above this is deemed Supervisory or Individual Contributor.
Requires BS/BA in appropriate field (or equivalent) and 0 to 2 years’ experience.

**CONFIGURATION MGMT SPECIALIST I** Responsible for configuration management issues associated with maintaining and controlling all hardware inventory, documentation, product releases, and software configuration management. Individual shall also work closely with the Configuration Control Board in defining and implementing procedures for releasing new products throughout the entire life cycle. Individual shall provide change management and product configuration management guidance. Requires BS/BA in appropriate field (or equivalent) and 0 to 2 years’ experience.

**ENGINEERING TECHNICIAN I** To be covered by these definitions, employees must meet all of the following criteria: Be able to provide semiprofessional technical support for engineers working in such areas as research, design, development, testing, or manufacturing process improvement. Work pertains to electrical, electronic, or mechanical components or equipment. These technicians are required to have some practical knowledge of science or engineering. Some positions may require a practical knowledge of mathematics or computer science. Included are workers who prepare design drawings and assist with the design, evaluation, and/or modification of machinery and equipment. BS/BA degree (or equivalent) plus 0 to 2 years’ experience in related field.

**JUNIOR ENGINEER - TEST** Perform a variety of engineering assignments in planning and overseeing research, development, design, manufacture, test, installation, operation, and maintenance of diverse electronic/mechanical equipment and systems and generally as a member of a design, analysis or review team on more complex assignments or as a lead on less complex assignments. BS/BA degree (or equivalent) plus 0 to 5 years’ experience in related field.

**LEARNING CONSULTANT** Designs, implements, and manages adoption of new learning technology platforms, applications, systems and technical solutions. Ensures solutions align with business needs, are engaging, and enable learners to perform duties as required. Responsible for coordinating training activities including assessing client needs, sourcing, vendor management, purchasing, logistics for the classroom and online delivery of technical and professional training. Conduct research on industry best practices and maintain current knowledge on learning trends and technologies to ensure high quality deliverables and effective solutions. BS/BA degree (or equivalent) plus 4 to 6 years’ experience in related field.

**MANAGEMENT ANALYST II** Performs engineering/science management, operations research analysis or financial/cost analysis. Develops plans and projects, determines needs, investigates and resolves problems, interfaces with other functions and stakeholders, prepares capital assets and operating requests, and manages functional areas. Responsible for assisting in the planning, developing, coordinating, defending and executing all aspects of the program. Supports the formulation and execution of program plans, strategies, and functions. Cover a range of technical and non-technical specialties. BS/BA degree (or equivalent) plus 5 to 10 years’ experience in related field.
MID ENGINEER - TEST Perform a variety of engineering assignments in planning and overseeing research, development, design, manufacture, test, installation, operation, and maintenance of diverse electronic/mechanical equipment and systems and generally as a lead of a design, analysis or review team on the most complex engineering assignments.
BS/BA degree (or equivalent) plus 0 to 2 years’ experience in related field.

PROGRAM/PROJECT MANAGER III Program Managers are concerned with the overall planning, direction and success of major programs, systems development efforts, and research or technology initiatives which have great significance to the activity’s and agency’s needs. Programs are typically large, multi-year efforts divided into several sub-programs/tasks. Program Managers are also responsible for the overall program definition, organization, and direction of short and long range plans. This includes the responsibility for formulating, guiding, and directing the technical approach; and defining and negotiation with activity and agency personnel for necessary resources. Establishment and control of technical milestones, schedules, budgets and costs are also essential tasks for the Program Manager.
BS/BA degree (or equivalent) plus 8 to 10 years’ experience, 4 of which must be in a supervisory role.

QUALITY ASSURANCE ANALYST II Responsible for assisting with all activities involving quality assurance and compliance with applicable regulatory requirements; conducts audits and reviews/analyzes data and documentation. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Relies on instructions and pre-established guidelines to perform the functions of the job., but a certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.
BS/BA degree (or equivalent) plus 3 to 7 years’ experience in related field.

SECURITY SPECIALIST II Assists in the maintenance of systems to protect data from unauthorized users. Identifies, reports, and resolves security violations. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Works under general supervision.
Requires AA in appropriate field (or equivalent) and 2 to 4 years’ experience

SENIOR ENGINEER Provides engineering, technical, and managerial direction for problem definition, analysis, requirement development and implementation for complex systems in the engineering discipline required to meet technical requirements. Applies the principles of science and mathematics to develop economical solutions to technical problems. Makes recommendations and advises on system development, improvements, optimization, or support efforts. Evaluate overall design effectiveness, cost, reliability, and safety.
BS/BA Degree (or equivalent), with 8 to 12 years of experience in the field or related area.
SENIOR ENGINEER - TEST Provides full life cycle development (enhancements) and support for an operational system. This candidate will be a senior member of the System Engineering Team. Provides and supports structured Process improvement activities. Provides technical engineering knowledge. Researches and analyzes current and future architecture limitations. Provides guidance for software development activities. Leads all appropriate project briefings. Participates in the following meetings when required: Risk Review Boards, Work Management Meetings, Lessons Learned Meetings, Requirements Reviews, Code Reviews, Peer Reviews, Test Readiness Reviews, Leadership Meetings and all Engineering Meetings. Works closely with the Project Management Team. Documents and manages requirements (system & software).

BS/BA degree (or equivalent) plus 6 to 8 years’ experience in related field.

SYSTEMS ENGINEER I IT professional who oversees the creation of hybrid software, web and hardware products from initial specifications to final rollout and maintenance. These products are often sophisticated systems that run on the web. The systems engineer is responsible to integrate various network operating systems, application programs and hardware devices. Duties of a systems engineer typically include managing the development cycle associated with producing a resilient software, hardware and web application, including: specification, design, coding, testing and maintenance. Systems engineering is like putting together a puzzle, matching varied pieces together to make one cohesive whole. Systems engineers are concerned with the "big picture" of a project in addition to technical aspects and must consider details like cost, schedules and social issues that may be associated with a project.

BS/BA degree (or equivalent) plus 0 to 2 years’ experience in related field.

SYSTEMS ENGINEER II Experience in the application of Systems Engineering Principles and Practices on complex Navy Systems. Experience in the area of design and modification of complex system of systems; including integration of mechanical, electrical and control functions.

BS/BA degree in a related area (or equivalent), and 2 to 4 years of experience in the field or in a related area.

SYSTEMS ENGINEER III IT professional who oversees the creation of hybrid software, web and hardware products from initial specifications to final rollout and maintenance. These products are often sophisticated systems that run on the web. The systems engineer is responsible to integrate various network operating systems, application programs and hardware devices. Duties of a systems engineer typically include managing the development cycle associated with producing a resilient software, hardware and web application, including: specification, design, coding, testing and maintenance. Systems engineering is like putting together a puzzle, matching varied pieces together to make one cohesive whole. Systems engineers are concerned with the "big picture" of a project in addition to technical aspects.

BS/BA degree in a related area (or equivalent), and 4 to 7 years of experience in the field or in a related area.

TECHNICAL WRITER I Revises or writes standardized material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. This worker receives technical direction from supervisor or senior writer, notes or manuals containing operating procedures and details manufacturer's catalogs, drawings and other data relative to operation, maintenance, and service of equipment. This writer may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. This writer organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication arrange for typing, duplication and distribution of material; may assist in writing speeches, articles, and public or employee relations releases, and may specialize in writing material regarding work methods and procedures.
HS Diploma (or equivalent) plus 0 to 2 years’ experience in related field.

Experience/Education Substitutions
Education and experience may be substituted for each other. Each year of experience may be substituted for 1 year of education and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience and education.

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<tr>
<th>Degree</th>
<th>Experience Equivalent</th>
<th>Other Equivalence</th>
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<tr>
<td>Associate’s Degree</td>
<td>2 years relevant experience</td>
<td>Vocational or technical training in work related field</td>
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<tr>
<td>Bachelor’s Degree</td>
<td>Associates Degree + 2 years relevant experience or 4 years relevant experience</td>
<td>Relevant Professional certification</td>
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<tr>
<td>Master’s Degree</td>
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<td>Relevant Professional certification</td>
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<tr>
<td>Doctoral Degree</td>
<td>Master’s +2 years relevant experience, or Bachelor’s +4 years relevant experience</td>
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