



19362 Powder Hill Place NE, Poulsbo, WA 98370

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 GSA Advantage!® is: GSAAdvantage.gov.

"Prices Shown Herein are Net (discount deducted)"

Schedule Title: Information Technology Multiple Award Schedule, IT Solutions

F.03 IT Services Subcategory

Special Item Number (SIN) 54151S Information Technology Professional Services

Cooperative Purchasing: Yes

FSC/PSC Code: D399

Maximum Order: \$500,000

F. 05 IT Solutions Subcategory

SIN 518210C Cloud and Cloud-Related IT Professional Services

Cooperative Purchasing: Yes

FSC/PSC Code: D305

Maximum Order: \$500,000

Contract number: 47QTCA20D00BF

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

Contract period: June 17, 2020 thru June 16, 2025

Paladin Data Systems Corporation (Paladin)

19362 Powder Hill Place NE

Poulsbo, WA 98370

Toll Free: 866-989-3833

FAX: 919-674-8800

<https://www.paladindata.com/>

contracts@dudesolutions.com

Contact for Contract Administration:

Kelly Caputo, General Counsel: contracts@dudesolutions.com

Business size: Small

CUSTOMER INFORMATION:

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

Special Item Number (SIN)	Page Number
SIN 54151S Information Technology Professional Services (subject to cooperative purchasing)	See Table of Contents – “Description of IT Professional Services and Pricing SIN 54151S” for item description and awarded prices.
SIN 518210C Cloud and Cloud Related IT Professional Services (subject to cooperative purchasing)	See Table of Contents - “ASMi Software as a Service (SaaS) SIN 518210C Pricing” for item description and awarded prices.

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.

Special Item Number (SIN)	Page Number
SIN 54151S Information Technology Professional Services	Professional Services, Rates are per hour, see page Table of Contents - “Description of IT Professional Services and Pricing SIN 54151S.”
SIN 518210C Cloud and Cloud Related IT Professional Services	ASMi, \$4.03/training record/month

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.

Special Item Number (SIN)	Page Number
SIN 54151S Information Technology Professional Services	For Professional Services description of job titles, experience, functional responsibility and education, see Table of Contents – “Description of IT Professional Services and Pricing SIN 54151S”

2. Maximum order: \$500,000

3. Minimum order:

- SIN 54151S \$2500
- SIN 518210C 100 units/month

4. Geographic coverage (delivery area): Domestic

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

6. Discount from list prices or statement of net price: Prices Shown Herein are Net (discount deducted)

7. Quantity discounts: For SIN 518210C, see Table of Contents - “ASMi Software as a Service (SaaS) SIN 518210C Pricing”

8. Prompt payment terms: None.

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

9b. Government purchase cards are accepted above the micro-purchase threshold.

10. Foreign items (list items by country of origin): None.

11a. Time of delivery:

Paladin's delivery terms within the number of calendar days after receipt of order (ARO) are as set forth below:

- SIN 54151S – As negotiated with customer
- SIN 518210C- As negotiated with customer

11b. Expedited Delivery: None.

11c. Overnight and 2-day delivery. None.

11d. Urgent Requirements: None.

12. F.O.B. point(s): None

13a. Ordering address(es):

Email: Contracts@dudesolutions.com

Physical Address:

Paladin Data Systems Corporation

19362 Powder Hill Place NE

Poulsbo, WA 98370

Mailing Address:

11000 Regency Parkway, Suite 110

Cary, NC 27518

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:

Paladin Data Systems Corporation

C/O Dude Solutions, Inc

PO Box 936580

Atlanta, GA 31193

15. Warranty provision.

Special Item Number (SIN)	
SIN 54151S Information Technology Professional Services	Paladin represents and warrants that all such professional services shall be performed in a professional and workmanlike manner in accordance with generally accepted industry standards.
SIN 518210C Cloud and Cloud Related IT Professional Services	Paladin warrants that (i) We have the legal power to enter into this Agreement, (ii) the SaaS Subscription will perform materially in accordance with the User Guide, (iii) subject

Special Item Number (SIN)	
	<p>to Section 4.3 (Integration with Non-ASMi Applications), the functionality of the SaaS Subscription will not be materially decreased during a subscription term, and (iv) We will not transmit Malicious Code to You, provided it is not a breach of this subpart (iv) if You or a User uploads a file containing Malicious Code into the SaaS Subscription and later downloads that file containing Malicious Code.</p> <p>Warranties for Professional Services. We warrant the Professional Services will be performed consistent with generally accepted industry standards.</p>

The above is not intended to encompass items not currently covered by the GSA MAS contract.

16. Export packing charges, if applicable. No applicable.

17. Terms and conditions of Government purchase card acceptance: Verify with Paladin if any questions regarding thresholds above the micro-purchase level.

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). See Table of Contents – “Terms and Conditions Applicable To Information Technology (IT) Professional Services SIN 54151S” for additional terms and conditions for SIN 54151S. See Table of Contents – “Terms and Conditions Applicable To Purchase of Cloud and Cloud Related IT Professional Services SIN 518210C” for SIN 518210C. See Table of Contents – “Terms and Conditions For All IT Contractors” for terms and conditions for all contractors.

21. List of service and distribution points. Not applicable.

22. List of participating dealers. Not applicable.

23. Preventive maintenance. Not applicable.

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Does not apply to SINS 54151S or 518210C.

24b. If applicable, Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and the EIT standards can be found at: www.Section508.gov/. Contact contracts@dudesolutions.com for Section 508 compliance information on applicable SINS.

25. Data Universal Number System (DUNS) number: 884744871

26. Notification regarding registration in System for Award Management (SAM) database. Kelly Caputo, General Counsel: Kelly.caputo@dudesolutions.com

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TERMS AND CONDITIONS FOR ALL IT CONTRACTORS

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

2) **Services Performed**

- a) All 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.
- b) The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- c) The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- 3) **Travel.** Any Contractor travel required in the performance of services must comply with the Pub. L. 99-234 and FAR Part 31.205-46, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel.

4) **Warranty**

- a) Unless otherwise specified in this contract, the Contractor's standard commercial warranty as stated in the contract's commercial pricelist will apply to this contract.

- b) The Contractor's commercial guarantee/warranty shall be included in the Commercial Supplier Agreement to include Enterprise User License Agreements or Terms of Service (TOS) agreements, if applicable.
- c) Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

Contract Administration for Ordering Activities:

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

GSA Advantage!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. *GSA Advantage!* will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse *GSA Advantage!* by accessing the Internet World Wide Web utilizing a browser (ex.: Internet Explorer). The Internet address is <http://www.gsaadvantage.gov>.

Purchase of Open Market Items:

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

Contractor Team Arrangements:

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-80, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

Prime Contractor Ordering from Federal Supply Schedules:

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

- a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- b) The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

Insurance – Work on a Government Installation (JAN 1997) (FAR 52.228-5):

- a. Paladin will, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the MAS or elsewhere in the contract.
- b. Before commencing work under this contract, Paladin will notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
 - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
 - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- c. Paladin will insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the MAS or elsewhere in the contract. Paladin will maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

552.228-5

- (a) This clause supplements the requirements set forth in FAR clause 52.228-5, Insurance–Work on a Government Installation.
- (b) Each insurance policy required under this contract, other than workers' compensation insurance, shall contain an endorsement naming the United States as an additional insured with respect to operations performed under this contract. The insurance carrier is required to waive all subrogation rights against any of the named insured.

TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF CLOUD AND CLOUD RELATED IT PROFESSIONAL SERVICES SIN 518210C

*****NOTE:** *If offering related IT Professional Services over and above initial onboarding and training, reference SIN 54151S, per Guidance to Ordering Activities on Professional services below.*

*****NOTE:** *This SIN presents a clear way for Contractors to provide cloud computing services according to NIST definitions and principles within the scope of today's technology and standards with a secondary goal of accommodating ongoing technical advances in cloud computing.*

SCOPE

The prices, terms and conditions stated under Special Item Number (SIN) 518210C Cloud and Cloud Related IT Professional Services apply exclusively to Cloud Computing Services within the scope of this Information Technology MAS.

This SIN provides ordering activities with access to technical services that run in cloud environments and meet the NIST Definition of Cloud Computing Essential Characteristics.

The scope of this SIN is limited to cloud capabilities provided entirely as a "pay as you go" service and cloud-related IT professional services. Hardware, software and other artifacts acquired to support the physical construction of a private or other cloud are out of scope for this SIN.

END USER LICENSE AGREEMENTS (EULA) / TERMS OF SERVICE (TOS) AGREEMENT REQUIREMENTS

Paladin will provide all End User Agreements for Ordering Activity's signature. The provided agreements has been approved by GSA legal.

RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character.

a. Acceptance Testing

Any required Acceptance Test Plans and Procedures shall be negotiated by the Ordering Activity at task order level. The Contractor shall perform acceptance testing of the systems for Ordering Activity approval in accordance with the approved test procedures.

b. Training

If training is provided commercially, the Contractor shall provide normal commercial installation, operation, maintenance, and engineering interface training on the system. Contractor is responsible for indicating if there are separate training charges. Any training services related to the offering are out of scope for this SIN. Ordering activities should consult the SIN 54151S GSA professional services schedule.

c. Information Assurance/Security Requirements

The contractor shall meet information assurance/security requirements in accordance with the Ordering Activity requirements at the Task Order level.

d. Related Professional Services

The Contractor is responsible for working with the Ordering Activity to identify related professional services and any other services available on other SINs that may be associated with deploying a complete cloud solution. Any additional substantial and ongoing professional services related to the offering such as integration, migration, and other cloud professional services are out of scope for this SIN and can be found under SIN 54151S.

e. Performance of Cloud Computing Services

The Contractor shall respond to Ordering Activity requirements at the Task Order level with proposed capabilities to Ordering Activity performance specifications or indicate that only standard specifications are offered. In all cases the Contractor shall clearly indicate standard service levels, performance and scale capabilities.

The Contractor shall provide appropriate cloud computing services on the date and to the extent and scope agreed to by the Contractor and the Ordering Activity.

f. Reporting

The Contractor shall respond to Ordering Activity requirements and specify general reporting capabilities available for the Ordering Activity to verify performance, cost and availability.

In accordance with commercial practices, the Contractor may furnish the Ordering Activity/user with a monthly summary Ordering Activity report.

RESPONSIBILITIES OF THE ORDERING ACTIVITY

The Ordering Activity is responsible for indicating the cloud computing services requirements unique to the Ordering Activity. Additional requirements should not contradict existing SIN or IT MAS Terms and Conditions. Ordering Activities should include (as applicable) Terms & Conditions to address Pricing, Security, Data Ownership, Geographic Restrictions, Privacy, SLAs, etc.

Cloud services typically operate under a shared responsibility model, with some responsibilities assigned to the Cloud Service Provider (CSP), some assigned to the Ordering Activity, and others shared between the two. The distribution of responsibilities will vary between providers and across service models. Ordering activities should engage with CSPs to fully understand and evaluate the shared responsibility model proposed. Federal Risk and Authorization Management Program (FedRAMP) documentation will be helpful regarding the security aspects of shared responsibilities, but operational aspects may require additional discussion with the provider.

a. Ordering Activity Information Assurance/Security Requirements Guidance

- i. The Ordering Activity is responsible for ensuring to the maximum extent practicable that each requirement issued is in compliance with the Federal Information Security Management Act (FISMA) as applicable.
- ii. The Ordering Activity shall assign a required impact level for confidentiality, integrity and availability (CIA) prior to issuing the initial statement of work.¹ The Contractor must be capable of meeting at least the minimum security requirements assigned against a low-impact information system in each CIA

¹ Per Federal Information Processing Standards Publication 199 & 200 (FIPS 199, “Standards for Security Categorization of Federal Information and Information Systems”) (FIPS 200, “Minimum Security Requirements for Federal Information and Information Systems”)

assessment area (per FIPS 200) and must detail the FISMA capabilities of the system in each of CIA assessment area.

iii. Agency level FISMA certification, accreditation, and evaluation activities are the responsibility of the Ordering Activity. The Ordering Activity reserves the right to independently evaluate, audit, and verify the FISMA compliance for any proposed or awarded Cloud Computing Services.

iv. The Ordering Activity has final responsibility for assessing the FedRAMP status of the service, complying with and making a risk-based decision to grant an Authorization to Operate (ATO) for the cloud computing service, and continuous monitoring. A memorandum issued by the Office of Management and Budget (OMB) on Dec 8, 2011 outlines the responsibilities of Executive departments and agencies in the context of FedRAMP compliance.²

v. Ordering activities are responsible for determining any additional information assurance and security related requirements based on the nature of the application and relevant mandates.

b. Deployment Model

ASMi is hosted in the Amazon Web Services (AWS) cloud.

c. Delivery Schedule

The Ordering Activity shall specify the delivery schedule as part of the initial requirement and will be agreed upon between Order Activity and Contractor.

d. Interoperability

Ordering Activities are responsible for identifying interoperability requirements. Ordering Activities should clearly delineate requirements for API implementation and standards conformance.

e. Performance of Cloud Computing Services

The Ordering Activity should clearly indicate any custom minimum service levels, performance and scale requirements as part of the initial requirement.

f. Reporting

The Ordering Activity should clearly indicate any cost, performance or availability reporting as part of the initial requirement.

g. Privacy

The Ordering Activity should specify the privacy characteristics of their service and engage with the Contractor to determine if the cloud service is capable of meeting Ordering Activity requirements. For example, a requirement could be requiring assurance that the service is capable of safeguarding Personally Identifiable Information (PII), in accordance with NIST SP 800-122³

² MEMORANDUM FOR CHIEF INFORMATION OFFICERS: Security Authorization of Information Systems in Cloud Computing Environments. December 8, 2011.

³ NIST SP 800-122, "Guide to Protecting the Confidentiality of Personally Identifiable Information (PII)"

and OMB memos M-06-16⁴ and M07-16⁵. An Ordering Activity will determine what data elements constitute PII according to OMB Policy, NIST Guidance and Ordering Activity policy.

h. Accessibility

The Ordering Activity should specify the accessibility characteristics of their service and engage with the Contractor to determine the cloud service is capable of meeting Ordering Activity requirements. For example, a requirement could require assurance that the service is capable of providing accessibility based on Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d).

i. Geographic Requirements

Ordering activities are responsible for specifying any geographic requirements and engaging with the Contractor to determine that the cloud services offered have the capabilities to meet geographic requirements for all anticipated task orders. Common geographic concerns could include whether service data, processes and related artifacts can be confined on request to the United States and its territories, or the continental United States (CONUS).

j. Data Ownership and Retrieval and Intellectual Property

Intellectual property rights are not transferred in a cloud model. Cloud Service Providers (CSP) retain ownership of the Intellectual Property (IP) underlying their services and the customer retains ownership of its data and its intellectual property as defined in the FAR and related materials. The CSP gives the customer a subscription to use the cloud services for the duration of the contract without transferring rights.

l. Related Professional Services

Ordering activities should engage with Contractors to discuss the availability of limited assistance with initial setup, training and access to the services that may be available through this SIN.

Any additional substantial and ongoing professional services related to the offering such as integration, migration, and other cloud professional services are out of scope for this SIN and can be found under SIN 54151S. Ordering activities should consult the appropriate GSA professional services schedule.

Federal Information Technology/ Telecommunication Standards Requirements:

Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, will be responded to promptly by Paladin.

Federal Information Processing Standards Publications (FIPS PUBS):

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability

⁴ OMB memo M-06-16: Protection of Sensitive Agency Information

<http://www.whitehouse.gov/sites/default/files/omb/memoranda/fy2006/m06-16.pdf>

⁵ OMB Memo M-07-16: Safeguarding Against and Responding to the Breach of Personally Identifiable Information

<http://www.whitehouse.gov/sites/default/files/omb/memoranda/fy2007/m07-16.pdf>

and applicability should be obtained from the National Technical Information Service (NIST), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NIST Subscription Officer, both at the above address, or telephone number (703) 487-4650.

**ASMI SOFTWARE AS A SERVICE (SAAS) SIN 518210C PRICING
CLOUD AND CLOUD RELATED IT PROFESSIONAL SERVICES**



SaaS Product	Contractor Part Number	Description	Unit of Issue	Monthly Unit Cost	Annual Unit Cost	Min Purchase in Dollars
ASMi	ASMi-TR	ASMi is a strategic, cloud based workforce management tool that provides an organization the capacity to quickly plan, build and manage its personnel's knowledge, skills, training and abilities. ASMi is an Enterprise Qualification System (EQS) that emphasizes and enables the development and maintenance of a qualified workforce. It does not simply track an employee's skills; ASMi allows a business to develop and manage all aspects of employee training.	Per Training Record*	\$4.03 Per Training Record Per Month	\$48.36 Per Training Record Per Year	(100 Units/Month) \$403.00 Per Month for 12 Months or \$4,836 Per Year

*A **training record** is an electronic record for an employee and is managed via the ASMi system.

NOTES:

PALADIN DATA SYSTEMS CORPORATION REQUIRES A MINIMUM SUBSCRIPTION AMOUNT OF 100 UNITS PER MONTH OR \$403.00 PER MONTH FOR 12 MONTHS OR \$4,836.00 PER YEAR. BILLED MONTHLY IN ARREARS.

SUBSCRIPTION VOLUME DISCOUNTS AVAILABLE:

Contractor Part Number	QUANTITY/VOLUME DISCOUNT/based on per training record/month	Price Per Training Record/Month
ASMi-TR	Up to 100	\$ 4.03
ASMi-TR	101 - 415	\$ 3.81
ASMi-TR	416 - 725	\$ 3.54
ASMi-TR	726 - 1040	\$ 3.24
ASMi-TR	1041 - 1350	\$ 2.92
ASMi-TR	1351 - 1665	\$ 2.64
ASMi-TR	1666 - 200,000	\$ 2.36
ASMi-TR	>200,000	Custom

DISCOUNTS ONLY APPLY TO ANNUAL RECURRING REVENUE SUBSCRIPTIONS.



ASMi is a strategic, cloud based workforce management solution that provides your organization with the capacity to quickly plan, build and manage your personnel's knowledge, skills, training and abilities. ASMi significantly reduces the efforts of managing personnel readiness, which also reduces risks and liabilities and helps your organization maintain business continuity.

ASMi:

- *Reduces risk and liability by tracking personnel credentials and training*
- *Automates significant business processes*
- *Alleviates administrative distractions by simplifying the management of information*
- *Maintains all training and skills-related information in a single location*
- *Measures personnel preparedness with accuracy*
- *Allows real-time monitoring*
- *Scales to meet the needs of any organization*
- *Focuses on personnel development*
- *Integrates easily into an organization's business processes*
- *Supports/encourages organizational visibility and accountability*



ASMi's configurable capabilities allow this workforce management solution to support many different businesses that need to manage personnel training, accreditations (e.g. qualifications, certifications, licenses, and waivers), job and career requirements, job scheduling and more. ASMi has a user friendly interface that allows our customers to become highly efficient with little to no training. If your organization needs to manage personnel proficiency and qualifications, then ASMi is the tool for you!

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES SIN 54151S

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

Scope

- a. The prices, terms and conditions stated under Special Item Number 54151S
- b. Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology MAS.
- c. Paladin will provide services at its facility. If services are needed at the Ordering Activity location, they will be agreed upon by Paladin and the Ordering Activity and travel expenses may apply.

Order

- a. As applicable, 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 will not extend beyond the end of the contract period; all services and delivery will be made and the contract terms and conditions will continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available will include FAR 52.232-19 (APR 1984) (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order will 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.

Performance of Services

- a. Paladin will commence performance of services on the date agreed to by Paladin and the ordering activity.
- b. Paladin agrees to render services only during normal working hours, unless otherwise agreed to by Paladin 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. Professional Services will be completed in a professional and workmanlike manner in accordance with generally accepted industry standards.
- d. Any Paladin 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 Paladin travel.

Stop-Work Order (FAR 52.242-15) (AUG 1989)

- a. The Contracting Officer may, at any time, by written order to Paladin, require Paladin 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 Paladin, and for any further period to which the parties may agree. The order will be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, Paladin will 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 Paladin, or within any extension of that period to which the parties will have agreed, the Contracting Officer will 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, Paladin will resume work. The Contracting Officer will make an equitable adjustment in the delivery schedule or contract price, or both, and the contract will be modified, in writing, accordingly, if-
- (1) The stop-work order results in an increase in the time required for, or in Paladin's cost properly allocable to, the performance of any part of this contract; and
 - (2) Paladin 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 will 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 will allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

Inspection of Services

In accordance with FAR 552.212-4 CONTRACT TERMS AND CONDITIONS-- COMMERCIAL ITEMS (OCT 2018) (DEVIATION I - FEB 2007) (DEVIATION I – FEB 2018) for Firm-Fixed Price orders and FAR 552.212-4 CONTRACT TERMS AND CONDITIONS □COMMERCIAL ITEMS (OCT 2018) (DEVIATION I– FEB 2018) (ALTERNATE I JAN 2017) (DEVIATION – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

Responsibilities of the Contractor

Paladin will 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 (MAY 2014) Rights in Data – General, may apply.

Responsibilities of the Ordering Activity

Subject to security regulations, the ordering activity will permit Paladin access to all facilities necessary to perform the requisite IT Professional Services.

Invoices

Paladin, upon completion of the work ordered, will submit invoices for IT 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.

Payments

For firm-fixed price orders the ordering activity shall pay Paladin, 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 552.212-4 (OCT 2018) (DEVIATION – FEB 2018) (ALTERNATE I – JAN 2017) (DEVIATION – 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 552.212-4 (OCT 2018) (DEVIATION – FEB 2018) (ALTERNATE I – JAN 2017) (DEVIATION – 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.

Resumés

Resumés shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

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.

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.

DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING SIN 54151S

IT Professional Services

Part Number	Labor Category	GSA Rate Per Hour
P01-001	Technical Project Manager	\$141.99
P02-001	Sr. Designer	\$153.81
P03-001	Designer	\$130.14
P04-001	Sr. Network Administrator	\$118.32
P05-001	Network Administrator	\$88.73
P06-001	IT Security Specialist	\$119.96
P07-001	Database Administrator	\$177.47
P08-001	Sr. Developer	\$153.81
P09-001	Developer	\$128.53
P10-001	Sr. Systems Analyst	\$118.32
P11-001	Jr. Systems Analyst	\$82.81
P12-001	Graphics Specialist	\$118.32
P13-001	Technical Trainer	\$177.47
P14-001	Sr. Program Manager	\$195.90
P15-001	Sr. Architect	\$177.47
P16-001	Jr. Developer	\$111.92
P17-001	Quality Assurance Specialist	\$140.41
P18-001	Jr. Quality Assurance Specialist	\$90.11

Technical Project Manager

Minimum/General Experience:

Six (6) years' experience in the Information Technology Industry (or equivalent) with at least five (5) years' experience consisting of management and supervisory experience, including performance of the foregoing functions with respect to engineering program/projects; and at least two (2) years of the foregoing total experience must have been as a team leader investigating large and complex problems, making sound recommendations relevant to computing, quality control, analysis and systems testing.

Functional Responsibility:

Acts as overall technical manager and administrator for one or more delivery orders; serves as the primary interface and point of contact with customer program authorities and representatives on technical program/project issues; supervises program/project operations by developing management procedures, planning and directing execution of the technical effort, and monitoring and reporting progress; manages acquisition and employment of the program/project resources; manages and controls financial and administrative aspects of the program/project with respect to delivery order requirements. Must be capable of holding a valid government security clearance.

Education:

A Bachelor's degree in Computer Science, Math or Physics (or equivalent) is preferred and six (6) years of experience performing the foregoing project management functions. In lieu of a degree, an additional eight (8) years of experience may be substituted. Master's degree plus six (6) years, or PhD plus four (4) years.

Senior Designer

Minimum/General Experience:

Six (6) years of experience in the Information Technology industry with four (4) years direct experience in performing analysis, design, development, testing and implementation of proprietary products and using high technology and/or emerging technologies.

Functional Responsibility:

Performs high level analysis and design tasks associated with the overall design of systems using one or more technologies or emerging technology proprietary products. Performs conceptual application designs, develops functional hierarchy diagrams and processes models and data flow diagrams. Must be capable of holding a valid government security clearance.

Education:

A Bachelor's degree in Computer Science, Math or Physics (or equivalent). Completed three (3) proprietary product courses such a Designer, Design and build Database Objects, Develop Data Models and Design Data Bases, Microsoft Windows NT Server, Introduction to Proprietary Products (such as Oracle SQL, PowerBuilder, Windows NT Workstation). In lieu of a degree, an additional eight (8) years of experience may be substituted. Master's degree plus six (6) years, or Ph.D. plus four (4) years.

Designer

Minimum/General Experience:

Four (4) years of experience in the Information Technology industry with two (2) years direct experience in performing analysis, design, development, testing and implementation of proprietary products and using high technology and/or emerging technologies.

Functional Responsibility:

Performs high level analysis and design tasks associated with the overall design of systems using one or more technologies or emerging technology proprietary products. Performs conceptual application designs, develops functional hierarchy diagrams and processes models and data flow diagrams. Must be capable of holding a valid government security clearance.

Education:

A Bachelor's degree in Computer Science, Math or Physics (or equivalent) is preferred. Candidates must have completed three (3) proprietary product courses such a Designer/2000 Design and build Database Objects, Develop Data Models and Design Data Bases, Microsoft Windows NT Server, Introduction to Proprietary Products (such as Oracle SQL, PowerBuilder, Windows NT Workstation). In lieu of a degree, an additional six (6) years of experience may be substituted. Master's degree plus four (4) years, or Ph.D. plus two (2) years

Network Administrator

Minimum/General Experience:

Four (4) years' experience as a LAN/WAN administrator with a Bachelor's Degree or six (6) years' experience with a high school diploma.

Functional Responsibility:

Administers, evaluates, installs, maintains and provides overall support for LANs and WANs. Designs, tests and implements interface programs, develops security procedures and regulates usage. Performs planning, cost analysis and all aspects of large-scale projects. Designs, tests and implements large scale LAN and WAN networks applications and troubleshoots problem areas. Coordinates network policy, procedures and standards. Assists training of users. Must be capable of holding a valid government security clearance.

Education:

A Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering or a related field is preferred and four (4) years of experience performing the foregoing functions, OR a high school diploma and six (6) years of experience performing the foregoing functions.

Senior Network Administrator

Minimum/General Experience:

Six (6) years' experience as a LAN/WAN Administrator with a Bachelor's Degree or ten (10) years' experience with a high school diploma.

Functional Responsibility:

Administers, evaluates, installs, maintains and provides overall support for LANs and WANs. Designs, tests and implements interface programs, develops security procedures and regulates usage. Performs planning, cost analysis and all aspects of large-scale projects. Designs, tests and implements large scale LAN and WAN networks applications and troubleshoots problem areas. Coordinates network policy, procedures and standards. Assists training of users. Must be capable of holding a valid government security clearance.

Education:

A Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering or a related field is preferred OR a high school diploma and ten (10) years' experience performing the foregoing functions.

IT Security Specialist

Minimum/General Experience:

At least four (4) years' experience in the area of IT security or six (6) years of experience with a high school diploma.

Functional Responsibility:

Directs all IT security procedures and issues. Conducts risk assessments, firewall determinations and security procedures. Conducts planning, cost analysis and implementation of all aspects of IT security. Performs resident expert functions in all Information Security and Computer Security areas. Manages the design, development and support of all IT security policy, procedures and systems. Must be capable of holding a valid government security clearance.

Education:

A Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering or a related field is preferred. OR a high school diploma and six (6) years' experience performing the foregoing functions.

Database Administrator

Minimum/General Experience:

Six (6) years' experience in the Information Technology Industry in all phases of systems analysis, design and development including three (3) years direct experience as a database administrator.

Functional Responsibility:

Responsible for defining database architecture and processes. Identifies the basic database architecture including critical tables, index and views. Designs and manages data integrity and constraints. Manages the database granting privileges, designing backup and recovery procedures and monitoring performance. Tunes and optimizes databases using proprietary product database tools. Maintains distributed relational databases, client/server relational databases residing on a central system. Must be capable of holding a valid government security clearance.

Education:

Bachelor's Degree in Computer Science or related field is preferred; or a High School Diploma with eight (8) years' experience and completion of three (3) proprietary courses such as Develop Data Models and Design Databases and Database Administration.

Senior Developer

Minimum/General Experience:

Six (6) years' experience in the supervision/management of broad engineering and information system projects, technical personnel, developing program procedures and reviews for complex systems. Computer Skills: Proficiency in any or all of the following: C/C++, Lotus Notes, Oracle, Oracle Web Products, Oracle Development Suite, Visual Basic, C#, .NET, JAVA, SQL and PL/SQL.

Knowledge of standard operating procedures and industry specifications.

Functional Responsibility:

Primary function of this position is to provide supervisory and technical direction for personnel performing tasks and act as a liaison for the client.

Duties include but are not limited to:

- Overall management of task, software development, installation, training, transition, maintenance, security and acceptance
- Designing, developing, engineering and implementing solutions
- Gathering and organizing technical information for trade analysis, requirements and workload planning

Must be capable of holding a valid government security clearance.

Education:

Bachelor's degree in Computer Science, Information Systems, Engineering or other related scientific or technical discipline is preferred. In lieu of a degree, an additional eight (8) years of experience set forth may be substituted. Master's degree plus six (6) years, or Ph.D. plus four (4) years.

Developer

Minimum/General Experience:

Four (4) years' experience assisting in the supervision/management of software projects, engineering/technical personnel, developing program procedures and reviews for complex systems. Computer Skills: efficient in any or all of the following: C/C++, Lotus Notes, Oracle, Oracle Web Products, Oracle Development Suite, Visual Basic, , C#, .NET, JAVA, SQL and PL/SQL.

Functional Responsibilities:

Primary function of this position is to apply knowledge of software engineering methods and metrics to solve computer software issues.

Duties include by are not limited to:

- Assisting with the design, developing, deployment and support of large, complex software intensive systems
- Assisting with maintaining and coordinating monthly project reporting
- Assisting with supervising engineers, programmers and technicians in support of the program

Must be capable of holding a valid government security clearance.

Education:

Bachelor's degree in Computer Science, Information Systems, Engineering or other related scientific or technical discipline is preferred. In lieu of a degree, an additional six (6) years of experience set forth may be substituted. Master's degree plus four (4) years or Ph.D. plus two (2) years.

Senior Systems Analyst

Minimum/General Experience:

Six (6) years' experience in System Analysis with a Bachelor's Degree or eight (8) years' experience with a high school diploma.

Functional Responsibility:

Applies logical analyses or test and evaluation on all programs with the contractual scope. Performs comprehensive analyses of hardware/software concepts, designs and test requirements. Reviews, analyzes, integrates and conducts test and evaluation of contract or Government generated source data and develops interim documentation. Performs system concept formulation, system design analysis and subsystems design analysis. Responsible for developing project plans, guidelines and controls. Must be capable of holding a valid government security clearance.

Education:

A Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering or a related field is preferred and six (6) years' experience performing the foregoing functions OR a high school diploma and eight (8) years' experience performing the foregoing functions.

Junior Systems Analyst

Minimum /General Experience:

Four (4) years' experience in systems analysis.

Functional Responsibility:

Applies logical analyses or test and evaluation on all programs with the contractual scope. Performs comprehensive analyses of hardware/software concepts, designs and test requirements. Reviews, analyzes, integrates and conducts test and evaluation of contractor or Government generated source data and develops interim documentation. Performs system concept formulation, system design analysis and subsystems design analysis. Must be capable of holding a valid government security clearance.

Education:

A Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering or a related field is preferred plus two (2) years of experience performing the foregoing functions OR a high school diploma and six (6) years' experience performing the foregoing functions.

Graphics Specialist

Minimum/General Experience:

Four (4) years' experience in graphic design for print or electronic media.

Functional Responsibility:

Prepares formal technical drawing, graphics, and illustrations in support of ADP Development, operations and support functions. Examples include: Internet web development, AIS presentation view graphs and slides, training aids and training media, flow charts and other related material. Must be capable of holding a valid government security clearance.

Education:

A Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering or a related field is preferred OR a high school diploma and six (6) years' experience in computer generated graphics, presentation preparation, formal drawings, and/or graphic oriented ADP support.

Technical Trainer

Minimum/General Experience:

Six (6) years' experience in instructing technical training. Trainers play an important role in the education and certification process. Trainers are qualified instructionally and certified technically to deliver instructor-led courses to professionals.

Functional Responsibility:

Duties include but not limited to:

- Classroom computer configuration
- Coordinate administrative setup with customer purchasing training to ensure courseware, notebooks, pens, pencils, registration sheet, evaluation forms, name cards, overhead projector or viewing mechanism etc. are available.
- Arrive on site a minimum of one hour prior to training commencing.
- At conclusion of the day s training, ensure setup is completed for the next day s class.
- Have applicable instructional materials.
- Be professional and courteous at all times.
- Create a comfortable, pleasant environment for the student.

Must be capable of holding a valid government security clearance.

Education:

A Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering or a related field from an accredited college or university. Completion of a 'Train the Trainer' or similar course and a Microsoft Certified Trainer (MCT) designation is required for Microsoft Technical Training

Senior Program Manager

Minimum/General Experience:

Must have fifteen (15) years' experience, including at least ten (10) years of IT and/or telecommunications or environmental system management experience. Must have managed projects that involve teams composed of data processing and other information management professionals who have been involved in analysis, design, integration, testing, documenting, converting, extending, and implementing automated information and/or telecommunications systems. Must demonstrate familiarity with DOD/Federal contracting, program management and/or AS9100 aerospace standards.

At least eight (8) years of the foregoing total experience must have consisted of management and supervisory experience including performance of the foregoing functions with respect to engineering program/projects; and at least 5 years of the foregoing total experience must have been as a team leader investigating large and complex problems, and making sound recommendation relevant to computing, quality control, analysis and testing systems.

Functional Responsibility:

Contributes to overall strategic vision and integrates a broad range of solutions in support of client requirements for projects. Formulates and defines system scope and objectives, develops or provides inputs to processes to solve complex problems for computer systems and business and electronic interfaces to achieve desired results through the use of innovative technologies.

Acts as overall technical manager and administrator for one or more delivery orders; serves as the primary interface and point of contact with the Government program authorities and representatives on technical program/project issues; supervises program/project operations by developing management procedures, planning and directing execution of the technical effort, and monitoring and reporting progress; manages acquisition of the program/project resources; manages and controls financial and administrative aspects of the program/project with respect to delivery order requirements. Must be capable of holding a valid government security clearance.

Education:

A Bachelor's degree in Business, Computer Science, Math or Physics and fifteen (15) years of experience performing the foregoing management functions is preferred. In lieu of a degree, an additional eight (8) years of experience may be substituted. Master's degree plus eight (8) years, or Ph.D. plus six (6) years.

Senior Architect

Minimum/General Experience:

Must have fifteen (15) years of IT experience, including at least ten (10) years of IT and/or telecommunications system management experience. Contributes to overall strategic vision and integrates a broad range of solutions in support of client requirements for projects. Formulates and defines system scope and objectives, develops or modifies processes to solve complex problems for computer systems and business and electronic interfaces to achieve desired results through the use of innovative technologies. Develops and applies advanced engineering and design methods, theories, and research techniques in the investigation and solution of complex and advanced system requirements, hardware/software interfaces and applications, and solutions. Responsible for design, development, engineering, integration, and architecture. Manages, plans, and conducts major phases of significant projects.

Disciplines include but are not limited to systems and network architecture design and analysis, systems design engineering and integration, network engineering, Enterprise Resource Management (ERM) and Enterprise Resource Planning (ERP) integration, systems development, mission engineering, technology planning, applications development and programming, certification and authentication, data conversion, data warehousing, database design and administration, enterprise architecture integration, information assurance, biometrics, identity protection and access management, IV&V, continuity operational planning and disaster recovery, PKI development, quality assurance system performance, test and validation.

At least 8 years of the foregoing total experience must have consisted of management and supervisory experience including performance of the foregoing functions with respect to engineering program/projects; and at least 5 years of the foregoing total experience must have been as a team leader investigating large and complex problems, and making sound recommendation relevant to computing, quality control, analysis and systems testing.

Functional Responsibility:

Acts as overall technical manager and administrator for one or more delivery orders; serves as the primary interface and point of contact with the Government program authorities and representatives on technical program/project issues; supervises program/project operations by developing management procedures, planning and directing execution of the technical effort, and monitoring and reporting progress; manages acquisition and employment of the program/project resources; manages and controls financial and administrative aspects of the program/project with respect to delivery order requirements. Must be capable of holding a valid government security clearance.

Education:

A Bachelor's degree in Business, Computer Science, Math or Physics and fifteen (15) years of experience performing the foregoing management/technical functions is preferred. In lieu of a degree, an additional eight (8) years of experience may be substituted. Master's degree plus eight (8) years, or Ph.D. plus six (6) years.

Junior Developer

Minimum/General Experience:

Zero (0) to (4) years of experience assisting in the development of software projects.

Computer Skills: knowledge in any or all of the following: C/C++, Oracle, Web Development, C#, .NET, JAVA, SQL.

Functional Responsibilities:

Primary function of this position is to apply knowledge of software engineering methods and metrics to solve computer software issues.

Duties include but are not limited to:

- Assisting with the design, development, deployment and support of small and/or medium, software projects.

Must be capable of holding a valid government security clearance.

Education:

Associate's or Bachelor's degree in Computer Science, Information Systems, Engineering or other related scientific or technical discipline is preferred. In lieu of a degree, six (6) years of experience may be substituted.

Quality Assurance Specialist

Minimum/General Experience:

Four (4) years of experience in Quality Assurance, as well as two years of experience with automated testing tools and techniques.

Functional Responsibility:

A Quality Assurance Specialist is responsible for supporting all of the testing and quality assurance needs for a project.

Duties include but are not limited to:

- Creating and executing test cases, regression, integration and functional test plans
- Creating and maintaining use cases and/or requirements documents
- Authoring and recording defects and providing root cause analysis
- Maintaining and configuring test tools

Must be capable of holding a valid government security clearance.

Education:

Associate's or Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering or a related field is preferred. In lieu of a degree, six (6) years of experience may be substituted.

Junior Quality Assurance Specialist

Minimum/General Experience:

Zero (0) to Four (4) years of experience in Quality Assurance. Must have an understanding of automated testing tools and techniques.

Functional Responsibility:

A Junior Quality Assurance Specialist is responsible for supporting all of the testing and quality assurance needs for a project.

Duties include but are not limited to:

- Assisting with Creating and executing test cases, regression, integration and functional test plans
- Assisting with Creating and maintaining use cases and/or requirements documents
- Assisting with Authoring and recording defects and providing root cause analysis
- Maintaining and configuring test tools

Must be capable of holding a valid government security clearance.

Education:

Associate's or Bachelor's degree in Computer Science, Information Systems, Mathematics, Engineering or a related field is preferred. In lieu of a degree, two (2) years of additional experience may be substituted.