GSA Multiple Award Schedule (MAS)
MAS contract 47QTCA20D00D4

Contract Period:
July 30, 2020 to July 29, 2025
with three five-year options
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General Services Administration

**Federal Supply Service**
Authorized Federal Supply Schedule Price List
Commercial Information Technology Equipment, Software and Services

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!®, a menu-driven database system. The INTERNET address for GSA Advantage!® is http://www.gsaadvantage.gov

Special Item No. 54151S Information Technology Professional Services

Astadia, Inc.
12724 Gran Bay Parkway W, Suite 300
Jacksonville, FL 32258
Phone: 877-727-8234
www.Astadia.com
Contract Number: 47QTCA20D00D4
Period Covered by Contract: July 30, 2020 to July 29, 2025

1a. Table of Awarded Special Item Numbers (SINS).
Special Item No. 54151S Information Technology Professional Services.

1b. Lowest Price Model Number and Price for each SIN.
See “Price List”.

1c. Hourly Rates (Services Only).
See “Price List”.

2. Maximum Order.
The Maximum Order value for the following Special Item Numbers (SINs) is $500,000:
Special Item No. 54151S Information Technology Professional Services.

3. Minimum Order.
The minimum dollar value of orders to be issued is $100.00.

Domestic.

5. Point of Production.
USA.
6. Discount from List Prices.
Net GSA pricing is listed in “Price List”. Basic discounts have been deducted.

7. Quantity/Volume Discounts.
1% for any single purchase order over $500,000.

8. Prompt Payment Terms.
Net Thirty (30) Days.

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.
None.

11a. Time of Delivery.
To be Determined by Task.

11b. Expedited Delivery.
To be Determined by Task.

11c. Overnight and 2-day delivery.
Please contact contractor for overnight and 2-day delivery.

11d. Urgent Requirements.
When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt (Telephonic replies shall be confirmed by the Contractor in writing). If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. F.O.B. Point.
Destination.

13a. Ordering Address.
12724 Gran Bay Parkway W, Suite 300
Jacksonville, FL 32258

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.
    12724 Gran Bay Parkway W, Suite 300
    Jacksonville, FL 32258

15. Warranty Provision.
    Standard Commercial Warranty Policy.

    N/A.

17. Terms and Conditions of Government Purchase Card acceptance.
    Accepted below, at, and above the micro-purchase threshold.

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR.
    N/A.

19. Terms and Conditions of Installation.
    Equipment is self installable.

20. Terms and Conditions of repair parts indicating date of parts price lists and any discounts
    from list prices.
    N/A.

20a. Terms and Conditions for any other services.
    N/A.

21. List of service and distribution points.
    N/A.

22. List of participating dealers.
    N/A.

23. Preventative maintenance.
    N/A.

24a. Special attributes such as environmental attributes (e.g. recycled content, energy efficiency,
    and/or reduced pollutants).
    N/A.

24b. Section 508 compliance.
    If applicable, Section 508 compliance information on the supplies and services in this
    contract are available in Electronic and Information Technology (EIT) at the following:
    N/A.
The EIT standard can be found at: www.Section508.gov/

25. Data Universal (DUNS) Number.
    116708757.

    Active.

Company Information

Business Name: Astadia, Inc.
Business Website: www.Astadia.com
Business Address Mailing Address: 12724 Gran Bay Parkway
                                   Suite 300
                                   Jacksonville, FL 32258-9491

Work Information

Large Category: Information Technology
Subcategory: IT Services
SIN: 54151S Information Technology Professional Services
NAICS 541512, 541513, 541519, 541511

Remittance

Company Name: Astadia, Inc.
Address: PO Box 628907
         Orlando FL 32862-8907
Phone: 877-727-8234
Email: Finance@astadia.com

About Astadia

As a consulting and services organization, Astadia is not limited to one size fits all thinking. We partner with you to craft the right solution for your modernization journey. This approach has allowed us to migrate hundreds of millions of lines of code over the past 27+ years. From planning and migration, to DevOps and testing, to managed services we can guide you through a successful journey using our FastTrack methodology.

Astadia’s modernization services enable organizations to decrease risks resulting from an aging workforce, decrease costs, and increase organizational agility.
Government agencies and enterprises trust Astadia’s vast team of over 200 professionals to bring solutions to aging platforms that are too costly to update or replace and require specialized skills from a shrinking pool of experts. We have successfully completed over 200 mainframe modernization projects.

By migrating IBM and Unisys mainframes to leading public and private cloud environments, Astadia enables organizations to run mission-critical mainframe applications in flexible environments or to transform them to modern languages such as Java and C#.

**Astadia Services**

**Core Capabilities**
Our technology experts apply our proven FastTrack methodology to drive success. Standing for Review, Examine, Assemble, Demand, and Implement, FastTrack is at the core of our hybrid waterfall and agile methodology. Through this approach we analyze and understand your objectives and environment to design, test, and implement solutions that will best serve your unique situation in areas including:

**Mainframe Migration to Cloud**
- Mainframe Modernization
- Cloud planning (Azure, AWS, Google, Oracle)
- Automated testing
- Training
- Post-migration management and support

**Managed Services**
- Solution planning and design
- Onsite and remote service & Support
- Remote management & monitoring
- DevOps testing and services

For white papers and other information on our capabilities, please visit Astadia’s Resource Center: [https://www.astadia.com/whitepapers](https://www.astadia.com/whitepapers)

**Astadia OpenFamily of Software Products**
Astadia employs a combination of commercial-off-the-shelf (COTS) software and Astadia’s own intellectual property (IP) to achieve successful mainframe migrations. Astadia’s IP is represented in tools, methods, and software products. The software products developed for use by Astadia are only licensed for use as part of its services engagements or as critical tools used by clients following an engagement to maintain operation of migrated environments. Astadia’s software products and tools are not sold commercially to other services organizations or distributors.
Relative to Unisys 2200 environments the primary, proprietary software tools Astadia has developed and employed to complete the emulation requirements for Linux, Unix, and Windows are:

**OpenMCS**

Astadia’s microcomputer-based Message Control System (MCS), also referred to as a Transaction Server, to replace COMS/Transaction Processing (TIP) under Unisys. OpenMCS is a key component of most multi-user computer systems, and interfaces with the many types of data communications devices, such as PCs, user terminals, printers, and with the application programs that perform the various data processing functions. OpenMCS also provides critical support functions, such as user identification and validation, transaction code-based message routing and queuing, and automatic program initiation and control.

OpenMCS is similar to many common mainframe message control systems, such as IBM CICS® or Unisys COMS® or CANDE®. It is primarily designed to function in a manner compatible with the Unisys COMS/TIP application program interface and header specifications.

**OpenDMS**

Astadia’s Database Management Software (OpenDMS) was developed for mainframes running on Unisys OS2200 database management software. Unisys OS2200 utilizes a network model for database design. OpenDMS allows for network database operations to be performed against a relational database engine. It essentially operates as a service to take OS2200 network database requests and translate them into relational form. Clients seeking to migrate from older mainframe technology to an updated relational database engine with minimal changes to their existing core programs utilize OpenDMS for this purpose.

**OpenTS**

Astadia’s Transaction Server (OpenTS) is a replacement for Unisys' WebTS. OpenTS is our implementation of the HTTP and HTTPS protocol stacks and is integrated into security and transaction processing. This implementation ensures web-based transactions apply the same authentication and meet the same core requirements as other transactions.

**Certifications**

**Federal Certifications**

- GSA Multiple Award Schedule (MAS) 47QTCA20D00D4
- DD254 and FCL ready
- Employee TS/SCI security clearances
- TS Facility Security Officer

**Industry Certifications**

- ISO 27001
Representative Clients

**Federal Clients**
Two major branches of the military
- Mainframe modernization
- Managed services

**State Clients**
Large agencies for multiple states
- Mainframe modernization
- Database transformation
- Support & services

**Local Government**
Multiple cities and counties
- Mainframe modernization
- Support and services

**Commercial Clients**
- Large global automotive retailer
- Multiple large global retailer
- Medical device manufacturer
- Farm equipment manufacturer
- Biotech firm
- Multiple industrial products companies

Partners

Labor Categories and Descriptions

This following describes the minimum, essential duties, responsibilities, skills, abilities, effort, and working conditions of the position. It in no way implies that these are the only functions to be performed. Workers are required to follow any other job-related instructions and to perform any job-related functions requested by a supervisor or manager. Successful performance requires that they possess and utilize the abilities and skills described. All functions are subject to reasonable modification to accommodate individuals with disabilities. Some functions may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or others.
Chief Architect

The primary focus of the Chief Architect is to lead the development and execution of a client’s technical strategy for mainframe migration projects. This individual will be an advocate for new, tested technology and inspire and engage both client and internal delivery team to adopt them in modernization projects. Key efforts include:

- Develop and execute the migration roadmap for client projects.
- Collaborate with other delivery teams to map client business and technical strategic needs into the project strategies.
- Collaborate with client IT and Development teams to define technical strategies and approaches.
- Engage in technical programs (including mentoring, pipelines, employee engagements) to serve as a technology advocate.

The Chief Architect is the customer’s trusted advisor on an account and provides architectural leadership for Architectural Solutions that deliver measurable business value for the customer.

The Chief Architect reports to the Astadia Legacy Modernization VP and is the design authority for all client architectural solutions delivered. The Chief Architect guides and directs project technical and solution architects; and reviews and approves architectural solutions as the design Authority.

Essential Duties and Responsibilities

- Architectural vision.
- Architectural roadmap.
- Conceptual architecture.
- Reference architecture.
- Architecture policies.
- Standards, guidelines, principles, and methodologies.

Education and Experience

- A Bachelor’s degree in a related field such as Systems engineering, Computer science, or Management information systems.
- 15 or more years of related experience in the IT industry working with business and multiple IT architectural domains with multiple processes application platforms, products, hardware, and software.

Skills, Knowledge, and Abilities

- Strong analytical and creative problem-solving skills to identify and resolve highly complex and/or theoretical technical issues.
- Strong strategic thinking and decision-making skills.
- Synthesizes highly complex concepts and apply them to meet objectives.
• Strong innovation skills to customize or implement solutions to problems and craft new solutions in creative ways.
• Proven experience managing a team of up to 20 Architects and developers on client projects.
• Experience working with waterfall and agile project management methodologies.
• Advanced communication ability.
• Proven skills with Microsoft Office products.
• Expert level experience with one of the following tools or environments: Microfocus Enterprise Server, Microsoft Azure, AWS.

Cloud Architect
Configure and maintain complex cloud environments in Azure or AWS with expertise in migrating and maintaining multifaceted applications in the Cloud. Supporting the integration, deployment, and maintenance of new Common Computing Environment (CCE) Infrastructure and Application releases on a hybrid Azure and hosted systems.

Essential Duties and Responsibilities
• Provide Subject Matter Expertise (SME) for Azure hosted applications.
• Provide SME support for integrations taking place within the Azure hosted CCE environment.
• Work independently, and with the wider team, to analyze, unravel, and resolve issues in real time, providing end-to-end issues resolution.
• Participate in knowledge sharing activities in areas of expertise, including mentoring, cross training, documentation, and other activities as required to improve the technical expertise of the team as a whole.
• Use existing tools to build automated processes to complete maintenance activities.
• Tune the tools and processes to streamline maintenance tasks.
• Evaluate the effectiveness of regular processes, track issues, document changes, and build automated procedures that promote an environment of continuous improvement within the CCE.
• Manage the daily validate of services and application implementations.
• Ensure all services and applications are operable in both Pre-Production and Production environments, and that they meet the proscribed SLA’s for availability and performance.
• Support the CCE infrastructure through system performance tuning and maintenance tasks.
• Provide daily operation, maintenance, and troubleshooting activities for Cloud infrastructure and application releases – provide detailed reporting on all triage, investigation, failure recovery, and performance tuning activities.
• Report all issues to the project manager, and escalate issues as needed through appropriate levels to achieve satisfactory results for the client.
• May be required to be on-call or provide weekend and after-hours support for package deployments and issue resolution.
Education and Experience

• Education (preferred)
  ▪ BS degree with 8+ years of relevant experience,
  ▪ OR a Masters degree with 6+ years of relevant experience.
  ▪ OR 12+ years of proven related experience showing increasing systems complexity.

• 6+ years’ experience in IT as a sys admin or network engineer.
• 1-2 years of Cloud solution development/engineering experience.

Skills, Knowledge, and Abilities

• Active DoD Secret Clearance (Preferred).
• MS Azure Certification.
• Experience in Cloud technologies and concepts.
• MS Certification WIN/SQL.
• RHEL Certification.
• CompTIA Security+ certification or higher (Preferred).

Data Migration Specialist

The Data Migration Specialist is responsible for analyzing the current method of data migration from mainframe application data (EBCDIC format) to distributed database formats (ASCII) and providing recommendations for processing. Additional responsibilities include:

• Analyzing the method of transforming existing data into a format for the new environment and the loading of this data into other database structures.
• Reviewing existing migration tools and providing recommendations for improving the performance of the migration process.
• Providing necessary change and support documentation.

Essential Duties and Responsibilities

• Perform data cleaning, preparation, reporting, and data analysis.
• Work with other stakeholders to resolve data extraction and/or loading issues.
• Perform data extraction, aggregation, and quality checking from multiple sources and tables in support of trend identification, root cause analysis, and validation of the performance measures.
• Completing ad-hoc projects relating to data investigations, follow-ups on analysis results, or other client requests.
• Developing, documenting, and communicating concepts and processes used within Analytics, while contributing ideas for internal improvements.
• Prepare presentations and summary reports from the analysis findings that includes illustrative tables and figures.
• Manage a project team of Data Management and Migration Specialist, with a variety of focuses.
• May work under a Data Management Lead, to coordinate the work of multiple Data teams on an individual, or across multiple, projects.
• Interact and communicate with client stakeholders and client delivery team members to identify and document the data and data related processes used by the client.
• Always looking for and being curious about process and technology improvements to enhance the customer’s journey and internal efficiency.
• Partner with other members of the Migrations team to develop processes around the design, development, and testing of data transformation, extraction, and other migration activities.
• Help coach other team members on leveling-up their technical expertise and process efficiency.
• Lead by example with patience, understanding, and compassion.

Education and Experience
• 5-7 years of experience with data migration/transformation.
• BS in Mathematics, Computer Science, Information Management or Statistics.
• Experience in Data Migrations projects for DB2 and SQL Installations.
• Experience in Data Migration to cloud data services.
• Experience and understanding of Data Cleansing and structures.
• Experience in a Data migration from cradle to grave, which includes and EBCDIC to ASCII conversion.

Skills, Knowledge, and Abilities
• Previous Transformation and extraction experience.
• Technical expertise regarding data models, database design, ETL development, and data mining.
• Strong knowledge of and experience with MS SQL technologies.
• Data cleansing, normalizing, reconciliation, and balancing experience as related to an ETL process using SQL.
• Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.
• Excellent analytical/problem-solving skills with strong attention to detail, and ability to synthesize large quantities of data/information.
• Customer/Technical Service/Support experience.

Preferred Skills include:
• Expertise with COBOL, IMDB or IBM / UNISYS mainframe systems.
• Previous experience with consulting roles and working in a remote team.

DevOps Engineer
Responsible for managing the infrastructure behind very complex data processing and presentation tools that integrate tightly with both consumer, commercial and government systems. Part of a highly talented team of architects, engineers, and business specialists providing solutions for our client’s infrastructure during large migration projects.
Essential Duties and Responsibilities

- Owns the automation of our client’s infrastructure platform(s).
- Work on incorporating currently acknowledged best engineering practices into infrastructure operations.
- Write and review code, develop documentation and capacity plans, and debug problems, live, on very complex systems.
- Together with your engineering team, you will share an on-call rotation and be an escalation contact for service incidents.
- Work independently, and with the wider team, to analyze, unravel, and resolve issues in real-time, providing end-to-end issues resolution.
- Develop and maintain PowerShell scripts to push system and application objects to dev/test/prod environments via DevOps processes.
- Must demonstrate a complete understanding of IT and development infrastructure with configuration as code.
- Participate in knowledge sharing activities in areas of expertise, including mentoring, cross-training, documentation, and other activities as required to improve the technical expertise of the team as a whole.
- Use existing tools to build automated processes to complete maintenance activities.
- Tune the tools and processes to streamline maintenance tasks.
- Evaluate the effectiveness of regular processes, track issues, document changes, and build automated procedures that promote an environment of continuous improvement within Azure.
- Ensure all services and applications are operable in both Pre-Production and Production environments, and that they meet the proscribed SLA’s for availability and performance.
- Support the cloud deployment infrastructure through system performance tuning and maintenance tasks.
- Provide daily operation, maintenance, and troubleshooting activities for Azure infrastructure and application releases – provide detailed reporting on all triage, investigation, failure recovery, and performance tuning activities.
- Report all issues to the project manager, and escalate issues as needed through appropriate levels to achieve satisfactory results for the client.
- May be required to be on-call or provide weekend and after-hours support for package deployments and issue resolution.

Education and Experience

- MS Azure or AWS Certification.
- Deep PowerShell and scripting experience in support of DevOps processes.
- Experience with Infrastructure as Code.
- Education (Preferred)
  - BS degree with 3+ years of relevant experience.
  - OR a Master’s degree with 1+ years of relevant Experience.
  - OR 5+ years of proven related experience showing increasing systems complexity.
Skills, Knowledge, and Abilities

- Must be comfortable working in a Linux/Unix environment.
- Able to read and write software in Python or some other general-purpose programming language.
- Strong experience with databases.
- Experience using and creating APIs.
- Experience with automation/configuration management.
- Ability to excel in a fast-paced, startup-like environment.
- A detail-oriented, organized thought process and the ability to act decisively under stressful conditions.
- A self-motivated work process and excellent communication skills.
- An understanding of system optimization issues.

Project Manager

Responsible for the successful implementation of large and very large Legacy Modernization projects that are critical to our client’s enterprise strategic objectives. The Project Manager leads project teams through planning and execution and monitors and controls the project through the project lifecycle. The Project Manager reports into the Astadia PMO and works in tandem with the technical leader on the project, and under the guidance of the Legacy Modernization Program Manager with support by the VP of Legacy Modernization.

Essential Duties and Responsibilities

- Lead large to very large Legacy Modernization projects.
- Plan, execute and control projects through the project development lifecycle.
- Proactively monitor and control all project aspects and provide corrective actions to appropriate stakeholders.
- Identify and negotiate schedules, milestones, and resources required to meet project objectives.
- Document and complete all project management deliverables required by the project.
- Resolve issues, proactively evaluate project activities, build contingency plans, execute corrective actions when necessary and implement risk response plans to manage risk.
- Manage project scope, schedule and cost, following an established change management process.
- Work with Project Owners, other Project Managers and all leads to manage project quality and completeness.
- Work with the project team and key stakeholders to identify issues and risks, and to implement correction action plans or risk response plans as appropriate.
- Utilize influence skills to help achieve project results.
- Consult with and escalate high risk items to Astadia Program manager in all aspects of the project delivery.
Education and Experience
- 5+ years of experience in software development and change Project Management that directly aligns with the specific responsibilities for this position.
- 3-5 years' experience in Legacy Modernization is preferred.
- 3+ years of experience managing projects for the US government (preferred) or Scrum Master Certification.

Skills, Knowledge, and Abilities
- Project Management Professional (PMP) is preferred.
- Expert knowledge of project management methodology and its practical application towards completing work including Waterfall and multiple forms of Agile.
- Creative and assertive with the ability/experience to mentor others.
- Advanced knowledge of Microsoft Professional Office Suite including Microsoft Project
- Familiarity with Agile P.M. such as Kanban.
- Undergraduate degree: educational concentration in Information Technology or similar field is preferred.
- Expert communication skills in the English language.
- Secret clearance (current or prior) preferred.

Software Engineer
Astadia Software Engineers are involved in the process, life cycle and creation of the software focused on the modernization of legacy systems and work closely with computer analysts and engineers in using COBOL to develop the necessary specifications for software. Software Engineers will unit test, debug and improve modernized client-critical applications. Software Engineers report to the tech lead during project assignment, and to the Practice VP for all other matters.

Essential Duties and Responsibilities
- Interface with internal team members and clients to transform and modernize mainframe COBOL applications.
- Document requirements, use cases, system design and code.
- Deliver within the scope of the project while protecting project profit margins.
- Work closely with team members and clients to achieve desired results.
- Thrive in an environment of collaboration and change.
- Work within established coding standards and best practices.
- Experience with IBM or UNISYS Mainframes (preferred).

Education and Experience
- 5+ years of Mainframe COBOL development experience.
- Degree in Computer Science, Java Development, or related field, preferred.

Skills, Knowledge, and Abilities
- Preferred experience in Unisys System 2200 COBOL Development.
- Experience in using modern development editors (Visual Studio and/or Eclipse).
• Experience in legacy modernization project is preferred.
• Experience with Micro Focus COBOL products is preferred (Visual COBOL, COBOL Server).
• Undergraduate degree or 4+ years of comparable work experience; educational concentration in Information Technology or similar field is preferred.
• Familiarity working with Agile method.
• Experience using Debugging tools.
• Work with Clients and ability to communicate clearly and effectively to team leads and projects managers.

Software Engineer, LEAD
The Software Engineer Lead works on problems of diverse scope where analysis of data requires evaluation of identifiable factors. Demonstrates good judgment in selecting methods and techniques for obtaining solutions. Networks with senior internal and external personnel in own area of expertise.

Essential Duties and Responsibilities
• Interface with internal team members and clients to develop custom applications.
• Document requirements, use cases, system design and code.
• Manage multiple concurrent projects to completion on-time and on-budget.
• Deliver within the scope of the project while protecting project profit margins.
• Work closely with team members and clients to achieve desired results
• Thrive in an environment of collaboration and change.
• Develop user-friendly applications for client adhering to coding standards and best practices.

Education and Experience
• 7-10 Years of Development experience using cutting edge development tools.
• Agile methodology for software development.
• BA/BS in Computer Science or equivalent work experience.

Skills, Knowledge, and Abilities
• Strong object-oriented programming skills.
• Proven experience in Mainframe or Cloud Technology.
• Strong understanding of Mainframe or Cloud technologies.
• Strong database development knowledge.
• Experienced in unit testing, test-driven development, integration testing, and deployment using Team Foundation.
• Excellent written and verbal communication skills.
• Experience with Agile Development Methodologies.

Tech Writer
The Tech Writer will conceptualize, structure, edit, write, and share technical strategic and process documentation for internal and external audiences.
Essential Duties and Responsibilities

- Develop and/or edit content, which may be acquired from technical architects, developers and technical business analysts. Maintain a clear, accurate, and appropriate message for a variety of audiences in the form of customer success stories, technical articles, software documentation, project delivery artifacts, data reports, presentations, etc. for a range of diverse client verticals.
- Provide proofreading, fact-checking, and editing processes for various technical materials.
- Interview Subject Matter Experts to fully capture technical details for products and services.
- Facilitate interaction between multiple stakeholder groups.
- Collaborate with a variety of stakeholders to develop and maintain proper messaging, branding, and consistency for internal employee communications, and client deliverables.
- Must meet tight deadlines to respond quickly to project requirements.
- Self-motivated, independent, detail oriented, and a responsive team player with a streak of perfectionism.

Education and Experience

- Bachelor’s degree in English, Communications, Technical Writing, or related field with emphasis on writing and communication skills.
- Three (3) to Five (5) years of solid copyediting and technical writing experience required (software and IT experience preferred) or equivalent combination of education and experience.

Skills, Knowledge, and Abilities

- Must have portfolio showcasing diverse technical writing experience including technology-related stories, user guides, or architecture plans.
- Proven ability to quickly learn complex product features and translate them into concise but thorough documentation.
- Have expert knowledge of Microsoft Office applications.

Testing-QA Engineer

Testing-QA Engineers are responsible for software testing including functional, interface, end to end and system testing of projects, defects, enhancements, and hot fixes. This individual will prepare test plans, test cases, review testing checklists and troubleshoot production issues. Testing-QA Engineer analyst must be able to familiarize themselves quickly with the production systems, troubleshooting, and ensure adequate testing of internal products as well as testing third-party software and/or services to ensure that company standards and end-user requirements are met. The Testing-QA Engineer will document all issues and work to resolve them; and progress on problem resolution to management. The Testing-QA Engineer must communicate proactively and effectively with team members, team leads, project managers, software developers, user personnel, and management on issues.
Essential Duties and Responsibilities

- Test projects in accordance with written business and functional design documentation following established standards to ensure quality assurance.
- Functional testing of assigned defects, enhancements, and hot fixes.
- Execute assigned portion of system testing for each release.
- Provide ownership and accountability for assigned testing, keeping supervisor aware of progress and risk associated with milestones.
- Ensure satisfactory service with customers at all levels (Business Analyst, Developers, and Business Owners).
- Plan and prioritize tasks to meet overall objectives.
- Develop, maintain, and execute test cases, ensuring the quality and stability of the system throughout the project.
- Identify software defects and manage their lifecycle using existing defect management tool to ensure quality assurance.
- Ensure that defects in the software products have been corrected and document results of tests.
- Qualified candidates will have previous working experience with software release (Waterfall, Agile, and Scrum) and have a basic understanding of software testing methodologies and quality assurance.

Education and Experience

- 3+ years of work experience, writing test plans and procedures, tracking errors, documenting results, and developing test case scenarios.
- Experience creating test scripts, test cases, test plans and running regression tests in a software development environment is strongly preferred.
- Experience with defect/test case tracking tools such as Jira, Bugzilla, ALM, etc.
- Experience testing in all phases of the software development process.
- Thorough understanding of quality assurance/software testing processes, methodologies, and procedure.
- Knowledge of the development, test, release, and support processes.
- Knowledge of Test Automation tools preferred.

Skills, Knowledge, and Abilities

- Must be able to work well in a team environment.
- Resourceful, Self-starter, Flexible, Pro-active, Customer-Oriented.
- Excellent communication skills, both written and verbal.
- Ability to document technical processes to maximize reader comprehension.
- Ability to balance high quality standards with schedule pressures.
- Ability to stay flexible and solution oriented.
- Must be passionate about finding bugs and contributing to software quality.
- Experienced in producing high quality software in a demanding environment.
**Testing-QA Engineer, Lead**

Testing-QA Engineers, Leads, are responsible for guiding the development of software testing methodologies for Astadia clients, including functional, interface, end to end and system testing of projects, defects, enhancements, and hot fixes. This individual will lead a team of testing engineers in the preparation of test plans, test cases, review testing checklists and troubleshoot production issues. The Testing-QA Engineer Lead must be able to familiarize themselves quickly with client production systems and troubleshooting, to ensure adequate testing of internal products as well as testing third-party software and/or services to ensure that company standards and end-user requirements are met. The Testing-QA Engineer Lead will document all issues and work to resolve them in conjunction with their teams; and report on problem resolution to executive and project management. The Testing-QA Engineer Lead must communicate proactively and effectively with team members, team leads, project managers, software developers, user personnel, and management on issues.

**Essential Duties and Responsibilities**

- Mentor and lead teams of testers on client projects
- Manage the development of test plans for both automated and manual testing in a variety of environments including mainframes, cloud, and data centers
- Develop test plans, and complete testing in accordance with written business and functional design documentation following established standards to ensure quality assurance.
- Work with the client team to complete testing of assigned defects, enhancements, and hot fixes.
- Execute assigned portion of system testing for each release.
- Provide oversight, ownership, and accountability for assigned testing areas, keeping both Test Leads and Project Managers aware of progress and risk associated with milestones
- Ensure satisfactory service with customers at all levels (Business Analyst, Developers, and Business Owners).
- Assist in the oversight, planning and prioritization of tasks to meet overall objectives.
- Develop, maintain, and execute test case automation, ensuring the quality and stability of the system throughout the project.
- Identify software defects and manage their lifecycle using existing defect management tool to ensure quality assurance.
- Ensure that defects in the software products have been corrected and document results of tests.
- Qualified candidates will have previous working experience with software release (Waterfall, Agile, and Scrum) and have a basic understanding of software testing methodologies and quality assurance.

**Education and Experience**

- 7+ years of work experience, writing test plans and procedures, tracking errors, documenting results, and developing test case scenarios.
• Minimum of 4 years working with test automation scripts in Eggplant or other Test automation tools required.
• Proven experience creating test scripts, test cases, test plans and running regression tests in a software development environment.
• Experience with defect/test case tracking tools such as Jira, Bugzilla, ALM, etc.
• Experience testing in all phases of the software development process.
• Thorough understanding of quality assurance/software testing processes, methodologies, and procedure.
• Knowledge of the development, test, release, and support processes.

Skills, Knowledge, and Abilities
• Must be able to work well in a team environment.
• Resourceful, Self-starter, Flexible, Pro-active, Customer-Oriented.
• Excellent communication skills, both written and verbal.
• Ability to document technical processes to maximize reader comprehension.
• Ability to balance high quality standards with schedule pressures.
• Ability to stay flexible and solution oriented.
• Must be passionate about finding bugs and contributing to software quality.
• Experienced in producing high quality software in a demanding environment.
• Must be able to travel at least 10% to client sites.

Trainer
A Trainer is part of a team of technical trainers and writers that supports the development and implementation of process and procedural training courses both internally to Astadia and to our clients. They have strong communication skills and the ability to work well with others in traditional and online classrooms. The individuals in this position typically work remotely on the development and preparation of training materials to fit our clients’ needs, and travel to present the courses on-site at the client’s facility. The Trainer will be interacting with all levels of management, as well as new employees, who will require education on the skills and responsibilities of their new positions.

Essential Duties and Responsibilities
• Develop, implement, and monitor training plans to meet client business goals.
• Identify training needs through assessments.
• Plan for the continuous improvement of workforce practices through interviews and surveys.
• Collect the requirements for client training needs.
• Ensure that client training requirements are met, tracked, and documented.
• Create and coordinate the review of training manuals and curriculums while working with subject matter experts’.
• Notify employees of available training programs within their departments and job duties.
• Collect reviews of training courses completed by both internal and external students, and coordinate updates to meet continuous improvement goals.
• Our Ideal candidate will possess the following competencies:
Great customer service skills.
A professional and courteous attitude.
Strong personal motivation and drive, an energetic and committed self-starter.
Excellent interpersonal and communication skills.
Ability to standardize messaging across a wide range of customers while customizing approach to the end users.
Creativity and innovation in training methods and approaches.
Effective oral and written communication – Convey clear, timely information with sensitivity and respect to develop productive relationships.
Applies all resources and abilities to every task.
Accepts personal responsibility for the quality and timeliness of work and achieves excellent results with little need for oversight.
Effectively organize multiple, complex tasks with competing priorities to produce work and meet deadlines.

Education and Experience
• 4+ years of training course development and/or teaching technical processes and procedures.
• 2 years analytical, database, and spreadsheet experience, including technical writing and document organization.
• Associate’s or bachelor’s degree preferred, but not required.

Skills, Knowledge, and Abilities
• Organized and detail oriented.
• Good at communicating with large groups or individuals.
• Demonstrated Skills in developing prototypes to gather feedback from customers to improve messaging; using photographs, drawings, flow diagrams, animations and charts to visualize a concept and enhance end user understanding; and persuasively present concepts and ideas.
• Ability to: Prepare clear, concise and well-organized reports; make products easier to use with less instruction; determine the needs of the end user and customize tools with various approaches; break tasks into logical components for quick completion of work; stay up-to-date on adult learning techniques; and interpret and apply codes, rules, regulations, policies and procedures to ensure compliance with federal, state and local requirements.
## Price List

<table>
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<tr>
<th>SIN</th>
<th>Service Proposed (eg Job Title/Task)</th>
<th>Year 1 Price Offered to GSA (including IFF)</th>
<th>Year 2 Price Offered to GSA (including IFF)</th>
<th>Year 3 Price Offered to GSA (including IFF)</th>
<th>Year 4 Price Offered to GSA (including IFF)</th>
<th>Year 5 Price Offered to GSA (including IFF)</th>
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