AUTHORIZED FEDERAL ACQUISITION SERVICE
MULTIPLE AWARD SCHEDULE

SPECIAL ITEM NUMBER 541515 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D301  IT Facility Operation and Maintenance
FPDS Code D302  IT Systems Development Services
FPDS Code D306  IT Systems Analysis Services
FPDS Code D307  Automated Information Systems Design and Integration Services
FPDS Code D308  Programming Services
FPDS Code D310  IT Backup and Security Services
FPDS Code D311  IT Data Conversion Services
FPDS Code D313  Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316  IT Network Management Services
FPDS Code D317  Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
FPDS Code D399  Other Information Technology Services, Not Elsewhere Classified

CPMC, LLC
7921 Jones Branch Dr., Suite 101
Tysons Corner, VA 22102
(P) 305-927-7626 (F) 703-723-1230
www.cpmccorp.com

Contract Number: 47QTC420D00E8

Period Covered by Contract: August 27, 2020 – August 26, 2025

General Services Administration
Federal Acquisition Service
Pricelist current through Modification #001, dated 08/27/2020

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

1. **Awarded Special Item Number(s):**

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

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: See page 8.

1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education are provided beginning on page 9.

2. **Maximum Order:** $500,000

3. **Minimum Order:** $100

4. **Geographic Coverage:** Worldwide

5. **Point of Production:** N/A

6. **Prices Shown Herein are Net** (discount deducted)

7. **Quantity Discount:** None

8. **Prompt Payment Terms:** Net 30

9. **Government Purchase Cards:** Will not accept above the micro-purchase threshold.

10. **Foreign Items:** None

11. **Time of Delivery:** CPMC, LLC shall deliver or perform services in accordance with the terms negotiated in an agency’s order.

11b. **Expedited Delivery:** Consult with Contractor

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

11d. **Urgent Requirements:** Consult with Contractor

12. **FOB Point:** Destination
13. **Ordering Address:**
   Sales
   Attn: Jim Stevens
   7921 Jones Branch Dr, Suite 101
   Tysons Corner, VA 22102

14. **Payment Address:**
    Finance
    Attn: Brion Morrison
    7921 Jones Branch Dr, Suite 101
    Tysons Corner, VA 22102

15. **Warranty Provisions:** Contractor’s Standard Warranty

16. **Export Packing charges:** Not applicable

17. **Terms and conditions of Government Purchase Card Acceptance:** Please contact CPMC, LLC for terms and conditions of Government Purchase Card acceptance.

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

19. **Terms and conditions of installation:** Not applicable

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

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

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

22. **List of participating dealers:** Not applicable

23. **Preventive maintenance:** Not applicable

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

24b. Contact CPMC, LLC for Section 508 compliance information. The EIT standards can be found at:
    http://www.section508.gov

25. **DUNS Number:** 080129449

26. CPMC, LLC is registered in the System for Award Management (SAM) database.
1. SCOPE
a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.

b. The Contractor shall provide services at the Contractor’s facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES
a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.

b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity’s mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

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

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES
a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

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

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

   (1) Cancel the stop-work order; or

   (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

   (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

   (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

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

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

6. INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.
7. RESPONSIBILITIES OF THE CONTRACTOR
The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) Rights in Data – General, may apply.

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

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST
   a. Definitions.

   “Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

   “Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

   An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

   b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

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

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
   (1) The offeror;
   (2) Subcontractors; and/or
   (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.
# GSA Hourly Rates

**SIN 54151S**

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Labor Category Descriptions

**Engineer - Level 2**

**Functional Responsibilities:** The Engineer – Level 2 is an IT Engineer who demonstrates knowledge in wide application of principles, theories, and concepts in his/her field, and provides solutions to a wide range of difficult problems with imaginative and thorough solutions. Works under very general supervision and results are reviewed upon completion for adequacy in meeting objectives; makes decisions to achieve program schedule and cost objectives; maintains frequent internal and external customer contacts; and provides solutions to difficult technical problems related to specific projects. Provides expertise in: network and systems hardware, attached devices, operating systems, infrastructure, and security.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 3 years

**IT Project Support - Level 1**

**Functional Responsibilities:** The IT Project Support – Level 1’s services are only available in a support role of the principal IT positions. Provides expertise in Information Technology project support functions including, but not limited to: Business Operations and Management, Configuration Management, Strategic Planning, Knowledge Management, Business Analysis, and Technical Analysis.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 0 years

**IT Project Support - Level 3**

**Functional Responsibilities:** The IT Project Support - Level 3’s services are only available in a support role of the principal IT positions. Provides expertise in Information Technology project support functions including, but not limited to: Business Operations and Management, Configuration Management, Strategic Planning, Knowledge Management, Business Analysis, and Technical Analysis. The Project Support III position uses skills to support complex, task-related activities.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 5 years

**Project Coordinator – Level 1**

**Functional Responsibilities:** The Project Coordinator – Level 1 acts in support of the Project Manager (PM) to perform day-to-day execution and management of assigned Information Technology tasks / projects that may involve cross-functional teams of engineers, scientists, and management professionals involved in analyzing, designing, integrating, training, testing, documenting, implementing, and maintaining complex systems. Demonstrates proven skills in organizing, directing, and coordinating planning and production of all activities associated with assigned tasks / projects. Demonstrates
developing team building and relationship skills to include regular customer interactions for those tasks / projects assigned.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 1 year

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**Project Coordinator – Level 2**

**Functional Responsibilities:** The Project Coordinator – Level 2 acts in support of the PM to perform day-to-day management of assigned Information Technology tasks / projects that may involve cross-functional teams of engineers, scientists, and management professionals involved in analyzing, designing, integrating, training, testing, documenting, implementing, and maintaining complex systems. Demonstrates proven skills in organizing, directing, and coordinating planning and production of all activities associated with assigned tasks / projects. Demonstrates strong team building and relationship skills to include regular customer interactions for those tasks / projects assigned.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 6 years

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**Project Coordinator – Level 3**

**Functional Responsibilities:** The Project Coordinator – Level 3 acts in support of the PM to perform day-to-day management of assigned Information Technology tasks / projects that may involve cross-functional teams of engineers, scientists, and management professionals involved in analyzing, designing, integrating, training, testing, documenting, implementing, and maintaining complex systems. Demonstrates proven skills in organizing, directing, and coordinating planning and production of all activities associated with assigned tasks / projects. Demonstrates strong team building and relationship skills to include regular customer interactions for those tasks / projects assigned.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 10 years

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**Project Coordinator – Level 4**

**Functional Responsibilities:** The Project Coordinator – Level 4 acts in support of the PM to perform day-to-day management of assigned Information Technology tasks / projects that may involve cross-functional teams of engineers, scientists, and management professionals involved in analyzing, designing, integrating, training, testing, documenting, implementing, and maintaining complex systems. Demonstrates proven skills in organizing, directing, and coordinating planning and production of all activities associated with assigned tasks / projects. Demonstrates strong team building and relationship skills to include regular customer interactions for those tasks / projects assigned.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 15 years
**Project Manager - Level 1**

**Functional Responsibilities:** The PM – Level 1 demonstrates knowledge in wide application of principles, theories, and concepts in the management of Information Technology projects and provides solutions to a wide range of difficult problems with imaginative and thorough solutions; works under very general supervision and results are reviewed upon completion for adequacy in meeting objectives; makes decisions to achieve program schedule and cost objectives; maintains frequent internal and external customer contacts; and provides solutions to difficult technical problems related to specific projects.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 7 years

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**Project Manager - Level 2**

**Functional Responsibilities:** The PM – Level 2 demonstrates extensive expertise in a wide application of principles, theories, and concepts in the management of Information Technology projects and provides solutions to a wide range of difficult problems with imaginative and thorough solutions. Works independently. Makes decisions to achieve program schedule and cost objectives. Maintains frequent internal and external customer contacts and provides solutions to difficult technical problems related to specific projects.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 10 years

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**Project Manager - Level 4**

**Functional Responsibilities:** The PM – Level 4 applies advanced concepts, theories, and principles in the management of Information Technology projects and contributes toward the development of new principles and concepts. Works unusually complex problems with consultative direction rather than formal supervision and provides technical direction to others. Makes decisions that result in an organization achieving goals critical to major organizational objectives and improving the image of the organization’s technological capability. Advises senior management and customers on advanced technical research studies and applications. Must possess managerial/leadership experience or necessary skills.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 16 years

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**Project Manager - Level 5**

**Functional Responsibilities:** The PM – Level 5 performs as a recognized authority in the management of Information Technology projects and exhibits an exceptional degree of ingenuity, creativity, and resourcefulness. Applies and/or develops highly advanced principles, theories, and concepts in managing large scale contracts. Acts independently to resolve major problems. Manages, leads, and advises staff members in order to meet established objectives. Is responsible to accomplish long range objectives; self–supervised; and makes decisions that have a prolonged, positive effect on organization’s reputation and business posture. Acts as a consultant to senior management and prime spokesperson to customer on company capabilities and future efforts.
Minimum Education: Master’s

Minimum Experience: 20 years

**Project Manager Associate**

**Functional Responsibilities:** The Project Manager Associate demonstrates limited to full use and/or application of standard principles, theories, concepts and techniques for the management of Information Technology projects; provides solutions to a variety of problems of limited scope; supervision can be close or general while following established procedures; maintains frequent internal and external customer contacts; and provides solutions to difficult technical problems related to specific projects. Typically, will act as team or task lead, and work with/supervise Admin roles for projects.

Minimum Education: Bachelor’s

Minimum Experience: 3 years

**Project Office Analyst – Level 1**

**Functional Responsibilities:** The Project Office Analyst - Level 1 supports one or more areas of the Program Management Office (PMO) in providing program finance and control functions for Information Technology projects. Monitors and analyzes financial and/or administrative aspects of assigned program control functions including Supply Chain Management functions such as management of Bills of Materials (BOM), IT equipment purchasing, and software license management. Ensures compliance to program / project control requirements. Prepares project management plans and artifacts under the supervision of the PMO lead. Tracks and validates program financial information, updates and produces reports used to track the performance of program objectives against a set of program baselines. Uses automated tools and systems to perform project control functions.

Minimum Education: Bachelor’s

Minimum Experience: 1 year

**Project Office Analyst – Level 2**

**Functional Responsibilities:** The Project Office Analyst - Level 2 supports one or more areas of the PMO in providing program finance and control functions for Information Technology projects. Monitors and analyzes financial and/or administrative aspects of assigned program control functions including Supply Chain Management functions such as management of Bills of Materials (BOM), IT equipment purchasing, and software license management. Ensures compliance to program / project control requirements. Prepares project management plans and artifacts under supervision. Tracks and validates program financial information, updates and produces reports used to track performance of program objectives against a set of program baselines. Uses automated tools and systems to perform project control functions.

Minimum Education: Bachelor’s
Minimum Experience: 3 years

**Project Office Analyst – Level 3**

**Functional Responsibilities:** The Project Office Analyst - Level 3 Leads a portion of the PMO staff or serves as a lead on small Information Technology programs / projects. Manages financial and/or administrative aspects of assigned contract tasking or deliverables including Supply Chain Management functions such as management of Bills of Materials (BOM), IT equipment purchasing, and software license management. Reviews contracts and identifies project control requirements. May determine or assist in staff assignments, identification, and implementation of project control systems, and administrative and financial reporting requirements. Prepares project management plans collaboratively with other PMO and/or program leadership. May serve as the primary coordinator for one or more aspects of project control data and process. Tracks and validates program financial information and updates and produces reports used to track performance of program objectives against a set of program baselines. Uses automated tools and systems to perform project control functions.

Minimum Education: Bachelor’s

Minimum Experience: 6 years

**Project Office Analyst – Level 4**

**Functional Responsibilities:** The Project Office Analyst - Level 4 Leads a portion of the PMO staff or serves as a lead for one or more small Information Technology programs / projects. Manages financial and/or administrative aspects of assigned contract tasking or deliverables including Supply Chain Management functions such as management of Bills of Materials (BOM), IT equipment purchasing, and software license management. Reviews contracts and identifies project control requirements. May determine or assist in staff assignments, identification and implementation of project control systems, and administrative and financial reporting requirements. Prepares and may manage project management plans collaboratively with other PMO and/or program leadership. May serve as the primary coordinator for one or more aspects of project control data and process. Tracks and validates program financial information and updates and produces reports used to track performance of program objectives against a set of program baselines. Uses automated tools and systems to perform project control functions.

Minimum Education: Bachelor’s

Minimum Experience: 10 years

**Project Office Analyst – Level 5**

**Functional Responsibilities:** The Project Office Analyst - Level 5 Leads PMO staff or serves as a consultant for small Information Technology programs / projects. Manages financial and/or administrative aspects of assigned contract tasking or deliverables including Supply Chain Management functions such as management of Bills of Materials (BOM), IT equipment purchasing, and software license management. Reviews contracts and identifies project control requirements. Determines staff assignments, identification and implementation of project control systems, and administrative and financial reporting requirements. Manages and prepares project management plans collaboratively with
other PMO and/or program leadership. Serves as the primary coordinator for one or more aspects of project control data and process. Tracks and validates program financial information and updates and produces reports used to track performance of program objectives against a set of program baselines. Uses automated tools and systems to perform project control functions.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 15 years

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**Subject Matter Expert - Level 3**

**Functional Responsibilities:** The Subject Matter Expert (SME) – Level 3 performs as a recognized authority in his/her field and exhibits an significant degree of ingenuity, creativity, and resourcefulness; applies and/or develops highly advanced principles, theories, and concepts; and provides new, specialized, or unique and significant expertise necessary to the Information Technology program management team. Impact to the program may have a prolonged positive effect on organization’s reputation and business posture. Acts as consultant to senior management; and may act as a secondary spokesman to customer on program efforts.

**Minimum Education:** Master’s

**Minimum Experience:** 12 years

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**Experience & Degree Substitution Equivalencies**

Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

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<td>Associate’s</td>
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<tr>
<td>Bachelor’s</td>
<td>Associate’s degree + 2 years relevant experience or 4 years relevant experience</td>
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<tr>
<td>Master’s</td>
<td>Bachelor’s plus 2 years relevant experience or Associate’s degree + 4 years relevant experience or 6 years relevant experience</td>
</tr>
<tr>
<td>PhD</td>
<td>Master’s + 2 years relevant experience, or Bachelor’s + 4 years relevant experience or Associate’s + 6 years relevant experience or 8 years relevant experience</td>
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