

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

**MULTIPLE AWARD SCHEDULE
FSC GROUP: IT Professional Services**



**Cherokee Nation System Solutions, LLC
10838 E Marshall St Ste 200-A17
Tulsa, OK, 74116**

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<https://cherokee-federal.com/about/cherokee-nation-system-solutions>

Contract Number: 47QTCA20D00EF

Small Business: SBA Certified 8(a) Program Participant and HUBZone Firm

Period Covered by Contract: September 1, 2020 through August 31, 2025

Price List current through Modification PA-0005, effective January 11, 2021

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov. 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!TM, a menu-driven database system. The INTERNET address for GSA Advantage!TM is: <http://www.GSAAdvantage.gov>.



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CUSTOMER INFORMATION

- 1a. Awarded special item numbers:
54151S - IT Professional Services
541380 - Testing Laboratory Services
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.
See Approved GSA Pricing
- 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.
See subsequent pages below
2. Maximum order.
54151S - \$500,000
541380 - \$250,000
3. Minimum order.
\$100
4. Geographic coverage.
The Geographic Scope of Contract will be domestic delivery.
5. Point of production.
Same as contractor
6. Discount from list prices or statement of net price.
Prices shown are NET Prices; Basic Discounts have been deducted.
7. Quantity discounts.
None
8. Prompt payment terms.
0% - net 30 days from receipt of invoice or date of acceptance, whichever is later.
9. Foreign items.
Not Applicable
- 10a. Time of delivery.
As negotiated on the task order level.

- 10b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery.
As negotiated on the task order level.
- 10c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery.
As negotiated on the task order level.
- 10d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery.
As negotiated on the task order level.
11. F.O.B. point.
Destination
- 12a. Ordering address.
Same as contractor
- 12b. 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.
13. Payment address.
Same as contractor
14. Warranty provision.
Not Applicable
15. Export packing charges, if applicable.
Not Applicable
16. Terms and conditions of rental, maintenance, and repair are *not applicable*.
17. Terms and conditions of installation are *not applicable*.
18. Terms and conditions of repair parts are *not applicable*.
19. Terms and conditions for any other services.
Not applicable.
20. List of service and distribution points: *not applicable*.
21. List of participating dealers is *not applicable*.
22. Preventive maintenance is *not applicable*.
- 23a. Special attributes such as environmental attributes are *not applicable*.

- 23b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.
<https://cherokee-federal.com/about/cherokee-nation-system-solutions>
24. Data Universal Number System (DUNS) number: 080220864
25. Notification regarding registration in SAM.gov database: 7LSU0

GSA PRICING

| SIN | Labor Category | Hourly Rate |
|--------|---|-------------|-------------|-------------|-------------|-------------|
| | | 9/1/20 | 9/1/21 | 9/1/22 | 9/1/23 | 9/1/24 |
| | | - | - | - | - | - |
| | | 8/31/21 | 8/31/22 | 8/31/23 | 8/31/24 | 8/31/25 |
| 54151S | Web Application Developer II | \$61.73 | \$63.27 | \$64.85 | \$66.47 | \$68.14 |
| 54151S | Web Application Developer III | \$66.53 | \$68.19 | \$69.89 | \$71.64 | \$73.43 |
| 54151S | Computer Programmer II | \$43.57 | \$44.66 | \$45.78 | \$46.92 | \$48.09 |
| 54151S | Sr IT Management Consultant | \$129.01 | \$132.23 | \$135.54 | \$138.93 | \$142.40 |
| 54151S | Mid IT Management Consultant | \$91.28 | \$93.56 | \$95.90 | \$98.30 | \$100.76 |
| 54151S | IT Project Manager | \$129.01 | \$132.23 | \$135.54 | \$138.93 | \$142.40 |
| 54151S | Data Scientist | \$132.40 | \$135.71 | \$139.10 | \$142.58 | \$146.14 |
| 54151S | Sr IT Project Manager | \$140.69 | \$144.20 | \$147.81 | \$151.50 | \$155.29 |
| 54151S | Senior Network Engineer | \$144.80 | \$148.42 | \$152.13 | \$155.94 | \$159.83 |
| 54151S | Quality Assurance Specialist | \$52.62 | \$53.93 | \$55.28 | \$56.67 | \$58.08 |
| 541380 | Hydrologist | \$75.57 | \$77.46 | \$79.39 | \$81.38 | \$83.41 |
| 541380 | Biological Data Technician | \$50.11 | \$51.36 | \$52.64 | \$53.96 | \$55.31 |
| 541380 | Inventory & Monitoring Specialist | \$59.16 | \$60.64 | \$62.15 | \$63.71 | \$65.30 |
| 54151S | Network Analyst | \$110.07 | \$112.82 | \$115.64 | \$118.53 | \$121.49 |
| 54151S | Network Engineer | \$127.34 | \$130.52 | \$133.78 | \$137.13 | \$140.56 |
| 54151S | Azure Solutions Architect | \$180.53 | \$185.05 | \$189.67 | \$194.41 | \$199.27 |
| 54151S | Azure Administrator | \$153.58 | \$157.42 | \$161.35 | \$165.39 | \$169.52 |
| 54151S | MS Modern Desktop Administrator Associate | \$150.96 | \$154.73 | \$158.60 | \$162.57 | \$166.63 |
| 54151S | Senior Applications Architect | \$176.23 | \$180.64 | \$185.15 | \$189.78 | \$194.53 |
| 54151S | MS Power Platform Developer | \$146.09 | \$149.74 | \$153.49 | \$157.32 | \$161.26 |
| 54151S | Computer Programmer I | \$74.76 | \$76.62 | \$78.54 | \$80.50 | \$82.52 |
| 54151S | Computer Programmer II | \$88.72 | \$90.94 | \$93.21 | \$95.54 | \$97.93 |
| 54151S | Computer Programmer III | \$122.40 | \$125.46 | \$128.60 | \$131.81 | \$135.11 |
| 54151S | Computer Programmer IV | \$142.11 | \$145.67 | \$149.31 | \$153.04 | \$156.87 |
| 54151S | Computer System Analyst I | \$95.30 | \$97.68 | \$100.12 | \$102.63 | \$105.19 |
| 54151S | Computer System Analyst II | \$102.70 | \$105.27 | \$107.90 | \$110.59 | \$113.36 |
| 54151S | Computer System Analyst III | \$122.40 | \$125.46 | \$128.60 | \$131.81 | \$135.11 |
| 54151S | Help Desk Specialist I | \$62.44 | \$64.00 | \$65.60 | \$67.24 | \$68.92 |
| 54151S | Program Manager II | \$153.62 | \$157.46 | \$161.39 | \$165.43 | \$169.56 |
| 54151S | Subject Matter Expert I | \$132.25 | \$135.56 | \$138.95 | \$142.42 | \$145.98 |

| SIN | Labor Category | Hourly Rate |
|--------|-----------------------------|-------------|-------------|-------------|-------------|-------------|
| | | 9/1/20 | 9/1/21 | 9/1/22 | 9/1/23 | 9/1/24 |
| | | - | - | - | - | - |
| | | 8/31/21 | 8/31/22 | 8/31/23 | 8/31/24 | 8/31/25 |
| 54151S | Subject Matter Expert II | \$145.48 | \$149.11 | \$152.84 | \$156.66 | \$160.58 |
| 54151S | Subject Matter Expert III | \$160.04 | \$164.04 | \$168.14 | \$172.34 | \$176.65 |
| 54151S | Subject Matter Expert IV | \$180.75 | \$185.27 | \$189.90 | \$194.65 | \$199.51 |
| 54151S | Subject Matter Expert V | \$198.82 | \$203.79 | \$208.88 | \$214.11 | \$219.46 |
| 54151S | Engineering Technician I | \$51.77 | \$53.06 | \$54.39 | \$55.75 | \$57.14 |
| 54151S | Engineering Technician II | \$59.51 | \$61.00 | \$62.52 | \$64.09 | \$65.69 |
| 54151S | Engineering Technician III | \$68.45 | \$70.16 | \$71.92 | \$73.72 | \$75.56 |
| 54151S | Engineering Technician IV | \$78.70 | \$80.67 | \$82.69 | \$84.76 | \$86.87 |
| 54151S | Engineering Technician V | \$90.51 | \$92.77 | \$95.09 | \$97.47 | \$99.91 |
| 54151S | Engineering Technician VI | \$104.09 | \$106.69 | \$109.35 | \$112.09 | \$114.89 |
| 54151S | Technical Writer/Editor I | \$78.86 | \$80.83 | \$82.85 | \$84.92 | \$87.05 |
| 54151S | Technical Writer/Editor II | \$95.30 | \$97.68 | \$100.12 | \$102.63 | \$105.19 |
| 54151S | Technical Writer/Editor III | \$105.98 | \$108.63 | \$111.35 | \$114.13 | \$116.98 |
| 54151S | Technical Writer/Editor IV | \$116.65 | \$119.57 | \$122.56 | \$125.62 | \$128.76 |

SCLS Matrix

| Contract Labor Category | SCA Equivalent Code – Title | WD Number |
|-----------------------------|--------------------------------------|-----------|
| Computer Programmer I | 14071 - Computer Programmer I | 2015-4281 |
| Computer Programmer II | 14072 - Computer Programmer II | 2015-4281 |
| Computer Programmer III | 14073 - Computer Programmer III | 2015-4281 |
| Computer System Analyst I | 14101 - Computer Systems Analyst I | 2015-4281 |
| Computer System Analyst II | 14102 - Computer Systems Analyst II | 2015-4281 |
| Computer System Analyst III | 14103 - Computer Systems Analyst III | 2015-4281 |
| Engineering Technician I | 30081 - Engineering Technician I | 2015-4281 |
| Engineering Technician II | 30082 - Engineering Technician II | 2015-4281 |

LABOR CATEGORY DESCRIPTIONS

Senior IT Project Manager

Functional Responsibilities: Serves as the senior manager of all tasks and is the manager of all contractor resources under this contract. Plans, coordinates, and manages all aspects of complex information technology projects. Prepares and presents status on project schedule, project costs, project deliverables, project risks, and risk containment strategies. Consults with the client and engineering staff to develop understanding of the varied and complex business needs supported by the system. Responsible for determining how changing business needs will affect the system.

Experience: Minimum of 10 years of experience with at least 7 years of experience in system engineering, work planning, requirements definition, budgeting, scheduling, task execution, personnel management and supervision.

Education: Bachelor's degree in relevant field

Certification: Project Management Professional (PMP) or related certification.

IT Project Manager

Functional Responsibilities: Under the direction of a Senior Project Manager, plans, coordinates, and manages all aspects of complex information technology projects. Prepares and presents status on project schedule, project costs, project deliverables, project risks, and risk containment strategies. Directs the planning and management of single or multiple projects and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Responsible for overall success of the project/projects and ensures goals and standards are successfully implemented. Serves as liaison to government and outside representatives and coordinates activities of support personnel.

Education: Bachelor's degree in relevant field or equivalent

Experience: Minimum of 7 years of experience with at least 5 years of experience in the technical aspect of project services, including; work planning, requirements definition, budgeting, scheduling, and task execution.

Certification: Project Management Professional (PMP) or related certification

Computer Programmer II

Functional Responsibilities: Generates new code and corrects, converts, and/or modifies existing code to meet documented standards; designs new and/or redesigns and maintains existing software products; identifies client needs and requirements based on evaluation of client documentation and interviews; performs data and technical analysis; performs a variety of testing procedures on assigned products, analyzes test results, and corrects problems; prepares test scripts and descriptions and examines to locate necessary modifications; analyzes and modifies program specifications and documentation to support contract requirements; may design and develop computer-based and/or multimedia courseware for customer training initiatives utilizing appropriate authoring languages, systems, animation and graphics software; provides customer support to clients and troubleshoots problems.

Education: Bachelor's degree in computer science or related field.

Experience: Five (5) years of experience in the computer programming field.

Data Scientist

Functional Responsibilities: Knowledge and expertise of numerical modelling techniques and software simulation modelling and analysis. Will involve working with data specialists to model existing and proposed new product designs or processes. Produce project definitions outlining customer requirements including costs and timescales. Use analysis tools/modelling packages effectively and efficiently. Use 2D and 3D CAD modelling packages effectively and efficiently to produce geometry for importing into analysis codes. Keep abreast of the latest developments in the field of Numerical Modeling and applying knowledge to develop new processes that will deliver process improvement.

Education: High School diploma or GED.

Experience: Minimum of 8 years of experience in a technical environment.

Sr IT Management Consultant

Functional responsibilities: Ability to simultaneously manage, coordinate and pursue multiple, complex projects and activities. Responsible for assisting with the development of writing performance criteria and requirements into sound/sufficient task orders. Coordinates and works with the technical experts and the contracting office to ensure project milestones are tracked and updated as needed. May assist in the development of independent Government Cost Estimates. Experience might include: Development of Corporate Strategic Plans, Development of Organizational Performance Management Plans, Development of Organization Governance Structures, Guiding significant organizational change management efforts. Understanding of the principles and methods to identify, analyze, specify, design, and manage functional and infrastructure requirements, includes translating functional requirements into technical requirements or presenting alternative technologies or approaches.

Education: Bachelor's degree in related field

Experience: 10+ years of Strategic Business Management experience in the above-identified areas, with at least three years of business experience at the executive level.

Mid IT Management Consultant

Functional responsibilities: Works with customers to assess needs, provide assistance, resolve problems, satisfy expectations; knows products and services. Assists government staff in providing full financial management and administrative support to include cost estimation and analysis, budget formulation and execution, manpower planning and scheduling, and resource allocation. Carries out pre-determined and recurring contract administration duties.

Education: Bachelor's degree in related field

Experience: 5+ years of Strategic Business Management experience. Must demonstrate an understanding of situational interpretations and data analysis to identify/ mitigate challenges and risks.

Senior Network Engineer

Functional Responsibilities: Provides first level guidance/direction (either as a full-time supervisory position or on a project management basis) to network operation and maintenance analysts, technicians, and/or engineers. Performs technical analysis of complex software, hardware, and transmission facility using various diagnostic tools in support of efficient network operations. Provides guidance/direction for engineering efforts and test and evaluation programs. Performs on-site engineering when required. Requires expert knowledge of network hardware and software.

Education: High School diploma or GED.

Experience: Minimum of 10 years of experience in a technical environment.

Certification: LAN/WAN certification or equivalent

Quality Assurance Specialist

Functional Responsibilities: Under general direction, carries out procedures to ensure that all information systems, products and services meet organization standards and end-user requirements. Performs and leads tests of software to ensure proper operation and freedom from defects. May create test data for applications. Documents and works to resolve all complex problems. Reports progress on problem resolution to management. Devises improvements to current procedures and develops models of possible future configurations. Acts as information resource about assigned areas to technical writers and other Quality Assurance Analysts. Performs complex workflow analysis and recommends quality improvements.

Education: High School diploma or GED.

Experience: Minimum of 5 years of experience in a technical environment.

Web Applications Developer II

Functional Responsibilities: Responsible for developing, testing, implementing, and maintaining web-based application systems. Troubleshoots system problems and issues and looks for ways to improve the application. Has knowledge of a variety of concepts, practices, and procedures within a particular field (i.e., HTML, Java, etc.) Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

Education: High School diploma or GED, working towards certifications below.

Experience: Three years of experience, to include: Software Design, and Development. One (1) year programming experience with web programming languages. **Note:** Experience may be concurrent.

Web Applications Developer III

Functional Responsibilities: Responsible for developing, testing, implementing, and maintaining web-based application systems. Troubleshoots system problems and issues and looks for ways to improve the application. Has knowledge of a variety of concepts, practices, and procedures within a particular field (i.e., HTML, Java, etc.) Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

Education: High School diploma or GED, working towards certifications below.

Experience: Four (4) or more years of experience in a related area, such as one or more of the following: database development, web page design, computer based training, development and using .NET tools and .NET integrated development environment tools, asp.net, SQL Server 2000, and HTML editor tools.

Hydrologist

Functional Responsibilities: Technical experience is required in the concepts, principles, techniques, and practices of water quantity and quality investigation/ interpretation techniques; statistical, mathematical, and computer analyses; and sampling and monitoring techniques as related to surface and ground-water systems. Expertise is also needed in the analysis, interpretation and representation of water-related data using computer programs such as Microsoft Office and ArcGIS, and experience with literature reviews and technical writing. Must have general knowledge of the theories, principles and concepts related to the field of hydrology, and the ability to apply that body of knowledge to everyday work situations in water resource management on refuges.

Education: At least a B.S. degree in a hydrology, water resources, or environmental science/ conservation program is preferred.

Experience: 1 year of experience

Biological Data Technician

Functional Responsibilities: Assist with the documenting, compiling, organizing, and archiving information and data relevant to natural resources surveys and significant resource management decisions. Work with Inventory and Monitoring and field station staff, identify, prioritize, and facilitate compilation of relevant existing information that has, or will inform and support significant resource management decisions, natural resources, and plans at field stations (travel to and conduct on-site field station work). Compile and scan hard copy and collect existing electronic files of refuge derived biotic and abiotic information; create associated metadata for scanned and electronic files and upload these into the SerCat database; assist field and Regional Office staff with additional data entry duties related to the monitoring program.

Education: B.S. degree in a biological, ecological, or conservation program preferred.

Experience: 0 years of experience

Inventory & Monitoring Specialist

Functional Responsibilities: Assist with development of Inventory and Monitoring Plans (IMPs). Work with field stations and Inventory and Monitoring (I&M) staff to update their inventory and monitoring survey information in the PRIMR database, and assist with development of initial survey instructions (ISI) and formal survey protocols. Tasks will include updating the PRIMR database, developing pre-IMP workshop materials (PRIMR reports, other background information and shared documents or worksheets) and assisting with organizing and hosting IMP workshops for field stations.

Essential Duties:

- Assist with development and review of regional and station protocols, ISI, or Standard Operating Procedures (SOP) following the requirements in the I&M Protocol Handbook
- Conduct literature searches and provide synthesis of this information to assist with IMPs, Habitat Management Plans, or protocol development
- Assist I&M and station staff with annual PRIMR update of records for refuges in the region
- Ensure quality and national standards are met and records are cross-linked in appropriate databases
- Develop drafts (templates) of IMPs with introductory information, conceptual models, background information, survey prioritization methods, and draft appropriate tables and figures
- Ensure documents and background information are linked in I&M Compile, categorize and convert to data systems (PRIMR, ServCat)
- Prioritize and assist with development of draft protocols, ISI, SOPs, including literature compilation and synthesis for protocols and plans where needed

Education/background: B.S. degree in Biology, Ecology, Conservation or a related subject is preferred.

Experience: 1 year of experience

Network Analyst

Functional Responsibilities: Provides centralized support and network monitoring to provide situational awareness. Allows for centralized configuration management and help desk functions supporting all regions and sectors. Provides analysis of traffic between nodes from end-to-end within the network. Helps in establishing and testing thresholds to achieve optimum network performance. Provides customer support for end-users on applications, accessibility, and security support.

Education: BA/BS in a technical field

Experience: Minimum of 4 years of experience in a technical environment providing network analysis and support of enterprise networks.

Certification: LAN/WAN certification or equivalent

Network Engineer

Functional Responsibilities: Oversees the installation support of network communications, including LAN/WAN systems. Works on problems of diverse scope where analysis of situation requires evaluation and judgment. Responsible for evaluating current systems and recommending best practice improvements. Assists in the planning of large-scale systems projects through vendor comparison and cost studies. Requires thorough knowledge of LAN/WAN systems, networks, cloud connectivity and applications.

Education: BA/BS in a technical field

General Experience: Minimum of 4 years of experience in a technical environment.

Certification: LAN/WAN certification or equivalent

Azure Solutions Architect

Functional Responsibilities: Able to deploy and configure the Azure cloud infrastructure; implement workloads and security; create and deploy apps; implement authentication and secure data; develop for the cloud and for Azure storage; determine workload requirements; optimize consumption strategy; design an auditing and monitoring strategy; design for identity and security; design a data platform solution; design a business continuity strategy; design for deployment, migration, and integration; and design an infrastructure strategy.

Education: BA/BS in a technical field

General Experience: Minimum of 3 years' experience as an Azure solutions engineer or architect.

Certification: Microsoft Certified Azure Solutions Architect Expert or equivalent

Azure Administrator

Functional Responsibilities: Able to manage Azure subscriptions and resources; implement and manage storage; deploy and manage virtual machines; configure and manage virtual networks; and manage identities.

Education: BA/BS in a technical field

General Experience: Minimum of 2 years' experience as an Azure administrator

Certification: Microsoft Certified Azure Administrator Associate or equivalent

Microsoft Modern Desktop Administrator Associate

Functional Responsibilities: Able to perform all functions required to keep the Windows 10 baseline deployed and updated including: Performing in place upgrades; perform post-installation configuration; manage local users, local groups, and devices; configure connectivity; manage updates; plan and implement Windows 10 by using dynamic deployment; plan and implement Windows by using Windows Autopilot; manage policies and profiles; manage and protect devices with Windows Defender and InTune; deploy and update applications; and implement Mobile Application Management (MAM).

Education: BA/BS in a technical field

General Experience: Minimum of 3 years of experience managing and/or maintaining Microsoft Windows desktop OS's with a minimum of 1 years' experience with Windows 10.

Certification: Microsoft Certified Modern Desktop Administrator Associate or equivalent

Senior Applications Architect

Functional Requirements: Responsible for designing and architecting the applications portion of the client's enterprise architectural framework Works closely with client to understand their business/mission needs and system requirements. Maintains ongoing knowledge of new Internet technologies and the ability to apply them where and when needed. Defines and documents the structure, connections and relationships of business processes, organizational work groups, data, applications, user interfaces, applications interfaces, infrastructure and network topology. Helps resolve the architectural links and technology choices to build the model and ensure stakeholders' needs are addressed. Works with Program and Project Managers to aid in coordination of timelines, resources allocation and other activities from an architecture perspective. Performs high to mid-level design for new applications projects and actively monitors all applications developments to ensure compatibility with architectural framework at the applications, data, and technology levels.

Education: BA/BS in a technical field

General Experience: At least three years of experience in the design or applications using Infrastructure, Platform, and Software as a Service in supporting enterprise platforms.

Microsoft Power Platform Developer

Functional Responsibilities: Utilizes best practices in managing the administration and security of the Power Platform – Power BI, Power Apps, and Power Automate. Able to utilize connectors, leverage the AI Builder, design Power BI dashboards, build canvas apps, build Power Apps portals, and leverage Power Automate to create business process flows.

Education: BA/BS in a technical field

General Experience: Minimum of 3 years of experience in a technical environment

Certification: Microsoft Certified Power Platform Fundamentals or equivalent

Computer Programmer I

Functional Responsibilities: Assist higher level staff by performing elementary programming tasks which concern limited and simple data items and steps which closely follow patterns of previous project work, e.g., drawing flow charts, writing operator instructions, or coding and testing routines to accumulate counts, tallies, or summaries. May perform routine programming assignments.

Education: High School diploma or GED. Working towards completing applicable vendor/platform certification (e.g., Microsoft Certified Solutions Developer (MCSD), Microsoft Certified Applications Developer (MCAD), Microsoft Certified Database Administrator (MCDBA), Sun Certified Professional (SCP), Red Hat Certification Program (RHCP), CISCO Certified Network Professional (CCNP), and/or Oracle Certified Professional (OCP)..

Experience: One (1) year of software programming experience.

Computer Programmer II

Functional Responsibilities: Maintains and modifies routine programs. Makes approved changes by amending process and object diagrams, developing detailed logical models and physical models, as well as coding changes. Tests and documents modifications and writes operator instructions. May write routine new programs using prescribed specifications. As continued training, may evaluate simple interrelationships in the immediate programming area, e.g., whether a contemplated change in one part of a simple program would cause unwanted results in a related part; confers with user representatives to gain an understanding of the situation sufficient to formulate the needed change; and implements the change upon approval of the supervisor or higher-level staff.

Education: High School diploma or GED. Working towards completing the following certifications: Certified Software Development Professional (CSDP) (Previously known as Certified Software Engineering Professional (CSEP)), or with COR approval complete a vendor/platform specific certification (e.g., Microsoft Certified Solutions Developer (MCSD), Microsoft Certified Applications Developer (MCAD), Microsoft Certified Database Administrator (MCDBA), Sun Certified Professional (SCP), Red Hat Certification Program (RHCP), CISCO Certified Network Professional (CCNP), and/or Oracle Certified Professional (OCP).

Experience: Three (3) years of experience, to include: Software Design, and Development.

Computer Programmer III

Functional Responsibilities: Applies standard programming procedures and detailed knowledge of pertinent subject matter (e.g., work processes, governing rules, clerical procedures, etc.) in a programming area such as record keeping operations, statistical or scientific problems, or other standardized operation or problems. Recognizes probable interactions of other related programs with the assigned program(s) and is familiar with related system software and computer equipment. Solves conventional programming problems. Develops, modifies, and maintains assigned programs; designs and implements modifications to the interrelation of files and records within programs in consultation with higher level staff; monitors the operation of assigned programs and responds to problems by diagnosing and correcting errors in logic and coding; and implements and/or maintains assigned portions of a scientific programming project, applying established programming techniques.

Education: High School diploma or GED. Completed the following certifications within one and a half year after assuming duties: Certified Software Development Professional (CSDP) (Previously known as Certified Software Engineering Professional (CSEP)), or with COR approval complete a vendor/platform specific certification (e.g., Microsoft Certified Solutions Developer (MCSD), Microsoft Certified Applications Developer (MCAD), Microsoft Certified Database Administrator (MCDBA), Sun Certified Professional (SCP), Red Hat Certification Program (RHCP), CISCO Certified Network Professional (CCNP), and/or Oracle Certified Professional (OCP).

Experience: Six (6) years of experience, to include: Software Design, Development, and Test and Evaluation.

Computer Programmer IV

Functional Responsibilities: Applies expertise in programming procedures to complex programs; recommends the redesign of programs, investigates and analyzes feasibility and program requirements, and develops programming specifications. Assigned programs typically affect a broad multi-user computer system which meets the data processing needs of a broad area or a computer system. Plans the full range of programming actions to produce interrelated but different products from diverse data elements which are often from different sources. Uses knowledge of system software, computer equipment, work processes, regulations, and management practices to solve programming problems. Develops, modifies, and maintains complex programs; designs and implements the interrelations of files and records within programs.

Education: BS/BA. Completed the following certifications within one and a half year after assuming duties: Certified Software Development Professional (CSDP) (Previously known as Certified Software Engineering Professional (CSEP)), or with COR approval complete a vendor/platform specific certification (e.g., Microsoft Certified Solutions Developer (MCSD), Microsoft Certified Applications Developer (MCAD), Microsoft Certified Database Administrator (MCDBA), Sun Certified Professional (SCP), Red Hat Certification Program (RHCP), CISCO Certified Network Professional (CCNP), and/or Oracle Certified Professional (OCP).

Experience: Eight (8) years of experience, to include: software Design, Development, and Test and Evaluation.

Computer System Analyst I

Functional Responsibilities: Applies Systems Analysis and design skills to routine and complex scientific and business system problems. Carries out fact finding and analysis as assigned, usually of a single activity or a routine problem; applies established procedures where the nature of the system, feasibility, computer equipment, and programming language have already been decided; may assist a higher level systems analyst by preparing the detailed specifications required by computer programmers from information developed by the higher level analyst; may research routine and sometimes complex user problems and solve them by modifying the existing system when the solutions follow clear precedents.

Education: High School diploma or GED.

Experience: One (1) year of Computerized System experience, to include: Network Protocols, and UNIX and Windows based operating system.

Computer System Analyst II

Functional Responsibilities: Applies systems analysis and design skills in an area such as a record keeping or complex scientific or business operation. Conducts analyses starting with methodology development and leading to findings in the form of a well formatted and written study report. Requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, workload, and practices of the assigned subject-matter area. Recognizes probable interactions of related computer systems and predicts impact of a change in assigned system. Reviews objectives, scope, and user expectations; gathers facts, analyzes data, and prepares project synopses that compare alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; and upon approval of synopsis, prepares specifications for development of computer programs. Determines and resolves data processing problems and coordinates the work with programmers, users, etc.; orients user personnel on new or changed procedures. May conduct special projects such as data element and code standardization.

Education: High School diploma or GED.

Experience: Three (3) years of "Specific Project" Computerized System experience, to include: Test and Evaluation, Network Protocols, LAN administration fundamentals, and UNIX and Windows.

Computer System Analyst III

Functional Responsibilities: Applies systems analysis and design techniques to complex computer systems. Responsible for recognizing probable conflicts and integrating diverse data elements and sources. Produces innovative solutions for a variety of complex problems. Maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling inventory control, cost analysis, or sales analysis record in which every item of each type is automatically processed through the full system of records. Guides users in formulating requirements; advises on alternatives and on the implications of new or revised data processing systems; analyzes resulting user project proposals, identifies omissions and errors in requirements and conducts feasibility studies; recommends optimum approach and develops system design for approved projects. Conducts analyses starting with methodology development and leading to findings in the form of a well formatted and written study report. Interprets information and informally arbitrates between system users when conflicts exist. May serve as lead analyst in design subgroup, directing and integrating the work of one or two lower level analysts, each responsible for several programs.

Education: High School diploma or GED

Experience: Five (5) years of "Specific Project" Computerized System experience, to include: Design, Development, Test and Evaluation, Network Protocols, LAN administration fundamentals, and UNIX and Windows based operating system.

Help Desk Specialist I

Functional Responsibilities: Provides technical assistance and support related to computer systems, hardware, and software. Responsible for answering queries and addressing system and user issues in a timely and professional manner. Respond to break-fix requests received via phone, through email, web sites, or social media. Support for basic customer issues such as solving usage problems and fulfilling service desk requests that need IT involvement.

Education: Associate's Degree in a related area

Experience: 1 year providing support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks and monitors the problem to ensure a timely resolution. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.

Program Manager II

Functional Responsibilities: Responsible for managing the contract and all associated tasks. Serves as the single technical point of contact to the government. Program management is an expected charge for every task; however, the percentage of management is determined by the effort identified in each Task Order. This individual shall be knowledgeable and skilled in financial management processes and budgeting. Candidate shall be skilled in writing and validating technical and financial reports. Good problem-solving skills and experience overseeing accomplishments of multiple tasks by project leads.

Education: Bachelor's degree in Engineering, Physical Sciences, Mathematics, Management Information Systems, or Business.

Experience: Ten (10) years of technical experience in support of "Relevant Technical Field"

Subject Matter Expert (SME) I

Functional Responsibilities: Provides the knowledge and expertise in a specific subject, business area, or technical area for a project. The SME is responsible for ensuring the facts and details are correct so that the project's/program's deliverable(s) will meet the needs of the stakeholders, legislation, policies, standards, and best practices.

Education: Technical Training in "Relevant Technical Field".

Experience: Eight (8) years of technical experience in support of "Relevant Technical Field"

Subject Matter Expert (SME) II

Functional Responsibilities: Provides the knowledge and expertise in a specific subject, business area, or technical area for a project. The SME is responsible for ensuring the facts and details are correct so that the project's/program's deliverable(s) will meet the needs of the stakeholders, legislation, policies, standards, and best practices.

Education: Technical Training in "Relevant Technical Field".

Experience: Ten (10) years of technical experience in support of "Relevant Technical Field"

Subject Matter Expert (SME) III

Functional Responsibilities: Provides the knowledge and expertise in a specific subject, business area, or technical area for a project. The SME is responsible for ensuring the facts and details are correct so that the project's/program's deliverable(s) will meet the needs of the stakeholders, legislation, policies, standards, and best practices.

Education: Technical Training in "Relevant Technical Field".

Experience: Twelve (12) years of technical experience in support of "Relevant Technical Field"

Subject Matter Expert (SME) IV

Functional Responsibilities: Provides the knowledge and expertise in a specific subject, business area, or technical area for a project. The SME is responsible for ensuring the facts and details are correct so that the project's/program's deliverable(s) will meet the needs of the stakeholders, legislation, policies, standards, and best practices.

Education: Technical Training in "Relevant Technical Field".

Experience: Fifteen (15) years of technical experience in support of "Relevant Technical Field"

Subject Matter Expert (SME) V

Functional Responsibilities: Provides the knowledge and expertise in a specific subject, business area, or technical area for a project. The SME is responsible for ensuring the facts and details are correct so that the project's/program's deliverable(s) will meet the needs of the stakeholders, legislation, policies, standards, and best practices.

Education: Technical Training in "Relevant Technical Field".

Experience: Eighteen (18) years of technical experience in support of "Relevant Technical Field"

Engineering Technician I

Functional Responsibilities: Inspects and tests equipment, analyzes plans for construction and design, writes up daily lab reports, and carries out any other necessary tasks delegated by the supervising engineer. Assists in drawing up blueprints and plans for products and equipment. Analyzes system or product performance.

Education: High School diploma or GED.

Experience: Three (3) years of practical experience

Engineering Technician II

Functional Responsibilities: Expanding on the skills of an Engineering Technician I, performs moderate to complex technical engineering tasks related to the analysis of construction materials, development plans, specifications and contract administration and inspections. May provide lead direction to subordinates and may have field project responsibility.

Education: High School diploma or GED.

Experience: Five (5) years of practical experience

Engineering Technician III

Functional Responsibilities: Performs more complex or specialized technical engineering assignments than an Engineering Technician I or II, such as project inspection and materials testing, and provides training and supervision to subordinate classes. Perform moderate to complex technical engineering tasks, or leads field survey crews.

Education: Associate's Degree

Experience: Seven (7) years of practical experience in "Relevant Technical Field".

Engineering Technician IV

Functional Responsibilities: Provides support to an engineer, displays strong analytical and problem-solving skills. Inspects and tests equipment, analyzes plans for construction and design, writes up daily lab reports, and carries out any other necessary tasks delegated by the supervising engineer. Troubleshoots issues related to operations, studies and records performance to improve efficiency.

Education: Associate's Degree

Experience: Nine (9) years of practical experience in "Relevant Technical Field".

Engineering Technician V

Functional Responsibilities: Provides support to an engineer, displays strong analytical and problem-solving skills. Inspects and tests equipment, analyzes plans for construction and design, writes up daily lab reports, and carries out any other necessary tasks delegated by the supervising engineer. Troubleshoots issues related to operations, studies and records performance to improve efficiency.

Education: Associate's Degree

Experience: Eleven (11) years of practical experience in "Relevant Technical Field".

Engineering Technician VI

Functional Responsibilities: Provides support to an engineer, displays strong analytical and problem-solving skills. Inspects and tests equipment, analyzes plans for construction and design, writes up daily lab reports, and carries out any other necessary tasks delegated by the supervising engineer. Troubleshoots issues related to operations, studies and records performance to improve efficiency.

Education: Associate's Degree

Experience: Thirteen (13) years of practical experience in "Relevant Technical Field".

Technical Writer/Editor 1

Functional Responsibilities: Gather, analyze, and write product technical requirements. Conduct or participate in functional specification walkthroughs prior to completing technical write up. Review functional specifications, project deliverables, including technical specifications, test plans, and scripts in preparation for writing technical documents.

Education: BA degree

Experience: Three (3) years of experience in the "Relevant Technical Field"

Technical Writer/Editor 2

Functional Responsibilities: Gather, analyze, and write product technical requirements. Conduct or participate in functional specification walkthroughs prior to completing technical write up. Review functional specifications, project deliverables, including technical specifications, test plans, and scripts in preparation for writing technical documents. Identify and define functional and data requirements, including changes to original scope.

Education: BA degree

Experience: Five (5) years of experience in the "Relevant Technical Field"

Technical Writer/Editor 3

Functional Responsibilities: Gather, analyze, and write product technical requirements. Conduct or participate in functional specification walkthroughs prior to completing technical write up. Review functional specifications, project deliverables, including technical specifications, test plans, and scripts in preparation for writing technical documents. Identify and define functional and data requirements, including changes to original scope. Gather information about a problem, define changes to an existing application, and incorporate the changes using documents and specifications for final document. Ensure project documents conform to standards and are kept current.

Education: BA degree, preferred in English, Journalism. Technical Writing degree or certificate desirable.

Experience: Ten (10) years of experience in the "Relevant Technical Field"

Technical Writer/Editor 4

Functional Responsibilities: Gather, analyze, and write product technical requirements. Conduct or participate in functional specification walkthroughs prior to completing technical write up. Review functional specifications, project deliverables, including technical specifications, test plans, and scripts in preparation for writing technical documents. Identify and define functional and data requirements, including changes to original scope. Gather information about a problem, define changes to an existing application, and incorporate the changes using documents and specifications for final document. Ensure project documents conform to standards and are kept current. Must understand system development life cycle/methodologies; data communications/ networking; cloud environments. Visio, PowerPoint, MS Office skills; ability to synthesize information.

Education: BA degree, preferred in English, Journalism. Technical Writing degree or certificate desirable.

Experience: Fifteen (15) years of experience in the "Relevant Technical Field"

SUBSTITUTION CHART

| | | |
|---|--------|---|
| 2 years of additional relevant experience | Equals | Associates Degree |
| 4 years of additional relevant experience | Equals | Bachelor's Degrees |
| 6 years of additional relevant experience | Equals | Master's Degree |
| 8 years of additional relevant experience | Equals | Ph.D |
| Associates Degree | Equals | 2 years of additional relevant experience |
| Bachelor's Degrees | Equals | 4 years of additional relevant experience |
| Master's Degree | Equals | 6 years of additional relevant experience |
| Ph.D | Equals | 8 years of additional relevant experience |