AUTHORIZED FEDERAL ACQUISITION SERVICE
MULTIPLE AWARD SCHEDULE

SPECIAL ITEM NUMBER 54161S - 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

B Technology, LLC
161 Fort Evans Rd NE, Suite 250
Leesburg, VA 20176
(P) 703-887-8345 (F) 703-559-7783
www.btechnologyinc.com

Contract Number: 47QTCA21D000B
Period Covered by Contract: October 7, 2020 through October 6, 2025

General Services Administration
Federal Acquisition Service
Pricelist current through Modification #_______, dated ________.

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

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: 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:** B Technology, 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: B Technology, LLC
   161 Fort Evans Road NE, Suite 250
   Leesburg, VA 20176

14. Payment Address: B Technology, LLC
   161 Fort Evans Road NE, Suite 250
   Leesburg, VA 20176

15. Warranty Provisions: Contractor’s Standard Warranty

16. Export Packing charges: Not applicable

17. Terms and conditions of Government Purchase Card Acceptance: Please contact B Technology, 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 B Technology, LLC for Section 508 compliance information. The EIT standards can be found at: http://www.section508.gov

25. DUNS Number: 080656175

26. B Technology, 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 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 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.
<table>
<thead>
<tr>
<th>Labor Category</th>
<th>10/07/20 – 10/06/21</th>
<th>10/07/21 – 10/06/22</th>
<th>10/07/22 – 10/06/23</th>
<th>10/07/23 – 10/06/24</th>
<th>10/07/24 – 10/06/25</th>
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<td>$58.73</td>
<td>$60.03</td>
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</tr>
</tbody>
</table>
Labor Category Descriptions

Business Operations Analyst III

**Functional Responsibilities:** The Business Operations Analyst III shall provide business operations and executive assistance support including, but not limited to: assisting the Leadership Team in strategic and programmatic communications from program plan through execution; maintaining quality services by carrying out organization standards in all work products; preparing reports and presentations by collection, analyzing, and summarizing information; participating as members of a group achieving project objectives; creating, organizing, and maintaining SharePoint and other document libraries with information provided from briefings, acquisition packages, and other documentation; tracking and reviewing incoming correspondence and taskings, monitoring suspensors, and making recommendations for assignment and revisions to actions; handling and providing coordination with internal and external organizations of all operations functions including calendar appointments, meeting coordination and support, visitor management, and security compliance; preparing packages for reviews that are briefings, documents, or any other material that must be staffed through senior Government staff members and leaders and/or coordination with other organizations as necessary for external signatures; prepares memorandums, letters, reports, and spreadsheets as required; organizes all files; coordinates and assists in development/revisions Standard Operating Procedures (SOP); coordinating events such as town halls or other program/organization level meetings; managing visitors and associated security requirements; and manages office supplies. Occasionally, may work directly with clients, requiring good communication skills, as well as fundamental technical troubleshooting abilities.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 3 years

Draft/CAD Operator III

**Functional Responsibilities:** The Draft/Computer Aided Design (CAD) Operator III must be trained and certified on the use of the AutoCAD system and be able to utilize Global Positioning System (GPS) software/equipment, plotters, and scanners. Have the capability and knowledge to follow circuit paths, circuit diagrams, schematic cable/fiber runs, and engineering drawings, as well as identify circuit components and document all findings. Work will be closely coordinated with the Architecture and Plans Branch of the Fort Hood NEC to obtain red-line drawing information. Validates the existing cable plant. All required cable records shall be established and verified from the point of demarcation through the customer termination point. Keep existing cable documentation up to date and identify any unserviceable infrastructure. The information will include all communication closets, communication maintenance holes, telephone poles, pedestals, all cross-connects (jumpers), and the customer telephone number. Provide hard copy red line changes to the AutoCAD personnel for them to update existing installation communication drawings.

**Minimum Education:** High School

**Minimum Experience:** 3 years
Help Desk Support Specialist

Functional Responsibilities: The Help Desk Support Specialist provides help desk and asset management support including, but not limited to: ticket creation, management, escalation and follow-up; identifying and reporting the nature of the call; and attempting initial troubleshooting. Resolves user's problem through technical troubleshooting, problem isolation, and application of the appropriate fix. Ensures all required data is captured in the current ticketing system. Images and deploys current virtual systems. Provides initial support and classification of all incidents/problems or requests. Provides technical assistance and support for incoming queries and issues related to computer systems, software, and hardware. Responds to queries via email, in person, or over the phone. Creates and maintains SOPs. Installs, modifies, and repairs computer hardware, software, and peripherals. Maintains and reports metrics on a weekly, monthly, and quarterly basis. Confirms resolution, conducts customer satisfaction surveys, and closes tickets upon resolution of incident, problem, or request. Provides mobile device administrative support. Assists the government Trusted Agent in providing new Secret Internet Protocol Router (SIPR) tokens, administrator pin resets, replacement tokens, and re-issuance of tokens. Assists Management Support services to include the receipt, logging, documentation, and deposing of Information Technology (IT) equipment.

Minimum Education: Associate’s

Minimum Experience: 2 years

Information Assurance Engineer I

Functional Responsibilities: The Information Assurance (IA) Engineer I applies IT security principles, methods, and security products to protect and maintain the availability, integrity, confidentiality, and accountability of information system resources and processed information; plans, implements, and manages a Defense In Depth for the total network and/or enclaves within the network; identifies and analyzes threats and vulnerabilities to the information systems to maintain protection, accomplish risk analysis, security testing, and certification due to modifications or changes; completes computer security plans and enforces mandatory access control techniques; and manages a network security program, reporting all incidents promptly, and providing corrective action to prevent further incidents. Implements guidance to ensure the protection of Internet information, reduces the risks associated with automated processing of information and data, and trains all personnel in IT security awareness, as required.

Minimum Education: Associate’s

Minimum Experience: 2 years

Information Assurance Engineer II

Functional Responsibilities: The IA Engineer II applies IT security principles, methods, and security products to protect and maintain the availability, integrity, confidentiality, and accountability of information system resources and processed information; plans, implements, and manages a Defense In Depth for the total network and/or enclaves within the network; identifies and analyzes threats and vulnerabilities to the information systems to maintain protection, accomplish risk analysis, security testing, and certification due to modifications or changes; completes computer security plans and enforces mandatory access control techniques; and manages a network security program, reporting all incidents promptly and providing corrective action to prevent further incidents. Implements guidance to
ensure the protection of Internet information, reduces the risks associated with automated processing of information and data, and trains all personnel in IT security awareness, as required.

**Minimum Education:** Associate’s

**Minimum Experience:** 3 years

**Information Assurance Engineer III**

**Functional Responsibilities:** The IA Engineer III applies IT security principles, methods, and security products to protect and maintain the availability, integrity, confidentiality, and accountability of information system resources and processed information; plans, implements, and manages a Defense In Depth for the total network and/or enclaves within the network; identifies and analyzes threats and vulnerabilities to the information systems to maintain protection, accomplish risk analysis, security testing, and certification due to modifications or changes; completes computer security plans, and enforces mandatory access control techniques; and manages a network security program, reporting all incidents promptly and providing corrective action to prevent further incidents. Implements guidance to ensure the protection of Internet information, reduces the risks associated with automated processing of information and data, and trains all personnel in IT security awareness, as required.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 5 years

**Information Security Specialist II**

**Functional Responsibilities:** The Information Security Specialist II provides IA technical support and patch management functions. Assists in ensuring Tenant Security Plans (TSPs) are complete and accurate. Assists Government personnel in identifying Department of Defense Information Assurance Certification and Accreditation Process (DIACAP), Security Technical Implementation Guides (STIG), and IA Vulnerability Alert (IAVA) requirements. Provides network IT systems hardware and software patch management functions to include system compliance checks, data collection and analysis, and vulnerability assessments. Patches IT and network devices in accordance with DIACAP, STIG, and IAVA requirements; mitigates failures; and maintains and reports on a number of patches applied to Army systems and the resulting outcome of each update/patch. Assists Government personnel to identify root cause and remediation of unsuccessful patches. The Information Security Specialist II reviews systems logs for intrusion attempts and other malicious activity. Takes immediate action to remedy system vulnerabilities and shall coordinate their efforts including security incident response with CONUS Theater Network Operations and Security Center (C-TNOSC) and Government personnel.

**Minimum Education:** Associate’s

**Minimum Experience:** 3 years
Information Security Specialist III

**Functional Responsibilities:** The Information Security Specialist III provides IA technical support and patch management functions. Assists in ensuring TSPs are complete and accurate. Assists Government personnel in identifying DIACAP, STIG, and IAVA requirements; and provides network IT systems hardware and software patch management functions, to include system compliance checks, data collection and analysis, and vulnerability assessments. Patches IT and network devices in accordance with DIACAP, STIG, and IAVA requirements; mitigates failures; and maintains and reports on a number of patches applied to Army systems and the resulting outcome of each update/patch. Assists Government personnel to identify root cause and remediation of unsuccessful patches. The Information Security Specialist III reviews systems logs for intrusion attempts and other malicious activity. Takes immediate action to remedy system vulnerabilities and shall coordinate their efforts including security incident response with C-TNOSC and Government personnel.

**Minimum Education:** Associate’s

**Minimum Experience:** 4 years

IT Program Manager

**Functional Responsibilities:** The IT Program Manager provides management to oversee the assigned resources and enable rapid resolution of day-to-day service delivery issues. Provides project personnel with guidance on all areas of the engagement and is the primary customer contact for all major support issues throughout the duration of the project. Program management support services shall include: coordination, integration, planning and overseeing tasks, functions, contractor administration, and management, in addition to reporting to the Government on all activities under this contract. The IT Program Manager assists the Contracting Officer Representative (COR) in conducting oversight, document support, and management of Enterprise IT programs. Program support includes: facilitation support, meeting support (plan, schedule, and report on meetings), project reporting, project schedule, and risk/control, project management (scope, quality, and risk management), and technical and management oversight of team.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 5 years

PC Desktop Technician II

**Functional Responsibilities:** The PC Desktop Technician II assesses and troubleshoots computer support problems and applies understanding of computer software and hardware products and services to resolve problems of users. Provides assistance to users and organizations using computer software or equipment. Properly diagnoses problems and guides users through problem resolution. Sets up, images, or repairs computer equipment and related devices. Trains users to utilize new computer hardware or software, including printing, installation, word processing, and email. Responds to phone, web, fax, and email requests for assistance using remote tools and automated trouble ticketing system. Makes site visits to provide touch labor. Provides account management.

**Minimum Education:** Associate’s

**Minimum Experience:** 3 years
**PC Systems Specialist IV**

**Functional Responsibilities:** The PC Systems Specialist IV works with a larger team to ensure customers computing platforms are correctly configured and optimized for operations. Under general supervision, performs analytical, technical, and administrative work in the planning, design, and installation of new and existing personal computer systems. Works on moderately complex applications. Confers with end users to determine types of hardware and software required. May maintain or utilize telecommunications protocols. Installs new hardware and maintains existing hardware. Trains end users in use of equipment and software. Coordinates with users for hardware and software requirements. Provides technical assistance and resolution. Sets up new computer systems. Maintains computer equipment and software to ensure secure and efficient operations. Repairs computer hardware and servers as necessary. Tests and Implements new software programs. Other duties as assigned.

**Minimum Education:** Associate’s

**Minimum Experience:** 4 years

**Systems Administrator I (SCCM)**

**Functional Responsibilities:** The Systems Administrator I (SCCM) ensures that all information security and IA policies, principles, and practices are considered and complied with in the delivery of IT services. Develops, maintains, and updates the DIACAP accreditation for classified and unclassified networks and Information Systems and the related systems security documentation. Ensures all systems are properly certified and accredited in accordance with DIACAP. Installs patches and updates to keep all systems compliant with all IAVA. Provides weekly IAVA compliance report and/or other reports as needed and required. Maintains and updates all systems in Asset and Vulnerability Tracking Resource (A&VTR). Supports and implements NEC-FH IA policies and procedures to ensure information systems reliability and accessibility and to prevent and defend against unauthorized access to systems and data. Promotes awareness of security issues among users to ensure users are aware of, understand, and adhere to systems security policies and procedures and that sound security principles are maintained across the Network. Performs ongoing information risk assessments, audits, and analysis to ensure information systems are adequately protected and IAVA compliant. Monitors compliance with all DOD, DA, and NEC directives including the use of external drives and equipment.

**Minimum Education:** Associate’s

**Minimum Experience:** 2 years

**Systems Administrator II (SCCM)**

**Functional Responsibilities:** The Systems Administrator II (SCCM) ensures that all information security and IA policies, principles, and practices are considered and complied with in the delivery of IT services. Develops, maintains, and updates the DIACAP accreditation for classified and unclassified networks and Information Systems and the related systems security documentation. Ensures all systems are properly certified and accredited in accordance with DIACAP. Installs patches and updates to keep all systems compliant with all IAVA. Provides weekly IAVA compliance report and/or other reports as needed and required. Maintains and updates all systems in A&VTR. Supports and implements NEC-FH IA policies and procedures to ensure information systems reliability and accessibility and to prevent and defend against unauthorized access to systems and data. Promotes awareness of security issues among users to ensure users are aware of, understand, and adhere to systems security policies and procedures and that sound security principles are maintained across the Network. Performs ongoing information risk assessments,
audits, and analysis to ensure information systems are adequately protected and IAVA compliant. Monitors compliance with all DOD, DA, and NEC directives including the use of external drives and equipment.

**Minimum Education:** Associate’s

**Minimum Experience:** 4 years

**VTC Administrator III**

**Functional Responsibilities:** VTC Administrator III schedules and manages telephone meetings using phone conference, VTC, and UC systems. Troubleshoots problems such as joining, conducting, and participating in phone conference, VTC, and UC meetings. Supports various Operations and Maintenance (O&M) tasks for a variety of media systems, including live and delayed streaming broadcasts. Performs system integrity and connectivity tests to ensure system availability. Assesses and reports on performance and usage numbers. Ensures compliance with policies and procedures including DoD STIG requirements. Develops and maintains documentation of all processes associated with administration of the network and duties performed by Network and System Administrators. Other duties as assigned.

**Minimum Education:** Associate’s

**Minimum Experience:** 3 years

**Web Application Developer III**

**Functional Responsibilities:** The Web Application Developer III conducts administration and design of NEC supported SharePoint and Web portals and database applications utilizing industry standard server level applications hardware and software. Assists Government personnel to ensure reliability and accessibility of applications for NEC and Installation customers. Utilizes and maintains Government owned hardware and software to include Structured Query Language (SQL), Oracle, MS SharePoint Designer, web tools, and related common industry applications such as Microsoft (MS) Office. Ensures all systems are configured to the Army computer security baseline or program managed configuration requirements and meet the minimum standards in AR 25-2.

**Minimum Education:** Associate’s

**Minimum Experience:** 5 years
**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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<th>Equivalent Degree</th>
<th>Experience</th>
</tr>
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<tr>
<td>High School</td>
<td>1 year of relevant experience</td>
</tr>
<tr>
<td>Associate’s</td>
<td>2 years relevant experience</td>
</tr>
<tr>
<td>Bachelor’s</td>
<td>Associate’s degree + 2 years relevant experience or 4 years relevant experience</td>
</tr>
<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>
</tr>
</tbody>
</table>