GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service
Authorized Federal Supply Schedule Price List

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

Schedule for Information Technology and Professional Services Large Categories

Contract Number: 47QTCA21D002D
Contract Period: 12/03/2020 – 12/02/2025

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at http://www.gsa.gov/schedules-ordering

Contractor: Stratera Technologies, Inc.
2111 Eisenhower Ave., Suite 406
Alexandria, VA, 22314

Business Size: Small Business

Telephone: 703-519-8045 ext 221
FAX Number: 703-722-8697
Web Site: www.strateratech.com
E-mail: m_padgett@strateratech.com
Contract Administration: Marianne B Padgett, President and CEO

Pricelist Effective Mod #PSA815 on 12/04/2020.
CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151 &amp; 54151RC</td>
<td>Software Maintenance Services</td>
</tr>
<tr>
<td>54151S &amp; 54151SRC</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>541611 &amp; 541611RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management 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 Pricing Page 5.

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. If hourly rates are not applicable, indicate “Not applicable” for this item. See Labor Category Descriptions Page 7.

2. **Maximum Order:** For SINs 54151 and 54151S - $500,000  
For SIN 541611 - $1,000,000.00  
For OLM - $250,000

3. **Minimum Order:** $100.00

4. **Geographic Coverage (delivery Area):** Domestic

5. **Point(s) of production (city, county, and state or foreign country):** Same as company address

6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted).

7. **Quantity discounts:** None

8. **Prompt payment terms:** Net 30 days  
Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions

9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes

9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Will accept over micro-purchase threshold
10. Foreign items (list items by country of origin): None

11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order

11b. 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 list that have expedited delivery: Contact Contractor

11c. 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: Contact Contractor

11d. 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: Contact Contractor

12. F.O.B Points(s): Destination

ATTN: Scott Padgett
2111 Eisenhower Ave., Suite 406
Alexandria, VA 22314

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.

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Alexandria, VA 22314

15. Warranty provision: Contractor’s standard commercial warranty.

16. Export Packing Charges (if applicable): N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor

18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

19. Terms and conditions of installation (if applicable): N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
20a. Terms and conditions for any other services (if applicable): N/A

21. List of service and distribution points (if applicable): N/A

22. List of participating dealers (if applicable): N/A

23. Preventive maintenance (if applicable): N/A

24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

24b. 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/. N/A

25. Data Universal Numbering System (DUNS) number: 616821919

26. Notification regarding registration in System for Award Management (SAM) database: Registered.
### GSA Awarded Pricing for SINs 54151 and 54151S

The rates are inclusive of the Industrial Funding Fee (IFF) of 0.75%.

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>12/03/20 – 12/02/21</th>
<th>12/03/21 – 12/02/22</th>
<th>12/03/22 – 12/02/23</th>
<th>12/03/23 – 12/02/24</th>
<th>12/03/24 – 12/02/25</th>
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</thead>
<tbody>
<tr>
<td>54151/54151S</td>
<td>Database Administrator 2</td>
<td>$122.73</td>
<td>$125.43</td>
<td>$128.19</td>
<td>$131.01</td>
<td>$133.90</td>
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<td>54151/54151S</td>
<td>Software Developer 1</td>
<td>$99.46</td>
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<td>$116.15</td>
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<tr>
<td>54151/54151S</td>
<td>Software Developer 3</td>
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<td>$122.86</td>
<td>$125.56</td>
<td>$128.32</td>
<td>$131.15</td>
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<tr>
<td>54151/54151S</td>
<td>Software Developer 4</td>
<td>$131.94</td>
<td>$134.84</td>
<td>$137.81</td>
<td>$140.84</td>
<td>$143.94</td>
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<tr>
<td>54151/54151S</td>
<td>Software Developer 5</td>
<td>$138.59</td>
<td>$141.64</td>
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<td>$151.19</td>
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<tr>
<td>54151/54151S</td>
<td>Software Engineer 1</td>
<td>$88.25</td>
<td>$90.19</td>
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<td>$94.20</td>
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<td>Software Engineer 2</td>
<td>$105.71</td>
<td>$108.03</td>
<td>$110.41</td>
<td>$112.84</td>
<td>$115.32</td>
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<tr>
<td>54151/54151S</td>
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<td>$120.21</td>
<td>$122.86</td>
<td>$125.56</td>
<td>$128.32</td>
<td>$131.15</td>
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<tr>
<td>54151/54151S</td>
<td>Software Engineer 4</td>
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<tr>
<td>54151/54151S</td>
<td>Subject Matter Expert 1</td>
<td>$129.21</td>
<td>$132.06</td>
<td>$134.96</td>
<td>$137.93</td>
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<tr>
<td>54151/54151S</td>
<td>Subject Matter Expert 2</td>
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<td>$150.77</td>
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<td>Systems Administrator 1</td>
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<td>$79.50</td>
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<td>$103.78</td>
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<tr>
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<td>Systems Engineer 3</td>
<td>$120.21</td>
<td>$122.86</td>
<td>$125.56</td>
<td>$128.32</td>
<td>$131.15</td>
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<tr>
<td>54151/54151S</td>
<td>Systems Engineer 4</td>
<td>$128.73</td>
<td>$131.56</td>
<td>$134.45</td>
<td>$137.41</td>
<td>$140.44</td>
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<tr>
<td>54151/54151S</td>
<td>Test Engineer 3</td>
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<td>$95.31</td>
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<tr>
<td>54151/54151S</td>
<td>User Experience (UX) Designer 1</td>
<td>$84.17</td>
<td>$86.02</td>
<td>$87.91</td>
<td>$89.84</td>
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<tr>
<td>54151/54151S</td>
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<td>$111.52</td>
<td>$113.98</td>
<td>$116.48</td>
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<td>$121.67</td>
</tr>
<tr>
<td>54151/54151S</td>
<td>User Experience (UX) Designer 4</td>
<td>$141.53</td>
<td>$144.64</td>
<td>$147.82</td>
<td>$151.08</td>
<td>$154.40</td>
</tr>
</tbody>
</table>

**Service Contract Labor Standards:** The Service Contract Labor Standards (SCLS) are applicable to this contract as it applies to the entire Consolidated MAS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and / or when the contractor adds SCLS labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

### GSA Awarded Pricing for SINs 541611

The rates are inclusive of the Industrial Funding Fee (IFF) of 0.75%.

Stratera Technologies, Inc.  2111 Eisenhower Ave., Ste 406, Alexandria, VA 22314  Ph: 703-519-8045  Fax: 703-832-0750

www.strateratech.com
<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>12/03/20 – 12/02/21</th>
<th>12/03/21 – 12/02/22</th>
<th>12/03/22 – 12/02/23</th>
<th>12/03/23 – 12/02/24</th>
<th>12/03/24 – 12/02/25</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Business Functions Manager</td>
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<td>$167.05</td>
<td>$170.73</td>
<td>$174.48</td>
<td>$178.32</td>
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<tr>
<td>541611</td>
<td>Business Process Analyst 3</td>
<td>$141.53</td>
<td>$144.64</td>
<td>$147.82</td>
<td>$151.08</td>
<td>$154.40</td>
</tr>
<tr>
<td>541611</td>
<td>Business Process Analyst 4</td>
<td>$163.46</td>
<td>$167.05</td>
<td>$170.73</td>
<td>$174.48</td>
<td>$178.32</td>
</tr>
<tr>
<td>541611</td>
<td>Program Manager 1</td>
<td>$145.47</td>
<td>$148.67</td>
<td>$151.94</td>
<td>$155.28</td>
<td>$158.70</td>
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<tr>
<td>541611</td>
<td>Subject Matter Expert 4</td>
<td>$176.66</td>
<td>$180.55</td>
<td>$184.52</td>
<td>$188.58</td>
<td>$192.73</td>
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<tr>
<td>541611</td>
<td>Systems Analyst 2</td>
<td>$105.77</td>
<td>$108.10</td>
<td>$110.48</td>
<td>$112.91</td>
<td>$115.39</td>
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<tr>
<td>541611</td>
<td>Technical Writer 1</td>
<td>$76.03</td>
<td>$77.70</td>
<td>$79.41</td>
<td>$81.16</td>
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</tr>
<tr>
<td>541611</td>
<td>Technical Writer 2</td>
<td>$87.28</td>
<td>$89.20</td>
<td>$91.16</td>
<td>$93.17</td>
<td>$95.22</td>
</tr>
</tbody>
</table>

**Service Contract Labor Standards:** The Service Contract Labor Standards (SCLS) are applicable to this contract as it applies to the entire Consolidated MAS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when the contractor adds SCLS labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.
SINS 54151 and 54151S Labor Category Descriptions

**Database Administrator 2**

**Functional Responsibilities:** Performs duties including the monitoring and maintenance of databases, installation of database software upgrades, monitoring of database backups, standardization and implementation of databases to improve the management of production and test environments. Supports users by resolving problems with applications’ databases. Provides direction to Junior Database Administrators.

**Minimum Education:** Bachelor’s  
**Minimum Experience:** 3 years

**Software Developer 1**

**Functional Responsibilities:** Works under the direction of a more senior software developer. Provides technical guidance and solutions to systems programming challenges. Performs analysis, design, coding, and testing of operating system and utility program components of automated information systems. Modifies and maintains existing software as well as creates special-purpose software to maintain efficiency and integrity between systems and applications. Develops, plans, analyzes the problem and information to be processed; defines the problem, and develops system requirements and program/technical specifications.

**Minimum Education:** Bachelor’s  
**Minimum Experience:** 1 year

**Software Developer 2**

**Functional Responsibilities:** Provides technical guidance and solutions to systems programming challenges. Performs analysis, design, coding, and testing of operating system and utility program components of automated information systems. Modifies and maintains existing software as well as creates special-purpose software to maintain efficiency and integrity between systems and applications. Develops, plans, analyzes the problem and information to be processed; defines the problem, and develops system requirements and program/technical specifications.

**Minimum Education:** Bachelor’s  
**Minimum Experience:** 3 years

**Software Developer 3**

**Functional Responsibilities:** Provides technical guidance and solutions to complex systems programming challenges. Performs analysis, design, coding, and testing of operating system and utility program components of automated information systems. Modifies and maintains existing software as well as creates special-purpose software to maintain efficiency and integrity between systems and applications. Develops, plans, analyzes the problem and information to be processed; defines the problem, and develops system requirements and program/technical specifications.
Minimum Education: Bachelor’s
Minimum Experience: 5 years

Software Developer 4
Functional Responsibilities: Provides highly technical and specialized guidance, and solutions to complex systems programming challenges. Performs analysis, design, coding, and testing of operating system and utility program components of automated information systems. Modifies and maintains existing software as well as creates special-purpose software to maintain efficiency and integrity between systems and applications. Develops, plans, analyzes the problem and information to be processed; defines the problem, and develops system requirements and program/technical specifications. Supervises more junior software developers.

Minimum Education: Bachelor’s
Minimum Experience: 7 years

Software Developer 5
Functional Responsibilities: Specializes in one or more products or technologies. Provides highly technical and specialized guidance, and solutions to complex programming, configuration, implementation or integration challenges. Performs analysis, design, coding, and testing of operating system and utility program components of automated information systems. Modifies and maintains existing software as well as creates special-purpose software to maintain efficiency and integrity between systems and applications. Develops, plans, analyzes the problem and information to be processed; defines the problem, and develops system requirements and program/technical specifications. Supervises more junior software developers.

Minimum Education: Bachelor’s
Minimum Experience: 7 years

Software Engineer 1
Functional Responsibilities: Provides technical guidance and solutions to software engineering challenges. Performs software engineering analysis and design; estimates software development costs and schedule; leads systems design, development, and integration activities using accepted software engineering practices and design techniques. Works under the supervision of more senior software engineers.

Minimum Education: Bachelor’s
Minimum Experience: 1 year

Software Engineer 2
Functional Responsibilities: Provides technical guidance and solutions to software engineering challenges. Performs software engineering analysis and design; estimates software development costs and schedule; leads systems design, development, and integration activities using accepted software engineering practices and design techniques.
Minimum Education: Bachelor’s
Minimum Experience: 3 years

**Software Engineer 3**
**Functional Responsibilities:** Provides highly technical and specialized guidance, and solutions to complex software engineering challenges. Performs software engineering analysis and design; estimates software development costs and schedule; leads systems design, development, and integration activities using accepted software engineering practices and design techniques. Supervises more junior software engineers.

Minimum Education: Bachelor’s
Minimum Experience: 5 years

**Software Engineer 4**
**Functional Responsibilities:** Provides highly technical and specialized guidance, and solutions to complex software engineering challenges. Performs software engineering analysis and design; estimates software development costs and schedule; leads systems design, development, and integration activities using accepted software engineering practices and design techniques. Supervises more junior software engineers.

Minimum Education: Bachelor’s
Minimum Experience: 7 years

**Software Maintenance Engineer 2**
**Functional Responsibilities:** Provides technical support and sustaining engineering services to maximize up-time and reduce IT costs of production systems. Modifies and maintains existing software as well as creates special-purpose software to maintain efficiency and integrity between systems and applications. Investigates and troubleshoots issues to resolve problems in the production operation of existing and modified software. Develops and deploys upgrades to resolve outstanding defects. Creates and/or updates system documentation. Performs analysis, design, coding, and testing of new programs or modifies existing programs to resolve reported problems or changes in the system environment. Develops, plans, analyzes the problem and information to be processed; defines the problem, and develops system requirements and program/technical specifications.

Minimum Education: Bachelor’s
Minimum Experience: 3 years

**Solutions Architect**
**Functional Responsibilities:** Provides expert advice on industry and solution trends to customers in analyzing and planning their current and future IT needs. Provides expertise in applying the enterprise architecture for business or technical activities to a specific system or function. Simultaneously plans, manages, and provides technical oversight for solutions architecture activities. Gathers customer’s business requirements, translating those requirements into cost-effective solution strategies, frameworks and architectures; guides the implementation of these solutions to deliver high quality
results to meet or exceed customer expectations in a timely manner. May act as Chief Architect on a project team to lead and oversee solution implementation and project delivery. Directs completion of tasks within estimated time frames and budget constraints. Schedules and assigns duties to subordinates, and formulates and enforces work standards. Coordinates with the Program Manager and Deputy Program Manager to ensure problem resolution and customer satisfaction. May serve as Task Order Manager for one or more task orders.

Minimum Education: Bachelor’s
Minimum Experience: 7 years

Subject Matter Expert 1
Functional Responsibilities: Performs as a consultant in highly specialized subject areas as required by specific task orders. Provides highly technical and/or specialized guidance concerning IT solutions to complex information processing problems related to the subject matter field; performs analyses and studies; prepares reports and gives presentations; works independently or as a member of a team.

Minimum Education: Bachelor’s
Minimum Experience: 5 years

Subject Matter Expert 2
Functional Responsibilities: Performs as a consultant in highly specialized subject areas as required by specific task orders. Provides highly technical and/or specialized guidance concerning IT solutions to complex information processing problems related to the subject matter field; performs analyses and studies; prepares reports and gives presentations; works independently or as a member of a team.

Minimum Education: Bachelor’s
Minimum Experience: 7 years

Systems Administrator 1
Functional Responsibilities: Performs day-to-day monitoring of system activities, analysis of system utilization and resources, capacity control, performance tuning, coordination of system upgrades or fixes, adding/deleting users from the system, and generates reports as required.

Minimum Education: Bachelor’s
Minimum Experience: 1 year

Systems Engineer 1
Functional Responsibilities: Provides technical guidance and solutions to system engineering challenges. Performs analyses, studies, and reviews for architecture, standards, and system life cycle activities; evaluates analytically and systematically problems of workflows, organization, planning, interoperability, portability, and scalability and develops appropriate corrective action; and ensures systems and applications are compliant with standards for open systems architectures, reference models, and profiles as they apply to the specification and implementation of solutions on the application platform,
across the application program interface, and the external environment/software application. Works under the supervision of more senior systems engineers.

**Minimum Education:** Bachelor’s  
**Minimum Experience:** 1 year

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**Systems Engineer 3**

**Functional Responsibilities:** Provides highly technical and specialized guidance, and solutions to complex system engineering challenges. Performs analyses, studies, and reviews for architecture, standards, and system life cycle activities; evaluates analytically and systematically problems of workflows, organization, planning, interoperability, portability, and scalability and develops appropriate corrective action; and ensures systems and applications are compliant with standards for open systems architectures, reference models, and profiles as they apply to the specification and implementation of solutions on the application platform, across the application program interface, and the external environment/software application. Supervises more junior systems engineers.

**Minimum Education:** Bachelor’s  
**Minimum Experience:** 5 years

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**Systems Engineer 4**

**Functional Responsibilities:** Provides highly technical and specialized guidance, and solutions to complex system engineering challenges. Performs analyses, studies, and reviews for architecture, standards, and system life cycle activities; evaluates analytically and systematically problems of workflows, organization, planning, interoperability, portability, and scalability and develops appropriate corrective action; and ensures systems and applications are compliant with standards for open systems architectures, reference models, and profiles as they apply to the specification and implementation of solutions on the application platform, across the application program interface, and the external environment/software application. Supervises more junior systems engineers.

**Minimum Education:** Bachelor’s  
**Minimum Experience:** 7 years

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**Test Engineer 3**

**Functional Responsibilities:** Performs analysis of documented user requirements and directs or assists in the design of test plans in support of user requirements for moderately complex to complex software or IT systems. Reviews user application system requirements documentation; designs, defines and documents unit and application test plans; transforms test plans into test scripts and executes those scripts. Ensures proper execution of test scripts and documentation of test results in test logs or defect tracking systems. Ensures that test designs and documentation support all applicable client, agency or industry standards, time lines and budgets. Develops test data to be used in performing the required tests. Ensures that testing conclusions and recommendations are fully supported by test results, and project managers are fully informed of testing status and application deviations from documented user requirements.
Minimum Education: Bachelor’s
Minimum Experience: 5 years

User Experience (UX) Designer 1
**Functional Responsibilities:** Works under the direction of a more senior designer. Identifies problems, proposes solutions, and executes UI solutions to improve the user experience. Creates pixel-perfect, user interfaces and original, eye-catching visual design. Produces interactive prototypes for internal experimentation and usability testing, and tests the UI in a rigorous, data-driven way. Understands and can apply usability and accessibility standards. Drafts style guides and design specifications with direction from a more senior designer.

Minimum Education: Bachelor’s
Minimum Experience: 1 year

User Experience (UX) Designer 3
**Functional Responsibilities:** Takes responsibility for the user interface: identify problems, proposes solutions, recommends implementations, and executes UI solutions to improve the user experience. Creates pixel-perfect, world-class user interfaces and original, eye-catching visual design. Produces interactive prototypes for internal experimentation and usability testing, and tests the UI in a rigorous, data-driven way. Demonstrates a command of usability and accessibility standards in partnership with visual and interface design disciplines and Principles. Has broad experience and a deep understanding of users to recommend UI features that solve customer needs. Writes intuitive style guides and design specifications with a focus towards engineering implementation. Supports, communicates, course-corrects, and revises through the development phase. Supervises junior designers.

Minimum Education: Bachelor’s
Minimum Experience: 5 years

User Experience (UX) Designer 4
**Functional Responsibilities:** Works independently or may direct a team of designers. Takes responsibility for the user interface: identify problems, proposes solutions, recommends implementations, and executes UI solutions to improve the user experience. Creates pixel-perfect, world-class user interfaces and original, eye-catching visual design. Produces interactive prototypes for internal experimentation and usability testing, and tests the UI in a rigorous, data-driven way. Demonstrates a command of usability and accessibility standards in partnership with visual and interface design disciplines and Principles. Has broad experience and a deep understanding of users to recommend UI features that solve customer needs. Writes intuitive style guides and design specifications with a focus towards engineering implementation. Supports, communicates, course-corrects, and revises through the development phase. Supervises junior designers.

Minimum Education: Bachelor’s
Minimum Experience: 7 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.

<table>
<thead>
<tr>
<th>Equivalent Degree</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<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>
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**SIN 541611 Labor Category Descriptions**

**Business Functions Manager**

**Functional Responsibilities:** Applies broad management skills and specialized functional and technical expertise in business architecture design implementation, change management efforts, business support, analysis, or business process redesign to guide project teams in delivering client solutions or to manage the day-to-day operations of projects. Functional responsibilities include: Planning and managing the work of business architecture design project teams; Designing and implementing new organization structures; Designing and developing training curricula; Assisting an organization to translate its vision and strategy into core human resource and business processes; Leading clients through streamlining, reengineering and transforming business processes; Developing and execute project budgets.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 8 years

**Business Process Analyst 3**

**Functional Responsibilities:** Applies advanced skills and experience in systems development, business architecture design implementation, change management efforts, business support, analysis, or business process redesign to assist clients with the design and implementation of business solutions. Functional responsibilities include: Documenting an organization’s current business process flows; Identifying and documenting functional requirements for business architecture design; Developing project documentation and user training materials according to program specifications; Conducting user training sessions; Providing business and technical support to software development teams; Conducting research and analysis; Supervising junior analysts.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 5 years

**Business Process Analyst 4**

**Functional Responsibilities:** Applies advanced skills and experience in systems development, business architecture design implementation, change management efforts, business support, analysis, or business process redesign to assist clients with the design and implementation of business solutions. Functional responsibilities include: Documenting an organization’s current business process flows; Identifying and documenting functional requirements for business architecture design; Developing project documentation and user training materials according to program specifications; Conducting user training sessions; Providing business and technical support to software development teams; Conducting research and analysis; Supervising junior analysts; May interact with the client at a supervisory level.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 7 years
Program Manager 1

**Functional Responsibilities:** Provides project supervision and management for major program activities. Plans and supervises major system life cycle support tasks/functions including requirements definition, acquisition, integration, test and evaluation, fielding/installation, and disposition. Directly responsible for coordinating and managing the delivery of services. Has full responsibility for schedule and budget. Manages and directs technical project/program personnel to ensure that all project objectives and milestones are met with top quality and performance levels. Coordinates with customers to address day-to-day issues. Ensure compliance with all internal and external requirements and program business rules.

**Minimum Education:** Bachelor’s
**Minimum Experience:** 8 years

Subject Matter Expert 4

**Functional Responsibilities:** Works independently under general guidelines or objectives. Possesses advanced experience or extensive knowledge of the processes and procedures relative to a functional area. Applicable functional areas include systems engineering, network engineering, acquisition management, business process reengineering, specialty engineering (e.g., communications, systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management. Functional responsibilities include: Establishing objectives and requirements; Developing budgets; Developing program/project standards and schedules; Monitoring outside resources; Coordinating, reviewing and supervising work of assigned staff; Reviewing/overseeing the preparation of all related documentation; Conducting program reviews, meetings; Performs other related duties as assigned.

**Minimum Education:** Master’s
**Minimum Experience:** 7 years

Systems Analyst 2

**Functional Responsibilities:** Participate in data collection, modeling, analysis, documentation and product generation. Organize and translate data into information for studies, reports, and documentation. Conduct analyses, including defining parameters of requested data output and analysis. Collect, compile and assemble data for financial and analytical reports. Provide research support. Assist in preparation of reports, briefings, and documentation of deliverables.

**Minimum Education:** Bachelor’s
**Minimum Experience:** 3 years

Technical Writer 1

**Functional Responsibilities:** Possesses good communication skills, i.e., proven ability to read, write, edit and speak effectively with correct grammar and sentence structure. Functional Responsibilities include: Assisting in collecting and organizing information for preparation of customer deliverables that may
include reports, technical documents, user manuals and briefings produced in a variety of media; Providing graphic support.

**Minimum Education:** Bachelor’s  
**Minimum Experience:** 1 year

**Technical Writer 2**

**Functional Responsibilities:** Possesses good communication skills, i.e., proven ability to read, write, edit and speak effectively with correct grammar and sentence structure. Functional Responsibilities include: Assisting in collecting and organizing information for preparation of customer deliverables that may include reports, technical documents, user manuals and briefings produced in a variety of media; Providing graphic support.

**Minimum Education:** Bachelor’s  
**Minimum Experience:** 3 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.

<table>
<thead>
<tr>
<th>Equivalent Degree</th>
<th>Experience</th>
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<tbody>
<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>
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