GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/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 TITLE: MAS – MULTIPLE AWARD SCHEDULE
FSC GROUP: INFORMATION TECHNOLOGY
CONTRACT NUMBER: 47QTCA21D004F
CONTRACT PERIOD: JANUARY 22, 2021 through JANUARY 21, 2026

For more information on ordering from Federal Supply go to the GSA Schedules page at GSA.gov

CONTRACTOR: ENTERPRISE ARCHITECTURE AND INFORMATION MANAGEMENT INC.
1934 Old Gallows Rd. Ste 350
Tysons Corner, VA 22182-4050
Phone number: (703) 725-3801
Fax number: (833) 754-9412
Email: aselvappan@eaaim.com

CONTRACTOR’S ADMINISTRATION SOURCE: Arulkumar Selvappan/President/CEO
ENTERPRISE ARCHITECTURE AND INFORMATION MANAGEMENT INC.
1934 Old Gallows Rd. Ste 350
Tysons Corner, VA 22182-4050
Phone number: (703) 725-3801
Fax number: (833) 754-9412
Email: aselvappan@eaaim.com

WEBSITE: www.eaaim.com
BUSINESS SIZE: Small Business
BUSINESS TYPE: Small Business; Minority Owned Business; Subcontinent Asian (Asian-Indian) American Owned Small Business
CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

<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>541219</td>
<td>Budget and Financial Management Services</td>
</tr>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:
(Government net price based on a unit of one)

See attached APPENDIX B – GSA PROPOSED PRICE LIST

- 54151S – Training Specialist (Journeyman) - $59.35
- 541219 – Project Coordinator - $84.52
- 541611 – Project Coordinator - $84.52

1c. HOURLY RATES (Services only):

See attached APPENDIX B – GSA PROPOSED PRICE LIST

2. MAXIMUM ORDER*: SIN 54151S - $500,000 | SIN’s 541219 & 541511 - $1,000,000

NOTE TO ORDERING ACTIVITIES: *If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contactor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. MINIMUM ORDER: $100.00

4. GEOGRAPHIC COVERAGE: 50 States; DC

5. POINT(S) OF PRODUCTION: N/A
6. DISCOUNT FROM LIST PRICES: GSA Net Prices are shown on the attached GSA Pricelist.

7. QUANTITY DISCOUNT(S): 2% for single task order(s) of $450,000 or more

8. PROMPT PAYMENT TERMS: 0.00%; Net 30 Days - Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual Agreement in exchange for other concessions.

9. FOREIGN ITEMS: Not Applicable

10a. TIME OF DELIVERY: Subject to Task Order

10b. EXPEDITED DELIVERY: Contact Contractor

10c. OVERNIGHT AND 2-DAY DELIVERY: Contact Contractor

10d. URGENT REQUIREMENTS: Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

11. FOB 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: Not Applicable

16. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE): Not Applicable

17. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): Not Applicable
18a. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): Not Applicable

18b. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE): Not Applicable

19. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE): Not Applicable

20. LIST OF PARTICIPATING DEALERS (IF APPLICABLE): Not Applicable

21. PREVENTIVE MAINTENANCE (IF APPLICABLE): Not Applicable

22a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): Not Applicable

22b. Section 508 Compliance for Electronic and Information Technology (EIT): ENTERPRISE ARCHITECTURE AND INFORMATION MANAGEMENT INC. is 508 Compliant

23. UNIQUE ENTITY IDENTIFIER (UEI) NUMBER: 006410694

24. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE: Contractor has an Active Registration in the SAM database. Cage Code: 65P74

APPENDIX A LABOR CATEGORY DESCRIPTIONS

APPENDIX B GSA PRICE
APPENDIX A

LABOR CATEGORY DESCRIPTIONS

INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

Subject Matter Expert / Specialist (SME)

Minimum Year Experience: 15 Years

Minimum Education: Bachelors

Responsibilities:
Serves as subject matter expert, possessing in-depth knowledge of a particular area, such as business, computer science (IT applications), cloud, computer tool, engineering, mathematics, applicable federal policies, regulations and standards, or the various sciences. Provides technical knowledge and analysis of highly specialized and IT applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions. Provides advice often based on government or industry best practices / standards, on how to effectively implement solutions or improvements to business challenges. Often a recognized thought leader in specialized areas of industry or government policy, procedures, processes, or legislation. Supports implementation teams with expert knowledge that maximizes the effectiveness of overall business solutions. May have specific expertise in business or functional areas such as Enterprise Architecture, Cloud technology, financial management, accounting, procurement, and maintenance engineering analysis. Possesses requisite knowledge and expertise recognized in the professional community and is considered an authority in domain area of expertise.

Subject Matter Expert / Specialist (Journeyman)

Minimum Year Experience: 10 Years

Minimum Education: Bachelors

Responsibilities:
Serves as subject matter expert, possessing in-depth knowledge of a particular area, such as business, computer science (IT applications), cloud, computer tool, engineering, mathematics, applicable federal policies, regulations and standards, or the various sciences. Provides technical knowledge and analysis of highly specialized and IT applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex
problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions. Provides advice often based on government or industry best practices/standards, on how to effectively implement solutions or improvements to business challenges. Often a recognized thought leader in specialized areas of industry or government policy, procedures, processes, or legislation. Supports implementation teams with expert knowledge that maximizes the effectiveness of overall business solutions. May have specific expertise in business or functional areas such as Enterprise Architecture, Cloud technology, financial management, accounting, procurement, and maintenance engineering analysis. Possesses requisite knowledge and expertise recognized in the professional community and is considered an authority in domain area of expertise.

**Senior Enterprise Architect**

**Minimum Year Experience:** 10 Years

**Minimum Education:** Bachelors

**Responsibilities:**
The Enterprise Architect assists senior personnel working with executive management to address the entire organization through enterprise-wide activity modeling and simulation of what functions are performed, who performs them, where and when the functions are performed, and how why they are performed. The Enterprise Architect applies comprehensive methods for describing current and/or future architecture/structure and behavior of an organization's processes, information systems, personnel and organizational sub-units, so that they align with the organization's core mission, vision, goals and strategic direction. The Enterprise Architect assists in addressing business architecture, Technological, Data and Application architectures, performance management and process architecture as well. Enterprise Architect may possess knowledge about the frameworks such as FEAF, DoDAF, TOGAF etc., Supports enterprise design by in developing enterprise schemas to map data and process flows between systems and solutions. Manages the activities of team of enterprise architects. Stays current with the standard enterprise architecture frameworks for federal Government. May possess working knowledge on various Enterprise Architecture tools.

**Mid-Level Enterprise Architect**

**Minimum Year Experience:** 3-5 Years

**Minimum Education:** Bachelors

**Responsibilities:**
The Enterprise Architect assists senior personnel working with executive management to address the entire organization through enterprise-wide activity modeling and simulation of what functions are performed, who performs them, where and when the functions are performed, and how why they are performed. The Enterprise Architect applies comprehensive methods for describing current and/or future
architecture/structure and behavior of an organization's processes, information systems, personnel and organizational sub-units, so that they align with the organization's core mission, vision, goals and strategic direction. The Enterprise Architect assists in addressing business architecture, Technological, Data and Application architectures, performance management and process architecture as well. Enterprise Architect may possess knowledge about the frameworks such as FEAF, DoDAF, TOGAF etc., Supports enterprise design by in developing enterprise schemas to map data and process flows between systems and solutions. May possess working knowledge on various Enterprise Architecture tools.

**Enterprise Architect (Journeyman)**

**Minimum Year Experience:** 1-2 Years

**Minimum Education:** Bachelors

**Responsibilities:**
Junior level position assisting Senior Enterprise Architects in their daily activities. Assists Enterprise Architects in architecting business architecture, Technological, Data and Application architectures, performance management and process architecture as well. May possess knowledge about the frameworks such as FEAF, DoDAF, TOGAF etc., May possess working knowledge on various Enterprise Architecture tools.

**Enterprise Architecture Analyst**

**Minimum Year Experience:** 7 Years

**Minimum Education:** Bachelors

**Responsibilities:**
Provides minimally supervised support for difficult analysis and evaluation assignments. Performs analysis and evaluation of existing or proposed processes, applications, systems, or software. Performs, and/or may direct, project planning, scope, control, management, tracking, or review. Performs analysis and evaluation throughout the process, application, system, or software development life cycle which includes, but is not limited to: planning, requirements, design, acquisition, development, integration, installation / deployment, performance tuning, testing, and training. Performs, or may direct, document development / preparation at various stages of a project life cycle (e.g., planning through implementation) to detail analysis results and solution recommendations. Facilitates meetings such as Joint Application Development (JAD) sessions to support the analysis process. Serves as a liaison between functional and technical specialists. Assists with testing to support the project life cycle, as applicable. Uses methodologies, modeling / estimating techniques, tools, applications, systems, software, or databases at advanced levels to perform assigned tasks. Ensures compliance with, and/or may develop, the standards and organization requirements relative to specific assignments. Provides staff supervision or management. May possess knowledge about the frameworks such as FEAF, DoDAF, TOGAF etc., May possess working knowledge on various Enterprise Architecture tools.
**Business Analyst**

**Minimum Year Experience:** 5 Years

**Minimum Education:** Bachelors

**Responsibilities:**
Analyze, design, code, and document applications of software programs and prepares, maintains, tests, and evaluates systems programs and documentation for small to large scale computers and associated equipment. Assembles and unit tests routines or modified routines; writes system utility programs; codes assigned program segments using appropriate languages and write technical design notes. Coordinates and instructs analysts assigned to project. Prepare time and cost estimates for project. Lead post-implementation analyses.

**Solution Architect I**

**Minimum Year Experience:** 3 - 5 Years

**Minimum Education:** Bachelors

**Responsibilities:**
Leads the creation of architectural designs for complex automation solutions that may involve a mix of COTS and custom products collectively addressing topics such as knowledge management, workflow, process automation, service-oriented architecture (SOA), data warehousing, business intelligence or enterprise software / hardware products. May provide overall leadership of architectural decisions made on one or more projects. Designs architectures to address business requirements and develops plans for present and future compatibility and interface support. Ensures architectures are in compliance with government-wide, industry, or client-specific standards. Evaluates compatibility of information system implementation efforts with organization architectures and recommends adjustments, as appropriate. Provides consulting support on complex or emerging technologies.

**Sr. Solution Architect II**

**Minimum Year Experience:** 7 Years

**Minimum Education:** Bachelors

**Responsibilities:**
Review and approve solution designs, technical specifications, and ETL processing designs. Primary point of contact for customers and other organizations to resolve data integration and design issue. Work with teams to ensure adherence to enterprise data / BI standards. Write, execute and debug SQL queries to perform source to target data audit for data accuracy and completeness. Participates in the design, creation, and maintenance of computerized applications and databases, based on a deep understanding of business transformation and enterprise architecture’s role in it. Responsible for the quality control and auditing of databases to ensure accurate and appropriate use of data. Consults with and advises users on
access, works directly with users to resolve data conflicts and inappropriate data usage, and directs the maintenance and use of the enterprise architecture encyclopedia. Consult with programming personnel to resolve system performance issues. Responsible for the installation, maintenance, configuration, and integrity of databases. Implements application enhancements that will improve the reliability and performance of the application. Work with network engineers to schedule installations and upgrades and maintains them in accordance with established IT policies and procedures. Responsible for file maintenance, control, and product support and facilitates change control, problem management, and communication among architects, engineers, and analysts. Establishes and enforces processes to ensure a consistent, well-managed, and well-integrated application infrastructure. Develop appropriate application and process documentation. Expertise with multiple technology stacks, latest evolving technology trends and object modeling methodology.

**Senior Java Developer**

**Minimum Year Experience:** 7 Years

**Minimum Education:** Bachelors

**Responsibilities:**
Leads a small team performing design, implementation, and integration of java software or independently performs complex java software development tasks. Formulates /defines specifications for complex operating software programming java applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Also, Designs, codes, test, debugs, and documents those programs. Participate all phases of software systems programming applications. Assist in evaluating new and existing java software products.

**Senior Developer**

**Minimum Year Experience:** 7 Years

**Minimum Education:** Bachelors

**Responsibilities:**
Leads a small team performing design, implementation, and integration of software or independently performs complex software development tasks. Formulates /defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Also, Designs, codes, test, debugs, and documents those programs. Participate all phases of software systems programming applications. Assist in evaluating new and existing software products.

**Mid-Level Developer**

**Minimum Year Experience:** 2 - 5 Years

**Minimum Education:** Bachelors
Responsibilities:
Highly qualified in area of expertise. Experienced in all functions of the software development cycle including unit and systems test. Functional areas include Web, SQL, PLSQL, ECM, BI Tools, reports and other development environments. Both mainframe and distributed. Can contribute immediately. Does not require supervision. Coordinates with coworkers and customers. Supervises juniors and others in related fields. Has detailed technical knowledge, and relevant work experience. Has an appropriate degree. Exceptional knowledge or experience can substitute for years of experience.

SharePoint Architect

Minimum Year Experience: 10 Years

Minimum Education: Bachelors

Responsibilities:
Experienced and highly capable SharePoint architect/implementer with excellent customer service, organization and problem-solving skills. The ability to work with multiple stakeholders to gather, document and understand business requirements then translate them into high-quality, enterprise-ready solutions is critical. The position requires the candidate to have experience in all aspects of SharePoint implementations/migration including custom development, site administration, installation and architecture. Additionally, the position required experience in developing SQL Server databases. Experience with general Web development, especially on the Microsoft.NET platform, is a plus, but is not required. This position involves frequent interaction with other team members as well as other customers and stakeholders. The ideal candidate will have strong interpersonal and communication skills.

SharePoint Developer

Minimum Year Experience: 7 Years

Minimum Education: Bachelors

Responsibilities:
Build and configure SharePoint websites using web UI or SharePoint Designer and developing code for SharePoint. They are responsible for developing applications around the core concepts of business process management, collaboration, business intelligence or enterprise content management.

SharePoint Administrator

Minimum Year Experience: 7 Years

Minimum Education: Bachelors

Responsibilities:
Manage the content hosted on SharePoint and help expedite user adoption within an organization. Responsible for maintaining and securing the platform and monitoring system usage to optimize
performance. Other basic tasks include: Creating and configuring new sites, Adding document libraries, Creating and configuring lists and forms, Backing up SharePoint sites etc.,

**QA Tester**

**Minimum Year Experience:** 5 Years

**Minimum Education:** Bachelors

**Responsibilities:**
Identify, communicate, and manage risks associated with projects. Identify business or customer requirements and information technology alternatives. Conduct testing as it relates to requirements and specifications.

**Training Specialist**

**Minimum Year Experience:** 7 Years,

**Minimum Education:** Bachelors

**Responsibilities:**
Develops and conducts programs to train employees or customers of federal or commercial establishment in installation, programming, safety, maintenance, and repair of any software or IT products. Confers with management and staff or Technical Training Coordinator to determine training objectives. Writes training program, including outline, text, handouts, and tests, and designs laboratory exercises, applying knowledge of the domain in which training is taken place, and programming. Schedules classes based on classroom and equipment availability. Lectures class, following outline, handouts, and texts, and using visual aids, such as graphs, charts, videotape, and slides. Demonstrates procedures being taught, using hand tools, measuring instruments, and testing equipment, and following course outline. Observes trainees and answers trainees’ questions. Administers written and practical exams and writes performance reports to evaluate trainees’ performance. Participates in meetings, seminars, and training sessions to obtain information useful to training facility and integrates information into training program. Monitors instructors during lectures and laboratory demonstrations to evaluate performance. Interacts with stakeholders and subject matter experts to ensure technical accuracy of instructional content. Provides training by way of formal classroom courses, workshops, training via computer-based training. Also provides training for direct staff. May oversee or perform the development of multi-media Computer Based Training (CBT) materials.

**Training Specialist (Journeyman)**

**Minimum Year Experience:** 3 Years,

**Minimum Education:** Bachelors

**Responsibilities:**
Develops and conducts programs to train employees or customers of federal or commercial establishment in installation, programming, safety, maintenance, and repair of any software or IT products. Confers with management and staff or Technical Training Coordinator to determine training objectives. Writes training program, including outline, text, handouts, and tests, and designs laboratory exercises, applying knowledge of the domain in which training is taken place, and programming. Schedules classes based on classroom and equipment availability. Lectures class, following outline, handouts, and texts, and using visual aids, such as graphs, charts, videotape, and slides. Demonstrates procedures being taught, using hand tools, measuring instruments, and testing equipment, and following course outline. Observes trainees and answers trainees' questions. Administers written and practical exams and writes performance reports to evaluate trainees' performance. Participates in meetings, seminars, and training sessions to obtain information useful to training facility and integrates information into training program. Interacts with stakeholders and subject matter experts to ensure technical accuracy of instructional content. Provides training by way of formal classroom courses, workshops, training via computer-based training. Also provides training for direct staff. May oversee or perform the development of multi-media Computer Based Training (CBT) materials.

**Technical Writer**

**Minimum Year Experience:** 3-5 Years,

**Minimum Education:** Bachelors

**Responsibilities:**
Provides technical writing/editing for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and IT applications. Assists in the collection, organization, edit and production of technical documents and administrative information required. Performs technical, journalist and expository writing. Performs administrative and document support duties. Interfaces with various departments including programming, engineering, word processing, and graphics in order to produce deliverables. Designs and develops manuals and documents by interpreting complex standards and specifications. Edits technical reports and deliverable documents for content, style, and grammar. Originates and writes technical reports, user manuals, deliverable documents, and other original material. Assists in research projects on document formats, content, policies, and procedures to aid company in standardization. Participates in design of multi-media presentations. Participates/contributes to establishing document formats, content, policies and procedures for standardization. Ensures compliance with established documentation processes. Plans and coordinates staffing and resource allocation necessary to produce publications and documentation. Assists in review of product design and documentation for compliance to standards and contract requirements. Interviews users and technical staff for information relevant to software and documentation requirements. Plans and oversees documentation projects. Performs other related duties of a comparable level as assigned.

**Program Manager**

**Minimum Year Experience:** 10 Years

**Minimum Education:** Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific/technical discipline
**Responsibilities:**
Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Directs and manages moderate to large sized IT system operations, maintenance, and development efforts. Establishes integrated product team structure and assignments. Generates and allocates budgets, tasking and schedule through work breakdown structure and program planning. Generates periodic program reports on technical, financial and schedule status. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Recruits and assigns senior program staff and oversees day-to-day program operations. Acts as advisor to program team regarding projects, tasks, and operations. Performs a variety of complex tasks. Familiar with standard concepts, practices, and procedures within a particular field.

**Deputy Program Manager**

**Minimum Year Experience:** 3 - 5 Years

**Minimum Education:** Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific/technical discipline

**Responsibilities:**
Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Directs and manages moderate to large sized IT system operations, maintenance, and development efforts. Establishes integrated product team structure and assignments. Generates and allocates budgets, tasking and schedule through work breakdown structure and program planning. Generates periodic program reports on technical, financial and schedule status. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Recruits and assigns senior program staff and oversees day-to-day program operations. Acts as advisor to program team regarding projects, tasks, and operations. Performs a variety of complex tasks. Familiar with standard concepts, practices, and procedures within a particular field.

**Project Manager**

**Minimum Year Experience:** 7 Years

**Minimum Education:** Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific/technical discipline

**Responsibilities:**
Responsible for assisting the management of small to medium sized IT projects. Assists in preparing implementation plan, coordinates activities, monitors milestones, and provides progress reports. Creation and management of project information related to contractual requirements and cost for submittal to the program manager for review and approval. Must have rudimentary understanding of accounting, management, and contract principles. Performs day-to-day management of assigned delivery order projects that involve teams of data...
processing and other information system and management professionals who have previously been involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated information and telecommunications systems. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of projects. Prepares reports for upper management regarding status of projects. Demonstrates writing and oral communication skills.

**Principle Subject Matter Expert / Specialist (SME)**

**Minimum Year Experience:** 20 Years

**Minimum Education:** Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific/technical discipline

**Responsibilities:**
Serves as subject matter expert, possessing in-depth knowledge of a particular area, such as business, computer science (IT applications), cloud, mobile, DevSecOps, computer tools, engineering, emerging technologies such as AI, AR, VR, mathematics, applicable federal policies, regulations and standards, or the various sciences. Provides technical knowledge and analysis of highly specialized and IT applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions. Provides advice often based on government or industry best practices/standards, on how to effectively implement solutions or improvements to business challenges. Often a recognized thought leader in specialized areas of industry or government policy, procedures, processes, or legislation. Supports implementation teams with expert knowledge that maximizes the effectiveness of overall business solutions. May have specific expertise in business or functional areas such as Enterprise Architecture, Cloud technology, financial management, accounting, procurement, and maintenance engineering analysis. Possesses requisite knowledge and expertise recognized in the professional community and is considered an authority in domain area of expertise.

**IT Specialist I**

**Minimum Year Experience:** 7 Years

**Minimum Education:** Bachelor’s degree in Engineering, Science, Computer Science, or related scientific/technical discipline

**Responsibilities:**
Works with technical staff and end user groups to evaluate and solve technical problems relating to area(s) of expertise. Evaluates existing systems and/or user needs to analyze, design, recommend, and implement system changes. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. The task requirements for this position will include but is not limited to the following: strategic planning, capital planning
and investment control, workforce planning, policy and standards development, resource management, knowledge management, IT architecture and infrastructure planning and management. Applies technical or functional disciplines to accomplish tasks at a high-level involving planning, design, or development in a supportive capacity.

**IT Specialist II**

**Minimum Year Experience:** 10 Years

**Minimum Education:** Bachelor’s degree in Engineering, Science, Computer Science, or related scientific/technical discipline

**Responsibilities:**
Works with technical staff and end user groups to evaluate and solve technical problems relating to area(s) of expertise. Evaluates existing systems and/or user needs to analyze, design, recommend, and implement system changes. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. The task requirements for this position will include but is not limited to the following: strategic planning, capital planning and investment control, workforce planning, policy and standards development, resource management, knowledge management, IT architecture and infrastructure planning and management. Applies technical or functional disciplines to accomplish tasks at a high-level involving planning, design, or development in a supportive capacity.

**QA Analyst**

**Minimum Year Experience:** 10 Years

**Minimum Education:** Bachelor’s degree in Engineering, Science, Computer Science, or related scientific/technical discipline

**Responsibilities:**
Develops and implements quality control procedures to ensure compliance with quality assurance standards and guidelines. Conducts and/or participates in formal and informal reviews at predetermined points throughout the development lifecycle. Reviews quality metrics for work-in-progress, and progress in accordance with schedules. Reviews correctness, adherence to the design and to user standards, reviews documentation to assure standards/requirements are satisfied. Maintains processes for evaluating products, services, and associated documentation for completeness, accuracy, and correctness. Evaluates, recommends, and implements automated test tools and strategies. Develops, maintains, and upgrades automated test scripts and architectures for application products. Also writes, implements, and reports status for system test cases for testing. Analyzes test cases and provides regular progress reports. 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. Works under immediate supervision. Typically reports to a supervisor or manager.

**Senior Network Engineer**

**Minimum Year Experience:** 10 Years
**Minimum Education:** Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific/technical discipline

**Responsibilities:**
Plans and leads large projects/tasks and supervises work of others. Provides technical guidance for directing and monitoring information systems operations. Designs, builds, and implements network systems. Provides support in the translation of business requirements into telecommunications (e.g., LAN, MAN, WAN, Voice and Video) requirements, designs, and orders. Performs system-level design and configuration of products including determination of hardware, OS, and other platform specifications. Provides in-depth engineering analysis of telecommunications alternatives for government agencies in support of their strategic modernization efforts and telecommunications enhancement. Compiles records and reports concerning network operations and maintenance. Analyzes network traffic and resolves capacity performance issues. Provides interface support to telecommunications end users, telecommunications operations personnel, and telecommunications strategic program management. Monitors and responds to hardware, software, and network problems. Provides the routine testing and analysis of all elements of the network facilities (including power, software, communications machinery, lines, modems, and terminals). Utilizes software and hardware tools to identify and diagnose complex problems and factors affecting network performance. Troubleshoots network systems when necessary and makes improvements to the network. Provides support for implementation, troubleshooting, and maintenance of IT systems. Manages IT system infrastructure and any processes related to these systems. Provides support to IT systems including day-to-day operations, monitoring and problem resolution for all of the client problems. Provides second level problem identification, diagnosis and resolution of problems. Provides support for the staff dispatch system and hardware problems, and remains involved in the resolution process. Provides support for the escalation and communication of status to agency management and internal customers. Interfaces with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance.

**Network Administrator**

**Minimum Year Experience:** 3 Years

**Minimum Education:** Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific/technical discipline

**Responsibilities:**
Under general supervision, assists with the installation and support of network technologies, including LAN/WAN systems. Follows standard practices and procedures in analyzing situations involving readily identifiable problems. Monitor and responds to LAN hardware and software problems utilizing hardware and software testing tools and techniques. Interface with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance. Assist with installation of terminals and associated hardware. Assists in setup and use of monitoring software for network equipment. Monitor Work order system, assign new tickets to correct technicians. Assist users with minor configuration and hardware troubleshooting. Monitor network utilization for excessive and improper usage; provide an analysis of data collected to help determine bottlenecks and abuse. Provide mentoring and direction to lower level team members including LAN Support Technicians.

**Network Specialist**

**Minimum Year Experience:** 5 Years
**Minimum Education:** Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific/technical discipline

**Responsibilities:**
Possesses and applies technical expertise to develop solutions and prepare deliverables. Provides technical guidance for directing and monitoring information systems operations. Designs, builds, and implements network systems. Provides support in the translation of business requirements into telecommunications (e.g., LAN, MAN, WAN, Voice and Video) requirements, designs, and orders. Performs system-level design and configuration of products including determination of hardware, OS, and other platform specifications. Provides in-depth engineering analysis of telecommunications alternatives for government agencies in support of their strategic modernization efforts and telecommunications enhancement. Compiles records and reports concerning network operations and maintenance. Analyzes network traffic and resolves capacity performance issues. Provides interface support to telecommunications end users, telecommunications operations personnel, and telecommunications strategic program management. Monitors and responds to hardware, software, and network problems. Provides the routine testing and analysis of all elements of the network facilities (including power, software, communications machinery, lines, modems, and terminals). Utilizes software and hardware tools to identify and diagnose complex problems and factors affecting network performance. Troubleshoots network systems when necessary and makes improvements to the network. Provides support for implementation, troubleshooting, and maintenance of IT systems. Manages IT system infrastructure and any processes related to these systems. Provides support to IT systems including day-to-day operations, monitoring and problem resolution for all of the client problems. Provides second level problem identification, diagnosis, and resolution of problems. Provides support for the staff dispatch system and hardware problems and remains involved in the resolution process. Provides support for the escalation and communication of status to agency management and internal customers. Interfaces with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance.

**BUDGET AND FINANCIAL MANAGEMENT SERVICES**

**Program Manager**

**Minimum Year Experience:** 10 Years

**Minimum Education:** Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific/technical discipline

**Responsibilities:**
Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Directs and manages moderate to large sized Acquisition programs, IT system operations, maintenance, and development efforts. Establishes integrated product team structure and assignments. Generates and allocates budgets, tasking and schedule through work breakdown structure and program planning. Generates periodic program reports on technical, financial and schedule status. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Recruits and assigns senior program staff and oversees day-to-day program operations. Acts as advisor to program team regarding projects, tasks, and operations. Performs a variety of complex tasks. Familiar with standard concepts, practices, and procedures within a particular field.
**Deputy Program Manager**

**Minimum Year Experience:** 3 - 5 Years

**Minimum Education:** Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific/technical discipline

**Responsibilities:**
Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Directs and manages moderate to large sized Acquisition programs, IT system operations, maintenance, and development efforts. Establishes integrated product team structure and assignments. Generates and allocates budgets, tasking and schedule through work breakdown structure and program planning. Generates periodic program reports on technical, financial and schedule status. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Recruits and assigns senior program staff and oversees day-to-day program operations. Acts as advisor to program team regarding projects, tasks, and operations. Performs a variety of complex tasks. Familiar with standard concepts, practices, and procedures within a particular field.

**Project Manager**

**Minimum Year Experience:** 7 Years

**Minimum Education:** Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific/technical discipline

**Responsibilities:**
Responsible for assisting the management of small to medium sized projects. Assists in preparing implementation plan, coordinates activities, monitors milestones, and provides progress reports. Creation and management of project information related to contractual requirements and cost for submittal to the program manager for review and approval. Must have rudimentary understanding of accounting, management, and contract principles. Performs day-to-day management of assigned delivery order projects that involve teams of data processing and other information system and management professionals who have previously been involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated information and telecommunications systems. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of projects. Prepares reports for upper management regarding status of projects. Demonstrates writing and oral communication skills.

**Project Coordinator**

**Minimum Year Experience:** 1-2 Years
Minimum Education: Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific/technical discipline

Responsibilities:
With minimal guidance, assists the Project Manager with planning, initiating, monitoring, and closing out projects. Develops and maintains relationships with project managers and the teams of funded initiatives. Creates, maintains, updates, and reconciles tracking and analysis documentation, spreadsheets, and information on program status and schedules. With minimal guidance, identifies program risks and develops mitigation plans. Assists in identifying and prioritizing requirements. Conducts analysis on general project performance and risks, researches discrepancies, and prepares management reports and briefings. Maintains project files in accordance with knowledge management and records management policies. Collects data from a variety of sources and analyzes, summarizes, and incorporates data in reports. Organizes, prioritizes, and summarizes the content of received deliverables and materials, information, requests, and meetings. Participates in the preparation and conduct of project reviews.

Principle Subject Matter Expert/ Specialist (SME)

Minimum Year Experience: 20 Years

Minimum Education: Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific/technical discipline

Responsibilities:
Serves as subject matter expert, possessing in-depth knowledge of a particular area, such as business, Finance, Acquisition, contract, computer science (IT applications), cloud, mobile, DevSecOps, computer tools, engineering, emerging technologies such as AI, AR, VR, mathematics, applicable federal policies, regulations and standards, or the various sciences. Provides technical knowledge and analysis of highly specialized and IT applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions. Provides advice often based on government or industry best practices/standards, on how to effectively implement solutions or improvements to business challenges. Often a recognized thought leader in specialized areas of industry or government policy, procedures, processes, or legislation. Supports implementation teams with expert knowledge that maximizes the effectiveness of overall business solutions. May have specific expertise in business or functional areas such as Enterprise Architecture, Cloud technology, financial management, accounting, procurement, and maintenance engineering analysis. Possesses requisite knowledge and expertise recognized in the professional community and is considered an authority in domain area of expertise.

Subject Matter Expert/ Specialist (SME)

Minimum Year Experience: 15 Years

Minimum Education: Bachelor’s degree in Engineering, Computer Science, Systems, Business or related scientific/technical discipline

Responsibilities:
Serves as subject matter expert, possessing in-depth knowledge of a particular area, such as business, Finance, Acquisition, contract, computer science (IT applications), cloud, computer tool, engineering, mathematics, applicable federal policies, regulations and standards, or the various sciences. Provides technical knowledge and analysis of highly specialized and IT applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions. Provides advice often based on government or industry best practices / standards, on how to effectively implement solutions or improvements to business challenges. Often a recognized thought leader in specialized areas of industry or government policy, procedures, processes, or legislation. Supports implementation teams with expert knowledge that maximizes the effectiveness of overall business solutions. May have specific expertise in business or functional areas such as Enterprise Architecture, Cloud technology, financial management, accounting, procurement, and maintenance engineering analysis. Possesses requisite knowledge and expertise recognized in the professional community and is considered an authority in domain area of expertise.

**Subject Matter Expert / Specialist (Journeyman)**

**Minimum Year Experience:** 10 Years

**Minimum Education:** Bachelor’s degree in Engineering, Computer Science, Systems, Business or related scientific /technical discipline

**Responsibilities:**
Serves as subject matter expert, possessing in-depth knowledge of a particular area, such as business, Finance, Acquisition, contract, computer science (IT applications), cloud, computer tool, engineering, mathematics, applicable federal policies, regulations and standards, or the various sciences. Provides technical knowledge and analysis of highly specialized and IT applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions. Provides advice often based on government or industry best practices / standards, on how to effectively implement solutions or improvements to business challenges. Often a recognized thought leader in specialized areas of industry or government policy, procedures, processes, or legislation. Supports implementation teams with expert knowledge that maximizes the effectiveness of overall business solutions. May have specific expertise in business or functional areas such as Enterprise Architecture, Cloud technology, financial management, accounting, procurement, and maintenance engineering analysis. Possesses requisite knowledge and expertise recognized in the professional community and is considered an authority in domain area of expertise.

**Financial Analyst I**

**Minimum Year Experience:** 2 Years

**Minimum Education:** Bachelor’s degree in Engineering, Science, Computer Science, or related scientific /technical discipline
**Responsibilities:**
Provides junior-level support for analysis of resourcing requirements supporting execution year and future year budget planning. This includes developing cost models to support analysis of requirements. Specific responsibilities include: Providing analysis of future program cost based on program requirements, Developing comprehensive cost models to assess future program costs to support training development requirements, Information Technology (IT) requirements, and long-term lifecycle management, Gathering information and conducting analysis to support the developing of Program Objective Memorandum (POM) Issue papers to support changes in future year funding, Developing briefing material to support communication of funding requirements with senior leadership, Developing and implementing monthly tracking and reporting for execution of program resources, Conducting current and future risk assessments and providing alternatives to support the senior leadership decision-making process.

**Financial Analyst II**

**Minimum Year Experience:** 7 Years

**Minimum Education:** Bachelor’s degree in Engineering, Science, Computer Science, or related scientific/technical discipline

**Responsibilities:**
Provides mid to senior-level support for analysis of resourcing requirements supporting execution year and future year budget planning. This includes developing cost models to support analysis of requirements. Specific responsibilities include: Providing analysis of future program cost based on program requirements, Developing comprehensive cost models to assess future program costs to support training development requirements, Information Technology (IT) requirements, and long-term lifecycle management, Gathering information and conducting analysis to support the developing of Program Objective Memorandum (POM) Issue papers to support changes in future year funding, Developing briefing material to support communication of funding requirements with senior leadership, Developing and implementing monthly tracking and reporting for execution of program resources, Conducting current and future risk assessments and providing alternatives to support the senior leadership decision-making process.

**Business Analyst**

**Minimum Year Experience:** 5 Years

**Minimum Education:** Bachelor’s degree in Liberal Arts, Science, Computer Science or related scientific/technical discipline

**Responsibilities:**
 Determines customer requirements and translates these requirements into organizational plans. Assists or leads management, organizational, or business improvement projects including strategic consulting, surveys, process work, training, facilitation, and program management and integration. Possesses problem-solving and resolution capabilities. Communicates changes to technical and functional teams. Drafts and reviews deliverables.

**Technical Writer**

**Minimum Year Experience:** 3-5 Years,
**Minimum Education:** Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific/technical discipline

**Responsibilities:**
Provides technical writing/editing for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and IT applications. Assists in the collection, organization, edit and production of technical documents and administrative information required. Performs technical, journalist and expository writing. Performs administrative and document support duties. Interfaces with various departments including programming, engineering, word processing, and graphics in order to produce deliverables. Designs and develops manuals and documents by interpreting complex standards and specifications. Edits technical reports and deliverable documents for content, style, and grammar. Originates and writes technical reports, user manuals, deliverable documents, and other original material. Assists in research projects on document formats, content, policies, and procedures to aid company in standardization. Participates in design of multi-media presentations. Participates/contributes to establishing document formats, content, policies and procedures for standardization. Ensures compliance with established documentation processes. Plans and coordinates staffing and resource allocation necessary to produce publications and documentation. Assists in review of product design and documentation for compliance to standards and contract requirements. Interviews users and technical staff for information relevant to software and documentation requirements. Plans and oversees documentation projects. Performs other related duties of a comparable level as assigned.

** MANAGEMENT AND FINANCIAL CONSULTING**

**Program Manager**

**Minimum Year Experience:** 10 Years

**Minimum Education:** Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific/technical discipline

**Responsibilities:**
Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Directs and manages moderate to large sized Acquisition programs, IT system operations, maintenance, and development efforts. Establishes integrated product team structure and assignments. Generates and allocates budgets, tasking and schedule through work breakdown structure and program planning. Generates periodic program reports on technical, financial and schedule status. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Recruits and assigns senior program staff and oversees day-to-day program operations. Acts as advisor to program team regarding projects, tasks, and operations. Performs a variety of complex tasks. Familiar with standard concepts, practices, and procedures within a particular field.

**Deputy Program Manager**

**Minimum Year Experience:** 3 - 5 Years
**Minimum Education**: Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific/technical discipline

**Responsibilities**:
Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Directs and manages moderate to large sized Acquisition programs, IT system operations, maintenance, and development efforts. Establishes integrated product team structure and assignments. Generates and allocates budgets, tasking and schedule through work breakdown structure and program planning. Generates periodic program reports on technical, financial and schedule status. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Recruits and assigns senior program staff and oversees day-to-day program operations. Acts as advisor to program team regarding projects, tasks, and operations. Performs a variety of complex tasks. Familiar with standard concepts, practices, and procedures within a particular field.

**Project Manager**

**Minimum Year Experience**: 7 Years

**Minimum Education**: Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific/technical discipline

**Responsibilities**:
Responsible for assisting the management of small to medium sized projects. Assists in preparing implementation plan, coordinates activities, monitors milestones, and provides progress reports. Creation and management of project information related to contractual requirements and cost for submittal to the program manager for review and approval. Must have rudimentary understanding of accounting, management, and contract principles. Performs day-to-day management of assigned delivery order projects that involve teams of data processing and other information system and management professionals who have previously been involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated information and telecommunications systems. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of projects. Prepares reports for upper management regarding status of projects. Demonstrates writing and oral communication skills.

**Project Coordinator**

**Minimum Year Experience**: 1-2 Years

**Minimum Education**: Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific/technical discipline

**Responsibilities**: 

With minimal guidance, assists the Project Manager with planning, initiating, monitoring, and closing out projects. Develops and maintains relationships with project managers and the teams of funded initiatives. Creates, maintains, updates, and reconciles tracking and analysis documentation, spreadsheets, and information on program status and schedules. With minimal guidance, identifies program risks and develops mitigation plans. Assists in identifying and prioritizing requirements. Conducts analysis on general project performance and risks, researches discrepancies, and prepares management reports and briefings. Maintains project files in accordance with knowledge management and records management policies. Collects data from a variety of sources and analyzes, summarizes, and incorporates data in reports. Organizes, prioritizes, and summarizes the content of received deliverables and materials, information, requests, and meetings. Participates in the preparation and conduct of project reviews.

**Principle Subject Matter Expert / Specialist (SME)**

**Minimum Year Experience:** 20 Years

**Minimum Education:** Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific /technical discipline

**Responsibilities:**
Serves as subject matter expert, possessing in-depth knowledge of a particular area, such as business, Finance, Acquisition, contract, computer science (IT applications), cloud, mobile, DevSecOps, computer tools, engineering, emerging technologies such as AI, AR, VR, mathematics, applicable federal policies, regulations and standards, or the various sciences. Provides technical knowledge and analysis of highly specialized and IT applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions. Provides advice often based on government or industry best practices / standards, on how to effectively implement solutions or improvements to business challenges. Often a recognized thought leader in specialized areas of industry or government policy, procedures, processes, or legislation. Supports implementation teams with expert knowledge that maximizes the effectiveness of overall business solutions. May have specific expertise in business or functional areas such as Enterprise Architecture, Cloud technology, financial management, accounting, procurement, and maintenance engineering analysis. Possesses requisite knowledge and expertise recognized in the professional community and is considered an authority in domain area of expertise.

**Subject Matter Expert / Specialist (SME)**

**Minimum Year Experience:** 15 Years

**Minimum Education:** Bachelor’s degree in Engineering, Computer Science, Systems, Business or related scientific /technical discipline

**Responsibilities:**
Serves as subject matter expert, possessing in-depth knowledge of a particular area, such as business, Finance, Acquisition, contract, computer science (IT applications), cloud, computer tool, engineering, mathematics, applicable federal policies, regulations and standards, or the various sciences. Provides technical knowledge and analysis of highly specialized and IT applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases
of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions. Provides advice often based on government or industry best practices / standards, on how to effectively implement solutions or improvements to business challenges. Often a recognized thought leader in specialized areas of industry or government policy, procedures, processes, or legislation. Supports implementation teams with expert knowledge that maximizes the effectiveness of overall business solutions. May have specific expertise in business or functional areas such as Enterprise Architecture, Cloud technology, financial management, accounting, procurement, and maintenance engineering analysis. Possesses requisite knowledge and expertise recognized in the professional community and is considered an authority in domain area of expertise.

**Subject Matter Expert / Specialist (Journeyman)**

**Minimum Year Experience:** 10 Years

**Minimum Education:** Bachelor’s degree in Engineering, Computer Science, Systems, Business or related scientific /technical discipline

**Responsibilities:**
Serves as subject matter expert, possessing in-depth knowledge of a particular area, such as business, Finance, Acquisition, contract,., computer science (IT applications), cloud, computer tool, engineering, mathematics, applicable federal policies, regulations and standards, or the various sciences. Provides technical knowledge and analysis of highly specialized and IT applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions. Provides advice often based on government or industry best practices / standards, on how to effectively implement solutions or improvements to business challenges. Often a recognized thought leader in specialized areas of industry or government policy, procedures, processes, or legislation. Supports implementation teams with expert knowledge that maximizes the effectiveness of overall business solutions. May have specific expertise in business or functional areas such as Enterprise Architecture, Cloud technology, financial management, accounting, procurement, and maintenance engineering analysis. Possesses requisite knowledge and expertise recognized in the professional community and is considered an authority in domain area of expertise.

**Acquisition Specialist I**

**Minimum Year Experience:** 2 Years

**Minimum Education:** Bachelor’s degree in Engineering, Science, Computer Science, or related scientific /technical discipline

**Responsibilities:**
Provides junior to mid-level support to program management and federal acquisition management activities. Performs "cradle-to-grave" acquisition functions to assist in developing, negotiating, awarding, and administering contracts under minimal guidance from the Contracting Officer. Plans, initiates, manages, and executes mission-oriented business programs and projects. Specific responsibilities include: Acquisition planning assistance, Market
research, Recommending procurement strategy, Acquisition document development, Contract Administration, including contract performance monitoring, developing modifications, and investigating discrepancies, Reporting and documentation associated with project/program objectives, Stakeholder briefings, participation in required meetings, and related project support services

**Acquisition Specialist II**

**Minimum Year Experience:** 7 Years

Minimum Education: Bachelor’s degree in Engineering, Science, Computer Science, or related scientific /technical discipline

**Responsibilities:**
Provides mid to senior-level support to program management and federal acquisition management activities. Performs "cradle-to-grave" acquisition functions to assist in developing, negotiating, awarding, and administering contracts under minimal guidance from the Contracting Officer. Plans, initiates, manages, and executes mission-oriented business programs and projects. Specific responsibilities include: Acquisition planning assistance, Market research, Recommending procurement strategy, Acquisition document development, Contract Administration, including contract performance monitoring, developing modifications, and investigating discrepancies, Reporting and documentation associated with project/program objectives, Stakeholder briefings, participation in required meetings, and related project support services

**Financial Analyst I**

**Minimum Year Experience:** 2 Years

**Minimum Education:** Bachelor’s degree in Engineering, Science, Computer Science, or related scientific /technical discipline

**Responsibilities:**
Provides junior-level support for analysis of resourcing requirements supporting execution year and future year budget planning. This includes developing cost models to support analysis of requirements. Specific responsibilities include: Providing analysis of future program cost based on program requirements, Developing comprehensive cost models to assess future program costs to support training development requirements, Information Technology (IT) requirements, and long-term lifecycle management, Gathering information and conducting analysis to support the developing of Program Objective Memorandum (POM) Issue papers to support changes in future year funding, Developing briefing material to support communication of funding requirements with senior leadership, Developing and implementing monthly tracking and reporting for execution of program resources, Conducting current and future risk assessments and providing alternatives to support the senior leadership decision-making process.

**Financial Analyst II**

**Minimum Year Experience:** 7 Years

**Minimum Education:** Bachelor’s degree in Engineering, Science, Computer Science, or related scientific /technical discipline
**Responsibilities:**
Provides mid to senior-level support for analysis of resourcing requirements supporting execution year and future year budget planning. This includes developing cost models to support analysis of requirements. Specific responsibilities include: Providing analysis of future program cost based on program requirements, Developing comprehensive cost models to assess future program costs to support training development requirements, Information Technology (IT) requirements, and long-term lifecycle management, Gathering information and conducting analysis to support the developing of Program Objective Memorandum (POM) Issue papers to support changes in future year funding, Developing briefing material to support communication of funding requirements with senior leadership, Developing and implementing monthly tracking and reporting for execution of program resources, Conducting current and future risk assessments and providing alternatives to support the senior leadership decision-making process.

**Business Analyst**

**Minimum Year Experience:** 5 Years

**Minimum Education:** Bachelor's degree in Liberal Arts, Science, Computer Science or related scientific /technical discipline

**Responsibilities:**
Determines customer requirements and translates these requirements into organizational plans. Assists or leads management, organizational, or business improvement projects including strategic consulting, surveys, process work, training, facilitation, and program management and integration. Possesses problem-solving and resolution capabilities. Communicates changes to technical and functional teams.Drafts and reviews deliverables.

**Technical Writer**

**Minimum Year Experience:** 3-5 Years,

**Minimum Education:** Bachelor's degree in Liberal Arts, Science, Computer Science, or related scientific /technical discipline

**Responsibilities:**
Provides technical writing/editing for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and IT applications. Assists in the collection, organization, edit and production of technical documents and administrative information required. Performs technical, journalist and expository writing. Performs administrative and document support duties. Interfaces with various departments including programming, engineering, word processing, and graphics in order to produce deliverables. Designs and develops manuals and documents by interpreting complex standards and specifications. Edits technical reports and deliverable documents for content, style, and grammar. Originates and writes technical reports, user manuals, deliverable documents, and other original material. Assists in research projects on document formats, content, policies, and procedures to aid company in standardization. Participates in design of multi-media presentations. Participates/contributes to establishing document formats, content, policies and procedures for standardization. Ensures compliance with established documentation processes. Plans and coordinates staffing and resource allocation necessary to produce publications and documentation. Assists in review of product design and documentation for compliance to standards and contract requirements. Interviews users and technical staff for information relevant to software and documentation requirements. Plans and oversees documentation projects. Performs other related duties of a comparable level as assigned.
### APPENDIX B – GSA PRICE LIST – ENTERPRISE ARCHITECTRUE AND INFORMATION MANAGEMENT INC.

**MAS – MULTIPLE AWARD SCHEDULE**

<table>
<thead>
<tr>
<th>SIN</th>
<th>Service Proposed (eg Job Title/Task)</th>
<th>Minimum Education</th>
<th>Minimum Years of Experience (cannot be a range)</th>
<th>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)</th>
<th>Price Offered to GSA (including IFF)</th>
<th>Quantity / Volume Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Subject Matter Expert / Specialist (SME)</td>
<td>Bachelors</td>
<td>15</td>
<td>Hour</td>
<td>$170.00</td>
<td>2% for single task order of $450,000 or more</td>
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<tr>
<td>54151S</td>
<td>Subject Matter Expert / Specialist (Journeyman)</td>
<td>Bachelors</td>
<td>10</td>
<td>Hour</td>
<td>$166.00</td>
<td>2% for single task order of $450,000 or more</td>
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<tr>
<td>54151S</td>
<td>Senior Enterprise Architect</td>
<td>Bachelors</td>
<td>10</td>
<td>Hour</td>
<td>$201.83</td>
<td>2% for single task order of $450,000 or more</td>
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<tr>
<td>54151S</td>
<td>Mid-level Enterprise Architect</td>
<td>Bachelors</td>
<td>3</td>
<td>Hour</td>
<td>$138.00</td>
<td>2% for single task order of $450,000 or more</td>
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<tr>
<td>54151S</td>
<td>Enterprise Architect (Journeyman)</td>
<td>Bachelors</td>
<td>1</td>
<td>Hour</td>
<td>$110.00</td>
<td>2% for single task order of $450,000 or more</td>
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<tr>
<td>54151S</td>
<td>Enterprise Architecture Analyst</td>
<td>Bachelors</td>
<td>7</td>
<td>Hour</td>
<td>$107.40</td>
<td>2% for single task order of $450,000 or more</td>
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<tr>
<td>54151S</td>
<td>Business Analyst</td>
<td>Bachelors</td>
<td>5</td>
<td>Hour</td>
<td>$107.40</td>
<td>2% for single task order of $450,000 or more</td>
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<tr>
<td>54151S</td>
<td>Solution Architect I</td>
<td>Bachelors</td>
<td>3</td>
<td>Hour</td>
<td>$128.45</td>
<td>2% for single task order of $450,000 or more</td>
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<td>54151S</td>
<td>Solution Architect II</td>
<td>Bachelors</td>
<td>7</td>
<td>Hour</td>
<td>$161.05</td>
<td>2% for single task order of $450,000 or more</td>
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<td>54151S</td>
<td>Senior Java Developer</td>
<td>Bachelors</td>
<td>7</td>
<td>Hour</td>
<td>$113.43</td>
<td>2% for single task order of $450,000 or more</td>
</tr>
<tr>
<td>54151S</td>
<td>Senior Developer</td>
<td>Bachelors</td>
<td>7</td>
<td>Hour</td>
<td>$113.43</td>
<td>2% for single task order of $450,000 or more</td>
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<tr>
<td>54151S</td>
<td>Mid-level Developer</td>
<td>Bachelors</td>
<td>2</td>
<td>Hour</td>
<td>$100.50</td>
<td>2% for single task order of $450,000 or more</td>
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<td>Job Title</td>
<td>Degree</td>
<td>Hours</td>
<td>Rate</td>
<td>Notes</td>
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<td>SharePoint Architect</td>
<td>Bachelors</td>
<td>10</td>
<td>$161.28</td>
<td>2% for single task order of $450,000 or more</td>
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