General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List

Multiple Award Schedule
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.

FSC Group, Part, and Section or Standard Industrial Group (as applicable)
FSC Class(es)/Product code(s) and/or Service Codes (as applicable)

Contract Number: 47QTCA21D00DQ

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Prices Shown Herein are Net (discount deducted).

Contract Period: August 18, 2021 through August 17, 2026

Contractor Name: AccelGov LLC
Address: 6701 Democracy Blvd, Suite 555, Bethesda MD 20817
Phone Number: (732) 614 4455
Fax Number: (301) 637 2592
E-mail: pavirj@agovx.com
Website: www.accelgov.com

Contract Administrator: Pavitar Juneja

Business Size: Small Disadvantaged Business (SDB), 8 (A), WOSB

Pricelist Current through Mod #PO-0006 Effective 07/26/2022
Customer Information

1a. Table of Awarded Special Item Numbers with appropriate cross-reference to page numbers:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151HEAL</td>
<td>54151HEALRC</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>54151S</td>
<td>54151SRC</td>
<td>Health Information Technology Services</td>
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<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order-Level Materials</td>
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1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. See 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. See page 6.

2. **Maximum Order:**
   - SIN 54151HEAL - $500,000
   - SIN 54151S - $500,000

3. **Minimum Order:** $100

4. **Geographic Coverage:** Domestic Delivery Only

5. **Point of production:** US

6. **Discount from list prices or statement of net price:** Prices shown herein are net prices

7. **Quantity discounts:** 5% for orders over 500,000

8. **Prompt payment terms:** 0.1% for Net 15.

9. **Foreign items:** None

10a. **Time of Delivery:** As negotiated with Ordering Agency

10b. **Expedited Delivery:** Contact Contractor
10c. **Overnight and 2-day delivery:** Contact Contractor

10d. **Urgent Requirements:** Please note the Urgent Requirements clause of this contract and contact contractor.

11. **F.O.B Points:** Destination

12a. **Ordering Address:** AccelGov LLC  
6701 Democracy Blvd,  
Suite 555, Bethesda MD  
20817

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:** AccelGov LLC  
16181 Black Rock Road,  
Darnestown MD 20874  
jessica@accelgov.com/  
Phone - 301 525 4664

14. **Warranty provision:** N/A

15. **Export Packing Charges:** N/A

16. **Terms and conditions of rental, maintenance, and repair:** N/A

17. **Terms and conditions of installation:** N/A

18a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** N/A

18b. **Terms and conditions for any other services (if applicable):** N/A

19. **List of service and distribution points:** N/A

20. **List of participating dealers:** N/A

21. **Preventive maintenance:** N/A

22a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A

22b. 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:  
23. **Unique Entity Identifier (UEI) Number:** NANQLBFHT5E1

24. **Notification regarding registration in System for Award Management (SAM) database:**
   AccelGov LLC is registered in the SAM Database.
## Escalation Pricing for GSA MAS

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<th>SIN</th>
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<th>Year 2 8/18/2022 - 8/17/2023</th>
<th>Year 3 8/18/2023 - 8/17/2024</th>
<th>Year 4 8/18/2024 - 8/17/2025</th>
<th>Year 5 8/18/2025 - 8/17/2026</th>
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SCLS Statement

NTS Services LLC dba RedSky has reviewed clause 52.222-41 The Service Contract Labor Standards (SCLS) of 1965 (formerly known as the Service Contract Act (SCA)) and understands that the SCLS is applicable to this contract as it applies to the entire Multiple Award Schedule and all services provided. While no specific labor categories have been identified as being subject to the SCLS due to exemptions for professional employees, 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, we will inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupation code, SCLS labor category titles and the applicable wage determination number.
Labor Category Descriptions

SIN 54151HEAL

**HIT Applications Programmer II**

**Minimum/General Experience:** At least five (5) years of experience.

**Functional Responsibility:** Devises or modifies Health procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Designs, codes, tests, debugs, and documents.

**Minimum Education:** A Bachelor's degree in Computer Science, IT, Information Systems, Engineering, Business, or other related discipline.

**HIT Application Programmer III**

**Minimum/General Experience:** At least eight (8) years of experience.

**Functional Responsibility:** Assists with the analysis of Health information requirements. Supports senior team members in the development of code. Aids in the evaluation of problems with workflow, organization, and planning and help in the development of appropriate corrective action.

**Minimum Education:** A Bachelor's degree in Computer Science, IT, Information Systems, Engineering, Business, or other related discipline.

**HIT Business Analyst**

**Minimum/General Experience:** At least five (5) years of experience.

**Functional Responsibility:** Provides Health analytical consultative services required to administer programs throughout all phases of business requirements analysis, software design, system and performance testing, and implementation. Analyzes and reviews budget, financials schedule, and other program resources. Identifies resource shortfalls and makes corrective recommendations. Participates in analysis sessions to provides program requirements. Reviews the business and system software and system integration requirements to ensure the requirements meet the program needs. Considers alternatives and develops recommendations. Identifies, communicates, and resolves risks. Identifies and resolves issues to eliminate or mitigate the occurrence of consequences that may impact the success of the project. Researches and analyzes resource material. Monitors system tests, reviews test results, and identifies project issues.

**Minimum Education:** A Bachelor’s degree in Computer Science, IT, Information Systems, Engineering, Business, or other related discipline.

**HIT Computer Security System Specialist**

**Minimum/General Experience:** At least five (5) years of experience.

**Functional Responsibility:** Determines Health enterprise Information Assurance (IA) and security standards. Develops and implements information assurance/security standards and procedures. Coordinates, develops, and evaluates security programs for an organization. Recommends information assurance/security solutions to support customers’ requirements. Identifies, reports, and resolves security violations. Establishes and satisfies information assurance and security requirements based upon the analysis of user, policy, regulatory, and resource demands. Supports customers at the highest levels in the development and
implementation of doctrine and policies. Applies know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures. Performs analysis, design, and development of security features for system architectures. Analyzes and defines security requirements for computer systems which may include mainframes, workstations, and personal computers. Designs, develops, engineers, and implements solutions that meet security requirements. Provides integration and implementation of the computer system security solution. Analyzes general IA-related technical problems and provides basic engineering and technical support in solving these problems. Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle. Ensures that all information systems are functional and secure. **Minimum Education:** A Bachelor’s degree in Computer Science, IT, Information Systems, Engineering, Business, or other related discipline.

**HIT Configuration Management Specialist**

**Minimum/General Experience:** At least five (5) years of experience.  
**Functional Responsibility:** Provides Health configuration management planning. Describes provisions for configuration identification, change control, configuration status accounting, and configuration audits. Regulates the change process so that only approved and validated changes are incorporated into product documents and related software.  
**Minimum Education:** A Bachelor’s degree in Computer Science, IT, Information Systems, Engineering, Business, or other related discipline.

**HIT Database Administrator**

**Minimum/General Experience:** At least three (3) years of experience.  
**Functional Responsibility:** Under general supervision, designs, implements, and maintains moderately complex Health IT (HIT) databases. Maintains database dictionaries and integration of systems through database design. Competent to work on most phases of database administration, but may require some instruction and guidance in other phases.  
**Minimum Education:** A Bachelor’s degree in Computer Science, IT, Information Systems, Engineering, Business, or other related discipline.

**HIT Database Specialist**

**Minimum/General Experience:** At least five (5) years of experience.  
**Functional Responsibility:** Evaluates and recommends available Health Database Management System (DBMS) products to meet user requirements. Defines file organization, indexing methods, and security procedures for specific Health user application. Tests and assists in the implementation of changes or new database designs. Has commensurate experience and education. Applies business process improvement practices to re-engineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis, and modern business methods and performance measurement techniques. Assists in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and DBMS and data warehouses. Constructs sound, logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives.
Minimum Education: A Bachelor’s degree in Computer Science, IT, Information Systems, Engineering, Business, or other related discipline.

**HIT Enterprise Architect**

Minimum/General Experience: At least eight (8) years of experience.

Functional Responsibility: Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale Health information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provides for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Organization for Standardization (ISO) reference models, and profiles of standards - such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of information management solution of the application platform, across the Application Program Interface (API) and the external environment/software application. Ensure that the common operating environment is compliant with the Agency enterprise architecture and applicable reference models. Evaluate analytically and systematically problems of workflows, organization, and planning and develop appropriate corrective action. Manage staff/teams as necessary.

Minimum Education: A Bachelor’s degree in Computer Science, IT, Information Systems, Engineering, Business, or other related discipline.

**HIT ERP Architect**

Minimum/General Experience: At least five (5) years of experience.

Functional Responsibility: Acts independently or with a team to determine program needs and system requirements as they pertain to Health ERP Systems and their solutions within an organization. Provides instruction, assistance, and support services to Health ERP System end-users. Applies knowledge of Human Resources (HR), finance, budget, procurement, payroll, time and labor, benefits, and policies and procedures to resolve concerns or questions reported by ERP system end-users. Acts as a liaison between application end-users and technical support. Assists in the creation and updating of ERP system policies and procedures, business rules, end user desk aids, and training materials. Assists in the facilitation of training sessions and participates in user group meetings. Works with technical support to restore, correct, and/or recover data, and to develop and design custom reports. Provides management with reports as needed. Tests new system functionality, reports, and queries in test databases. Reviews system records and provides information to the ERP System Functional Analysts on issues or concerns identified. Utilizes knowledge of Health ERP Systems to assist in identifying processes and constructing process flows. Assists in troubleshooting system problems. Provides input into improving system reliability, availability, and performance.

Minimum Education: A Bachelor’s degree in Computer Science, IT, Information Systems, Engineering, Business, or other related discipline.

**HIT Helpdesk Specialist**

Minimum/General Experience: At least three (3) years of experience.

Functional Responsibility: Under general supervision, responds to and diagnoses HIT problems through discussions with users. Includes problem recognition, research, isolation, and resolution steps. Typically, is able to resolve less complex problems immediately, while more complex problems are assigned to senior-level support. May involve use of problem management database and help desk systems.
Minimum Education: An Associate's degree in Computer Science, IT, Information Systems, Engineering, Business, or other related discipline.

HIT ISSO
Minimum/General Experience: At least eight (8) years of experience.
Functional Responsibility: Determines enterprise IA and security standards. Develops and implements IA/security standards and procedures. Coordinates, develops, and evaluates security programs for an organization. Recommends IA/security solutions to support customers’ requirements. Identifies, reports, and resolves security violations. Establishes and satisfies information assurance and security requirements based upon the analysis of user, policy, regulatory, and resource demands. Supports customers at the highest levels in the development and implementation of doctrine and policies. Applies know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures. Performs analysis, design, and development of security features for system architectures. Analyzes and defines security requirements for computer systems which may include mainframes, workstations, and personal computers. Designs, develops, engineers, and implements solutions that meet security requirements. Provides integration and implementation of the computer system security solution. Analyzes general IA-related technical problems and provides basic engineering and technical support in solving these problems. Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle. Ensures that all information systems are functional and secure.
Minimum Education: A Bachelor’s degree in Computer Science, IT, Information Systems, Engineering, Business, or other related discipline.

HIT Project Manager III
Minimum/General Experience: At least ten (10) years of experience.
Functional Responsibility: Serves as the Health program manager typically responsible for organizing, directing, and managing all aspects of contract operational support functions involving multiple complex and inter-related project tasks that often require managing teams of contractor personnel at multiple locations. Provides overall direction of program activities. Manages and maintains contractor interface with the senior levels of the customer's organization. Consults with customer and contractor personnel to formulate and review task plans and deliverables, ensuring conformance with program and project task schedules and costs and contractual obligations. Establishes and maintains technical and financial reports to show progress of projects to management and customers; organizes and assign responsibilities to subordinates; oversees the successful completion of all assigned tasks, and assumes the initiative and provides support to marketing personnel in identifying and acquiring potential business.
Minimum Education: A Bachelor’s degree in Computer Science, IT, Information Systems, Engineering, Business, or other related discipline.

HIT SME
Minimum/General Experience: At least eight (8) years of experience.
Functional Responsibility: Serves as HIT Subject Matter Expert (SME), possessing in-depth knowledge of a particular area, such as business, computer science, engineering, mathematics, or the various sciences. Provides technical knowledge and analysis of highly specialized 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 (TO) 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.

**Minimum Education:** A Bachelor's degree in Computer Science, IT, Information Systems, Engineering, Business, or other related discipline.

### HIT System Administrator

**Minimum/General Experience:** At least three (3) years of experience.

**Functional Responsibility:** Under general supervision, responsible for installing, configuring, and maintaining operating system workstations and servers, including web servers, in support of business processing requirements. Performs Health software installations and upgrades to operating systems and layered software packages. Schedules installations and upgrades and maintains them in accordance with established IT policies and procedures. Monitors and tunes the system to achieve optimum performance levels. Ensures workstation/server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions.

**Minimum Education:** A Bachelor's degree in Computer Science, IT, Information Systems, Engineering, Business, or other related discipline.

### HIT System Architect

**Minimum/General Experience:** At least five (5) years of experience.

**Functional Responsibility:** Establishes HIT information requirements using analysis of the information engineer(s) in the development of HIT enterprise-wide or large-scale information systems and Networks. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems and networks are compatible and in compliance with the standards for open systems architectures, the OSI and ISO reference models, and profiles of standards - such as IEEE Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of information management solution of the application platform, across the API, and the external environment/software application. Ensures that the common operating environment is compliant with the Agency enterprise architecture and applicable reference models. Evaluates analytically and systematically problems of workflows, organization, and plans and develops appropriate corrective action. Manages staff/teams as necessary.

**Minimum Education:** A Bachelor’s degree in Computer Science, IT, Information Systems, Engineering, Business, or other related discipline.

### HIT System Engineer I

**Minimum/General Experience:** At least three (3) years of experience.

**Functional Responsibility:** Under general supervision, works from specifications to develop or modify moderately complex Health software programming applications. Assists with design, coding, benchmark testing, debugging, and documentation of programs. Applications generally deal with utility programs,
position control language, macros, subroutines, and other control modules. Competent to work on most phases of software systems programming applications, but requires instruction and guidance in other phases. **Minimum Education:** A Bachelor’s degree in Computer Science, IT, Information Systems, Engineering, Business, or other related discipline.

**HIT System Engineer II**

**Minimum/General Experience:** At least five (5) years of experience.

**Functional Responsibility:** Perform additions and changes to HIT communications, collaboration tools, networks and applications, including investigation, analysis, recommendation, configuration, installation, and testing of new hardware and software to meet communications, collaboration tools, networks and applications communications, collaboration tools, networks, and applications requirements. Provides direct support in the day-to-day operations on communications, collaboration tools, and applications (e.g., network hardware, operating systems, etc.), including the evaluation of supporting system utilization, monitoring response time and primary support for detection and correction of operational problems using knowledge of hardware and software installation and maintenance in the services environment.

**Minimum Education:** A Bachelor’s degree in Computer Science, IT, Information Systems, Engineering, Business, or other related discipline.

**HIT System Engineer III**

**Minimum/General Experience:** At least eight (8) years of experience.

**Functional Responsibility:** Performs additions and changes to HIT communications, collaboration tools, networks and applications, including investigation, analysis, recommendation, configuration, installation, and testing of new hardware and software to meet communications, collaboration tools, networks and applications communications, collaboration tools, networks and applications requirements. Provides direct support in the day-to-day operations on communications, collaboration tools, and applications (e.g., network hardware, operating systems, etc.), including the evaluation of supporting system utilization, monitoring response time, and primary support for detection and correction of operational problems using knowledge of hardware and software installation and maintenance in the services environment.

**Minimum Education:** A Bachelor’s degree in Computer Science, IT, Information Systems, Engineering, Business, or other related discipline.

**HIT Test Engineer I**

**Minimum/General Experience:** At least five (5) years of experience.

**Functional Responsibility:** Health subject matter specialist providing testing know-how in for the support of user requirements of complex to highly complex software/hardware applications. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design, and test tools selection.

**Minimum Education:** A Bachelor’s degree in Computer Science, IT, Information Systems, Engineering, Business, or other related discipline.

**HIT Test Engineer II**

**Minimum/General Experience:** At least five (8) years of experience.
**Functional Responsibility:** Evaluates, recommends, and implements automated test tools and strategies. Designs, implements, and conducts test and evaluation procedures to ensure Health system requirements are met. Develops, maintains, and upgrades automated test scripts and architectures for application products. Writes, implements, and reports status for system test cases for testing. Analyzes test cases and provides regular progress reports. Serves as subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware applications. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design, and test tools selection.

**Minimum Education:** A Bachelor’s degree in Computer Science, IT, Information Systems, Engineering, Business, or other related discipline.

**Experience & Degree Substitution Equivalencies**
Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

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SIN 54151S

**Configuration Management Specialist**

**Minimum/General Experience:** At least eight (8) years of experience in designing architectures for IT systems.

**Functional Responsibility:** Responsible for all aspects of the development and implementation of assigned projects and provides a single Point Of Contact (POC) for those projects. Takes projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analysis and solutions of problems.

**Minimum Education:** A Bachelor’s degree in Computer Science, IT, Information Systems, Engineering, Business, or other related discipline.

**Database Administrator**

**Minimum/General Experience:** At least five (5) years of experience and possesses unique experience, skills, and expert knowledge in highly specialized technical, functional, and/or process areas across technical/engineering disciplines.

**Functional Responsibilities:** Under general supervision, designs, implements and maintains moderately complex databases. Maintains database dictionaries and integration of systems through database design. Competent to work on most phases of database administration but may require some instruction and guidance in other phases.

**Minimum Education:** A Bachelor’s degree from an accredited college or university in education, training, or related field of study.

**Help Desk Specialist**

**Minimum/General Experience:** At least three (3) years of experience in developing Software or Database programming.

**Functional Responsibility:** Under general supervision, responds to and diagnoses problems through discussions with users. Includes problem recognition, research, isolation, and resolution steps. Typically, is able to resolve less complex problems immediately, while more complex problems are assigned to senior-level support. May involve use of problem management database and help desk systems.

**Minimum Education:** A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.
Network Engineer
Minimum/General Experience: At least five (5) years of experience in providing administrative or technical support.
Functional Responsibility: Installs, configures, and maintains network equipment including CISCO, Nortel, and Big 5. Enforces security procedures, installs network, database, software, and manages performance. Troubleshoots and resolves problems. Implements and coordinates policies, procedures, and standards.
Minimum Education: An Associate’s or Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other discipline.

Project Manager
Minimum/General Experience: At least five (5) years of experience in IT industry with three-year experience as a Project Manager (PM).
Functional Responsibility: Manages multiple IT projects or single project involving Application development, IT infrastructure support, Datacenter support, Network support, and emerging technologies such as cloud computing, virtualization, Virtual Desktop Infrastructure (VDI) and more. Manages people and processes to support the tasks required. Responsible for project plan, schedule, deliverables, risk management and staffing. Ensures quality of deliverables. Interact with customer to gather requirements and act as liaison between project team and customer. Organizes, directs, and coordinates planning and production of all project activities. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinate personnel. Responsible for overall project performance.
Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline

Senior Applications Programmer
Minimum/General Experience: At least eight (8) years of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work (SOW) or Statement of Need
Functional Responsibility: Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Designs, codes, tests, debugs, and documents.
Minimum Education: An Associate’s or Bachelor’s degree from an accredited college or university in education, training or related field of study.

Senior Project Manager
Minimum/General Experience: At least eight (8) years of experience in IT industry with three-year experience as a PM.
Functional Responsibility: Manages multiple IT projects or single project involving Application development, IT infrastructure support, Datacenter support, Network support, and emerging technologies
such as cloud computing, virtualization, VDI and more. Manages people and processes to support the tasks required. Responsible for project plan, schedule, deliverables, risk management and staffing. Ensures quality of deliverables. Interacts with customer to gather requirements and act as liaison between project team and customer. Organizes, directs, and coordinates planning and production of all project activities. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinate personnel. Responsible for overall project performance.

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

### System Administrator

**Minimum/General Experience:** At least five (5) years of experience in IT security, infrastructure, information security technology, policy, and procedure development.

**Functional Responsibility:** Under general supervision, responsible for installing, configuring, and maintaining operating system workstations and servers, including web servers, in support of business processing requirements. Performs software installations and upgrades to operating systems and layered software packages. Schedules installations and upgrades and maintains them in accordance with established IT policies and procedures. Monitors and tunes the system to achieve optimum performance levels. Ensures workstation/server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions.

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

### System Engineer

**Minimum/General Experience:** At least five (5) years of experience in IT security infrastructure, information security technology, policy, and procedure development.

**Functional Responsibility:** Under general supervision, works from specifications to develop or modify moderately complex software programming applications. Assists with design, coding, benchmark testing, debugging, and documentation of programs. Applications generally deal with utility programs, position control language, macros, subroutines, and other control modules. Competent to work on most phases of software systems programming applications, but requires instruction and guidance in other phases.

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

### Test Engineer

**Minimum/General Experience:** At least five (5) years of experience in IT security, infrastructure, information security technology, policy, and procedure development.

**Functional Responsibility:** Subject matter specialist providing testing know-how in for the support of user requirements of complex to highly complex software / hardware applications. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design, and test tools selection.
Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

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