GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

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

Multiple Award Schedule

FSC Group: Information Technology
FSC Class: IT Services

Contract number: 47QTCA22D00A1
Contract period: June 28, 2022 – June 27, 2027

Kadiak, LLC
3800 Centerpoint Drive, Suite 502
Anchorage, AK 99503
Phone: 703.488.9300
Fax: 703.488.3499
www.koniag-gs.com

Contract Administrator: Steven Kutscher
Email: skutscher@koniag-gs.com

Business size: Small, Disadvantaged, 8(a) business

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

Price List is current through Modification PS-A815, signed June 29, 2022.

Prices Shown Herein are Net (discount deducted)
CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

<table>
<thead>
<tr>
<th>SINs</th>
<th>Recovery</th>
<th>SIN Title</th>
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<tbody>
<tr>
<td>54151S</td>
<td>54151SRC</td>
<td>Information Technology Professional Services</td>
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<tr>
<td>OLM</td>
<td>OLMSTLOC</td>
<td>Order-Level Materials (OLM’s)</td>
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<td>OLMRC</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. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See below.

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. See below.

2. Maximum order: $500,000

3. Minimum order: $100

4. Geographic coverage (delivery area). Domestic delivery only

5. Point(s) of production (city, county, and State or foreign country).
   - 4100 Lafayette Center Drive, Suite 303, Chantilly, VA 20151
   - 3800 Centerpoint Drive, Suite 502, Anchorage, AK 99503

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

7. Quantity discounts. An additional 1.0% on single task orders equal to or greater than $250,000.

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

9. Foreign items (list items by country of origin). Not Applicable

10a. Time of delivery. (Contractor insert number of days.) Specified on Task Order
10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. 
*Contact Contractor*

10c. Overnight and 2-day delivery. *Contact Contractor*

10d. Urgent Requirements. *Contact Contractor*

11. F.O.B. point(s). *Destination*

12a. Ordering address(es). 4100 Lafayette Center Drive, Suite 303, Chantilly, VA 20151

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(es). 4100 Lafayette Center Drive, Suite 303, Chantilly, VA 20151


15. Export packing charges. *Not Applicable*

16. Terms and conditions of rental, maintenance, and repair. *Not Applicable*

17. Terms and conditions of installation. *Not Applicable*

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices. *Not Applicable*

18b. Terms and conditions for any other services. *Not Applicable*

19. List of service and distribution points. *Not Applicable*

20. List of participating dealers. *Not Applicable*

21. Preventive maintenance. *Not Applicable*

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). *Not Applicable*

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: [www.Section508.gov/](http://www.Section508.gov/). *Not Applicable*

23. Unique Entity Identifier (UEI) number. *S58NJBBDKRF5*
24. Notification regarding registration in System for Award Management (SAM) database.

*Contractor registered and active in SAM*

### GSA Pricing

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### Kadiak, LLC Service Contract Labor Standards

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

**Job Title:** Analyst Programmer III  
**Functional Responsibilities:**  
- Self-driven individual who is able to conduct requirements analyses and preparation of program specifications.  
- Reviews systems analyses and programming specifications to assure they meet design and interface requirements.  
- Recommends changes and additions as appropriate.  
- Monitors program development to ensure integration with other applicable systems.  
- Provides technical leadership on IT problems, considering computer equipment capacity and limitations, operating time and form of desired results.  
- Has technical knowledge of all phases of applications, systems analysis, and programming.  
- Defines database requirements for information systems that cut across various systems.  
- Writes programs for assigned applications in full conformance with design and programming standards.  
- Conducts alpha tests and supports beta tests of applications developed.  
- Establishes test databases as required, and establishes and adheres to procedures for testing and reviewing.  
- Provides appropriate levels of security for sensitive data.  
- Conducts research to develop or modify information systems.  
- Provides technical assistance, consultation, and briefings as required.  
- May provide direction for less experienced Analysts.  
  
**Minimum Education:** Bachelors  
**Minimum/General Experience:** 4 years

**Job Title:** Analyst Programmer VI  
**Functional Responsibilities:**  
- Provide technical expertise in conducting requirements analyses and preparation of program specifications.  
- Reviews systems analyses and programming specifications to assure they meet design and interface requirements.  
- Provide detailed recommendations based upon industry best practices for changes and additions as appropriate.  
- Monitors program development to ensure integration with other applicable systems.  
- Provides technical leadership on IT problems, considering computer equipment capacity and limitations, operating time and form of desired results.  
- Has technical knowledge of all phases of applications, systems analysis, and programming.  
- Defines database requirements for information systems that cut across various systems.  
- Writes programs for assigned applications in full conformance with design and programming standards.  
- Conducts alpha tests and supports beta tests of applications developed.  
- Establishes test databases as required, and establishes and adheres to procedures for testing and reviewing.  
- Provides appropriate levels of security for sensitive data.  
- Conducts research to develop or modify information systems.  
- Provides technical assistance, consultation, and briefings as required.  
- Should be prepared to apply industry best practices and innovative solutions while planning, conducting, and supporting the analysis requirements.  
- Individual will function as a Team Leader to provide daily supervisions and direction to other team members and mentoring as required.  
  
**Minimum Education:** Bachelors  
**Minimum/General Experience:** 7 years

**Job Title:** Applications Systems Analyst II  
**Functional Responsibilities:**  
- Under general direction, formulates and defines system scope and objectives.  
- Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results.  
- Prepares detailed specifications from which programs will be written.  
- Designs, codes, tests, debugs, and documents those programs.  
- May be asked to work at all phases of applications systems analysis and programming activities.  
  
**Minimum Education:** Bachelors  
**Minimum/General Experience:** 2 years
Job Title: Business Analyst II  
**Functional Responsibilities:**  
- Works with and supports members of the project team, providing functional knowledge to the project and team leadership of a functional area. Such functional/subject matters require specialized knowledge in scientific, business, engineering, IT, and knowledge management.  
- Applicable functional areas include: systems engineering, acquisition management, business process, quality assurance, organizational planning, financial management, acquisition logistics, configuration and data information systems, major enterprise-wide technology deployments, or strategic enterprise infrastructure redesign.  
- Researches topics and provides technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems.  
- Performs routine assignments on a broad range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative discipline relating to the tasks.  
- Must have basic knowledge of policies and procedures of a given program/project and must collect data, analyze it, and provide reports on project status. Works under general guidelines established by the customer management or project leader.  
- Work with senior analysts to develop technical reports, studies, and related documentation, makes charts and graphs to record results, prepares and delivers presentations, training, and briefings as required by the task order.

**Minimum Education:** Bachelors  
**Minimum/General Experience:** 2 years

Job Title: Business Analyst III  
**Functional Responsibilities:**  
- Demonstrates comprehensive knowledge in support for the project team, providing functional knowledge to the project and team leadership of a functional area. Such functional/subject matters require specialized knowledge in scientific, business, engineering, IT, and knowledge management.  
- Applicable functional areas include: systems engineering, acquisition management, business process, quality assurance, organizational planning, financial management, acquisition logistics, configuration and data information systems, major enterprise-wide technology deployments, or strategic enterprise infrastructure redesign.  
- Provides technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems.  
- Performs routine assignments on a broad range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative discipline relating to the tasks.  
- Must have knowledge of policies and procedures of a given program/project and must collect data, analyze it, and provide reports on project status. Works under general guidelines established by the customer management or project leader.  
- Designs and prepares technical reports, studies, and related documentation, makes charts and graphs to record results, prepares and delivers presentations, training, and briefings as required by the task order.  
- May function as Team Leader for less experienced business analysts.

**Minimum Education:** Bachelors  
**Minimum/General Experience:** 4 years
**Job Title:** Business Analyst IV

**Functional Responsibilities:** • Serves as a senior member of a project team, providing functional knowledge to the project and team leadership of a functional area. Such functional/subject matters require specialized knowledge in scientific, business, engineering, IT, and knowledge management. • Applicable functional areas include: systems engineering, acquisition management, business process, quality assurance, organizational planning, financial management, acquisition logistics, configuration and data information systems, major enterprise-wide technology deployments, or strategic enterprise infrastructure redesign. • Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems. • Performs routine assignments on a broad range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative discipline relating to the tasks. • Must have knowledge of policies and procedures of a given program/project and must collect data, analyze it, and provide reports on project status. Works under general guidelines established by the customer management or project leader. • Act as a lead to define best practices and standards in designing and preparing technical reports, studies, and related documentation, makes charts and graphs to record results, prepares and delivers presentations, training, and briefings as required by the task order.

**Minimum Education:** Bachelors

**Minimum/General Experience:** 6 years

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**Job Title:** Subject Matter Expert V

**Functional Responsibilities:** • Serves as a senior member of a project team, providing functional knowledge to the project and team leadership of a functional area. Such functional/subject matters require specialized knowledge in scientific, business, engineering, IT, and knowledge management. • Applicable functional areas include: systems engineering, acquisition management, business process, quality assurance, organizational planning, financial management, acquisition logistics, configuration and data information systems, major enterprise-wide technology deployments, or strategic enterprise infrastructure redesign. • Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems. • Performs routine assignments on a broad range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative discipline relating to the tasks. • Must have knowledge of policies and procedures of a given program/project and must collect data, analyze it, and provide reports on project status. Works under general guidelines established by the customer management or project leader. • Designs and prepares technical reports, studies, and related documentation, makes charts and graphs to record results, prepares and delivers presentations, training, and briefings as required by the task order.

**Minimum Education:** Bachelors

**Minimum/General Experience:** 8 years
Job Title: Subject Matter Expert VI
Functional Responsibilities: • Serves as a senior member of a project team, demonstrating deep functional knowledge of their subject area, including the application and tailoring of best practices to provide in depth expertise to the project and team leadership of a functional area. Such functional/subject matters require specialized knowledge in scientific, business, engineering, IT, and knowledge management. • Applicable functional areas include: systems engineering, acquisition management, business process, quality assurance, organizational planning, financial management, acquisition logistics, configuration and data information systems, major enterprise-wide technology deployments, or strategic enterprise infrastructure redesign. • Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems. • Performs routine assignments on a broad range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative discipline relating to the tasks. • Must have high level knowledge of policies and procedures of a given program/project and must collect data, analyze it, and provide reports on project status. Works under general guidelines established by the customer management or project leader. • Designs and prepares technical reports, studies, and related documentation, makes charts and graphs to record results, prepares and delivers presentations, training, and briefings as required by the task order
Minimum Education: Bachelors
Minimum/General Experience: 9 years

Job Title: Information Assurance Systems Specialist
Functional Responsibilities: • Reviews and recommends information assurance solutions to resolve customer problems based on an understanding of products/systems test results. • Conducts systems security analysis and implementation, system engineering, electrical design, design assurance, testing, software engineering, program design, configuration management, integration, and testing of information assurance products and techniques. • Bases solutions on a firm understanding of government and industry policy, practices, procedures, customer requirements, and emerging security technologies and future trends in support of information system and network security. • Ensures that information assurance solutions are fully compatible with or engineered into the customer’s network design. • Establishes and satisfies system-wide information security requirements based upon the analysis of user, policy, regulatory, and resource demands. • Analyzes and defines security requirement for computer systems which may include mainframes, workstations, and personal computers. • Applies expertise to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures. Examples could include classified intelligence and command and control-related networks. • Supports customers at the highest levels in the development and implementation of doctrine and policies. • Provides customer support in solving all phases of complex information assurance-related technical problems. • Provides leadership and guidance in the development, design and application of solutions implemented by more junior staff members. • May have management responsibilities when assigned.
Minimum Education: Bachelors
Minimum/General Experience: 4 years
**Job Title:** IT Management Analyst II  
**Functional Responsibilities:** • Works with and supports stakeholders as a multi-functional team member in identifying, planning, developing, deploying, and communicating software applications and other technology solutions that can involve multiple physical locations and business units. • Works on day-to-day implementation and management of assigned delivery order projects, either independently or with assigned teams of programmers, trainers, and other information system and management professionals. • As the team analyst, is expected to identify, organize, direct, coordinate, and report the status of planning and production of all activities associated with assigned delivery order projects. • Executes routine or as needed administrative and managerial project-related activities, including creating analysis and feedback tools, schedules, workplans, management reporting tools, testing plans, meeting planning and materials, training plans, web site content, and other related tasks. • Analyses IT problems, and provides technical expertise in identifying, evaluating and recommending IT systems solutions to specific situations to improve the efficiency of internal administrative operations, organizations, or management. • Develops and maintains project plans and reporting requirements in accordance with customer direction for all assigned tasks. • Analyzes, evaluates, and/or makes recommendations for improvement in the efficiency of internal processes, administrative operations, organizations, or management.

**Minimum Education:** Bachelors  
**Minimum/General Experience:** 3 years

**Job Title:** IT Management Analyst III  
**Functional Responsibilities:** • Acts as a team member or capable of independently identifying, planning, developing, deploying, and communicating software applications and other technology solutions that can involve multiple physical locations and business units. • Works on day-to-day implementation and management of assigned delivery order projects, either independently or with assigned teams of programmers, trainers, and other information system and management professionals. • Expected to identify, organize, direct, coordinate, and report the status of planning and production of all activities associated with assigned delivery order projects. • Initiates, implements, and/or oversees routine or as needed administrative and managerial project-related activities, including creating analysis and feedback tools, schedules, workplans, management reporting tools, testing plans, meeting planning and materials, training plans, web site content, and other related tasks. • Plans, conducts and directs the analysis of IT problems, and provides technical expertise in identifying, evaluating and recommending IT systems solutions to specific situations to improve the efficiency of internal administrative operations, organizations, or management. • Develops and maintains project plans and reporting requirements in accordance with customer direction for all assigned tasks • May provide instruction for less experienced IT Management Analysts.

**Minimum Education:** Bachelors  
**Minimum/General Experience:** 4 years
Job Title: IT Management Analyst IV

Functional Responsibilities: • Performs independently or as a key multi-functional team member in identifying, planning, developing, deploying, and communicating software applications and other technology solutions that can involve multiple physical locations and business units. • Works on day-to-day implementation and management of assigned delivery order projects, either independently or with assigned teams of programmers, trainers, and other information system and management professionals. • As the team analyst, is expected to identify, organize, direct, coordinate, and report the status of planning and production of all activities associated with assigned delivery order projects. • Initiates, implements, and/or oversees routine or as needed administrative and managerial project-related activities, including creating analysis and feedback tools, schedules, workplans, management reporting tools, testing plans, meeting planning and materials, training plans, web site content, and other related tasks. • Plans, conducts and directs the analysis of IT problems, and provides technical expertise in identifying, evaluating and recommending IT systems solutions to specific situations to improve the efficiency of internal administrative operations, organizations, or management. • Develops and maintains project plans and reporting requirements in accordance with customer direction for all assigned tasks. • Analyzes, evaluates, and/or makes recommendations for improvement in the efficiency of internal processes, administrative operations, organizations, or management. • Functions as a team leader, providing oversight, mentoring, and direction within the IT Management Analyst team.

Minimum Education: Bachelors

Minimum/General Experience: 5 years

Job Title: IT Management Analyst VI

Functional Responsibilities: • Provide technical expertise in the development and application of industry best practices in identifying, planning, developing, deploying, and communicating software applications and other technology solutions that can involve multiple physical locations and business units. • Works on day-to-day implementation and management of assigned delivery order projects, either independently or with assigned teams of programmers, trainers, and other information system and management professionals. • As the team analyst, is expected to identify, organize, direct, coordinate, and report the status of planning and production of all activities associated with assigned delivery order projects. • Initiates, implements, and/or oversees routine or as needed administrative and managerial project-related activities, including creating analysis and feedback tools, schedules, workplans, management reporting tools, testing plans, meeting planning and materials, training plans, web site content, and other related tasks. • Plans, conducts and directs the analysis of IT problems, and provides technical expertise in identifying, evaluating and recommending IT systems solutions to specific situations to improve the efficiency of internal administrative operations, organizations, or management. • Develops and maintains project plans and reporting requirements in accordance with customer direction for all assigned tasks. • Analyzes, evaluates, and/or makes recommendations for improvement in the efficiency of internal processes, administrative operations, organizations, or management. • Develops and applies best practice standards for the organization, supporting less experienced IT Management Analysts, including generating processes, standards, and training materials as well as providing supervision and mentoring for others in the organization.

Minimum Education: Bachelors

Minimum/General Experience: 7 years
**Job Title:** Project Manager I

**Functional Responsibilities:** • Responsible for overall management of the program, project, and/or contract requirements, in single or diverse locations. • Organizes, directs, and coordinates planning and production of all required activities. May take direction and guidance from senior project managers. • Formulates and reviews all program/project documents: e.g., program, strategic, marketing, and subcontracting plans, feasibility studies, time and cost estimates, and other deliverable items. • Identifies changes in computer and systems technologies and interprets their meaning to senior management, employing knowledge of current and cutting-edge technology and systems as applied to customer requirements. • Provides technical assistance to facilitate planning and directing in the design, installation, modification, and operation of information systems capabilities, ensuring that the software and related products satisfy the needs and requirements of the customer. • Establishes and implements policies, procedures and standards, and ensures their conformance with information systems goals and procedures. • Studies and anticipates resource requirements including personnel, software, equipment, and facilities, and makes recommendations to the customer. • Coordinates the preparation, review and consolidation of customer information systems, budgets, acquisitions, and business plans. • May liaise with high-level customer personnel regarding performance and scheduling issues on programs, projects, or contracts, with or without senior project management personnel. • Responsible for ensuring coordination between subordinate personnel and all central management functions within the organization. Functional Responsibility (Cont.): • Applies quality assurance measures to the management and performance of the contract, program, or individual project. • Ensures adherence to budgets and business plans through periodic review of financial reports and capital appropriation requests. • Assigns personnel to various projects and directs their activities; reviews and evaluates their work, and prepares performance reports. • Confers with and advises subordinates on administrative policies and procedures, technical problems, priorities and methods. • Consults with personnel in other programs to coordinate activities.

**Minimum Education:** Bachelors

**Minimum/General Experience:** 2 years
Job Title: Project Manager II

Functional Responsibilities: • Responsible for overall management of the program, project, and/or contract requirements, in single or diverse locations. • Organizes, directs, and coordinates planning and production of all required activities. • Formulates and reviews all program/project documents: e.g., program, strategic, marketing, and subcontracting plans, feasibility studies, time and cost estimates, and other deliverable items. • Identifies changes in computer and systems technologies and interprets their meaning to senior management, employing knowledge of current and cutting-edge technology and systems as applied to customer requirements. • Provides technical assistance to facilitate planning and directing in the design, installation, modification, and operation of information systems capabilities, ensuring that the software and related products satisfy the needs and requirements of the customer. • Establishes and implements policies, procedures and standards, and ensures their conformance with information systems goals and procedures. • Studies and anticipates resource requirements including personnel, software, equipment, and facilities, and makes recommendations to the customer. • Coordinates the preparation, review and consolidation of customer information systems, budgets, acquisitions, and business plans. • Liaises with high-level customer personnel regarding performance and scheduling issues on programs, projects, or contracts. • Responsible for ensuring coordination between subordinate personnel and all central management functions within the organization. May provide guidance and leadership to more junior project management staff. Functional Responsibility (Cont.): • Applies quality assurance measures to the management and performance of the contract, program, or individual project. • Ensures adherence to budgets and business plans through periodic review of financial reports and capital appropriation requests. • Assigns personnel to various projects and directs their activities; reviews and evaluates their work, and prepares performance reports. • Advises subordinates on administrative policies and procedures, technical problems, priorities and methods. • Consults with personnel in other programs to coordinate activities

Minimum Education: Bachelors

Minimum/General Experience: 3 years
**Job Title:** Program Manager II  
**Functional Responsibilities:** • Responsible for overall management of the program, project, and/or contract requirements, in single or diverse locations. • Organizes, directs, and coordinates planning and production of all required activities. • Formulates and reviews all program/project documents: e.g., program, strategic, marketing, and subcontracting plans, feasibility studies, time and cost estimates, and other deliverable items. • Identifies changes in computer and systems technologies and interprets their meaning to senior management, employing knowledge of current and cutting-edge technology and systems as applied to customer requirements. • Provides technical assistance to facilitate planning and directing in the design, installation, modification, and operation of information systems capabilities, ensuring that the software and related products satisfy the needs and requirements of the customer. • Establishes and implements policies, procedures and standards, and ensures their conformance with information systems goals and procedures. • Studies and anticipates resource requirements including personnel, software, equipment, and facilities, and makes recommendations to the customer. • Coordinates the preparation, review and consolidation of customer information systems, budgets, acquisitions, and business plans. • Liaises with high-level customer personnel regarding performance and scheduling issues on programs, projects, or contracts. • Responsible for ensuring coordination between subordinate personnel and all central management functions within the organization.  
**Functional Responsibility (Cont.):** • Applies quality assurance measures to the management and performance of the contract, program, or individual project. • Ensures adherence to budgets and business plans through periodic review of financial reports and capital appropriation requests. • Assigns personnel to various projects and directs their activities; reviews and evaluates their work, and prepares performance reports. • Confers with and advises subordinates on administrative policies and procedures, technical problems, priorities and methods. • Consults with personnel in other programs to coordinate activities  
**Minimum Education:** Bachelors  
**Minimum/General Experience:** 9 years

**Job Title:** Systems Analyst II  
**Functional Responsibilities:** Serves as computer systems expert on assignments that typically involve the establishment of a framework for new automated systems. • Reviews, analyzes, and evaluates IT systems and user needs. • Formulates IT systems to integrate with existing IT structure and to parallel overall business strategies. • Writes detailed descriptions of user needs, program functions, and steps required to develop or modify computer programs. • Considers a number of possible approaches to overall structure development involving life cycle considerations ranging from the conduct of feasibility studies to postimplementation evaluation. • Integrates new with existing systems since projections are developed from inconclusive workload data, and technological advances are usually untried at the scale to which application is required. • Establishes design criteria to accommodate changes in mission or functional program requirements. • Possesses a broad knowledge of data sources, data flow, systems’ interactions, advanced computer equipment and software applications, and advanced systems design techniques to develop solutions to unyielding complex problems. • Provides input to policy makers on systems design and Automatic Data Processing (ADP) forecasts  
**Minimum Education:** Bachelors  
**Minimum/General Experience:** 5 years
**Job Title:** Database Administrator  
**Functional Responsibilities:** Defines and administers database organizations, standards, controls, procedures, and documentation. Provides experienced technical consulting in the definition, design, and creation of a database environment. Supports applications development staff and users on database solutions to business problems, data architectures, database management system facilities and capabilities, and the operation and tuning of databases. Ensures economic and efficient availability of data within adequate safeguards. Designs, implements, and maintains databases with respect to access methods, access time, batch processes, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Includes maintenance of database dictionaries, and integration of systems through database design. Develops and maintains experience in use of automated tools for database design and implementation  
**Minimum Education:** Bachelors  
**Minimum/General Experience:** 2 years

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**Experience/Substitutions Chart**

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<th>Labor Category</th>
<th>Min. Education</th>
<th>Min. Exp</th>
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