GENERAL SERVICES ADMINISTRATION  
Federal Supply Service  
Authorized Federal Supply Schedule Price List  

Online 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 for GSA Advantage!® is: GSAA Advantage.gov.

Multiple Award Schedule (MAS)  
Federal Supply Group: Information Technology  
Contract Number: 47QTCA22D00CL  
Contract Period: August 26, 2022, to August 25, 2027

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

LARGE CATEGORY: INFORMATION TECHNOLOGY  
SUBCATEGORY: IT SERVICES

Special Item Number (SIN) 54151S: IT Professional Services  
Includes: Cognitive computing; Conversion and implementation support; Database planning and design; Internet of Things (IoT); IT project management; Migration services (of all kinds); Network services; Programming; Resources and facilities management; Systems analysis, design, and implementation; and Other services relevant to 29 CFR 541.400.

Special Item Number (SIN) 54151HEAL: Health IT Services  
Includes professional services and/or professional labor categories that perform the following services: Connected health; Electronic health records; Emerging research; Health analytics; Health informatics; Health information exchanges; Innovative solutions; Personal health information management; and Other health IT services.

Select Computing, Inc.  
Corporate Office  
3001 Broadway St NE, Suite 655  
Minneapolis, MN 55413  
Phone: 612-331-5535  
www.selectcomputing.com

Contract Administrator: Rashid Ishaq, President  
GSA@selectcomputing.com  
Office: 612-331-5535  
Mobile: 612-889-1778  

Business Size: Small Disadvantaged Business (SDB)
I. CUSTOMER INFORMATION:

1a. Table of awarded Special Item Numbers

<table>
<thead>
<tr>
<th>Special Item Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>IT Professional Services</td>
</tr>
<tr>
<td>54151HEAL</td>
<td>Health IT Services</td>
</tr>
</tbody>
</table>

1b. Identification of lowest price model number and lowest unit price for each awarded Special Item Number: All pricing information is contained in Section III of this Price List.

1c. Identification of Services and Hourly Rates: Refer to Section III of this Price List.

2. Maximum Order:

<table>
<thead>
<tr>
<th>Special Item Number</th>
<th>Maximum Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>$500,000 per order</td>
</tr>
<tr>
<td>54151HEAL</td>
<td>$500,000 per order</td>
</tr>
</tbody>
</table>

3. Minimum Order: $100.00

4. Geographic Coverage: Domestic

5. Points of Production:

Minneapolis, Hennepin County, Minnesota

6. Discount from List Prices or Statement of Net Price:

The GSA Net Prices published on the GSA Advantage website reflect the fully burdened price. The negotiated discount has been applied and the Industrial Funding Fee (IFF) has been added.

7. Quality Discounts:

Not applicable to SIN 54151S – IT Professional Services and SIN 54151HEAL – Health IT Services.

8. Prompt Payment Terms: 0.1% Net 20 Days

Note: 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:

<table>
<thead>
<tr>
<th>Special Item Number</th>
<th>Time of Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Negotiated per delivery/ task order.</td>
</tr>
<tr>
<td>54151HEAL</td>
<td>Negotiated per delivery/ task order.</td>
</tr>
</tbody>
</table>

10b. Expedited Delivery:

Items available for expedited delivery will be negotiated per delivery/ task order.
10c. Overnight and 2-day Delivery:
Items available for overnight and 2-day delivery will be negotiated per delivery/task order.

10d. Urgent Requirements:
When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract. Agencies can also contact the Contract Administrator to affect a faster delivery.

11. F.O.B. Point(s): Destination

12a. Ordering Address:
Select Computing, Inc.
3001 Broadway St NE, Suite 655
Minneapolis, MN 55413
Phone: 612-331-5535
GSA@selectcomputing.com

12b. Ordering Procedures:
For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment Address
Select Computing, Inc.
3001 Broadway St NE, Suite 655
Minneapolis, MN 55413
Phone: 612-331-5535
rishaq@selectcomputing.com


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: Please refer to Section II (pages 5 – 8).
19. List of Service and Distribution Points:

Select Computing, Inc.
3001 Broadway St NE, Suite 655
Minneapolis, MN 55413
Phone: 612-331-5535
GSA@selectcomputing.com

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. Section 508 Compliance Information:
Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services at www.selectcomputing.com. The EIT standards can be found at: www.Section508.gov.

23. Unique Entity Identifier (UEI) number: T8UMMM1VACB1

24. Notification Regarding Registration in System for Award Management (SAM) Database:
Contractor is registered as Active in SAM database.

25. Trade Agreements Act (TAA):
All proposed products and services for Select Computing, Inc. comply with the Trade Agreements Act (TAA). The country of origin for our products and services is the United States.
II. TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 54151S) AND HEALTH IT SERVICES (SPECIAL ITEM NUMBER 54151HEAL)

1. SCOPE
   a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services and Special Item Number 54151HEAL Health IT Services apply exclusively to IT Services within the scope of this Information Technology Schedule.
   b. The Contractor shall provide services at the Contractor’s facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES - I-FSS-600 Performance Incentives (April 2000)
   a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
   b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
   c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity’s mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER
   a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made, and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include 552.232-73 Availability of Funds. The purchase order shall specify the availability of funds and the period for which funds are available.
   b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES
   a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
   b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
   c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
   d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel
Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. **STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

1. Cancel the stop-work order; or
2. Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

1. The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
2. The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. **INSPECTION OF SERVICES**


7. **RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or
otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (May 2014) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Services.

9. INDEPENDENT CONTRACTOR

All IT / Health IT / Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries, and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT / Health IT / Professional Services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general, and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

(1) The offeror.
(2) Subcontractors; and/or
(3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity’s Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. LABOR CATEGORY DESCRIPTIONS AND RATES (See Section III on next page.)
III. LABOR CATEGORY DESCRIPTIONS AND RATES

1. Information Technology Professional Services Category Descriptions – SIN 54151S

ARCHITECT – DATA WAREHOUSING

**Description:** Works in a data warehouse environment, which includes data design, database architecture, and metadata and repository creation. Translates business needs into long-term architecture solutions. Defines, designs, and builds dimensional databases. Develops data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Create overall data warehouse architecture standards, common data definitions, schedule data updates and generate reports, automate acquisition and loading processes, incorporate appropriate changes from production or test regions into the data warehouse environments, develop methods of ensuring data incompatibilities among systems and eliminate them, design databases, provide leadership and assistance to programmers, team leads, and analysts in designing solutions and in resolving design problems. Assist in selecting, evaluating and writing reviews for team members, evaluate and selecting hardware, middleware, database management, data transformation, cleaning, reporting, querying, analysis and mining software, monitor industry trends and identify emerging technologies that should be adopted, verify that the data in the warehouse and reports produced are in agreement with financial reports and other enterprise information assumed to be accurate, and provide status reports in accordance with defined standards. Relational and multi-dimensional database experience, as well as 2 and 3 tier architecture skills.

Responsible for leading data warehouse team in developing and enhancing the data warehouse and user interface. Establishes user requirements. Responsible for developing data warehousing blueprints, evaluating hardware and software platforms, and integrating systems.

**Minimum/General Experience:** Ten (10) years of industry experience working in a data warehouse environment.

**Minimum Education:** Associate degree in Engineering, Computer Science, Mathematics, or equivalent experience is preferred. Four (4) years of experience can be substituted for the degree requirement.

ARCHITECT – INFORMATION

**Description:** Assist in the development and implementation of practices and procedures used to administer the data assets, work directly with client contacts, ensure complete and accurate logical definition, analysis, and design of data, participate in hardware and software selection, modification, implementation and maintenance of corporate systems. Formalize detailed documentation of data specifications, assist in budgeting activities, expert working knowledge of departmental functions, application testing of systems, conduct training and walkthroughs for user personnel, and serve as technical support. Develops strategies for data acquisitions, data architecture, archive recovery, and implementation of a database. Evaluates reusability of current data for additional analyses. Reviews object and data models and the metadata repository to structure the data for better management and quicker access.

**Minimum/General Experience:** Ten (10) years of industry experience in maintaining and communicating data standards through projects that involve direct client contact, project planning, project estimation, scheduling, work plan analysis, and technical support for logical data modeling.
Minimum Education: Associate degree in Engineering, Computer Science, Mathematics, or equivalent experience is preferred. Four (4) years of experience can be substituted for the degree requirement.

ARCHITECT – SOFTWARE

Description: Provides technical direction and expertise in a variety of specialized areas including information systems engineering, systems architecture, systems integration, system standards, process engineering, and system design and requirements specification. May serve as senior technical staff. Fully understands all customer requirements and develops technical solutions for each specific requirement. Conducts system analyses using appropriate analyses models. Responsibilities may include a combination of the following: Establishes system information requirements; designs architecture to include the software, hardware, and communications to support the total requirements; develops technical documentation, including functional descriptions. Evaluates and integrates cross-functional requirements and interfaces. Evaluates and defines system requirements. Provides technical and/or subject-matter expertise to projects.

Minimum/General Experience: Ten (10) years of experience in the development of increasingly complex systems within a variety of software applications.

Minimum Education: Associate degree in Engineering, Computer Science, Mathematics, or equivalent experience is preferred. Four (4) years of experience can be substituted for the degree requirement.

BUSINESS SYSTEMS ANALYST

Description: Conduct studies pertaining to the development of new information system to meet current and projected business needs, write descriptions of user needs, program functions, and steps required to develop or modify systems. Analyze user requirements, procedures, and problems to improve existing systems. Participate in modifying procedures to solve problems considering computer equipment capacity and limitations, operation time, and form of desired results. Prepare function, system and program specifications using CASE (Computer Aided Software Engineering). Prepare project phase plans and implement schedules.

Minimum/General Experience: Five (5) years of experience conducting business process analyses, assessments, and preliminary cost/benefit analysis to align information technology solutions with business initiatives.

Minimum Education: Associate degree in Engineering, Computer Science, Mathematics, or equivalent experience is preferred. Four (4) years of experience can be substituted for the degree requirement.

DATABASE ADMINISTRATOR

Description: Establishes and enforces processes to ensure a consistent, well managed and integrated data infrastructure. Provides all activities related to the administration of databases. Projects long-range requirements for database administration and design in conjunction with other managers in the information systems function. Facilitates change control, problems management and communication among architects, engineers, and analysts. Assigns passwords and monitors use of resources. Backs up files as required. May produce complex periodic business reports; generate output such as labels, letters, and forms. Responds to frequent management requests for information. Although the incumbent may be a resident expert for applications running on a department-wide LAN or for the entire computer system in a smaller enterprise, complex hardware and software applications may be
Database Administrator II

**Description:** Establishes and enforces processes to ensure a consistent, well managed and integrated data infrastructure. Provides all activities related to the administration of databases. Projects long-range requirements for database administration and design in conjunction with other managers in the information systems function.

Facilitates change control, problems management and communication among architects, engineers, and analysts. Assigns passwords and monitors use of resources. Backs up files as required. May produce complex periodic business reports; generate output such as labels, letters, and forms. Responds to frequent management requests for information. Although the incumbent may be a resident expert for applications running on a department-wide LAN or for the entire computer system in a smaller enterprise, complex hardware and software applications may be maintained by other professional staff or by vendors. Requires very little supervision. MS-Access, MS-SQL Server, Oracle, IBM DB2, Sybase, and other database management systems.

**Minimum/General Experience:** Five (5) years of industry experience maintaining data files and control procedures for mid-level system of networked microcomputers or for a single group of microcomputers linked to a host workstation, minicomputer, or mainframe. Responsible for data integrity.

**Minimum Education:** Associate degree in Engineering, Computer Science, Mathematics, or similar field. Four (4) years of experience can be substituted for the degree requirement.

Database Administrator III

**Description:** Establishes and enforces processes to ensure a consistent, well managed and integrated data infrastructure. Provides all activities related to the administration of databases. Projects long-range requirements for database administration and design in conjunction with other managers in the information systems function. Facilitates change control, problems management and communication among architects, engineers, and analysts. Backs up files as required. May produce complex periodic business reports; generate output such as labels, letters, and forms. Responds to frequent management requests for information. Although the incumbent may be a resident expert for applications running on a department-wide LAN or for the entire computer system in a smaller enterprise, complex hardware and software applications may be maintained by other professional staff or by vendors. Requires very little supervision.

**Minimum/General Experience:** Seven (7) years of industry experience maintaining data files and control procedures for mid-level system of networked microcomputers or for a single group of microcomputers linked to a host workstation, minicomputer, or mainframe. Responsible for data integrity.

**Minimum Education:** Associate degree in Engineering, Computer Science, Mathematics, or similar field. Four (4) years of experience can be substituted.
for the degree requirement.

DATABASE MANAGER

Description: Establishes and enforces processes to ensure a consistent, well managed and integrated data infrastructure. Provides all activities related to the administration of databases. Projects long-range requirements for database administration and design in conjunction with other managers in the information systems function. Facilitates change control, problems management and communication among architects, engineers, and analysts. Assigns passwords and monitors use of resources. Backs up files as required. May produce complex periodic business reports; generate output such as labels, letters, and forms. Responds to frequent management requests for information. Although the incumbent may be a resident expert for applications running on a department-wide LAN or for the entire computer system in a smaller enterprise, complex hardware and software applications may be maintained by other professional staff or by vendors. Requires very little supervision.

Minimum/General Experience: Ten (10) years of industry experience maintaining data files and control procedures for mid-level system of networked microcomputers or for a single group of microcomputers linked to a host workstation, minicomputer, or mainframe. Responsible for data integrity.

Minimum Education: Associate degree in Engineering, Computer Science, Mathematics, or equivalent experience is preferred. Four (4) years of experience can be substituted for the degree requirement.

SOFTWARE ENGINEER

Description: Develop computer programs to store, locate, and retrieve specific documents, data, and information. Write programs to classify, index, input, store, and retrieve data/facts, display devices, and interface with other system equipment. Devises sample input data to test accuracy of program. Observes or runs test of program using sample or actual data. Debug program, modifying steps and sequence, as appropriate. Resolve questions of program intent, input data acquisition, time-sharing, output requirements, coding use and modification, and inclusion of internal checks and controls for system integrity. Observe and run test of program using sample or actual data. Debug program, modifying steps and sequence, as appropriate. Resolve questions of program intent, input data acquisition, time-sharing, output requirements, coding use and modification, and inclusion of internal checks and controls for system integrity.

Minimum/General Experience: Five (5) years of experience in the development, coding, testing, debugging, maintenance, and installation of programs for large-scale or high-volume transactions requiring IBM/MVS, IBM AS/400, HP9000, UNIX, and Linux, Windows or similar mainframe/mid-range processing and Internet-based applications.

Minimum Education: Associate degree in Engineering, Computer Science, Mathematics, or equivalent experience is preferred. Four (4) years of experience can be substituted for the degree requirement.

SYSTEMS ENGINEER

Description: Performs a variety of systems engineering tasks and activities that are broad in nature and are concerned with major application and system design, integration, and implementation, including personnel, hardware, software, budgetary, and support facilities or equipment. Responsible for project completion. Performs feasibility analysis on potential future projects to management. Formulates specifications for complex applications or maintains complex existing applications. Provides quality assurance review and the evaluation of new and existing software products.
**Assists all phases of software systems programming applications. Evaluates new and existing software products.**

**Minimum/General Experience:** Five (5) years of experience in the development, coding, testing, debugging, maintenance, and installation of programs for large-scale or high-volume transactions requiring IBM/MVS, IBM AS/400, HP9000, UNIX, and Linux, Windows or similar mainframe/mid-range processing and Internet-based applications.

**Minimum Education:** Associate degree in Engineering, Computer Science, Mathematics, or similar field. Four (4) years of experience can be substituted for the degree requirement.

### QUALITY ASSURANCE SPECIALIST

**Description:** Establishes and maintains a process for evaluating systems and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the project life cycle. The Quality Assurance (QA) Specialist inspects each work site, as required, to ensure compliance with the requirements of orders issued under the task schedule via technical inspections, reviews, validations. Reports directly to the program manager, project director, and project manager. Requires limited supervision, edits, and rewrites on-line and hard copy documents for grammatical, syntactical, and usage errors; spelling; punctuation; and adherence to standards, including consistency, format, and presentation. Proofreads documentation and graphics for accuracy and adherence to original content and provides quality control checking for documents received from copying and word processing.

**Minimum/General Experience:** Five (5) years of progressive QA experience. Two (2) years of related experience providing QA review, technical editing, and rewriting for technical reports, proposals, and promotional materials, and of intensive and progressive experience in QA on substantial IT projects (i.e., technical inspections, technical reviews, and validations).

**Minimum Education:** Associate degree in Engineering, Computer Science, Mathematics, or equivalent experience is preferred. Four (4) years of experience can be substituted for the degree requirement.

### PROGRAM MANAGER

**Description:** Serves as single point of contact with the client and is the authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer’s Representative (COR), government management personnel, and customer agency representatives. Responsible for formulating and enforcing work standards, tracking and monitoring work schedules, and reviewing work discrepancies for multiple projects. Plans, organizes, and controls the overall activities of multiple projects, i.e., project management, technical work, quality of work, schedule, and costs. As a staff specialist or expert consultant, provides expert, independent services and leadership in specialized technical areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art software/hardware. Ensures that all activities conform to the terms and conditions of the contract and task-ordering procedures. Coordinates activities and seeks resolution of contractual and technical problems while working with the CO, the COR, and the Government project manager. Supervises subordinate project managers and communicates policies, purposes, and goals of the organization to subordinates. Responsible for overall contract performance for those contracts under his/her purview.

Demonstrated expertise in the management and control of funds and resources, preferably in an earned value management system, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity (Cost Plus, Fixed Price, Labor Hour, Time & Material).
Must be a certified Project Management Professional (PMP) or Software Quality Manager (SQM) or have current ITIL or ISO Certification.

**Minimum/General Experience:** Ten (10) years of industry experience working in project/program management of information technology, engineering, or other technical projects, including project development from inception to deployment to operations and maintenance in a CMMI Level 2 or higher environment. Demonstrated expertise in the management and control of funds and resources, preferably in an earned value management system, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity (Cost Plus, Fixed Price, Labor Hour, Time & Material). Project Management Professional (PMP), Software Quality Manager (SQM), ITIL Certification, or ISO certification is preferred.

**Minimum Education:** Associate degree in Computer Science, Engineering, Technology, Business, Management, or related area. Four (4) years of experience can be substituted for the degree requirement.

### PROJECT MANAGER I

**Description:** Serves as the project manager, technical lead or task lead for a single task order or project and assists the Program Manager or Corporate Leadership in working with the Government Contracting Officer (CO), the contract-level Contracting Officer’s Representative (COR), the task order-level COR(s), government task leads, and customer agency representatives. Under the guidance of the Program Manager or other Corporate Leadership, is responsible for the management of specific task orders and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner. Builds project schedules in Microsoft Project or client directed project planning systems and submits required project status reports to the client. As a team or project leader, provides technical direction for the complete systems development effort. May serve as a technical lead for a specific technology area. Reviews and approves all task order deliverables and executes the task quality assurance and risk management solutions. Demonstrated expertise in the management and control of funds and resources, preferably in an earned value management system, demonstrated capability in managing task orders or projects of various types and complexity (Cost Plus, Fixed Price, Labor Hour, Time & Material).

**Minimum/General Experience:** Five (5) years of industry experience working in project/program management/task leadership of technical projects, including project development from inception to deployment to operations and maintenance, preferably in an ISO, ITIL, or CMMI Level 2 or higher environment. Demonstrated expertise in the management and control of funds and resources, preferably in an earned value management system, demonstrated capability in managing task orders or projects of various types and complexity (Cost Plus, Fixed Price, Labor Hour, Time & Material). Project Management Professional (PMP), Software Quality Manager (SQM), ITIL Certification, or ISO certification is preferred.

**Minimum Education:** Associate degree in Computer Science, Engineering, Technology, Business, Management, or related area and PMP certification. Four (4) years of experience can be substituted for the degree requirement.

### PROJECT MANAGER II

**Description:** Serves as the project manager for large, complex task orders (or a group of task orders affecting the same work effort) and assists the Program Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer’s Representative (COR), the task order level COR(s), government task leads, and customer agency representatives. Under the guidance of the Program Manager or Corporate Leadership, responsible for the management of specific task orders and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner. Builds project schedules in Microsoft Project or client directed project planning systems and submits required project status reports to the client. Reviews and approves all task order deliverables and executes the task quality assurance and risk management solutions. Demonstrated expertise in the management and control of funds and resources, preferably in an earned value management system, demonstrated capability in managing task orders or projects of various types and complexity (Cost Plus, Fixed Price, Labor Hour, Time & Material). Project Management Professional (PMP), Software Quality Manager (SQM), ITIL Certification, or ISO certification is preferred.
Demonstrated expertise in the management and control of funds and resources, preferably in an earned value management system, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity (Cost Plus, Fixed Price, Labor Hour, Time & Material).

**Minimum/General Experience:** Seven (7) years of industry experience working in project/program management of information technology, engineering, or other technical projects, including project development from inception to deployment to operations and maintenance in a CMMI Level 2 or higher environment. Demonstrated expertise in the management and control of funds and resources, preferably in an earned value management system, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity (Cost Plus, Fixed Price, Labor Hour, Time & Material). Project Management Professional (PMP) or Software Quality Manager (SQM), current ITIL or ISO Certification is preferred.

**Minimum Education:** Associate degree in Computer Science, Engineering, Technology, Business, Management, or related area. Four (4) years of experience can be substituted for the degree requirement.

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**INFORMATION ANALYST II**

**Description:** Prepares program, system, or infrastructure specifications, assists with the preparation of user documentation and system implementation. In accordance with client requirements, duties of the Senior Information Analyst may include, but are not limited to: Analyzing, designing, developing, implementing, and maintaining client server applications over distributed networks and related protocols for various systems; Converting and/or porting fully developed code over to other platforms using different processor architectures or operating systems; Performing needs analyses to define opportunities for new or improved business process solutions or technical or system architectures and to determine functional and cross-functional requirements; Providing technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards; Analyzing and developing computer software possessing a wide range of capabilities, including numerous engineering, business, and records and content management functions; Developing plans for automated information systems from project inception to closure; Analyzing user interfaces and maintaining hardware and software performance tuning, analyzing workload and computer usage, maintaining interfaces with outside systems, analyzing downtimes, analyzing proposed system modifications, upgrading and evaluating COTS; Consulting with customers to identify and specify requirements; Developing overall functional, systems, and technical requirements and specifications; Conducting business process re-engineering, feasibility studies and trade-off analyses; Preparing business cases for the application of IT solutions; Defining systems scope and objectives; Developing cost estimates for new or modified systems; Ensuring the integration of all systems components (e.g., procedures, databases, policies, software, and hardware); Planning systems implementation and/or ensuring the rigorous application of information security/information assurance policies, principles, and practices to the systems analysis process.

**Minimum/General Experience:** Five (5) years of general information analyst experience.

**Minimum Education:** Associate degree in Computer Science, Information Technology, Engineering, Mathematics, Technology, or related functional area. Four (4) years of experience can be substituted for the degree requirement.
**INFORMATION ANALYST III**

**Description:** As a senior and experienced information analyst, consults with clients to learn and define their business requirements or problem areas and uses technical expertise to provide solutions to clients' needs. Prepares program, system, or infrastructure specifications, assists with the preparation of user documentation and system implementation. In accordance with client requirements, duties of the Senior Information Analyst may include, but are not limited to: Analyzing, designing, developing, implementing, and maintaining client server applications over distributed networks and related protocols for various systems; Converting and/or porting fully developed code over to other platforms using different processor architectures or operating systems; Performing needs analyses to define opportunities for new or improved business process solutions or technical or system architectures and to determine functional and cross-functional requirements; Providing technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards; Analyzing and developing computer software possessing a wide range of capabilities, including numerous engineering, business, and records and content management functions; Developing plans for automated information systems from project inception to closure; Analyzing user interfaces and maintaining hardware and software performance tuning, analyzing workload and computer usage, maintaining interfaces with outside systems, analyzing downtimes, analyzing proposed system modifications, upgrading and evaluating COTS; Consulting with customers to identify and specify requirements; Developing overall functional, systems, and technical requirements and specifications; Conducting business process re-engineering, feasibility studies and trade-off analyses; Preparing business cases for the application of IT solutions; Defining systems scope and objectives; Developing cost estimates for new or modified systems; Ensuring the integration of all systems components (e.g., procedures, databases, policies, software, and hardware); Planning systems implementation and/or ensuring the rigorous application of information security/information assurance policies, principles, and practices to the systems analysis process.

**Minimum/General Experience:** Seven (7) years of general information analyst experience.

**Minimum Education:** Associate degree in Computer Science, Information Technology, Engineering, Mathematics, Technology, or related functional area. Four (4) years of experience can be substituted for the degree requirement.

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**INFORMATION ANALYST IV**

**Description:** As an expert, consults with clients to learn and define their business requirements or problem areas and uses technical expertise to provide solutions to clients’ needs. Prepares program, system, or infrastructure specifications, assists with the preparation of user documentation and system implementation. In accordance with client requirements, duties of the Senior Information Analyst may include, but are not limited to: Analyzing, designing, developing, implementing, and maintaining client server applications over distributed networks and related protocols for various systems; Converting and/or porting fully developed code over to other platforms using different processor architectures or operating systems; Performing needs analyses to define opportunities for new or improved business process solutions or technical or system architectures and to determine functional and cross-functional requirements; Providing technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards; Analyzing and developing computer software possessing a wide range of capabilities, including numerous engineering, business, and records and content management functions; Developing plans for automated information systems from project inception to closure; Analyzing user interfaces and maintaining hardware and software performance tuning, analyzing workload and computer usage, maintaining interfaces with outside systems, analyzing downtimes, analyzing proposed system modifications, upgrading and evaluating COTS; Consulting with customers to identify and specify requirements; Developing overall functional, systems, and technical requirements and specifications; Conducting business process re-engineering, feasibility studies and trade-off analyses; Preparing business cases for the application of IT solutions; Defining systems scope and objectives; Developing cost estimates for new or modified systems; Ensuring the integration of all systems components (e.g., procedures, databases, policies, software, and hardware); Planning systems implementation and/or ensuring the rigorous application of information security/information assurance policies, principles, and practices to the systems analysis process.
requirements; Developing overall functional, systems, and technical requirements and specifications; Conducting business process re-engineering, feasibility studies and trade-off analyses; Preparing business cases for the application of IT solutions; Defining systems scope and objectives; Developing cost estimates for new or modified systems; Ensuring the integration of all systems components (e.g., procedures, databases, policies, software, and hardware); Planning systems implementation and/or ensuring the rigorous application of information security/information assurance policies, principles, and practices to the systems analysis process.

Minimum/General Experience: Nine (9) years of general information technology experience.

Minimum Education: Associate degree in Computer Science, Information Technology, Engineering, Mathematics, Technology, or related functional area. Four (4) years of experience can be substituted for the degree requirement.

INFORMATION SPECIALIST II

Description: Applies business process improvement practices to re-engineer methodologies/principles and business process modernization projects. Applies analytical and computational techniques and methodologies for problem solutions. In accordance with client requirements, duties of the Information Specialist II may include, but are not limited to: Performing process and data modeling in support of the planning and analysis efforts using both manual and automated tools. Applying, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques; Helping develop strategies for improvement of information systems and services; Analyzing systems requirements in response to business requirements, risks, and costs; Evaluating, selecting, verifying, and validating the systems software environment; Evaluating and installing compilers, assemblers, and utilities; Integrating hardware and software components within the systems environment; Executing policies and procedures to ensure information systems reliability and accessibility and to prevent and defend against unauthorized access to systems, networks, and data; Conducting risk and vulnerability assessments of planned and installed information systems to identify vulnerabilities, risks, and protection needs; Conducting Certification and Accreditation (C&A) assessments and reviews; Promoting awareness of security issues among management and ensuring sound security principles are reflected in organizations’ visions and goals; Conducting systems security evaluations, audits, and reviews; Developing systems security contingency plans and disaster recovery procedures; Developing and implementing programs to ensure that systems, network, and data users are aware of, understand, and adhere to systems security policies and procedures; Participating in network and systems design to ensure implementation of appropriate systems security policies; Supporting telecommunications activities including planning, designing, installing, and maintaining large telecommunications networks; Operating and maintaining voice, video, and data communications systems; Applying telecommunications engineering principles and theory to assist in design and configuration alternatives; Evaluating existing communications systems to identify deficiencies and network performance improvements.

Minimum/General Experience: Five (5) years of general information analyst experience including three (3) years of specialized experience.

Minimum Education: Associate degree in Computer Science, Information Technology, Engineering, Mathematics, Technology, or related technical area. Four (4) years of experience can be substituted for the degree requirement.

INFORMATION SPECIALIST III

Description: Applies an enterprise-wide set of disciplines for the planning, analysis, design, and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodologies for problem solutions. In
accordance with client requirements, duties of the Information Specialist III may include, but are not limited to: Performing process (IDEF 0) and data modeling (IDEF 1X, Erwin, etc.) in support of the planning and analysis efforts using both manual and automated tools; Advising technical personnel on the conceptualization, development, and implementation of a broad range of information systems issues, including hardware/software integration; Planning strategies for improvement of information systems and services; Serving as the chief architect for complex information systems development; Analyzing systems requirements in response to business requirements, risks, and costs; Evaluating, selecting, verifying, and validating the systems software environment; Evaluating, selecting, and installing compilers, assemblers, and utilities; Integrating hardware and software components within the systems environment; Developing policies and procedures to ensure information systems reliability and accessibility and to prevent and defend against unauthorized access to systems, networks, and data; Conducts risk and vulnerability assessments of planned and installed information systems to identify vulnerabilities, risks, and protection needs; Conducting Certification and Accreditation (C&A) assessments and reviews; Promoting awareness of security issues among management and ensuring sound security principles are reflected in organizations’ visions and goals; Conducting systems security evaluations, audits, and reviews; Developing systems security contingency plans and disaster recovery procedures; Developing and implementing programs to ensure that systems, network, and data users are aware of, understand, and adhere to systems security policies and procedures; Participating in network and systems design to ensure implementation of appropriate systems security policies; Providing technical direction for telecommunications activities including planning, designing, installing, and maintaining large telecommunications networks; Developing, operating, and maintaining voice, video, and data communications systems; Applying telecommunications engineering principles and theory to propose design and configuration alternatives; Evaluating existing communications systems to identify deficiencies and network performance improvements.

**Minimum/General Experience:** Seven (7) years of general information analyst experience including four (4) years of specialized experience.

**Minimum Education:** Associate degree in Computer Science, Information Technology, Engineering, Mathematics, Technology, or related technical area. Four (4) years of experience can be substituted for the degree requirement.

**CONSULTANT**

**Description:** Consults with clients on IT solutions to meet business objectives and provides strategic guidance to clients regarding technology, infrastructures, and enabling major business processes through enhancements. Works to improve the structure and efficiency of IT systems; determine requirements, define scope of project specifications, plan timescales and resources. Clarifies client system specifications, work practices; defines software, hardware, and network requirements; and develops agreed upon new system solutions and infrastructures, by providing highly expert technical assistance.

**Minimum/General Experience:** Three (3) years of experience conducting business process analyses, assessments, and preliminary cost/benefit analysis to align information technology solutions with business initiatives.

**Minimum Education:** Associate degree in Engineering, Computer Science, Mathematics, or equivalent experience is preferred. Four (4) years of experience can be substituted for the degree requirement.

**IT SUBJECT MATTER EXPERT**

**Description:** Provides extremely high-level subject matter expertise and proficiency for work described in the task. Provides advanced technical
knowledge and analysis of highly specialized applications and operational environment, high-level functional system analysis, design, integration, documentation, training, implementation advice, and solutions to complex problems that require expert knowledge of the subject matter for effective implementation.

**Minimum/General Experience:** Five (5) years of general information analyst experience including three (3) years of specialized experience in IT subject matter.

**Minimum Education:** Bachelor’s degree in Computer Science, Information Technology, Engineering, Mathematics, Technology, or related technical area. Four (4) years of experience can be substituted for the degree requirement.

## 2. Health Information Technology Services Category Descriptions – SIN 54151HEAL

### HEALTH IT ARCHITECT

**Description:** Provides technical expertise in specialized areas of health information system engineering, system architecture, system integration, system standards, process engineering and design, and requirements specification. Fully understands client requirements and develops technical solutions for each. Conducts system analysis using analyses models. Responsible for a combination of the following: establishing system information requirements, developing technical documentaton and functional descriptions, evaluation and integration of cross-functional requirements and interfaces, evaluation, and definition of system requirements. Providing technical and subject-matter expertise to the project(s). Acts as lead in defining and executing systems engineering activities within escalating IT projects. Must demonstrate successful implementation of the following activities: systems planning, performance management, capacity planning, testing and validation, benchmarking, information engineering, and development of a systems engineering management plan.

**Minimum/General Experience:** Ten (10) years of experience in the development of increasingly complex systems within a variety of software applications. Directs and performs difficult engineering activities related to the design and modification of existing systems. Three (3) years of experience acting as lead in defining and executing systems engineering activities within escalating IT projects. Must demonstrate successful implementation of the following activities: systems planning, performance management, capacity planning, testing and validation, benchmarking, information engineering, and development of a systems engineering management plan.

**Minimum Education:** Associate degree in Engineering, Computer Science, Mathematics, or equivalent experience is preferred. Four (4) years of experience can be substituted for the degree requirement.

### HEALTH IT BUSINESS SYSTEMS ANALYST

**Description:** Develops/documents project requirements, design, and test scenarios for the implementation of Health Information Exchange (HIE). Analyzes business objectives of the client and maps them to the federal and state Health IT mandates/regulations that govern HIE. Develops ‘AS-IS’ and ‘TO-BE’ models that identify the gap between the current Health IT infrastructure and the infrastructure needed to implement Health IT solutions. Provides subject matter expertise on Health IT related items and technical support on the areas of system, business, process analysis, document development, and quality assurance. Creates functional specifications and detailed test plans. Defines function and system change that will be required
to support operations and management change request releases. Defines and documents source data mapping for system interfaces. Utilizes Health IT requirement management and Health IT architecture management tools to create functional and system requirement traceability to design specification.

**Minimum/General Experience:** Five (5) years of experience conducting business process analyses, assessments, and preliminary cost/benefit analysis to align information technology solutions with business initiatives.

**Minimum Education:** Associate degree in Engineering, Computer Science, Mathematics, or equivalent experience is preferred. Four (4) years of experience can be substituted for the degree requirement.

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**HEALTH IT DATABASE ADMINISTRATOR**

**Description:** Manage large federal databases of Electronic Health Records (EHRs). Ensures the security of data by management authorization and authentication, performs backups, and manages a disaster recovery plan. Partitions the EHR across specially designed data warehouses and marts to facilitate bioinformatics, statistical analysis, and HIT research. Establishes and enforces process to ensure a consistent, well managed, and integrated data infrastructure. Provides all activities related to the administration of databases. Projects requirement for database administration and design. Facilitates change control, problem management, and communication among architects, engineers, and analysts. Assigns passwords and monitors use of resources. Backs up files as required. May produce complex periodic business reports, generates output such as labels, letters, and forms. Responds to management requests for information. Assists in the resolution of end-user problems for IT and HIT. May act as resident expert for applications running on department-wide LAN or entire computer systems in smaller enterprise.

**Minimum/General Experience:** Three (3) years of industry experience maintaining data files and control procedures for mid-level system of networked microcomputers or for a single group of microcomputers linked to a host workstation, minicomputer, or mainframe. Responsible for data integrity.

**Minimum Education:** Associate degree in Engineering, Computer Science, Mathematics, or equivalent experience is preferred. Four (4) years of experience can be substituted for the degree requirement.

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**HEALTH IT SOFTWARE ENGINEER**

**Description:** Develops computer programs to store, locate, and retrieve specific documents, data, and information. Writes HIT programs to classify, index, input, store, and retrieve data/facts, display devices, and interface with other system equipment. Designs, develops, enhances, debugs, and implements software for health, medical, and clinical organizations. Devises sample input data to test accuracy of program. Runs test of program using sample of actual data. Debugs program, modifying steps and sequence. Resolves questions of program intent, input data acquisition, time-sharing, output requirements, coding use and modification, and inclusion of internal checks and controls for systems integrity.

**Minimum/General Experience:** Five (5) years of experience in the development, coding, testing, debugging, maintenance, and installation of programs for large-scale or high-volume transactions requiring IBM/MVS, IBM AS/400, HP9000, UNIX, and Linux, Windows, or similar mainframe/ mid-range processing and Internet-based applications.

**Minimum Education:** Associate degree in Engineering, Computer Science, Mathematics, or equivalent experience is preferred. Four (4) years of experience can be substituted for the degree requirement.
<table>
<thead>
<tr>
<th>Position</th>
<th>Description</th>
<th>Minimum/General Experience</th>
<th>Minimum Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEALTH IT SYSTEMS ENGINEER</td>
<td>Performs HIT system engineering tasks and activities concerned with major application and system design, integration, and implementation, including personnel, hardware, software budgetary, clinical and support facilities or equipment. Designs, develops, and troubleshoots complex technologies for HIT systems. Performs feasibility analysis on potential future projects to management. Formulates specifications for HIT applications and/or maintains existing applications. Provides quality assurance review and the evaluation of new and existing software products. Assists in all phases of software system programming applications and evaluates new and existing software products.</td>
<td>Five (5) years of experience in the development, coding, testing, debugging, maintenance, and installation of programs for large-scale or high-volume transactions requiring IBM/MVS, IBM AS/400, HP9000, UNIX, and Linux, Windows or similar mainframe/mid-range processing and Internet-based applications.</td>
<td>Associate degree in Engineering, Computer Science, Mathematics, or equivalent experience is preferred. Four (4) years of experience can be substituted for the degree requirement.</td>
</tr>
<tr>
<td>HEALTH IT QUALITY ASSURANCE SPECIALIST</td>
<td>Responsible for validation and verification of compliance requirements in the developments of HIT solutions. Develops comprehensive Quality Assurance (QA) plan that includes specification of testing methods, roles, and participants. Conducts audits to ensure compliance. Defines, tracks, and reports relevant metrics that signal need for management action. Establishes and maintains a process for evaluating systems and associated documentation, including document version control, requirements validation and reviews, change management process, quality assurance and test plans, test case specifications, functional test execution and reports, 508 compliance validation. Maintains level of quality, inspects work site and ensures compliance with requirements of orders issued under the task schedule through technical inspections, reviews and validation. Edits or rewrites on-line and hard copy documents ensuring adherence to standards. Provides technical and administrative direction to resources performing system development tasks on HIT contracts, including the review of work products for correctness, adherence to design concept and user standards. Makes recommendations for approval of major systems installations, writes test plans, test cases, test procedures, and test data. Sets up testing environment including hardware, software; automates scripts. Performs unit tests, system tests, user acceptance tests, and load and performance tests. Maintains record of defects found and communicates with development team to ensure all defects are corrected and retested until system reaches the expected quality level.</td>
<td>Five (5) years of progressive QA experience.</td>
<td>Associate degree in Engineering, Computer Science, Mathematics, or equivalent experience is preferred. Four (4) years of experience can be substituted for the degree requirement.</td>
</tr>
<tr>
<td>HEALTH IT PROGRAM MANAGER</td>
<td>Single point of contact with client. Authorized to interface with the Contracting Officer (CO), Contracting Officer’s Representative (COR), management personnel, and customer agency representatives. Responsible for formulating and enforcing work standards, tracking, and monitoring work schedules and reviewing work discrepancies for multiple projects. Plans, organizes, and controls the overall activities of multiple IT related projects including project management, technical work, quality of work, schedule(s) and costs associated with various task orders. Acts as staff specialist/expert consultant, provides expert, independent services, and leadership in specialized technical areas. Provides expertise on task.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
assignments, state-of-art software/hardware. Ensures all activities conform to terms and conditions of contract and task order procedures. Coordinates activities and seeks resolution of contractual and technical problems while working with the CO, COR, and project manager. Supervises subordinate project manager of HIT projects and communicates policy, purpose, and goals of the organization to staff. Oversees, reviews, and approves project deliverables including Kickoff Presentation, Project Management Plan, Communication Plan, Project Schedule, Risk and Issues Management, Status Reporting, Earned Value Reporting, Project Reviews, and Closeout Certification and Sign-off.

**Minimum/General Experience:** Ten (10) years of industry experience working in project/program management of information technology, engineering, or other technical projects, including project development from inception to deployment to operations and maintenance in a CMMI Level 2 or higher environment. Demonstrated expertise in the management and control of funds and resources, preferably in an earned value management system, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity (Cost Plus, Fixed Price, Labor Hour, Time & Material). Must be a certified Project Management Professional (PMP) or Software Quality Manager (SQM) or have current ITIL or ISO Certification.

**Minimum Education:** Associate degree in Engineering, Computer Science, Mathematics, or equivalent experience is preferred. Four (4) years of experience can be substituted for the degree requirement.
facilitate the motion of Electronic Health Records (EHRs) between the state, patient, provider, and Federal Government. Consults with client to learn and define business requirements or problem areas and uses technical expertise to provide HIT solutions. Prepares program, system and/or infrastructure specifications, assists with user documentation and system implementation. Duties include analyze, design, development, implement, and maintaining client server applications over distributed networks and related protocols for various systems. Converts and/or ports fully developed code over to other platforms using processor architectures or operating systems. Performs need analysis to define opportunities for new or improved business process solutions or technical or system architectures and to determine functional and cross-functional requirements. Provides technical and administrative direction for personnel performing software development tasks, including review of work products for correctness, adherence to design concept and user standards. Analyzes and develops computer software possessing a wide range of capabilities including engineering, business, medical, and records/content management functions. Develops plans for automated information systems from project inception through closure. Analyzes user interfaces and maintains hardware and software performance tuning, analyzes workload and computer usage, maintains interfaces with outside systems, analyzes downtimes and proposed system modification, upgrades and evaluates COTS.

Consults with client to identify and specify requirements. Develops overall functional, system, and technical requirements and specifications. Conducts business process re-engineering, feasibility studies and trade-off analysis. Prepares business cases for application of IT solutions. Defines system scope and objectives, cost estimates for new or modified systems. Ensures integration of all system components including procedures, databases, policies, software, and hardware. Plans system implementation and/or ensures the application of information security/information assurance policies, principles, and practices to the system analysis process.

**Minimum/General Experience:** Five (5) years of general information analyst experience including four (4) years of specialized experience.

**Minimum Education:** Associate degree in Engineering, Computer Science, Mathematics, or equivalent experience is preferred. Four (4) years of experience can be substituted for the degree requirement.

**HEALTH IT CONSULTANT**

**Description:** Works with end user to evaluate and solve technical problems. Evaluates existing system and user needs to analyze, design, recommend and implement systems changes. Serves as subject matter expert, possessing in-depth knowledge of complex areas of Health IT including business, computer science, engineering, mathematics, or various sciences. Provides support and knowledge of functional area of capability, carries out specialized methods to defined problems to arrive at solutions.

**Minimum/General Experience:** Five (5) years of experience conducting business process analyses, assessments, and preliminary cost/benefit analysis to align information technology solutions with business initiatives.

**Minimum Education:** Associate degree in Engineering, Computer Science, Mathematics, or equivalent experience is preferred. Four (4) years of experience can be substituted for the degree requirement.

**HEALTH IT SUBJECT MATTER EXPERT**

**Description:** Provides expert subject matter expertise and proficiency for work described in the task order. Possess expert technical knowledge and analysis of specialize HIT applications and operational environment, functional system analysis, design, integration, documentation, training, and implementation advice. Provides expert consultative support to functional technical areas of the project. Develops solutions to complex
problems, works with information technologists to identify the best solution.

**Minimum/General Experience:** Seven (7) years of general information analyst experience including three (3) years of specialized experience in HIT subject matter.

**Minimum Education:** Bachelor’s degree in Computer Science, Information Technology, Engineering, Mathematics, Technology, or related technical area. Four (4) years of experience can be substituted for the degree requirement.

### 3. Information Technology Professional Services Category Rates – SIN 54151S

<table>
<thead>
<tr>
<th>LABOR CATEGORY</th>
<th>SIN</th>
<th>Year 1 - GSA PRICE + IFF</th>
<th>Year 2 - GSA PRICE + IFF</th>
<th>Year 3 - GSA PRICE + IFF</th>
<th>Year 4 - GSA PRICE + IFF</th>
<th>Year 5 - GSA PRICE + IFF</th>
<th>Year 6 - GSA PRICE + IFF</th>
<th>Year 7 - GSA PRICE + IFF</th>
<th>Year 8 - GSA PRICE + IFF</th>
<th>Year 9 - GSA PRICE + IFF</th>
<th>Year 10 - GSA PRICE + IFF</th>
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<tbody>
<tr>
<td>Architect – Data Warehouse</td>
<td>54151S</td>
<td>$129.89</td>
<td>$133.79</td>
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<td>$158.89</td>
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<tr>
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<td>Systems Engineer</td>
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<td>Quality Assurance Specialist</td>
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### 4. Health Information Technology Services Category Rates – SIN 54151HEAL

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