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: GSAAdvantage.gov.

Multiple Award Schedule

FSC Group: Information Technology  FSC Class: IT Services

Contract number: 47QTCA22D00CW

Contract period: September 6, 2022 – September 5, 2027

Koniag Management Solutions, 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 PO-0002, effective September 7, 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).

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<tr>
<th>SINs</th>
<th>Recovery</th>
<th>SIN Title</th>
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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. 1% from all orders over $1M

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/. Not Applicable

23. Unique Entity Identifier (UEI) number. 081295612

24. Notification regarding registration in System for Award Management (SAM) database. Contractor registered and active in SAM
## GSA Pricing

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**Service Contract Labor Standards**

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The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (***) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).
LCAT Descriptions

.NET Developer
Duties: Under general direction, participates as in design development, coding, testing, and debugging new software or significant enhancements to existing software. Works with technical staff to understand problems with software and develops specifications to resolve them. Resolves customer complaints and responds to suggestions for improvements and enhancements.
Minimum Education: Bachelors
Minimum Experience: 5

Agile Practitioner (SME)
Duties: Works on technology-based projects using Agile methodologies in collaboration with other systems divisions. Collaborate with developers and customers on a daily basis during agile projects. Provides business and systems analysis support for projects collaborating with customers and developers to identify, define, interpret, and clarify scope of problems/issues in terms of business/systems requirements and processes. In agile projects, facilitate and drive requirements clarification via standard techniques such as lean driven task/workflow analysis to identify epics and breakdown epics into stories with acceptance test criteria to be used to drive iterations.
Minimum Education: Masters
Minimum Experience: 15

IT Business Analyst I
Duties: Supports business analyses and studies, needs assessments, requirements analysis/definition and cost/benefit analyses to align IT business systems, solutions and initiatives. Supports forecasts and analyzes trends, reporting regulations and business conditions. Develops and analyzes metrics, performance measurements, IT requirements, reports and recommendations related to management, organizational structure, policy/procedures and IT business systems. Identifies potential IT business risks.
Minimum Education: Bachelors
Minimum Experience: 3

IT Business Analyst II
Duties: Supports business analyses and studies, needs assessments, requirements analysis/definition and cost/benefit analyses to align IT business systems, solutions and initiatives. Supports forecasts and analyzes trends, reporting regulations and business conditions. Develops and analyzes metrics, performance measurements, IT requirements, reports and recommendations related to management, organizational structure, policy/procedures and IT business systems. Identifies potential IT business risks.
Minimum Education: Bachelors
Minimum Experience: 5
IT Business Analyst III

**Duties:** Prepares and conducts IT business analyses and studies, needs assessments, requirements analysis/definition and cost/benefit analyses to align IT business systems, solutions and initiatives. Supports forecasts and analyzes trends, reporting regulations and business conditions. Develops and analyzes metrics, performance measurements, requirements, reports and recommendations related to management, organizational structure, policy/procedures and IT business systems. Identifies potential IT business risks

**Minimum Education:** Bachelors

**Minimum Experience:** 6

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IT Business Analyst V

**Duties:** Prepares and conducts IT business analyses and studies, needs assessments, requirements analysis/definition and cost/benefit analyses to align IT business systems, solutions and initiatives. Prepares forecasts and analyzes trends, reporting regulations and business conditions. Develops and analyzes metrics, performance measurements, requirements, reports and recommendations related to management, organizational structure, policy/procedures and IT business systems. Identifies potential business risks. Areas of focus include but are not limited to information technology, business performance, business and economic case analysis, internal control and enterprise risk assessment.

**Minimum Education:** Bachelors

**Minimum Experience:** 10

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IT Business Enterprise Architect I

**Duties:** Provide subject matter expertise relating to identification, development, and implementation of business process re-engineering and requirements development strategy, policy, practices, and procedures. Monitor and document changes to the integrated business architecture at the enterprise, portfolio, program or system -level transition plans. Analyze system/program effectiveness and identify critical areas of improvement in IT business processes/capabilities. Document the as-is and to-be IT business processes and analyze for capability gaps, at the enterprise, portfolio, program, or system level or in support of the functional sponsor. Submit a business capability gap impact assessment and documented changes as part of the monthly Integrated Risk Assessment Report. Facilitate or lead as necessary the Business Working Level IPT in the preparation, approval and submission of all business needs related documentation including the Problem Statement, associated IT business process reengineering, system capabilities and the AOA plan leading to the Investment Review Board (IRB) certification and subsequent milestone approval. Architecture requirements will include addressing requirements for: Net Centric, Data Centric, service oriented architecture (SOA), and the global information grid (GIG) applications. Develop, coordinate and provide IT business requirements input/slides for all Milestone briefings, charts, documentation, and program updates. Develop, update and maintain IT business requirements documentation based on the Business Capability Lifecycle and the DoD 5000 series to include but not limited to the following milestone documentation: Business Needs, Problem Statement/Initial Capability Document, Capability Production Document, AoA Study Plan/Guidance, Business Process Re-engineering, and Business Architecture.

**Minimum Education:** Bachelors

**Minimum Experience:** 3
IT Business Enterprise Architect III

**Duties:** Provide subject matter expertise relating to identification, development, and implementation of business process re-engineering and requirements development strategy, policy, practices, and procedures. Monitor and document changes to the integrated business architecture at the enterprise, portfolio, program or system-level transition plans. Analyze system/program effectiveness and identify critical areas of improvement in IT business processes/capabilities. Document the as-is and to-be IT business processes and analyze for capability gaps, at the enterprise, portfolio, program, or system level or in support of the functional sponsor. Submit a business capability gap impact assessment and documented changes as part of the monthly Integrated Risk Assessment Report. Facilitate or lead as necessary the Business Working Level IPT in the preparation, approval and submission of all business needs related documentation including the Problem Statement, associated IT business process reengineering, system capabilities and the AOA plan leading to the Investment Review Board (IRB) certification and subsequent milestone approval. Architecture requirements will include addressing requirements for: Net Centric, Data Centric, service oriented architecture (SOA), and the global information grid (GIG) applications. Develop, coordinate and provide IT business requirements input/slides for all Milestone briefings, charts, documentation, and program updates. Develop, update and maintain IT business requirements documentation based on the Business Capability Lifecycle and the DoD 5000 series to include but not limited to the following milestone documentation: Business Needs, Problem Statement/Initial Capability Document, Capability Production Document, AOA Study Plan/Guidance, Business Process Re-engineering, and Business Architecture.

**Minimum Education:** Bachelors  
**Minimum Experience:** 8

IT Business Finance Manager

**Duties:** Support the development of document requirements to include the cost analysis of the Analysis of Alternatives (AoA), to Cost Analysis Requirements Document (CARD), and the Economic Analysis (EA) for those systems. Support and/or participate in integrated process teams to ensure cost analysis is accurate and in coordination with the IT Program Teams. Perform research in order to validate obligations, expenses, disbursements and MIPR acceptances. Prepare the IT Budget for all reporting requirements such the President’s Budget Submission (IPBS), Operational Execution Plan (OEP), and OMB exhibit 300. Support IT Budget Execution by tracking and reporting on status of color of money. Prepares for, supports, and attends Midyear and End of Year Reviews and program IPTs.

**Minimum Education:** Bachelors  
**Minimum Experience:** 6

Organizational Change IT Manager

**Duties:** Responsible for the planning, development, delivery, evaluation, and administration of technical training and IT development programs. Identifies performance/behavior gaps, makes recommendations, and provides solutions in order to improve IT business performance, increase retention or develop future leaders. Determines costs/benefits and creates high impact, low cost solutions. Researches externally available programs. Oversees design and presentation of training programs. Reviews and evaluates effectiveness of IT programs. May personally conduct selected programs. Serves as a technical resource for programs that are developed and presented.

**Minimum Education:** Bachelors  
**Minimum Experience:** 5
Data Analyst V
**Duties:** Prepares and conducts IT business analyses and studies, needs assessments, requirements analysis/definition and cost/benefit analyses to align IT business systems, solutions and initiatives. Prepares forecasts and analyzes trends, reporting regulations and business conditions. Develops and analyzes metrics, performance measurements, requirements, reports and recommendations related to management, organizational structure, policy/procedures and business systems. Identifies potential IT business risks. Areas of focus include but are not limited to information technology, business performance, business and economic case analysis, internal control and enterprise risk assessment.

**Minimum Education:** Bachelors

**Minimum Experience:** 10

Data Science Subject Matter Expert
**Duties:** Involved in the analysis of unstructured and semi-structured data, including latent semantic indexing (LSI), entity identification and tagging, complex event processing (CEP), and the application of analysis algorithms on distributed, clustered, and cloud-based high-performance infrastructures. Exercises creativity in applying non-traditional approaches to large-scale analysis of unstructured data in support of high-value use cases visualized through multi-dimensional interfaces. Handle processing and index requests against high-volume collections of data and high-velocity data streams.

**Minimum Education:** PHD

**Minimum Experience:** 15

IT Database Administrator III
**Duties:** Responsible for all activities related to the administration of computerized databases. Assigns personnel to various projects and directs their activities. Reviews and evaluates work and prepares performance reports. Confers with and advises subordinates on administrative policies and procedures, technical problems, priorities, and methods. Consults with and advises users of various databases. Projects long-range requirements for database administration in conjunction with other managers in the information systems function as well as business function managers. Prepares activity and progress reports regarding the database management section.

**Minimum Education:** Bachelors

**Minimum Experience:** 6

Developer II
**Duties:** Under general direction, participates as high-level technical expert in design development, coding, testing, and debugging new software or significant enhancements to existing software. Works with technical staff to understand problems with software and develops specifications to resolve them. Resolves customer complaints and responds to suggestions for improvements and enhancements

**Minimum Education:** Bachelors

**Minimum Experience:** 5

Enterprise Resource Processing Specialist II
**Duties:** Collate, verify, analyze and process data. It is also your job to manage databases, create spreadsheets and other documents that can be used to assess how well a company is performing.

**Minimum Education:** Bachelors

**Minimum Experience:** 2
Help Desk Manager
Duties: Respond to and diagnoses problems through interaction with users and determine problem recognition, research, isolation, and resolution steps. Escalate customer/application problems to functional or programming staff as needed and work directly with the support staff towards problem resolution. Use problem management database and help desk systems as the primary problem tracking and resolution tool. Understand and apply fundamental of customer service, incident response, problem response and change management. Provide Level II and Level III phone and walk up support to users in the areas such as email, word processing software, spreadsheet software, database software, user privileges, network access, network communication problems, network hardware trouble shooting, and diagnostics of printing problems. Demonstrate significant experience in computer hardware and software systems.
Minimum Education: Bachelors
Minimum Experience: 6

Help Desk Specialist II
Duties: Respond to and diagnoses problems through interaction with users and determine problem recognition, research, isolation, and resolution steps. Escalate customer/application problems to functional or programming staff as needed and work directly with the support staff towards problem resolution. Use problem management database and help desk systems as the primary problem tracking and resolution tool. Understand and apply fundamental of customer service, incident response, problem response and change management. Provide Level I and Level II the areas such as email, word processing software, spreadsheet software, database software, user privileges, network access, network communication problems, network hardware trouble shooting, and diagnostics of printing problems.
Minimum Education: High School
Minimum Experience: 3

Helpdesk Specialist III
Duties: Respond to and diagnoses problems through interaction with users and determine problem recognition, research, isolation, and resolution steps. Escalate customer/application problems to functional or programming staff as needed and work directly with the support staff towards problem resolution. Use problem management database and help desk systems as the primary problem tracking and resolution tool. Understand and apply fundamental of customer service, incident response, problem response and change management. Provide Level I and Level II the areas such as email, word processing software, spreadsheet software, database software, user privileges, network access, network communication problems, network hardware trouble shooting, and diagnostics of printing problems.
Minimum Education: High School
Minimum Experience: 4
IT Security (SME)
**Duties:** Provides programmatic consultation in support of information systems and networks and the confidentiality, integrity, availability, authenticity, and non-repudiation of the data being assembled, processed, transmitted and stored and assessing privacy governance methodology conditions and in implementing a program that can be applied to discrete privacy tasks or to managing privacy and sensitive data at the enterprise level. Capabilities reflect a strong foundation in Federal laws and regulations governing information security / privacy, and information assurance and a working knowledge of the security standards and controls utilized by Federal civilian agencies, the DoD and the Intelligence Community. Manages and directs the implementation, testing and validation of physical, technical and administrative security requirements and assists in the design of a strong security operations program and an effective business continuity plan. Evaluates programs against Privacy Act, HIPAA/HITECH, Federal and commercial regulations and guidance (e.g., NIST, FISMA, OMB). May monitor, evaluate, and maintain systems and procedures to protect data systems and databases from unauthorized users. Determines causes of security breaches and researches, recommends, and implements changes to procedures to protect data from future violations. Assists in educating users on security procedures.

**Minimum Education:** Masters
**Minimum Experience:** 15

IT Security Specialist II
**Duties:** Analyzes and defines information security, automated information security (AIS), and/or computer security requirements. Designs, develops, engineers, and implements security solutions. Gathers and organizes technical information about an organization’s mission, goals, and needs; existing security products; and ongoing programs. Develops, analyzes, and implements security architecture(s) as appropriate. Performs risk analysis and security audit services, develops analytical reports as required. May be required to perform in one or more of the following areas: AIS risk assessment methods and procedures; security of system software generation; security of computer hardware; operating system utility/support software; disaster recovery and contingency planning; telecommunications security; development of AIS security policies and procedures. May have experience in one or more of the following: digital signatures, encryption, public key and certification management, cross certification of public key systems, and X.500 directories.

**Minimum Education:** Bachelors
**Minimum Experience:** 2

IT Security Specialist IV
**Duties:** Analyzes and defines information security, automated information security (AIS), and/or computer security requirements. Designs, develops, engineers, and implements security solutions. Gathers and organizes technical information about an organization’s mission, goals, and needs; existing security products; and ongoing programs. Develops, analyzes, and implements security architecture(s) as appropriate. Performs risk analysis and security audit services, develops analytical reports as required. May be required to perform in one or more of the following areas: AIS risk assessment methods and procedures; security of system software generation; security of computer hardware; operating system utility/support software; disaster recovery and contingency planning; telecommunications security; development of AIS security policies and procedures. May have experience in one or more of the following: digital signatures, encryption, public key and certification management, cross certification of public key systems, and X.500 directories. May be responsible for leading a team in performing these services.

**Minimum Education:** Bachelors
**Minimum Experience:** 8
IT Specialist

**Duties:** Supports on a variety of IT technologies and be able to work with other IT staff members and the developers to identify processes, procedures or actions necessary to resolve problems. Will also work to maintain and/or automate common network administration tasks.

**Minimum Education:** Bachelors

**Minimum Experience:** 2

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IT System Engineer I

**Duties:** Assists more experienced Information/Systems Engineer/Functional Analyst in applying methods, theories, and research techniques in the investigation and solution of system design requirements and problems requiring the application of expert knowledge. Analyzes and evaluates user requirements by coordinating with the user to define the problem, data availability, report requirements, and system design problems. Defines system objectives and prepares system design specifications. Analyzes alternative means of deriving input data to select the most accurate, feasible, and economical methods. Performs process and data modeling using both manual and Computer Aided System Engineering (CASE) tools. Applies reverse engineering and reengineering disciplines to develop migration, strategic, and planning documents. Defines input and output file specifications including file organization. Defines controls, conversion procedures, and system implementation plans. Assignments are generally of limited scope and reviewed by more experienced engineers.

**Minimum Education:** Bachelors

**Minimum Experience:** 2

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IT System Engineer II

**Duties:** Works with more experienced Information/Systems Engineer/Functional Analysts in applying methods, theories, and research techniques in the investigation and solution of system design requirements and problems requiring the application of expert knowledge. Analyzes and evaluates user requirements by coordinating with the user to define the problem, data availability, report requirements, and system design problems. Defines system objectives and prepares system design specifications. Analyzes alternative means of deriving input data to select the most accurate, feasible, and economical methods. Performs process and data modeling using both manual and Computer Aided System Engineering (CASE) tools. Applies reverse engineering and reengineering disciplines to develop migration, strategic, and planning documents. Defines input and output file specifications including file organization. Defines controls, conversion procedures, and system implementation plans. May provide task direction to less experienced Information/Systems Engineer/Functional Analyst.

**Minimum Education:** Bachelors

**Minimum Experience:** 4
IT System Engineer III

**Duties:** Comprehensive knowledge in the application of methods, theories, and research techniques in the investigation and solution of system design requirements and problems requiring the application of expert knowledge. Analyzes and evaluates user requirements by coordinating with the user to define the problem, data availability, report requirements, and system design problems. Defines system objectives and prepares system design specifications. Analyzes alternative means of deriving input data to select the most accurate, feasible, and economical methods. Performs process and data modeling using both manual and Computer Aided System Engineering (CASE) tools. Applies reverse engineering and reengineering disciplines to develop migration, strategic, and planning documents. Defines input and output file specifications including file organization. Defines controls, conversion procedures, and system implementation plans. May function as Team Leader for less experienced Information/Systems Engineer/Functional Analysts

**Minimum Education:** Bachelors

**Minimum Experience:** 6

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IT System Engineer IV

**Duties:** Provide technical expertise in the development and application of methods, theories, and research techniques in the investigation and solution of system design requirements and problems requiring the application of expert knowledge. Analyzes and evaluates user requirements by coordinating with the user to define the problem, data availability, report requirements, and system design problems. Defines system objectives and prepares system design specifications. Analyzes alternative means of deriving input data to select the most accurate, feasible, and economical methods. Performs process and data modeling using both manual and Computer Aided System Engineering (CASE) tools. Applies reverse engineering and reengineering disciplines to develop migration, strategic, and planning documents. Defines input and output file specifications including file organization. Defines controls, conversion procedures, and system implementation plans. Plans, conducts, and technically directs projects or major phases of significant projects. Reviews completion and implementation of systems additions and/or enhancements, and recommends corrections in technical application and analysis to management. Evaluates vendor capabilities to provide required products or services. May provide daily supervision and directions to other Software/Web Developers, or high level consulting input

**Minimum Education:** Bachelors

**Minimum Experience:** 8

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IT System Engineer V

**Duties:** Provide technical expertise in the development and application of methods, theories, and research techniques in the investigation and solution of system design requirements and problems requiring the application of expert knowledge. Analyzes and evaluates user requirements by coordinating with the user to define the problem, data availability, report requirements, and system design problems. Defines system objectives and prepares system design specifications. Analyzes alternative means of deriving input data to select the most accurate, feasible, and economical methods. Performs process and data modeling using both manual and Computer Aided System Engineering (CASE) tools. Applies reverse engineering and reengineering disciplines to develop migration, strategic, and planning documents. Defines input and output file specifications including file organization. Defines controls, conversion procedures, and system implementation plans. Plans, conducts, and technically directs projects or major phases of significant projects. Reviews completion and implementation of systems additions and/or enhancements, and recommends corrections in technical application and analysis to management. Evaluates vendor capabilities to provide required products or services. May provide daily supervision and directions to other Software/Web Developers, or high level consulting input

**Minimum Education:** Bachelors

**Minimum Experience:** 10
Network Engineer III

Duties: Under general direction, manages the purchase, installation, and support of network communications, including LAN/WAN systems. Responsible for evaluating current systems. Works on complex problems where analysis of situation requires in-depth evaluation of various factors. Plans large-scale systems projects through vendor comparison and cost studies. Provides work leadership and training to lower level network engineers. Requires expert knowledge of LAN/WAN systems, networks, and applications.

Minimum Education: Bachelors
Minimum Experience: 6

IT Product Support Manager II

Duties: Coordinates the activities related to IT product support for an organization. These managers must lead a team of professionals to meet all the objectives of the organization by ensuring product quality control and rectifying any potential issues. They are required to attend and participate in business meetings so that they can suggest innovative support IT strategies to increase the recognition of their products. Must also assist in resolving customer complaints by facilitating the communications between their clients and the organization.

Minimum Education: Bachelors
Minimum Experience: 2

IT Product Support Manager III

Duties: Leads the activities related to IT product support for an organization. These managers must lead a team of professionals to meet all the objectives of the organization by ensuring product quality control and rectifying any potential issues. They are required to attend and participate in business meetings so that they can suggest innovative support IT strategies to increase the recognition of their products. Product support managers must also assist in resolving customer complaints by facilitating the communications between their clients and the organization.

Minimum Education: Bachelors
Minimum Experience: 5

IT Product Support Manager V

Duties: Manages the activities related to IT product support for an organization. These managers must lead a team of professionals to meet all the objectives of the organization by ensuring product quality control and rectifying any potential issues. They are required to attend and participate in business meetings so that they can suggest innovative support IT strategies to increase the recognition of their products. Product support managers must also assist in resolving customer complaints by facilitating the communications between their clients and the organization.

Minimum Education: Bachelors
Minimum Experience: 10
IT Program Manager I
Duties: Manages mid size ($30M - $50M) and small programs (>=$30M) involving multiple projects. Organizes, directs, and coordinates planning and production of all contract support activities. Has demonstrated communications skills at all levels of management. Serves as the contractor’s authorized interface with the Contracting Officer’s Technical Representative (COTR), government management personnel, and client agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinate personnel. Responsible for overall IT contract performance. Under stringent time frames, assembles and recruits as necessary to perform assigned tasks. Demonstrated capability in the overall management of multi-task IT contracts of the size, type, and complexity as described in the Task Order.
Minimum Education: Bachelors
Minimum Experience: 10

Software Developer II
Duties: Under general supervision, formulates and defines system scope and objectives through research and fact-finding to develop or modify moderately complex information systems. Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs, documents, and maintains those programs. Competent to work on most phases of applications systems analysis and programming activities but requires instruction and guidance in other phases.
Minimum Education: Bachelors
Minimum Experience: 4

IT Project Administrator
Duties: Manages schedules, arranges assignments, prepares action plans, analyzes risks/opportunities, gathers necessary resources and communicates progress to team members. The ultimate goal is ensuring the projects of a company are completed within the restraints of time, quality, and budget.
Minimum Education: Bachelors
Minimum Experience: 3

IT Project Control Specialist
Duties: Track employee performance during a project and support all managers involved with this project. In this role, you may report any problems with the project, help ensure the schedule and budget match the objectives of the project, and otherwise ensure operations conform to the plan.
Minimum Education: Bachelors
Minimum Experience: 3

IT Project Manager II
Duties: IT project related experience is required. Specialized experience required includes: complete engineering project development from inception to deployment, demonstrated capability in the management and control of funds and resources and the ability to manage multi-task contracts. Responsible for performance of all tasks on this project, to include analyses, report findings, and deliverables. Develops a project management plan that identifies project staff, staffing hours, task outlines, milestones, contract deliverables, and due dates. Provides technical management and direction for project related experience is required. Provides recommendations and advice on system improvements, optimization and maintenance.
Minimum Education: Bachelors
Minimum Experience: 5
IT Project Manager III

**Duties:** IT project related experience is required. Specialized experience required includes: complete engineering project development from inception to deployment, demonstrated capability in the management and control of funds and resources and the ability to manage multi-task contracts. Responsible for performance of all tasks on this project, to include analyses, report findings, and deliverables. Develops a project management plan that identifies project staff, staffing hours, task outlines, milestones, contract deliverables, and due dates. Provides technical management and direction for project related experience is required. Provides recommendations and advice on system improvements, optimization and maintenance

**Minimum Education:** Bachelors

**Minimum Experience:** 8

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IT Project Manager IV

**Duties:** Responsible for the performance of technical projects or a definable portion of a larger technical program in accordance with contract requirements and company policies, procedures and guidelines. Directs and supervises all support resources for the performance of project assignments and activities. Manages the technical direction of a project through the design, implementation, and testing in accordance with project objectives. Also responsible for acquiring follow-on business associated with assigned projects and for supporting new business development by leading relatively small proposals or assisting with major proposals. Responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables.

**Minimum Education:** Bachelors

**Minimum Experience:** 10

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IT Project Manager V

**Duties:** Responsible for the performance of technical projects or a definable portion of a larger technical program in accordance with contract requirements and company policies, procedures and guidelines. Directs and supervises all support resources for the performance of project assignments and activities. Manages the technical direction of a project through the design, implementation, and testing in accordance with project objectives. Also responsible for acquiring follow-on business associated with assigned projects and for supporting new business development by leading relatively small proposals or assisting with major proposals. Responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables.

**Minimum Education:** Bachelors

**Minimum Experience:** 12
IT Program Manager II
**Duties:** Simultaneously plans and directs a highly technical project (or a group of related tasks) and assists the Program Manager in working with the government Contracting Officer, the COTR, government management personnel, and client agency representatives. Under the guidance of the Program Manager, is responsible for the overall management of specific Task Orders and ensures that the technical solutions and schedules in the Task Order are implemented in a timely manner.

**Minimum Education:** Masters  
**Minimum Experience:** 15

IT Requirements Manager
**Duties:** Is charged with working with the project stakeholders and end users to elicit, understand, analyze, and document the requirements for a system in order to solve a given business problem. The IT Requirements Manager will document, analyze and review software requirements for a large software development team responsible for development, test, installation, customer interface and O&M activities for several applications supporting the classification of data and documents. Will be responsible for interfacing with multiple stakeholders to assess and understand the requirements to ensure that user stories are consistent and applicable across all products. Is responsible for overseeing functional and non-functional requirements for multiple products within the project team. The IT Requirements Manager’s primary duties include managing and verifying requirements; capturing detailed descriptions of user needs and product functionality; and ensuring the project team has clear, consistent and testable requirements documented in user stories and completion criteria. The IT Requirements Manager will also reconcile conflicts; decompose high-level information into the appropriate level of detail for team members; and participate in peer reviews of requirements documentation.

**Minimum Education:** Bachelors  
**Minimum Experience:** 8

SharePoint Developer I
**Duties:** Under general direction, participates as high-level technical expert in design development, coding, testing, and debugging new software or significant enhancements to existing software. Works with technical staff to understand problems with software and develops specifications to resolve them. Resolves customer complaints and responds to suggestions for improvements and enhancements.

**Minimum Education:** Bachelors  
**Minimum Experience:** 3

SharePoint Developer II
**Duties:** Responsible for the overall system design. Documents development requirements for database, applications, and operation system environment. Consults with end users to test and debug applications to meet client needs. Serves as expertise in all aspects of designing and application development.

**Minimum Education:** Bachelors  
**Minimum Experience:** 5

SME I
**Duties:** Oversees delivery of all services, staff and deliverables. Provide the client with program management expertise, change management support and executive leadership support. Defines the problems and analyzes and develops plans and requirements in the subject matter area for moderately complex-to-complex systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications including but not limited to: information technology healthcare, education, public safety, social services, human resources, transportation, and environment.

**Minimum Education:** Bachelors  
**Minimum Experience:** 8
SME II
**Duties:** Oversees delivery of all services, staff and deliverables. Provide the client with program management expertise, change management support and executive leadership support. Defines the problems and analyzes and develops plans and requirements in the subject matter area for moderately complex-to-complex systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications including but not limited to: information technology, healthcare, education, public safety, social services, human resources, transportation, and environment.
**Minimum Education:** Bachelors
**Minimum Experience:** 12

Software Developer I
**Duties:** Use analytical thinking and communication techniques to rapidly assimilate various types of information and identify which are relevant. Coordinates requirements and prioritization activities including elicitation, analysis, design, testing, and implementation of application products, information systems, and business processes in a development environment. Understand prioritization techniques to align requirements with vision. Works with end users and business stakeholders to translate business questions and goals into requirements for application design, development, and DevOps exercises. Verifies and validates working software satisfies needs.
**Minimum Education:** Bachelors
**Minimum Experience:** 3

System Administrator II
**Duties:** Under general supervision, responsible for installing, configuring, and maintaining operating system workstations and servers, including web servers, in support of business processing requirements. Performs software installations and upgrades to operating systems and layered software packages. Schedules installations and upgrades and maintains them in accordance with established IT policies and procedures. Monitors and tunes the system to achieve optimum performance levels. Ensures workstation/server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions. Ensures data/media recoverability by implementing a schedule of system backups and database archive operations. Supports media management through internal methods and procedures or through offsite storage and retrieval services. Develops and promotes standard operating procedures.
**Minimum Education:** Bachelors
**Minimum Experience:** 4

Technical Consultant I
**Duties:** Provides objective advice, expertise and specialized skills with the aim of creating value, maximizing growth or improving the performance of their clients. May serve in an executive assistant/advisory role to a high level government official in support of large complex programs. Has expertise and operates across one or more industries and variety of services such as business strategy, manpower planning, policy analysis, management controls, information technology, e-business and operations. Primarily concerned with the strategy, structure, management and operations of an organization.
**Minimum Education:** Bachelors
**Minimum Experience:** 3
Technical Consultant III

Duties: Provide expert leadership and guidance on current IT principles and practices of architecture data management systems and experience in large system designs, and with data modeling in the information management arena. Provide expert leadership and guidance in modeling and organizing information to facilitate support of projects or information architectures. Acts as a senior resource for transition planning from legacy to modern systems by concentrating on information flows, data exchange and data translation standardization services.

Minimum Education: Bachelors
Minimum Experience: 8

Technical Writer

Duties: Writes, rewrites and/or edits technical documents such as technical procedure manuals, user manuals, programming manuals, service manuals, operational specifications, and related technical publications to communicate clearly and effectively technical specifications and instructions to a wide range of audiences. Acquires subject knowledge by interviewing product developers, observing performance of production methods, referring to technical specifications, blueprints, engineering illustrations, and trade journals. Oversees preparation of illustrative materials, selecting drawings, sketches, diagrams and charts. Conducts quality review of materials.

Minimum Education: Bachelors
Minimum Experience: 5

Technical Consultant II

Duties: Provide expert leadership and guidance on current IT principles and practices of architecture data management systems and experience in large system designs, and with data modeling in the information management arena. Provide expert leadership and guidance in modeling and organizing information to facilitate support of projects or information architectures. Acts as a senior resource for transition planning from legacy to modern systems by concentrating on information flows, data exchange and data translation standardization services.

Minimum Education: Bachelors
Minimum Experience: 5

Tester Manager

Duties: Provide testing know-how in for the support of user requirements of complex to highly complex software/hardware applications. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection.

Minimum Education: Bachelors
Minimum Experience: 5

Web Designer/Developer II

Duties: Under direct supervision, designs and builds web pages using a variety of graphics software applications, techniques, and tools. Designs and develops user interface features, site animation, and special effects elements. Contributes to the design group’s efforts to enhance the appeal of the organization’s online offerings. Designs the website to support the organization’s strategies and goals relative to external communications.

Minimum Education: Bachelors
Minimum Experience: 5
Substitution Matrix

<table>
<thead>
<tr>
<th>Experience Substitutions</th>
<th>Bachelor’s degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>H.S diploma plus 6 years of experience</td>
<td>equals</td>
</tr>
<tr>
<td>Associate degree plus 4 years of experience</td>
<td>equals</td>
</tr>
<tr>
<td>Bachelor’s degree plus 4 years of experience</td>
<td>equals</td>
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</tbody>
</table>

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<tr>
<th>Education Substitutions</th>
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<tbody>
<tr>
<td>Bachelor’s degree plus 4 years of experience may be substituted for an MBA</td>
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<tr>
<td>Bachelor’s degree plus 4 years of experience may be substituted for a Master’s degree</td>
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<thead>
<tr>
<th>Certification Substitution</th>
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<tbody>
<tr>
<td>Professional certification mas be substituted for an additional year of experience</td>
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<td>An additional year of experience may be substituted for a professional certification</td>
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