

**GENERAL SERVICES ADMINISTRATION
Federal Acquisition 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 is available through **GSA Advantage!**TM, a menu-driven database system. The INTERNET address for **GSA Advantage!**TM is:
<http://www.GSAAdvantage.gov>.*

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**Schedule Title: PROFESSIONAL SERVICES SCHEDULE (PSS)
Industrial Group: 00CORP**

*FSC Group, Part, and Section or Standard Industrial Group: 874-1 & 874-1RC
FSC Group, Part, and Section or Standard Industrial Group: 871-6 & 871-6RC
FSC Group, Part, and Section or Standard Industrial Group: 871-7 & 871-7RC
FSC Group, Part, and Section or Standard Industrial Group: C132-51 & C132-51RC*

Contract Number: GS-00F-0003W

Contract Period: January 01, 2010 - July 09, 2018

Effective through Modification #PS0026 dated March 1, 2016

Contract Administrator:

David Hale
david.hale@dha-inc.com

**Business size:
Small Business**

Customer Information

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

SIN1a. Table of awarded special item number(s) with appropriate cross-reference to page number(s):

SIN	Recovery	SIN Description	Page #
871-1	871-1RC	Integrated Consulting Services	Page 4-5
874-6	874-6RC	Acquisition and Life Cycle Management	Page 4-5
874-7	874-7RC	Integrated Business Program Support Services	Page 4-5
C132-51	C132-51	Complimentary Professional IT Services	Page 4-5

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. See Pricing on Page 4-5.

2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic and Overseas
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.
7. **Quantity discounts:** None Offered
8. **Prompt payment terms:** Net 30 days
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will accept over \$3,000
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:** Contact Contractor

- 11c. Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
- 12. F.O.B Points(s):** Destination
- 13a. Ordering Address(es):** Same as Contractor
- 13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
- 14. Payment address(es):** Same as company address
- 15. Warranty provision.:** Contractor’s standard commercial warranty.
- 16. Export Packing Charges (if applicable):** N/A
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
- 18. Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 19. Terms and conditions of installation (if applicable):** N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. Terms and conditions for any other services (if applicable):** N/A
- 21. List of service and distribution points (if applicable):** N/A
- 22. List of participating dealers (if applicable):** N/A
- 23. Preventive maintenance (if applicable):** N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. 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. contactor’s website or other location.) The EIT standards can be found at:**
www.Section508.gov/.
- 25. Data Universal Numbering System (DUNS) number:** 093377690
- 26. Notification regarding registration in Central Contractor Registration (CCR) database:**
Contractor is registered and current in SAM.gov.

27. Uncompensated Overtime (Indicate if used): None

	GSA Schedule Contract Rates (Including IFF)				
	MOBIS and 70 under 00CORP				
	Option 1	Option 1	Option 1	Option 1	Option 1
	Year 6	Year 7	Year 8	Year 9	Year 10
	1/6/2014 - 7/9/2014	7/10/2014 - 7/9/2015	7/10/2015 - 7/9/2016	7/10/2016 - 7/9/2017	7/10/2017 - 7/9/2018
Service Proposed (e.g. Labor Category or Job Title/Task)					
Budget Specialist	\$ 110.61	\$ 110.61	\$ 112.71	\$ 114.85	\$ 117.04
Business Process Analyst Basic	\$ 100.82	\$ 100.82	\$ 102.73	\$ 104.68	\$ 106.67
Business Process Analyst - Principal	\$ 113.63	\$ 113.63	\$ 115.79	\$ 117.99	\$ 120.23
Business Process Analyst - SME	\$ 156.52	\$ 156.52	\$ 159.50	\$ 162.53	\$ 165.62
Configuration Manager	\$ 106.29	\$ 106.29	\$ 108.31	\$ 110.37	\$ 112.46
Configuration Content Manager	\$ 149.93	\$ 149.93	\$ 152.78	\$ 155.68	\$ 158.64
Contracts Manager	\$ 116.46	\$ 116.46	\$ 118.67	\$ 120.93	\$ 123.23
Cyber Security Specialist	\$ 124.85	\$ 124.85	\$ 127.22	\$ 129.64	\$ 132.10
Deployment Manager Basic	\$ 115.98	\$ 115.98	\$ 118.18	\$ 120.43	\$ 122.72
Deployment Manager Principal	\$ 153.63	\$ 153.63	\$ 156.55	\$ 159.52	\$ 162.55
Deployment Manager Expert	\$ 219.22	\$ 219.22	\$ 223.39	\$ 227.63	\$ 231.95
Deployment Manager SME	\$ 339.87	\$ 339.87	\$ 346.33	\$ 352.91	\$ 359.61
Graphics Designer	\$ 110.38	\$ 110.38	\$ 112.48	\$ 114.61	\$ 116.79
Investment Management Specialist	\$ 102.36	\$ 102.36	\$ 104.30	\$ 106.28	\$ 108.30
Master Scheduler	\$ 139.07	\$ 139.07	\$ 141.71	\$ 144.40	\$ 147.15
Program Management Specialist Basic	\$ 110.80	\$ 110.80	\$ 112.91	\$ 115.05	\$ 117.24
Program Management Specialist Mid-Level	\$ 127.36	\$ 127.36	\$ 129.77	\$ 132.24	\$ 134.75
Program Management Specialist Senior	\$ 141.12	\$ 141.12	\$ 143.80	\$ 146.53	\$ 149.32
Program Management Specialist SME	\$ 276.40	\$ 276.40	\$ 281.65	\$ 287.00	\$ 292.46
Quality Manager	\$ 108.57	\$ 108.57	\$ 110.63	\$ 112.73	\$ 114.88
Quality Manager Senior	\$ 140.00	\$ 140.00	\$ 142.66	\$ 145.37	\$ 148.13
Risk Manager	\$ 158.05	\$ 158.05	\$ 161.05	\$ 164.11	\$ 167.23
System Integrator	\$ 184.82	\$ 184.82	\$ 188.33	\$ 191.91	\$ 195.56
Systems Engineer Basic	\$ 62.58	\$ 62.58	\$ 63.77	\$ 64.98	\$ 66.21
Systems Engineer Mid	\$ 102.37	\$ 102.37	\$ 104.32	\$ 106.30	\$ 108.32
Systems Engineer Senior	\$ 113.07	\$ 113.07	\$ 115.22	\$ 117.41	\$ 119.64
Systems Engineer Principal	\$ 200.06	\$ 200.06	\$ 203.86	\$ 207.73	\$ 211.68
Technical Writer/Editor	\$ 86.00	\$ 86.00	\$ 87.63	\$ 89.30	\$ 91.00
Training Manager	\$ 96.77	\$ 96.77	\$ 98.60	\$ 100.48	\$ 102.39
Web Content Manager	\$ 115.46	\$ 115.46	\$ 117.65	\$ 119.88	\$ 122.16

	GSA Schedule Contract Rates (Including IFF)				
	MOBIS and 70 under 00CORP				
	Option 1	Option 1	Option 1	Option 1	Option 1
	Year 6	Year 7	Year 8	Year 9	Year 10
Service Proposed (e.g. Labor Category or Job Title/Task)	1/6/2014 - 7/9/2014	7/10/2014 - 7/9/2015	7/10/2015 - 7/9/2016	7/10/2016 - 7/9/2017	7/10/2017 - 7/9/2018
Management Analyst Basic	\$ 61.97	\$ 61.97	\$ 63.15	\$ 64.35	\$ 65.57
Management Analyst Mid	\$ 98.63	\$ 98.63	\$ 100.50	\$ 102.41	\$ 104.36
Management Analyst Expert	\$ 119.56	\$ 119.56	\$ 121.83	\$ 124.14	\$ 126.50
Information Security Specialist Basic	\$ 103.10	\$ 103.10	\$ 105.06	\$ 107.06	\$ 109.09
Information Security Specialist Principal	\$ 110.76	\$ 110.76	\$ 112.87	\$ 115.01	\$ 117.19
Analyst	\$ 138.10	\$ 138.10	\$ 140.72	\$ 143.40	\$ 146.12
Analyst, Junior	\$ 122.86	\$ 122.86	\$ 125.19	\$ 127.57	\$ 130.00
Analyst, Senior	\$ 160.46	\$ 160.46	\$ 163.51	\$ 166.62	\$ 169.78
BPR Specialist	\$ 127.02	\$ 127.02	\$ 129.43	\$ 131.89	\$ 134.40
BPR Specialist, Senior	\$ 159.27	\$ 159.27	\$ 162.30	\$ 165.38	\$ 168.52
Business Consultant	\$ 138.10	\$ 138.10	\$ 140.72	\$ 143.40	\$ 146.12
Business Consultant, Junior	\$ 122.86	\$ 122.86	\$ 125.19	\$ 127.57	\$ 130.00
Business Consultant, Senior	\$ 160.46	\$ 160.46	\$ 163.51	\$ 166.62	\$ 169.78
Information Specialist	\$ 122.86	\$ 122.86	\$ 125.19	\$ 127.57	\$ 130.00
Professional Technical Expert I	\$ 127.02	\$ 127.02	\$ 129.43	\$ 131.89	\$ 134.40
Professional Technical Expert II	\$ 132.66	\$ 132.66	\$ 135.18	\$ 137.75	\$ 140.37
Professional Technical Expert III	\$ 138.10	\$ 138.10	\$ 140.72	\$ 143.40	\$ 146.12
Professional Technical Expert IV	\$ 146.31	\$ 146.31	\$ 149.09	\$ 151.92	\$ 154.81
Professional Technical Expert V	\$ 160.46	\$ 160.46	\$ 163.51	\$ 166.62	\$ 169.78
Professional Technical Expert VI	\$ 166.10	\$ 166.10	\$ 169.26	\$ 172.47	\$ 175.75
Program Manager	\$ 172.30	\$ 172.30	\$ 175.57	\$ 178.91	\$ 182.31
Project Manager	\$ 146.31	\$ 146.31	\$ 149.09	\$ 151.92	\$ 154.81
Project Manager, Senior	\$ 166.10	\$ 166.10	\$ 169.26	\$ 172.47	\$ 175.75
Research Assistant	\$ 104.67	\$ 104.67	\$ 106.66	\$ 108.69	\$ 110.75
Systems Analyst	\$ 102.91	\$ 102.91	\$ 104.87	\$ 106.86	\$ 108.89
Systems Analyst, Senior	\$ 127.94	\$ 127.94	\$ 130.37	\$ 132.85	\$ 135.37

*NOTE: Unaudited labor categories are not in bold text.
Audited labor categories are in bold red text.*

Service Contract Act: The Service Contract Act (SCA) is applicable to this contract as it applies to the entire 00CORP Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

DHA Positions for SINs C132-51

Budget Specialist

Functional Responsibility:

- Support a Program Management Office (PMO) to assist in managing a major IT investment
- Work as a part of the program or project office to assist with budget development, tracking and analysis.
- Formulate and analyze budgets and provide financial reports including the performance of monthly and weekly reporting functions, such as monthly variance budget analysis, monthly reconciliation and reporting on status of funds
- Process, review and track invoices
- Preparation of necessary research to support and explain budget positions and recommend modifications
- Support formulation of Government OMB 300 exhibits and supporting documentation
- Apply Earned Value Management (EVM) concepts, reporting, and tracking

Minimum Education/Experience:

<ul style="list-style-type: none">• Demonstrated experience in management, planning, control or finance of IT programs.• Demonstrated excellent analytical, written, and oral communication skills. Applicants may be asked to produce previous examples of writing capability.• Demonstrated ability to independently prioritize, plan and execute work tasks in a rapidly		
Skill	Degree Requirement	Experience Requirements
Budget Analyst	BA/BS Degree or 4 plus years of experience	5 Years

Business Process Analyst

Functional Responsibility:

- Work as a part of a Strategic Planning Unit to assist with, facilitate or manage business process engineering efforts.
- Assist the client in mapping functions to organizations, analyzing existing processes for potential improvements, and developing written process analysis documents and workflows
- Interact regularly with the various levels of customer management for the purpose of supporting the development of process improvement efforts
- Conducting and preparing written research to support and explain business process recommendations
- Perform and document data and process analysis
- Facilitate planning sessions with senior government personnel

Minimum Education/Experience:

<ul style="list-style-type: none"> • Demonstrated excellent analytical, written, and oral communication skills. Applicants may be asked to produce previous examples of writing capability. • Demonstrated ability to independently prioritize, plan and execute work tasks in a 		
Skill	Degree Requirement	Experience Requirements
Business Process Consultant Basic	BA/BS Degree or 4 plus years of experience	1 Year
Business Process Consultant Principal	BA/BS Degree or 4 plus years of experience	3 Year
Business Process Consultant SME	BA/BS Degree or 4 plus years of experience	Over 5 Years

Configuration Manager

Functional Responsibility:

- Responsible for configuration management activities including product identification, change control, status accounting, operation of the program support library, and development and monitoring of equipment/system acceptance plans
- Responsible for maintaining configuration items of a hardware, software, documentation, requirements, and process nature
- Performs physical configuration audits and keeps all configuration items current to include ensuring established and approved methodologies are being followed
- Operates and manages program support library and process asset library
- Prepares and maintains configuration management plans and methodology

Minimum Education/Experience:

<ul style="list-style-type: none"> • Demonstrated ability establishing and control configuration baselines • Demonstrated knowledge of industry best practice standards relevant to CM including; CMMI, ISO, PMI, and ITIL 		
Skill	Degree Requirement	Experience Requirement
Configuration Manager	BA/BS Degree or 4 plus years of experience	3 Years

Contracts Manager

Functional Responsibility:

- Assisting in managing acquisitions of major IT investments as part of an IT Contracts Organization
- Work in a team environment providing the following types of support:
 - Contracts administration
 - Acquisition strategy development
 - Transforming technical requirements into Statements of Work
 - Contract issue resolution through research and analysis
 - Analyze business process and make recommendations to the client for improvement
 - Create and document program/project acquisition plans

Minimum Education/Experience:

<ul style="list-style-type: none"> • Prior experience working with Federal Government contracts • Must demonstrate knowledge of government procurement and contracting best practices, policy, and procedures as promulgated by the Federal Acquisition Regulation (FAR). • Demonstrated excellent analytical, written, and oral communication skills. Applicants may be asked to produce previous examples of writing capability. • Demonstrated ability to independently prioritize, plan and execute work tasks in a rapidly changing, fast-paced environment. 		
Skill	Degree Requirement	Experience Requirements
Contracts Manager	BA/BS Degree or 4 plus years of experience	5 Years

Deployment Manager

Functional Responsibility:

- Support a Program Management Office (PMO) to assist in managing and coordinating the transition of a major IT system to all client personnel
- Work as a part of a project transition organization to conduct requirement assessments and conduct all planning and execution associated with system deployment to all designated client locations.
- Work closely with internal PMOs in developing deployment schedules, and conduct necessary coordination activities with client field representatives.
- Assess technical and functional requirements and manage deployment schedules
- Serve as the principal interface between the PMO and the prime contractor on system deployment matters.

Minimum Education/Experience:

<ul style="list-style-type: none"> • Experience in the management, planning or control of Information Technology programs. • Demonstrated excellent analytical, written, and oral communication skills. Applicants may be asked to produce previous examples of writing capability. • Experience in applying IT Lifecycle methodologies. • Experience in IT program/deputy program manager or project management in a structured environment is desired. • Background/knowledge of standards based management as demonstrated by 		
Skill	Degree Requirement	Experience Requirements
Deployment Manager Basic	BS-BA Degree or 4 plus years of experience	3 Years
Deployment Manager	BS-BA Degree or 4 plus years of experience	6 Years
Deployment Manager Expert	BS-BA Degree or 4 plus years of experience	10 Years
Deployment Manager SME	MS-MBA; Degree or 6 plus years of experience	Over 16 Years

Graphics Designer

Functional Responsibility:

- Participates in the design, layout, and production of brochures, pamphlets, briefings, displays, and other materials
- May work from rough sketches, engineering drawings or other documentation; may exercise creative judgment by translating needs into graphics capabilities
- Uses various computer graphics software programs
- Provides guidance of all levels in developing and planning publication graphics design and printing layouts including selection of type styles, size, type of paper and size, arrangement of tables and illustrative material, type of cover, binding methods with materials, and the appropriate colors to enhance the overall look of the project
- Conducts quality reviews of graphics design layouts for publications to ensure that page layouts are ready for production

Minimum Education/Experience:

<ul style="list-style-type: none"> • Demonstrated knowledge of copyright procedures and laws • Knowledge of current graphics platforms and tools such as; Adobe Creative Suite, QuarkXPress, or Macintosh • Thorough understanding of production/rendering methods such as; drawing, offset printing, photography, time-based media, as well as interactive media 		
Skill	Degree Requirement	Experience Requirement
Graphics Designer	BA/BS Degree or 4 plus years of experience	3 Years

Information Security Specialist

Functional Responsibility

- Provides technical support in the areas of vulnerability assessment, risk assessment, network security, product evaluation, and security implementation.
- Responsible for designing and implementing solutions for protecting the confidentiality, integrity and availability of sensitive information.
- Provides technical evaluations of customer systems and assists with making security improvements.
- Participates in design of information system contingency plans that maintain appropriate levels of protection and meet time requirements for minimizing operations impact to customer organization.
- Conducts security product evaluations, and recommends products, technologies and upgrades to improve the customer's security posture.
- Conducts testing and audit log reviews to evaluate the effectiveness of current security measures.

Minimum Education/Experience:

<ul style="list-style-type: none"> • Experience in the management, planning, control IT programs. • Applicants must demonstrate excellent analytical, written, and oral communication skills. Applicants may be asked to produce previous examples of writing capability. • In-depth functional expertise in providing Information Security Specialist support 		
Skill	Degree Requirement	Experience Requirements
Information Security Specialist Basic	BS-BA Degree or 4 plus years of experience	1 Year

Information Security Specialist Principal	BS-BA Degree or 4 plus years of experience	4 years
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Investment Management Specialist

Functional Responsibility:

- Support an IT Policy and Planning Office to assist in managing an enterprise and ITIM processes
- Work as a part of the Investment Management Unit to assist with drafting, refining, and executing Capital Planning Investment Control (CPIC) policies and procedures
- Consult with Project Managers and Investment Sponsors on how to build and/or improve upon their OMB Exhibits 300. Specific topics will include;
 - Strategies for justifying investments in terms of its alignment with mission, strategic goals/objectives, and the President's Management Agenda
 - Creating performance goals
 - Conducting alternative analysis
 - Performing life cycle cost estimates
 - Defining project milestones, creating schedules, estimating costs per milestone, and reporting actual cost and schedule performance (earned value)
 - Mapping to the Federal Enterprise Architecture
 - Security and Privacy Planning
 - Assessing investments risks, creating mitigation strategies, and reporting status
 - Evaluating acquisition strategies Score OMB Exhibits 300 against OMB Circular A-11 criteria and provide Investment Managers recommendations for improving the score and quality of their business cases Support the annual enterprise budget formulation process by creating and updating OMB Exhibit 53 Facilitate the selection of IT Investment portfolio
- Assist and make recommendations to Executive Investment Review Boards by assessing OMB Exhibit 300 business cases for their technical merit, strategic alignment, architecture compliance, and return on investment

Minimum Education/Experience:

<ul style="list-style-type: none"> • Experience in the management, planning, control or finance of IT programs. • Must be experienced in planning and/or executing CPIC or ITIM processes. • Demonstrated excellent analytical, written, and oral communication skills. Applicants may be asked to produce previous examples of writing capability. • Demonstrated ability to independently prioritize, plan and execute work tasks in a rapidly changing, fast- paced environment. 		
Skill	Degree Requirement	Experience Requirements
Investment Management Specialist	BA/BS Degree or 4 plus years of experience	5 Years

Management Analyst

Functional Responsibilities:

- Analyzes various aspects of organizational functioning, including management, processes, structure, culture, and performance.
- Conducts organizational or process analysis, utilizing qualitative and quantitative analysis tools and techniques.

- Identifies sources of problems, makes recommendations for solutions, including designing and implementing appropriate organizational interventions.
- Applies organizational and management theory and principles to understand and improve organizational effectiveness and efficiency in achieving business goals.
- Works with all levels of the organization, from leadership and senior management to the workforce; interactions may include coaching, interviewing, workshop facilitation, training, and surveys.
- Focus is on understanding why and how effectively an organization, program, process or group of people, function in the present manner; how function or performance could be improved; and what should be done to bring about the improvement in effectiveness and/or efficiency.

Minimum Education/Experience:

<ul style="list-style-type: none"> • Experience in the management, planning or control of Information Technology programs. Demonstrated excellent analytical, written, and oral communication skills. Applicants may be asked to produce previous examples of writing capability. Experience in adapting and applying IT methodologies. • Experience utilizing Microsoft Office suite (Word, Excel, Access, Project, PowerPoint) in a Executive environment. 		
Skill	Degree Requirement	Experience Requirements
Management Analyst Basic	BS-BA Degree or 4 plus years of experience	2 Years
Management Analyst Mid	BS-BA Degree or 4 plus years of experience	3 Years
Management Analyst Expert	BS-BA Degree or 4 plus years of experience	Over 6 Years

Master Scheduler

Functional Responsibility:

- Support a Program Management Office (PMO) to assist in managing a major IT investment
- Work as a part of a program or project team to create comprehensive development and deployment schedules that are developed and monitored in concert with prime contractor schedules.
- Develop plans, schedules and tracks cost/budgets to meet requirements for a large government program
- Establish complex program plans and schedules
- Provide technical advice on critical paths, pert analysis and milestone development.
- Audit schedules for compliance with the life cycle management processes
- Provide a thorough schedule analysis to include task interdependency analysis, critical path, sensitivity/risk analysis and application of related tools
- Consult with executive management team on schedule modifications to achieve optimum schedules
- Coordinate work efforts across multiple units, each with responsibility for a different facet of the program life cycle
- Coordinate with government and development contractor input to schedules and make recommendations to Life Cycle management processes

Minimum Education/Experience:

<ul style="list-style-type: none"> • Hands-on experience in the management, planning, control or finance of Information Technology programs. • Demonstrated excellent analytical, written, and oral communication skills. Applicants may be asked to produce examples of writing capability. • Demonstrated ability to independently prioritize, plan and execute work tasks in a rapidly changing, fast-paced environment. • Experience in applying IT Lifecycle methodologies. • Experience with MS Project a must. 		
Skill	Degree Requirement	Experience Requirements
Master Scheduler	BA/BS Degree or 4 plus years of experience	5 Years

Program Management Specialist

Functional Responsibility:

- Fulfill a leadership role in the scoping and documenting of major technology initiatives. This will include analysis and recommendation of procurement vehicles, contract types, proposal evaluation and support of contract negotiation.
- Fulfill a leadership role in the oversight of major technology initiatives. This will include establishment of program management plans, schedules milestones, identification of risks, generation of real mitigation strategies and evaluation of program performance.
- Ensure programs produce their expected capability within budget and within schedule. This will include implementation of earned value principles in a manner that actually assists programs meet their objectives.
- Provide expertise in the generation and submission of budgets including program, agency, departmental, OMB and congressional budgets, creation of program specific OMB Exhibit 300s, as well as ensure accountability for appropriations, commitments, obligations and expenditures. Analysis of competing funding requests and justified recommendations of priorities will also be expected.
- Acts as liaison between various government groups and organizations.

Minimum Education/Experience:

<ul style="list-style-type: none"> • Experience in the management, planning, control or finance of IT programs. • Demonstrated excellent analytical, written, and oral communication skills. Applicants may be asked to produce previous examples of writing capability. • Demonstrated ability to independently prioritize, plan and execute work tasks in a rapidly changing, fast-paced environment. • Background/knowledge of standards based management as demonstrated by background in CMMI/CMM and/or PMI Standards. PMP preferred. 		
Skill	Degree Requirement	Experience Requirements
Program Management Specialist Basic	BS-BA Degree or 4 plus years of experience	3 Years
Program Management Specialist Mid Level	BS-BA Degree or 4 plus years of experience	6 Years
Program Management Specialist Senior	BS-BA Degree or 4 plus years of experience	11 Years

Program Management Specialist SME	MS-MBA Degree or 6 plus years of experience	Over 16 Years
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Quality Manager

Functional Responsibility:

- Must be able to determine the resources required for information technology quality control
- Must be able to maintain the level of quality throughout the software and/or program life cycle
- Develops software quality assurance, quality management, and quality control plans
- Ensures requirements are met, tested, and within scope
- Conducts formal/informal reviews and/or inspections throughout program lifecycle
- Coordinates with users and systems development personnel on releases of both system level and application software
- Responsible to monitor and correct defects, quality control violations, plan for corrective actions

Minimum Education/Experience:

<ul style="list-style-type: none"> • Demonstrated ability to have improved quality standards with regards to policies, processes, procedures, and products • Demonstrated knowledge of industry best practice standards relevant to CM including; NIST, ISO, PMI, and ITIL 		
Skill	Degree Requirement	Experience Requirement
Quality Manager	BA/BS Degree or 4 plus years of experience	3 Years
Quality Manager Senior	BA/BS Degree or 4 plus years of experience	5 Years

Cyber Security Specialist

Functional Responsibility:

- Analyzes criteria for access controls, storage, reproduction, transmission, and destruction of data maintained by automated systems requiring protection
- Performs computer security assessments and evaluations of computer systems
- Plans and conducts formal on- site program evaluations of large complex information processing systems
- Plans and conducts quantitative and qualitative security risk analyses, security evaluations and audits of information processing systems
- Determines computer security compliance and effectiveness of information processing systems
- Plans for the prevention of data compromise and reduces risks of cyber attack

Minimum Education/Experience:

<ul style="list-style-type: none"> • Demonstrated knowledge of industry security standards and best practices such as; ISO, NIST (specifically 800 – 12, 14, 26, 37, 53), NERC • Demonstrated knowledge of the following aspects to information security; ethical hacking, computer forensics, reverse engineering, intrusion prevention, Malware, and data recovery 		
Skill	Degree Requirement	Experience Requirement

Cyber Security Specialist	BA/BS Degree or 4 plus years of experience	3 Years
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Risk Manager

Functional Responsibility:

- Responsible for implementing processes and procedures to monitor risk across major IT programs.
- Communicate necessary information to the affected areas.
- Identify critical factors of anticipated change.
- Assess impact of changes in all functional areas.
- Perform Risk assessments.
- Assess impact against critical factors.
- Supports the development of a project risk assessment and management plan (PRAM - like tool).
- Create and maintain risk register.
- Ensure ongoing risk management.
- Explicitly track high-risk items and report as appropriate.
- Provide leadership for the development and implementation of contingency plans.
- Provide team leadership for the development and implementation of risk mitigation plans.
- Provide risk probability of occurrence and impact severity scoring assessments for programs or projects

Minimum Education/Experience:

<ul style="list-style-type: none"> • Hands-on experience performing risk management and/or risk analysis for major initiatives/organizations. • Demonstrated excellent analytical, written, and oral communication skills. Applicants may be asked to produce examples of writing capability. • Demonstrated ability to independently prioritize, plan and execute work tasks in a rapidly changing, fast-paced environment. • Experience in applying IT Lifecycle methodologies. • Experience with MS Project and Enterprise Portfolio Management tools a plus 		
Skill	Degree Requirement	Experience Requirements
Risk Manager	BA/BS Degree or 4 plus years of experience	5 Years

System Integrator

Functional Responsibility:

- Support a Program Management Office (PMO) to assist in managing and coordinating major, parallel IT initiatives.
- Work in a system development environment to oversee and evaluate technical standards, requirements, and schedules of multiple client projects.
- Assess technical and functional requirements and manage development schedules
- Provide seamless integration and coordination between projects
- Ensure technical and programmatic baselines of ongoing client initiatives are consistent across all program development efforts, anticipate system interface requirements, assess risks, and enforce configuration control processes.

Minimum Education/Experience:

<ul style="list-style-type: none"> • Experience in the management, planning, control or finance of IT programs. • Applicants must demonstrate excellent analytical, written, and oral communication skills. Applicants may be asked to produce previous examples of writing capability. • Functional expertise in at least one, preferably multiple of the following areas: Configuration Management, Risk Management, Interface Management, and/or Integration Management. Expertise in applying IT Lifecycle methodologies required. • Experience in IT program/deputy program manager or project management in a structured environment is desired. Background/knowledge of standards based management as demonstrated by background in CMMI/CMM and/or PMI Standards. PMP preferred. 		
Skill	Degree Requirement	Experience Requirements
Systems Integrator	BA/BS Degree or 4 plus years of experience	5 Years

Systems Engineer

Functional Responsibility:

- Support a Program Management Office (PMO) to assist in managing and coordinating major, parallel IT initiatives
- Work as a part of a systems development team to oversee and evaluate standards, requirements, and schedules of multiple client projects
- Assess technical and functional requirements and manage development schedules
- Provide seamless integration and coordination between projects
- Ensure technical and programmatic baselines of ongoing client initiatives are consistent across all program development efforts, anticipate system interface requirements, assess risks, and enforce configuration control processes
- Provide input and analysis on technical design of a physical and/or logical nature as well as making technical recommendations of system implementations

Minimum Education/Experience:

<ul style="list-style-type: none"> • Experience in the management, planning, control or finance of IT programs • Demonstrated excellent analytical, written, and oral communication skills. Applicants may be asked to produce previous examples of writing capability • Functional expertise in at least one, preferably multiple of the following areas: Configuration Management, Risk Management, Interface Management, and/or Integration Management. Expertise in applying IT Lifecycle methodologies required • Experience in IT program/deputy program manager or project management in a structured environment is desired. Background/knowledge of standards based management as demonstrated by background in CMMI/CMM and/or PMI Standards 		
Skill	Degree Requirement	Experience Requirement
Systems Engineer Basic	BA/BS Degree or 4 plus years of experience	2 Years
Systems Engineer Mid	BS/BA Degree or 4 plus years of experience	5 Years
Systems Engineer Senior	BS/BA Degree or 4 plus years of experience	6 Years
Systems Engineer Principle	MS/MA Degree or 6 plus years of experience	Over 10 Years

Training Manager

Functional Responsibility:

- Assist in transitioning an enterprise IT systems to system users through various standard industry training techniques.
- Work as a part of a Transition Unit to oversee the execution of system training to all system users.
- Provide functional expertise in the following aspects of system training: training strategy development, curriculum development, training delivery, technology based training.
- Provide expertise in IT Lifecycle Management methodologies as well as program planning and scheduling.
- Experience in preparing and/or reviewing technical and programmatic documentation to ensure their consistency with training documentation to ensure that impacts are identified, understood and communicated. Oversee the development and quality of final training deliverables submitted to the client to ensure client approval and concurrence of deliverables and/or work products produced.

Minimum Education/Experience:

<ul style="list-style-type: none"> • Experience in the management, planning, control or finance of IT programs. • Demonstrated excellent analytical, written, and oral communication skills. Applicants may be asked to produce previous examples of writing capability. • Functional expertise in at least one or more of the following areas: Configuration Management, Risk Management, Interface Management, and/or Integration Management. Expertise in applying IT Lifecycle methodologies required. • Experience in IT program/deputy program manager or project management in a structured environment. Background/knowledge of standards based management as demonstrated by background in CMMI/CMM and/or PMI Standards. PMP preferred. 		
Skill	Degree Requirement	Experience Requirements
Training Manager	BA/BS Degree or 4 plus years of experience	5 Years

Web Content Manager

Functional Responsibility:

- Support a Program Management Office (PMO) to assist in managing a major IT investment
- Work as a part of the Communications Team to communicate program developments and ensure information is readily available to support a PMO environment.
- Develops and maintains all internal and external web sites and internal file shares.
- Assists in the development and implementation of content on web sites. Determines size and arrangement of illustrative material and arranges layout.
- Exercises configuration management principles in making necessary content changes based on program developments.
- Maintains close liaison with Communications staff to ensure a consistent message is conveyed across all mediums
- Monitors web site traffic and administers receipt, assignment, tracking and response to visitor submitted questions

Minimum Education/Experience:

<ul style="list-style-type: none"> • Experience in the management, planning, control or finance of IT programs. • Demonstrated excellent analytical, written, and oral communication skills. Applicants may be asked to produce previous examples of writing capability. • Demonstrated ability to independently prioritize, plan and execute work tasks in a rapidly changing, fast-paced environment. 		
Skill	Degree Requirement	Experience Requirements
Web Content Manager	BA/BS Degree or 4 plus years of experience	5 Years

Technical Writer/Editor

Functional Responsibility:

- Assists in collecting and organizing information for preparation of user manuals, training materials, installation guides, style guides, proposals, and reports
- Plans, coordinates, and manages documentation of all aspects of system development lifecycle for projects and organizations
- Writes, edits, and reviews material of a technical nature as well as programmatic
- Possesses excellent writing skills
- Prepares standard templates and layouts for organization or project adoption including but not limited to; documents, presentations, process flows, publishing, and web content

Minimum Education/Experience:

<ul style="list-style-type: none"> • Demonstrated knowledge of system development lifecycle process and artifacts • Demonstrated experience working in the Information Technology field • Demonstrated knowledge of relevant tools 		
Skill	Degree Requirement	Experience Requirement
Technical Writer/Editor	AA/AS Degree or 2 plus years of experience	1 Year

DHA Positions for SIN C874-1, C874-6, C874-7

Analyst

Performs analytical tasks either independently or as part of a team of analysts conducting management studies, workforce analyses, cost-benefit analyses, earned value management reports and/or similar activities.

Minimum Education/Experience:

<ul style="list-style-type: none"> • Experience in preparing a variety of reports, assessments, or evaluations. 		
Skill	Degree Requirement	Experience Requirement
Analyst	BA/BS Degree or 4 plus years of	4 Years

	experience	
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Analyst, Junior

Provides analytical support as part of a team of analysts conducting management studies, workforce analyses, cost-benefit analyses, and/or similar activities.

Minimum Education/Experience:

<ul style="list-style-type: none"> • Experience in the preparation of a variety of reports, assessments, or evaluations. 		
Skill	Degree Requirement	Experience Requirement
Analyst Junior	BA/BS Degree or 4 plus years of experience	1 Year

Analyst, Senior

Conducts complex analyzes independently or as part of a team of analysts to support completion of management studies, workforce analyses, cost-benefit analyses, earned value management reports and/or similar activities.

Minimum Education/Experience:

<ul style="list-style-type: none"> • Experience in the development of workplans and methodologies to facilitate the collection and analyses of data. 		
Skill	Degree Requirement	Experience Requirement
Analyst Senior	BA/BS Degree or 4 plus years of experience	6 Years

BPR Specialist

Participates in major business process reengineering assignments to support organizational improvement through implementation of new technology solutions or major restructuring initiatives.

Minimum Education/Experience:

<ul style="list-style-type: none"> • Experience in implementation of new IT solutions and organizational upgrades. 		
Skill	Degree Requirement	Experience Requirement
BPR Specialist	BA/BS Degree or 4 plus years of experience	2 Years

BPR Specialist, Senior

Leads major business process reengineering assignments to support organizational improvement through implementation of new technology solutions or major restructuring initiatives.

Minimum Education/Experience:

<ul style="list-style-type: none"> • Experience in overseeing new business and organizational solutions. 		
Skill	Degree Requirement	Experience Requirement
BPR Specialist, Senior	BA/BS Degree or 4 plus years of experience	5 Years

Business Consultant

Participates in data collection and analysis tasks that contribute to the development of business cases to support management decision-making.

Minimum Education/Experience:

• Experience in conducting cost benefit analyses		
Skill	Degree Requirement	Experience Requirement
Business Consultant	BA/BS Degree or 4 plus years of experience	4 Years

Business Consultant, Junior

Works under the supervision of a more experienced business consultant to assist with a variety of data collection and analysis tasks in support of the development of business cases to support management decision-making and business process improvements.

Minimum Education/Experience:

• Experience supporting BC and BC, Sr. in analysis of business processes		
Skill	Degree Requirement	Experience Requirement
Business Consultant, Jr	BA/BS Degree or 4 plus years of experience	1 Year

Business Consultant, Senior

Lead data collection and analysis tasks in support of the development of business cases to support management decision-making and business process improvement. May be required to conduct cost benefit analyses and provide subject matter expertise in one or more related business or management areas. BPR SME to manage BC and BC, Jr. in analysis of business processes

Minimum Education/Experience:

• 3 years experience will relate to business consulting and/or BPR assignments.		
Skill	Degree Requirement	Experience Requirement
Business Consultant, Sr	BA/BS Degree or 4 plus years of experience	6 Years

Information Specialist

Provides user services support for database access and submissions. Provides computer information search and retrieval for client staff. Capable of supervising and training support staff. Familiar with service desk Procedures. Provides resource materials and literature searches for a wide variety of projects. Conducts research and production of bibliographies for clients and users. Responsible for deciding which sources to consult, how search strategies would be formulated, and for reviewing retrieved material for inclusion bibliographies. Performs all necessary functions for support of client libraries, including collection development and acquisitions; searching databases, the Web, and other electronic sources; answering reference questions; organizing and publicizing new acquisitions to employees.

Minimum Education/Experience:

• Familiar with web-based search engines • Knowledge of library systems and procedures		
Skill	Degree Requirement	Experience Requirement
Information Specialist	BA/BS Degree or 4 plus years of	1 Year

	experience	
Information Specialist	High School Diploma or Certificate of High School Equivalency	5 Years

Professional/Technical Expert I

Develops requirements from a project's inception to conclusion for simple to moderately complex programs. Provides analysis, evaluation and recommendations for improvements, optimization, development, and/or maintenance efforts for client-specific or mission-critical proficiencies.

Minimum Education/Experience:

<ul style="list-style-type: none"> • Experience consulting with client to define need or problem • Experience in conducting studies and surveys to obtain data, and analyzes data to advise on or recommend solutions. 		
Skill	Degree Requirement	Experience Requirement
Business Consultant, Sr	BA/BS Degree or 4 plus years of experience	2 Years
Business Consultant, Sr	High School Diploma or Certificate of High School Equivalency	6 Years

Professional/Technical Expert II

Develops requirements from a project's inception to conclusion for moderately complex and advanced programs. Provides analysis, evaluation and recommendations for improvements, optimization, development, and/or maintenance efforts for client-specific or mission-critical proficiencies.

Minimum Education/Experience:

<ul style="list-style-type: none"> • Experience in managing studies and surveys to obtain data, and analyzes data to advise on or recommend solutions. • Experience in coordinating and managing the preparation of analysis, evaluations, and recommendations for proper implementation of client-specific, system-specific, or mission-critical programs. 		
Skill	Degree Requirement	Experience Requirement
Professional/Tech Expert II	BA/BS Degree or 4 plus years of experience	3 Years
Professional/Tech Expert II	High School Diploma or Certificate of High School Equivalency	7 Years

Professional/Technical Expert III

Develops requirements from a project's inception to conclusion for moderately complex and advanced programs. Provides analysis, evaluation and recommendations for improvements, optimization, development, and/or maintenance efforts for client-specific or mission-critical proficiencies.

Minimum Education/Experience:

<ul style="list-style-type: none"> • Experience organizing processes for preparation of analysis, evaluations, and recommendations for proper implementation of client-specific, system-specific, or mission-critical programs. 		
Skill	Degree Requirement	Experience Requirement

Professional/Tech Expert II	BA/BS Degree or 4 plus years of experience	4 Years
Professional/Tech Expert II	High School Diploma or Certificate of High School Equivalency	8 Years

Professional/Technical Expert IV

Define problems and analyze and develop plans and requirements for simple to moderately complex systems. Provides expertise to the client to bringing best practices from prior work to be utilized in solving the client's problems.

Minimum Education/Experience:

<ul style="list-style-type: none"> Experience managing processes for the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the areas of risk management; life-cycle management; policy development, methodologies, and modeling, and simulation in the functional area being addressed. 		
Skill	Degree Requirement	Experience Requirement
Professional/Tech Expert IV	MA/MS/MBA Degree or 6 plus years of experience	3 Years
Professional/Tech Expert IV	High School Diploma or Certificate of High School Equivalency	9 Years

Professional/Technical Expert V

Define problems and analyze and develop plans and requirements for simple to moderately complex systems. Provides expertise to the client to bringing best practices from prior work/research to be utilized in solving the client's problems.

Minimum Education/Experience:

<ul style="list-style-type: none"> Experience managing processes for the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the areas of risk management; life-cycle management; policy development, methodologies, and modeling, and simulation in the functional area being addressed. 		
Skill	Degree Requirement	Experience Requirement
Professional/Tech Expert V	MA/MS/MBA Degree or 6 plus years of experience	4 Years
Professional/Tech Expert V	High School Diploma or Certificate of High School Equivalency	10 Years

Professional/Technical Expert VI

Provide managerial, and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex systems in the subject matter area. Ability to make recommendations and advise on system-wide improvements, risk management; automation, modeling and simulation, optimization and maintenance efforts in the functional area being addressed.

Minimum Education/Experience:

<ul style="list-style-type: none"> • Experience managing processes for the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the areas of risk management; life-cycle management; policy development, methodologies, and modeling, and simulation in the functional area being addressed. • Experience managing processes to provide technical demonstration of concepts utilizing various proof-of-concept methodologies. Provides expertise to the client to bringing best practices from prior work/research to be utilized in solving the client's problems. 		
Skill	Degree Requirement	Experience Requirement
Professional/Tech Expert VI	MA/MS/MBA Degree or 6 plus years of experience	5 Years
Professional/Tech Expert VI	High School Diploma or Certificate of High School Equivalency	11 Years

Program Manager

Has over responsibility for a major program and frequently will be responsible for multiple contracts providing a variety of services to a diverse customer base. Works with senior leadership in client organizations to plan and implement new programs and ensure quality products and services consistent with the terms of each agreement are provided in a timely manner.

Minimum Education/Experience:

<ul style="list-style-type: none"> • Experience working with clients to identify and resolve complex problems or contractual issues. • Experience successfully managing several projects simultaneously. 		
Skill	Degree Requirement	Experience Requirement
Program Manager	BA/BA Degree or 4 plus years of experience	10 Years

Project Manager

Responsible for all aspects of project performance. Provides overall direction to all project level activities and personnel. Solves complex technical, administrative, and managerial problems and is responsible for interfacing with customer management and technical personnel, preparing reports, delivering presentations, and participating in meetings. Confers with project staff to outline work plan and to assign duties, Responsibilities, and cope of authority. Directs the completion of tasks within estimated time frames and budget constraints. Plans, directs, coordinates, and controls administrative and technical activities for an entire program. Supervises staff in accomplishing assigned duties. Reviews and maintains the quality of work performed on the program. Makes technical judgments and provides advice on resolving technical problems. Prepares project reports for management, client, or others.

Minimum Education/Experience:

<ul style="list-style-type: none"> • Experience will include 5 years supervisory or management experience. 		
Skill	Degree Requirement	Experience Requirement
Project Manager	BA/BA Degree or 4 plus years of experience	5 Years
Project Manager	High School Diploma or Certificate of High School Equivalency	9 Years

Project Manager, Senior

Provides management and technical direction to program managers or other program or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technical, administrative, and managerial problems. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Ultimately responsible for project planning, execution, and performance. Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management. Plans, directs, coordinates, and controls technical and administrative activities of designated projects to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters. Supervises program managers in accomplishing their assigned tasks. Reviews and maintains the quality of work performed on the project. Makes administrative judgments and provides advice on resolving problems. Coordinates project activities with activities of government regulatory or other governmental agencies.

Minimum Education/Experience:

<ul style="list-style-type: none"> • Experience will include supervisory or management experience. • Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, contract and subcontract management, and personnel management and supervision. 		
Skill	Degree Requirement	Experience Requirement
Project Manager, Senior	BA/BA Degree or 4 plus years of experience	7 Years
Project Manager, Senior	High School Diploma or Certificate of High School Equivalency	11 Years

Research Assistant

Provides support to analysts and consultants by assisting them to gather information, display data or document results related to management studies or organizational improvement efforts.

Minimum Education/Experience:

<ul style="list-style-type: none"> • Experience in research and analysis and presentation of data. 		
Skill	Degree Requirement	Experience Requirement
Research Assistant	BA/BA Degree or 4 plus years of experience	0 Years
Research Assistant	High School Diploma or Certificate of High School Equivalency Diploma or Certificate of High School Equivalency	4 Years

Systems Analyst

Conduct analyses of complex business processes and data processing requirements to develop functional requirements documents and programming design specifications. Experienced in the evaluation of commercial off the shelf software to assess their value as potential technology solutions for new or redesigned business processes. Is well-versed in the systems development lifecycle and is capable of developing testing plans and conducting acceptance testing for new systems.

Minimum Education/Experience:

<ul style="list-style-type: none"> • Degree in computer science or related field. • Experience in the systems analysis, design and/or development fields. 		
Skill	Degree Requirement	Experience Requirement
Systems Analyst	BA/BA Degree or 4 plus years of experience	8 Years

Systems Analyst, Senior

Plans and conduct analyses of complex business processes and data processing requirements to develop functional requirements documents and programming design specifications. Experienced in the evaluation of commercial off the shelf software to assess their value as potential technology solutions for new or redesigned business processes. Is well-versed in the systems development lifecycle and is capable of developing testing plans and conducting acceptance testing for new systems. Independently leads proof of concept tasks.

Minimum Education/Experience:

<ul style="list-style-type: none"> • Degree in computer science or related field. • Experience in the systems analysis, design and/or development fields. 		
Skill	Degree Requirement	Experience Requirement
Systems Analyst, Senior	MA/MS/MBA Degree or 6 plus years of experience	12 Years

Education and Experience Equivalency

The following table provides the equivalent years of experience to education. Experience equivalency should be related to the functional responsibility designated under the respective labor category.

Education - Degree	Equivalent Experience for Educational Requirement - Years
PhD (Doctorate)	8
MA/MS	6
BA/BS	4
AA/AS	2