



**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 for GSA Advantage! is: [www.GSAAdvantage.gov](http://www.GSAAdvantage.gov).*

**Schedule Title:** PSS – Professional Services Schedule

**Contract Number:** GS-00F-0040P

For more information on ordering from Federal Supply Schedules go to the internet address: <http://www.gsa.gov/schedules>.

**Contract Period:** July 1, 2004 through October 15, 2018

**Contractor:** Bastion Technologies, Inc.  
17625 El Camino Real, Suite 330  
Houston, TX 77058

**Phone Number:** 281-283-9330

**Fax Number:** 281-283-9333

**Web Site:** <http://www.bastiontechnologies.com>

**Contract Administration:** Robert Herman

**Email:** rherman@bastiontechnologies.com

**Business Size:** Small Disadvantaged Business

**CUSTOMER INFORMATION**

**1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SIN's)**

<u>SIN #</u>	<u>SIN Title</u>
871-3	System Design, Engineering and Integration

**1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: N/A**

- 1c. **HOURLY RATES:** Rates are offered as National On-site, National Off-site, Regional On-site, and Regional Off-site. Please see Price List below.
  
2. **MAXIMUM ORDER:** \$1,000,000.00
  
3. **MINIMUM ORDER:** \$100.00
  
4. **GEOGRAPHIC COVERAGE:** Domestic Only
  
5. **POINTS OF PRODUCTION:** Same as Company address, or at Customer location.
  
6. **DISCOUNT FROM LIST PRICES:** Prices shown in price list are net, with all discounts deducted.
  
7. **QUANTITY DISCOUNTS:** Quantity discounts are offered.
  
8. **PROMPT PAYMENT TERMS:** Net 30 days
  
- 9a. **GOVERNMENT PURCHASE CARDS ARE ACCEPTED UP TO THE MICRO-PURCHASE THRESHOLD:** Yes
  
- 9b. **GOVERNMENT PURCHASE CARDS ARE ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD:** Yes
  
10. **FOREIGN ITEMS:** N/A
  
- 11a. **TIME OF DELIVERY:** Specified on the Task Order.
  
- 11b. **EXPEDITED DELIVERY:** N/A

- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** N/A
- 11d. **URGENT REQUIREMENTS:** Contact Contractor
12. **FOB POINT:** Origin (Paid by Buyer)
- 13a. **ORDERING ADDRESS:** Same as company address
- 13b. **ORDERING PROCEDURE:** 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 ([www.fss.gsa.gov/schedules](http://www.fss.gsa.gov/schedules) ).
14. **PAYMENT ADDRESS:** Same as company address
15. **WARRANTY PROVISION:** N/A
16. **EXPORT PACKING CHARGES:** N/A
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** Contact Contractor
18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR:**N/A
19. **TERMS AND CONDITIONS OF INSTALLATION:** N/A
- 20a. **TERMS AND CONDITIONS OF REPAIR PARTS:** N/A
21. **LIST OF SERVICE AND DISTRIBUTION POINTS:** N/A
22. **LIST OF PARTICIPATING DEALERS:** N/A
23. **PREVENTATIVE MAINTENANCE:** N/A
- Bastion Technologies, Inc.

- 24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES:** N/A
- 24b. **SECTION 508 COMPLIANCE FOR EIT:** N/A
25. **DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER:** 074625364
26. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Registered
27. **COMPANY'S POLICY REGARDING UNCOMPENSATED OVERTIME:** Bastion does not have uncompensated overtime

## GENERAL COMPANY INFORMATION

Bastion Technologies, Inc. is a prominent engineering and scientific services company with offices in Houston, Texas; Greenbelt, Maryland; and Huntsville, Alabama. Our highly skilled engineers and analysts provide a wide range of services and products to the aerospace, energy, petrochemical, biomedical, and information management industries nationwide.

Bastion's services and products include the full range of mechanical, electrical, and structural design and analysis, systems engineering, information technology, and safety and mission assurance services with the overarching goals of improving performance, enhancing quality, and ensuring customer satisfaction.

- **Engineering**

As a multi-disciplined engineering company, our core strengths are design, analysis, systems engineering, information technology applications, and engineering research.

- **Safety and Reliability Engineering**

Bastion is known for safety and reliability engineering, systems safety, hazard analysis, occupational safety and health, industrial hygiene, reliability and maintainability analysis, and risk management.

- **Information Technology**

Bastion develops and delivers IT/database applications and solutions that capitalize on state-of-the-art architectures and IT standards to provide reliable and maintainable products and systems.

- **Configuration and Documentation Management**

Bastion provides CM systems and processes for H/W and S/W products and documentation. Bastion supports technical documentation, graphics, engineering drawings, and Web-based information solutions.

### NATIONAL ON-SITE RATES

Labor Category	Option 2				
	10/16/13	10/16/14	10/16/15	10/16/16	10/16/17
	-	-	-	-	-
	10/15/14	10/15/15	10/15/16	10/15/17	10/15/18
Engineer/Designer Associate Sr.	\$84.42	\$86.36	\$88.34	\$90.38	\$92.45
Engineer/Designer	\$102.87	\$105.24	\$107.66	\$110.14	\$112.67
Engineer/Designer Sr.	\$106.02	\$108.46	\$110.95	\$113.51	\$116.12
Engineer Principal I	\$114.15	\$116.78	\$119.46	\$122.21	\$125.02
Engineer Principal II	\$121.95	\$124.76	\$127.63	\$130.56	\$133.57
Engineer Staff I	\$126.71	\$129.62	\$132.60	\$135.65	\$138.77
Engineer Staff II	\$138.21	\$141.39	\$144.65	\$147.97	\$151.38
Systems Analyst I	\$95.30	\$97.49	\$99.73	\$102.03	\$104.38
Systems Analyst II	\$114.18	\$116.81	\$119.50	\$122.24	\$125.06
Systems Analyst III	\$122.12	\$124.93	\$127.80	\$130.74	\$133.75
Program Manager	\$151.56	\$155.04	\$158.61	\$162.26	\$165.99
Project Leader	\$138.21	\$141.39	\$144.65	\$147.97	\$151.38
Administrative Assistant	\$65.57	\$67.07	\$68.62	\$70.19	\$71.81
Administrative Operations Specialist	\$75.56	\$77.30	\$79.08	\$80.90	\$82.76
Computer Systems Analyst I	\$95.30	\$97.49	\$99.73	\$102.03	\$104.38
Computer Systems Analyst II	\$114.18	\$116.81	\$119.50	\$122.24	\$125.06
Computer Systems Analyst III	\$122.12	\$124.93	\$127.80	\$130.74	\$133.75
Configuration Data Mgmt. Analyst	\$107.59	\$110.07	\$112.60	\$115.19	\$117.84
Programmer	\$118.61	\$121.34	\$124.13	\$126.98	\$129.90
Systems Programmer	\$137.49	\$140.66	\$143.89	\$147.20	\$150.59
ISO/Quality Assurance Engineer	\$95.17	\$97.36	\$99.60	\$101.89	\$104.23
Software Design Engineer	\$133.62	\$136.70	\$139.84	\$143.06	\$146.35
Technical Writer	\$78.94	\$80.76	\$82.61	\$84.51	\$86.46
Training Coordinator	\$76.06	\$77.81	\$79.60	\$81.43	\$83.30

### NATIONAL OFF-SITE RATES

Labor Category	Option 2				
	10/16/13	10/16/14	10/16/15	10/16/16	10/16/17
	-	-	-	-	-
	10/15/14	10/15/15	10/15/16	10/15/17	10/15/18
Engineer/Designer Associate Sr.	\$90.37	\$92.45	\$94.58	\$96.75	\$98.98
Engineer/Designer	\$110.27	\$112.81	\$115.40	\$118.06	\$120.77
Engineer/Designer Sr.	\$113.67	\$116.28	\$118.96	\$121.69	\$124.49
Engineer Principal I	\$122.43	\$125.25	\$128.13	\$131.08	\$134.09
Engineer Principal II	\$130.85	\$133.86	\$136.93	\$140.08	\$143.31
Engineer Staff I	\$135.97	\$139.10	\$142.30	\$145.57	\$148.92
Engineer Staff II	\$148.38	\$151.79	\$155.28	\$158.85	\$162.51
Systems Analyst I	\$102.11	\$104.46	\$106.86	\$109.32	\$111.83
Systems Analyst II	\$122.47	\$125.29	\$128.17	\$131.11	\$134.13
Systems Analyst III	\$131.02	\$134.04	\$137.12	\$140.27	\$143.50
Program Manager	\$162.77	\$166.51	\$170.34	\$174.26	\$178.26
Project Leader	\$148.38	\$151.79	\$155.28	\$158.85	\$162.51
Administrative Assistant	\$70.05	\$71.66	\$73.31	\$74.99	\$76.72
Administrative Operations Specialist	\$80.83	\$82.69	\$84.59	\$86.53	\$88.52
Computer Systems Analyst I	\$102.11	\$104.46	\$106.86	\$109.32	\$111.83
Computer Systems Analyst II	\$122.47	\$125.29	\$128.17	\$131.11	\$134.13
Computer Systems Analyst III	\$131.02	\$134.04	\$137.12	\$140.27	\$143.50
Configuration Data Mgmt. Analyst	\$115.36	\$118.02	\$120.73	\$123.51	\$126.35
Programmer	\$127.24	\$130.17	\$133.16	\$136.22	\$139.36
Systems Programmer	\$147.60	\$151.00	\$154.47	\$158.02	\$161.66
ISO/Quality Assurance Engineer	\$101.97	\$104.31	\$106.71	\$109.17	\$111.68
Software Design Engineer	\$143.43	\$146.73	\$150.10	\$153.56	\$157.09
Technical Writer	\$84.47	\$86.41	\$88.40	\$90.43	\$92.51
Training Coordinator	\$81.36	\$83.23	\$85.14	\$87.10	\$89.11

### REGIONAL ON-SITE RATES

Labor Category	Option 2				
	10/16/13	10/16/14	10/16/15	10/16/16	10/16/17
	-	-	-	-	-
	10/15/14	10/15/15	10/15/16	10/15/17	10/15/18
Engineer/Designer Associate Sr.	\$58.31	\$59.65	\$61.02	\$62.42	\$63.86
Engineer/Designer	\$71.05	\$72.69	\$74.36	\$76.07	\$77.82
Engineer/Designer Sr.	\$73.23	\$74.91	\$76.64	\$78.40	\$80.20
Engineer Principal I	\$78.84	\$80.66	\$82.51	\$84.41	\$86.35
Engineer Principal II	\$84.23	\$86.17	\$88.15	\$90.18	\$92.25
Engineer Staff I	\$87.52	\$89.53	\$91.59	\$93.70	\$95.85
Engineer Staff II	\$95.46	\$97.66	\$99.91	\$102.20	\$104.56
Systems Analyst I	\$65.82	\$67.34	\$68.89	\$70.47	\$72.09
Systems Analyst II	\$78.87	\$80.68	\$82.54	\$84.43	\$86.38
Systems Analyst III	\$84.35	\$86.29	\$88.27	\$90.30	\$92.38
Program Manager	\$104.68	\$107.09	\$109.55	\$112.07	\$114.65
Project Leader	\$95.46	\$97.66	\$99.91	\$102.20	\$104.56
Administrative Assistant	\$45.29	\$46.33	\$47.39	\$48.48	\$49.60
Administrative Operations Specialist	\$52.19	\$53.39	\$54.62	\$55.88	\$57.16
Computer Systems Analyst I	\$65.82	\$67.34	\$68.89	\$70.47	\$72.09
Computer Systems Analyst II	\$78.87	\$80.68	\$82.54	\$84.43	\$86.38
Computer Systems Analyst III	\$84.35	\$86.29	\$88.27	\$90.30	\$92.38
Configuration Data Mgmt. Analyst	\$74.32	\$76.02	\$77.77	\$79.56	\$81.39
Programmer	\$81.92	\$83.81	\$85.74	\$87.71	\$89.72
Systems Programmer	\$94.97	\$97.15	\$99.39	\$101.67	\$104.01
ISO/Quality Assurance Engineer	\$65.73	\$67.25	\$68.79	\$70.37	\$71.99
Software Design Engineer	\$92.29	\$94.42	\$96.59	\$98.81	\$101.08
Technical Writer	\$54.53	\$55.78	\$57.06	\$58.37	\$59.72
Training Coordinator	\$52.53	\$53.74	\$54.98	\$56.24	\$57.53

### REGIONAL OFF-SITE RATES

Labor Category	Option 2				
	10/16/13	10/16/14	10/16/15	10/16/16	10/16/17
	-	-	-	-	-
	10/15/14	10/15/15	10/15/16	10/15/17	10/15/18
Engineer/Designer Associate Sr.	\$62.42	\$63.86	\$65.32	\$66.83	\$68.36
Engineer/Designer	\$76.17	\$77.92	\$79.71	\$81.54	\$83.42
Engineer/Designer Sr.	\$78.51	\$80.32	\$82.16	\$84.05	\$85.99
Engineer Principal I	\$84.56	\$86.51	\$88.50	\$90.54	\$92.62
Engineer Principal II	\$90.38	\$92.45	\$94.58	\$96.76	\$98.98
Engineer Staff I	\$93.92	\$96.08	\$98.29	\$100.55	\$102.86
Engineer Staff II	\$102.49	\$104.84	\$107.25	\$109.72	\$112.24
Systems Analyst I	\$70.53	\$72.15	\$73.81	\$75.51	\$77.24
Systems Analyst II	\$84.59	\$86.53	\$88.53	\$90.56	\$92.64
Systems Analyst III	\$90.50	\$92.58	\$94.71	\$96.89	\$99.12
Program Manager	\$112.42	\$115.01	\$117.65	\$120.36	\$123.13
Project Leader	\$102.49	\$104.84	\$107.25	\$109.72	\$112.24
Administrative Assistant	\$48.38	\$49.49	\$50.63	\$51.80	\$52.99
Administrative Operations Specialist	\$55.83	\$57.11	\$58.43	\$59.77	\$61.14
Computer Systems Analyst I	\$70.53	\$72.15	\$73.81	\$75.51	\$77.24
Computer Systems Analyst II	\$84.59	\$86.53	\$88.53	\$90.56	\$92.64
Computer Systems Analyst III	\$90.50	\$92.58	\$94.71	\$96.89	\$99.12
Configuration Data Mgmt. Analyst	\$79.68	\$81.51	\$83.39	\$85.31	\$87.27
Programmer	\$87.89	\$89.91	\$91.97	\$94.09	\$96.25
Systems Programmer	\$101.95	\$104.29	\$106.69	\$109.15	\$111.66
ISO/Quality Assurance Engineer	\$70.43	\$72.05	\$73.71	\$75.40	\$77.13
Software Design Engineer	\$99.07	\$101.35	\$103.68	\$106.06	\$108.50
Technical Writer	\$58.34	\$59.68	\$61.06	\$62.46	\$63.90
Training Coordinator	\$56.19	\$57.49	\$58.81	\$60.16	\$61.55

## SERVICE CONTRACT ACT

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor WD Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should Bastion Technologies, Inc. perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

<b>SCA Matrix</b>		
<b>SCA Eligible Contract Labor Category</b>	<b>SCA Equivalent Code - Title</b>	<b>WD Number</b>
Administrative Assistant	01020 – Administrative Assistant	05-2515
Administrative Operations Specialist	01313 – Secretary III	05-2515
Technical Writer	30461 – Technical Writer I	05-2515

## LABOR CATEGORY DESCRIPTIONS

### **Engineer/Designer Associate Sr.**

Position requires a minimum of a Bachelors Degree and a minimum of one (1) year drafting experience in drafting of specialized interconnects drawings, site plans, and mechanical parts typical of network installations. Must possess the ability to work under direct supervision of senior designers. Ten (10) years direct related experience or associates degree with five (5) years direct related experience may be substituted for the minimum degree and experience requirements.

Performs research, design, and development in such areas as mechanical, thermal, hydraulic, thermodynamic, or heat transfer for production, transmission, measurement and use of energy. Applies research to the planning, design, development, and testing of mechanical and/or electromechanical systems, instruments, controls, engines, and/or machines. Candidate develops engineering drawings, using computer based drawing packages such as Aptitude, Auto Cad or equivalent design packages Assist Senior Designers in the design or drafting of engineering drawings for site plans, network configuration and design.

### **Engineer/Designer**

Position requires a minimum of a Bachelors Degree and a minimum of three (3) years drafting experience in design and drafting of specialized interconnects drawings, site plans, and mechanical parts typical of network installations. Must demonstrate the ability to work independently or with minimal supervision. Eleven (11) years direct related experience or associates degree with seven (7) years direct related experience may be substituted for the minimum degree and experience requirements.

Designs and oversees the fabrication, installation, modification, maintenance, and repair of mechanical equipment such as conveyor systems, production machinery, and other material handling equipment used in fabrication, assembly, and other production functions; analyzes engineering sketches, specification and related data, and drawings to determine design factors such as size shape and arrangement of parts; oversees the construction of machine and subassemblies considering such specifications as gear rations, bearing loads, and direction of moving parts; complies and analyzes test data to determine effect of design on machines in relation to factors such as temperature, pressure, speed, horsepower and fuel consumption. Candidate develops engineering drawings, using computer based drawing packages such as Aptitude, Auto Cad or equivalent design packages. Develops engineering drawings for site plans, network configuration and design.

### **Engineer/Designer Sr.**

Position requires a minimum of a Bachelors Degree and a minimum of five (5) years drafting experience in drafting of specialized interconnects drawings, site plans, and mechanical parts typical of network installations. Must possess the ability to work under independently. Fifteen (15) years direct related experience or associates degree with nine (9) years direct related experience may be substituted for the minimum degree and experience requirements.

Designs and oversees the fabrication, installation, modification, maintenance, and repair of mechanical equipment such as conveyor systems, production machinery, and other material handling equipment used in fabrication, assembly, and other production functions; analyzes engineering sketches, specification and related data, and drawings to determine design factors such as size shape and arrangement of parts; oversees the construction of machine and subassemblies considering such specifications as gear rations, bearing loads, and direction of moving parts; complies and analyzes test data to determine effect of design on machines in relation to factors such as temperature, pressure, speed, horsepower and fuel consumption. Candidate using concepts or specifications develops engineering drawings; using computer based drawing packages such as Aptitude, Auto Cad or equivalent design packages. Manages small to mid range design projects and directs and reviews other designers in the design or drafting of engineering drawings for site plans, network configuration and design.

### **Engineer Principal I**

Position requires a minimum of a Bachelors Degree and a minimum of nine (9) year drafting experience in drafting of specialized interconnects drawings, site plans, and mechanical parts typical of network installations. Must possess the ability to work under independently. Twenty (20) years direct related experience or associates degree with eleven (11) years direct related experience may be substituted for the minimum degree and experience requirements.

Candidate using concepts or specifications develops engineering drawings; using computer based drawing packages such as Aptitude, Auto Cad or equivalent design packages. Manages small to mid range design projects and directs and reviews other designers in the design or drafting of engineering drawings for site plans, network configuration and design.

### **Engineer Principal II**

Position requires a minimum of a Bachelors Degree and a minimum of ten (10) years drafting experience in drafting of specialized interconnects drawings, site plans, and

mechanical parts typical of network installations. Must possess the ability to work under independently. Twenty (20) years of direct related experience may be substituted for the minimum degree and experience requirements.

Candidate using concepts or specifications develops engineering drawings; using computer based drawing packages such as Aptitude, Auto Cad or equivalent design packages. Manages large scale design projects and directs and reviews other designers in the design or drafting of engineering drawings for site plans, network configuration and design.

### **Engineer Staff I**

Position requires a minimum of a Bachelor of Science Degree in a project-related discipline and a minimum of fifteen (15) years of directly related professional experience. Twenty (20) years direct related experience may be substituted for the minimum degree and experience requirements.

Performs research, design, and development in such areas as mechanical, thermal, hydraulic, thermodynamic, or heat transfer for production, transmission, measurement and use of energy. Applies research to the planning, design, development, and testing of mechanical and/or electromechanical systems, instruments, controls, engines, and/or machines. Candidates must be specialized and experienced in one of the following engineering specialties: Electrical, Mechanical, or Systems Engineering, as required by each project. This is a senior level position requiring little supervision to develop top level and detailed engineering designs, and develop optimized engineering solutions to complex problems. Candidate must be experienced with all phases of complex integrated system development. Must be able to direct, manage, and participate in developing system specifications, evaluating design/technology options, complete system development, hardware/system testing, system architectures, and engineering documentation. Must be capable of preparing complex reports, briefings and presentations. Provides direct supervision to senior technical staff members.

### **Engineer Staff II**

Position requires a minimum of a Bachelor of Science Degree in a project-related discipline and a minimum of seventeen (17) years of directly related professional experience. Twenty five (25) years direct related experience may be substituted for the minimum degree and experience requirements.

Performs research, design, and development in such areas as mechanical, thermal, hydraulic, thermodynamic, or heat transfer for production, transmission, measurement and use of energy. Applies research to the planning, design, development, and testing of mechanical and/or electromechanical systems, instruments, controls, engines, and/or machines. Candidates must be specialized and experienced in one of the following

engineering specialties: Electrical, Mechanical, or Systems Engineering, as required by each project. This is a senior level position requiring little supervision to develop top level and detailed engineering designs, and develop optimized engineering solutions to complex problems. Candidate must be experienced with all phases of complex integrated system development. Must be able to direct, manage, and participate in developing system specifications, evaluating design/technology options, complete system development, hardware/system testing, system architectures, and engineering documentation. Must be capable of preparing complex reports, briefings and presentations. Provides direct supervision to senior technical staff members.

### **Systems Analyst I**

Position requires a minimum of a Bachelor of Science Degree and a minimum of eleven (11) years experience in a project-related discipline. Twenty (20) years direct related experience may be substituted for the minimum degree and experience requirements.

Candidate must be able to assist in developing assigned portions of system specifications, system designs, subsystem development, hardware/system testing, system architecture development, system integration and test, engineering performance predictions, and engineering documentation. Must be capable of researching and collecting engineering data, and assist in preparing reports, briefings and presentations

### **Systems Analyst II**

Position requires a minimum of a Bachelor of Science Degree and a minimum of thirteen (13) years experience in a project-related discipline. Twenty five (25) years direct related experience may be substituted for the minimum degree and experience requirements.

Candidates will assist senior engineers in the development of top-level and detailed engineering designs, and developing optimized engineering solutions to complex problems. Must be experienced with all phases of complex integrated system development. Must be able to participate in developing assigned portions of system specifications, development of system and subsystem designs, system architecture development, system integration and test, and engineering documentation. Assists in preparing reports, briefings, and presentations.

### **Systems Analyst III**

Position requires a minimum of a Bachelor of Science Degree and a minimum of fifteen (15) years experience in a project-related discipline. Twenty five (25) years direct related experience may be substituted for the minimum degree and experience requirements.

Candidates will assist senior engineers in the development of top-level and detailed engineering designs, and developing optimized engineering solutions to complex problems. Must be experienced with all phases of complex integrated system development. Must be able to participate in developing assigned portions of system specifications, development of system and subsystem designs, system architecture development, system integration and test, and engineering documentation. Assists in preparing reports, briefings, and presentations

### **Program Manager**

Position requires a minimum of a Master's Degree and a minimum of ten (10) years of professional experience inclusive of at least five years (5) of experience in management of comparable Government programs. Twenty five (25) years of documented experience in the management of comparable government programs or a bachelor's degree with eleven (11) years of related program management experience including five years (5) of experience in management of comparable Government programs may be substituted for the minimum degree and experience requirements.

The candidate must be capable of planning, directing, and coordinating the activities of administration and program control. Must supervise technical personnel to complete tasks relating to complex integrated systems design, development or relating to complex integrated systems design, development, or modification as required by specific delivery orders. Must have thorough knowledge and experience in systems requirements definition, work planning, budget development, fiscal control, scheduling, task control, work progress assessments, contract management, subcontract/vendor management, client communications, staff recruiting/development and personnel communications.

### **Project Leader**

Position requires a minimum of a Bachelor's Degree in Electrical or Mechanical Engineering, Computer Science, or other related scientific or technical discipline and a minimum of five (5) years specialized experience. Specialized experience includes complete engineering project development from inception to deployment, demonstrated ability to provide guidance and direction in the tasks similar to the representative scenarios provided in the RFP, proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-task contracts of this type and complexity. Twenty (20) years direct related experience.

Candidate serves as the Project Leader for small to medium task orders (or a group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order-level COR(s),

government management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.

### **Administrative Assistant**

Position requires a minimum of an Associate's Degree and a minimum of three (3) years of related experience. Experience must include office administration and support to technical programs and Program Managers consisting of the preparation and publication of complex reports and the generation of general office correspondence and filing. Extensive knowledge and operation of PC-based office productivity software such as Microsoft Office Suite and PC hardware is required.

Candidate performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, and researches and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget.

### **Administrative Operations Specialist**

Position requires a minimum of an Associate's Degree and a minimum of one (1) year of related experience. Experience must include administrative support consisting of the preparation of documentation such as office correspondence, office administration and filing. Working knowledge of office productivity software, such as Microsoft Office Suite and the operation of PC hardware are required.

Candidate performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, and researches and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports.

### **Computer Systems Analyst I**

Position requires a minimum of a Bachelor's Degree in Computer Science or other related scientific or technical discipline and a minimum of five (5) years experience. Experience includes maintenance and operations experience on a mid to small scale and PC based computer system, with extensive knowledge of hardware, software, and operating systems. An Associate's Degree with nine (9) years of directly related experience may be substituted for the minimum degree and experience requirements.

Candidate maintains computer systems and operations. Ensures that production and computer system resources are used effectively. Resolves production related problems and provides users with computer output. Works with the senior technical staff to resolve system anomalies.

### **Computer Systems Analyst II**

Position requires a minimum of a Bachelor's Degree in Computer Science or other related scientific or technical discipline and a minimum of seven (7) years experience. Experience includes the supervision and operations of a large to mid-scale computer system, detailed knowledge of hardware, software, and operating systems. An Associates Degree with eleven (11) years of directly related experience may be substituted for the minimum degree and experience requirements.

Candidate manages computer operations. Ensures production schedules are met. Ensures computer system resources are used effectively. Coordinates the resolution of production-related problems. Ensures proper relationships are established between customers, teaming partners, and vendors to facilitate the delivery of information technology services. Provides users with computer output. Supervises staff operations.

### **Computer Systems Analyst III**

Position requires a minimum of a Bachelor's Degree in Computer Science or other related scientific or technical discipline and a minimum of nine (9) years experience. Experience includes maintenance and operations experience on a mid to small scale and PC based computer system, with extensive knowledge of hardware, software, and operating systems. An Associates Degree with eleven (11) years of directly related experience may be substituted for the minimum degree and experience requirements.

Candidate maintains computer systems and operations. Ensures that production and computer system resources are used effectively. Resolves production related problems and provides users with computer output. Works with the senior technical staff to resolve system anomalies.

### **Configuration Data Management Analyst**

Position requires a minimum of an Associate's Degree in Business Management or Data Management or related field and a minimum of two (2) years of experience. Ten (10) years of directly related experience may be substituted for the minimum degree and experience requirements.

Candidate will provide expertise in the areas of technical and management data collection, data base management, data analysis, configuration management, deliverable tracking, schedule and financial data monitoring. Working knowledge of

automated tracking tools and experience in using word processing, creating spreadsheets, and preparation of graphic presentation programs using Microsoft Office tools.

## **Programmer**

Position requires a minimum of a Bachelor's Degree in Computer Science, Information Systems, Engineering or other related scientific or technical discipline and a minimum of nine (9) years experience, inclusive of at least three (3) years specialized experience. Specialized experience includes: experience as an applications programmer on large-scale data base management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Demonstrated ability to work independently or under only general direction. Ten (10) years of specialized experience may be substituted for the minimum degree and experience requirements.

Candidate analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

## **Systems Programmer**

Position requires a minimum of a Bachelor's Degree in Computer Science, Information Systems, Engineering or other related scientific or technical discipline and a minimum of eleven (11) years experience inclusive of at least five (5) years specialized experience. Specialized experience includes: experience as an applications programmer on large-scale data base management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Demonstrated ability to work independently or under only general direction. Fifteen (15) years of specialized experience may be substituted for the minimum degree and experience requirements.

Candidate analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

### **ISO/Quality Assurance Engineer**

Position requires a minimum of a Bachelor's Degree in science or engineering, and a minimum of three (3) years experience in manufacturing, testing, or related work. Training in quality assurance is required, and experience in quality assurance is preferred. An Associates Degree with seven (7) years of directly related experience may be substituted for the minimum degree and experience requirements.

Candidate is responsible for the planning, implementing, and coordinating of the quality assurance program(s) in a technical operating division. Interfaces with all organizational levels of personnel on quality matters as they apply to the contractual requirements of various projects. Brings trends adverse to quality to the attention of the division and quality management

### **Software Design Engineer**

Position requires a minimum of a Bachelor's Degree in Computer Science, Information Systems, Engineering or other related scientific or technical discipline and a minimum of eight (8) years experience inclusive of at least four (4) years specialized experience. Specialized experience includes: experience as an applications programmer on large-scale data base management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Demonstrated ability to work independently or under only general direction. Ten (10) years of specialized experience may be substituted for the minimum degree and experience requirements.

Candidate analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

### **Technical Writer**

Position requires a minimum of a Bachelor's Degree in English Literature, or related discipline and a minimum of two (2) years experience inclusive of at least one year specialized experience. Specialized experience includes: demonstrated experience in writing and editing highly technical and complex scientific documents. Demonstrated ability to work independently or with minimal supervision. Ten (10) years of specialized experience may be substituted for the minimum degree and experience requirements.

Candidate assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Writes

and edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.

### **Training Coordinator**

Position requires a minimum of a Bachelors Degree and a minimum of three (3) years experience in disciplines, such as Instructional Technology, Education, or Psychology and project related experience. An Associates Degree with seven (7) years of directly related experience may be substituted for the minimum degree and experience requirements.

The candidate will have the responsibility for the oversight, development, structure and content of training programs. Typically the candidate will work with the customer to develop baseline training requirements and from this information develop an outline of the training, coordinate with the customer and once the baseline is approved will work with the training staff to develop the course criteria, materials, and lesson plans. The candidate will monitor initial training, and in concert with the customer, validate the materials prior to implementation of the final training package.