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

Schedule Title: Multiple Award Schedule
Federal Supply Group: Facilities, Information Technology, Office Management, Professional Services

Contract Number: GS00F286GA
Contract Period: July 25, 2017 through July 24, 2027

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

Contractor: Chenega Applied Solutions, LLC
10505 Furnace Road, Suite 205
Lorton, VA 22079

Business Size: Small Disadvantaged 8(a) Business

Telephone: 703-646-4679
FAX Number: 703-646-4101
Web Site: www.ExploreCAS.com
E-mail: sandy.levy@chenega.com
Contract Administration: Sandy Levy

Pricelist current through Modification #PS-0022 effective 02/01/2022 & #PO-0023, effective 07/25/2022.
CUSTOMER INFORMATION:

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

<table>
<thead>
<tr>
<th>SIN</th>
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<tbody>
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<td>493110RM</td>
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<td>512110</td>
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<td>Management Support, and Business Program and Project Management</td>
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<td>OLM</td>
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1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See Pricing Page 5.

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. See Labor Category Descriptions Page 13.

2. Maximum Order: • For SINs 493110RM, 512110, 518210ERM, 541430, 541611, 541850, 561210FAC and 611430 - $1,000,000 • For SINs 541922 and OLM - $250,000 • For SIN 54151S - $500,000

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic

5. Point(s) of production (city, county, and state or foreign country): Lorton, VA

7. **Quantity discounts:** 1.0% on all single orders exceeding $150,000.00, an additional 2.0% on all single orders exceeding $300,000.00, and an additional 3.0% on all single orders exceeding $500,000.00.

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

9. **Foreign items (list items by country of origin):** None

10a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order

10b. **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

10c. **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

10d. **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

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

12a. **Ordering Address(es):** Chenega Applied Solutions, LLC  
10505 Furnace Road, Suite 205  
Lorton, VA 22079  
Phone (703) 493-9880, Fax (703) 493-9881

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

13. **Payment address(es):** Chenega Applied Solutions, LLC  
3000 C Street, Suite 301  
Anchorage, AK 99503

14. **Warranty provision:** N/A

15. **Export Packing Charges (if applicable):** N/A

16. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A

17. **Terms and conditions of installation (if applicable):** N/A

18a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
18b. Terms and conditions for any other services (if applicable): N/A

19. List of service and distribution points (if applicable): N/A

20. List of participating dealers (if applicable): N/A

21. Preventive maintenance (if applicable): N/A

22a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor’s website or other location.) The EIT standards can be found at: www.Section508.gov/. www.ExploreCAS.com

23. Unique Entity Identifier (UEI) number: TNKNEKL5YMP1

24. Notification regarding registration in System for Award Management (SAM) database: Registered.
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### GSA Awarded Pricing (w/ IFF)
SIN 561210FAC

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The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated (**) SCLS Labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCS rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

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<tr>
<td>Writer III</td>
<td>30461 - Technical Writer III</td>
<td>2015-4281</td>
</tr>
</tbody>
</table>
Administrative I**
**Functional Responsibilities**: Provides general administrative and clerical support for project tasks. Support may include word processing, filing, graphics, database maintenance, and quality assurance.

Minimum Education: High School  
Minimum Experience: 0 years

Administrative II**
**Functional Responsibilities**: Provides general administrative and clerical support for project tasks. Support may include word processing, filing, graphics, database maintenance, and quality assurance.

Minimum Education: High School  
Minimum Experience: 4 years

Administrative III**
**Functional Responsibilities**: Provides administrative, project assistant, and administrative oversight support. May provide secretarial, word processing, graphics, desktop publishing, and editing support.

Minimum Education: High School  
Minimum Experience: 4 years

Data Technician
**Functional Responsibilities**: Performs repository and technical library functions, using reproduction equipment, and performs data entry functions. Classifies, indexes, stores and circulates of books, periodicals, papers, microfiche, classified reports and documents stored on various electronic media. Collects, compiles, and organizes technical data.

Minimum Education: High School  
Minimum Experience: 4 years

Database Analyst I
**Functional Responsibilities**: Assists in administering database organizations, standards, controls, procedures, and documentation. Provides technical consulting in the definition, design, and creation of a data base environment. Develops applications to help formulate database solutions to business problems, data architectures, data base management system facilities and capabilities, and the operation and tuning of databases.

Minimum Education: Bachelors  
Minimum Experience: 0 years

Database Analyst II
**Functional Responsibilities**: Assists in administering database organizations, standards, controls, procedures, and documentation. Provides technical consulting in the definition, design, and creation of a data base environment. Develops applications to help formulate database solutions to business
problems, data architectures, data base management system facilities and capabilities, and the
operation and tuning of databases.

**Minimum Education:** Bachelors
**Minimum Experience:** 4 years

**Database Analyst III**
**Functional Responsibilities:** Assists in administering database organizations, standards, controls, procedures, and documentation. Provides technical consulting in the definition, design, and creation of a data base environment. Develops applications to help formulate database solutions to business problems, data architectures, data base management system facilities and capabilities, and the operation and tuning of databases.

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

**Deputy Program Manager**
**Functional Responsibilities:** Supports program manager in oversight of multi-level program. Handles cross-team subcontractor support and program financials. Meets with government program manager to discuss performance, propose initiative, and establish priorities as needed.

**Minimum Education:** Bachelors
**Minimum Experience:** 12 years

**Functional Expert Consultant**
**Functional Responsibilities:** Provides task unique, functional expertise necessary to interpret requirements, ensure responsiveness, and achieve successful performance. May include unique technical knowledge. Leads analysis, evaluation, and implementation of tasks.

**Minimum Education:** Bachelors
**Minimum Experience:** 20 years

**Information Security Specialist**
**Functional Responsibilities:** Knowledge of information system administration. Knowledge of information network software/hardware. Basic familiarity with information security procedures.

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

**Network Administrator**
**Functional Responsibilities:** Responsible for setting up, operating, and maintaining small scale or temporary local area networks for document management, records management and/or litigation support for specific projects. Responsible for troubleshooting and making necessary adjustments to the network operating system, networked software, and related hardware components to maintain reliability of all systems and hardware.

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

Process Improvement Analyst I
Functional Responsibilities: Guides and assists clients through a wide range of management, organizational and business improvement and modernization initiatives by applying continuous process improvement strategies, methodologies and principles. Develops business methods for problem solving, process change and solutions implementation ensuring enterprise-wide integration. Identifies best practices, assesses performance measurement and researches, collects and verifies data and translates it into strategic and operational guidance. Provides group facilitation, interviewing, training and other forms of knowledge transfer.

Minimum Education: Bachelors
Minimum Experience: 0 years

Process Improvement Analyst II
Functional Responsibilities: Guides and assists clients through a wide range of management, organizational and business improvement and modernization initiatives by applying continuous process improvement strategies, methodologies and principles. Develops business methods for problem solving, process change and solutions implementation ensuring enterprise-wide integration. Identifies best practices, assesses performance measurement and researches, collects and verifies data and translates it into strategic and operational guidance. Provides group facilitation, interviewing, training and other forms of knowledge transfer.

Minimum Education: Bachelors
Minimum Experience: 6 years

Process Improvement Analyst III
Functional Responsibilities: Guides and assists clients through a wide range of management, organizational and business improvement and modernization initiatives by applying continuous process improvement strategies, methodologies and principles. Develops business methods for problem solving, process change and solutions implementation ensuring enterprise-wide integration. Identifies best practices, assesses performance measurement and researches, collects and verifies data and translates it into strategic and operational guidance. Provides group facilitation, interviewing, training and other forms of knowledge transfer.

Minimum Education: Bachelors
Minimum Experience: 12 years

Program Manager
Functional Responsibilities: Strategically manages multi-faceted program, developing product and service vision. Is responsible for building and successfully maintaining integrated management structure and evaluating overall performance. Manages subcontractor and program financials. Meets regularly with government program manager to discuss performance, propose initiatives, and establish priorities.

Minimum Education: Bachelors
Minimum Experience: 15 years
**Programmer I**

**Functional Responsibilities:** Designs, codes, tests, develops, and documents application programs and procedures for computer-based business systems. Works with users to define system scope and objectives. Develops block diagrams of program logic from program specifications. Tests resulting instructions and identifies erroneous coding and inadequate or incorrect block diagramming. Performs modifications to and maintenance of operational programs and procedures. Assists users in the operation of the application. Requires Bachelors degree (in Computer Science, Management Information Systems or related field) or equivalent, and zero to two years of related experience.

**Minimum Education:** Bachelors  
**Minimum Experience:** 0 years

**Programmer II**

**Functional Responsibilities:** Designs, codes, tests, develops, and documents application programs and procedures for computer-based business systems. Works with users to define system scope and objectives. Develops block diagrams of program logic from program specifications. Tests resulting instructions and identifies erroneous coding and inadequate or incorrect block diagramming. Performs modifications to and maintenance of operational programs and procedures. Assists users in the operation of the application. Requires Bachelors degree (in Computer Science, Management Information Systems or related field) or equivalent, and zero to two years of related experience.

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

**Programmer III**

**Functional Responsibilities:** Designs, codes, tests, develops, and documents application programs and procedures for computer-based business systems. Works with users to define system scope and objectives. Develops block diagrams of program logic from program specifications. Tests resulting instructions and identifies erroneous coding and inadequate or incorrect block diagramming. Performs modifications to and maintenance of operational programs and procedures. Assists users in the operation of the application. Requires Bachelors degree (in Computer Science, Management Information Systems or related field) or equivalent, and zero to two years of related experience.

**Minimum Education:** Bachelors  
**Minimum Experience:** 12 years

**Project Manager I**

**Functional Responsibilities:** Performs program area work. Supports team in producing high quality deliverables. Meets with client as needed.

**Minimum Education:** Bachelors  
**Minimum Experience:** 6 years
**Project Manager II**

**Functional Responsibilities:** Leads and performs program area work. Proposes and implements creative methods to complete work effectively and efficiently. Meets with client regularly, if not daily, to ensure work meets/exceeds client objectives.

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

**Project Manager III**

**Functional Responsibilities:** Manages team of program area experts. Develops, directs, and manages strategic approach and strives to improve work processes, products, and services. Meets with client regularly to ensure work meets/exceeds client objectives.

**Minimum Education:** Bachelors  
**Minimum Experience:** 10 years

**Project Manager IV**

**Functional Responsibilities:** Strategically manages program area and develops product and service vision. Is responsible for building and successfully maintaining integrated project management structure and overseeing project financials. Meets regularly with government program manager to discuss performance, propose initiatives, and establish priorities.

**Minimum Education:** Bachelors  
**Minimum Experience:** 12 years

**Project Manager V**

**Functional Responsibilities:** Oversees related program areas. Heads development of strategic, integrated product and service strategy. Lends support in building and sustaining successful cross-team management structure and evaluating work quality. Meets regularly with government program manager to discuss performance, propose initiatives, and establish priorities.

**Minimum Education:** Bachelors  
**Minimum Experience:** 15 years

**Records Clerk I**

**Functional Responsibilities:** Creates, receives, and processes files. Records information in manual and automated logs. Identifies, organizes, and labels records. Maintains files, including removal of duplicate copies of records, replaces worn or improperly labeled folders, and redistributes files on shelves. Retrieves files and prepares them for delivery to requestors. Prepares files for transfer to other locations or for retirement.

**Minimum Education:** High School  
**Minimum Experience:** 2 years

**Records Clerk II**

**Functional Responsibilities:** Creates, receives, and processes files. Records information in manual and automated logs. Identifies, organizes, and labels records. Maintains files, including removal of duplicate copies of records, replaces worn or improperly labeled folders, and redistributes files on shelves. Retrieves files and prepares them for delivery to requestors. Prepares files for transfer to other locations or for retirement.
copies of records, replaces worn or improperly labeled folders, and redistributes files on shelves. Retrieves files and prepares them for delivery to requestors. Prepares files for transfer to other locations or for retirement.

**Minimum Education:** High School  
**Minimum Experience:** 4 years

**Records Clerk III**

**Functional Responsibilities:** Creates, receives, and processes files. Records information in manual and automated logs. Identifies, organizes, and labels records. Maintains files, including removal of duplicate copies of records, replaces worn or improperly labeled folders, and redistributes files on shelves. Retrieves files and prepares them for delivery to requestors. Prepares files for transfer to other locations or for retirement.

**Minimum Education:** High School  
**Minimum Experience:** 6 years

**Records Supervisor**

**Functional Responsibilities:** Coordinates the work of records technicians and clerks. Plans and organizes the work of the contractor staff. Investigates problems, determines causes, and designs and conducts tasks and changes necessary to correct problems and prevent reoccurrence.

**Minimum Education:** Bachelors  
**Minimum Experience:** 4 years

**Records Technician I**

**Functional Responsibilities:** Prepares files for closure and shipment to retirement facilities. Organizes and packages files, receives and processes forms, and reviews, identifies, and routes materials to appropriate locations. Identifies special media that needs conversion, labels and sends media to conversion staff or outside vendor, and tracks receipt of converted and source media.

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

**Records Technician II**

**Functional Responsibilities:** Prepares files for closure and shipment to retirement facilities. Organizes and packages files, receives and processes forms, and reviews, identifies, and routes materials to appropriate locations. Identifies special media that needs conversion, labels and sends media to conversion staff or outside vendor, and tracks receipt of converted and source media.

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

**Records Technician III**

**Functional Responsibilities:** Prepares files for closure and shipment to retirement facilities. Organizes and packages files, receives and processes forms, and reviews, identifies, and routes materials to
appropriate locations. Identifies special media that needs conversion, labels and sends media to conversion staff or outside vendor, and tracks receipt of converted and source media.

**Minimum Education:** Bachelors  
**Minimum Experience:** 12 years

**Scanning Supervisor**

**Functional Responsibilities:** Supervises and directs scanning staff to accomplish work. Reports on progress, troubleshoots, performs quality control, ensures work meets contract requirements for quality and delivery schedules.

**Minimum Education:** High School  
**Minimum Experience:** 4 years

**Scanning/Microfilm Specialist I**

**Functional Responsibilities:** Operates digital image scanning equipment to capture images and generate associated OCR text. Follows established scanning and quality control procedures in producing digital files in specified format for further processing. May be required to prepare documents for scanning by disassembling prior to scanning and reassembling afterward. May be required to scan microfilm, microfiche, aperture cards and other media.

**Minimum Education:** High School  
**Minimum Experience:** 0 years

**Scanning/Microfilm Specialist II**

**Functional Responsibilities:** Operates digital image scanning equipment to capture images and generate associated OCR text. Follows established scanning and quality control procedures in producing digital files in specified format for further processing. May be required to prepare documents for scanning by disassembling prior to scanning and reassembling afterward. May be required to scan microfilm, microfiche, aperture cards and other media.

**Minimum Education:** High School  
**Minimum Experience:** 4 years

**Scanning/Microfilm Specialist III**

**Functional Responsibilities:** Operates digital image scanning equipment to capture images and generate associated OCR text. Follows established scanning and quality control procedures in producing digital files in specified format for further processing. May be required to prepare documents for scanning by disassembling prior to scanning and reassembling afterward. May be required to scan microfilm, microfiche, aperture cards and other media.

**Minimum Education:** High School  
**Minimum Experience:** 6 years
**Subject Matter Expert**

**Functional Responsibilities:** Implements strategy dictating direction and management of support services in a specified field. Meets with client regularly to discuss performance, propose initiatives, and establish priorities.

**Minimum Education:** Bachelors  
**Minimum Experience:** 10 years

**Systems Administrator I**

**Functional Responsibilities:** Responsible for the operation and maintenance of data processing systems set up by the client to provide automated document management, records management and/or litigation support data processing resources to specific projects. Monitors, analyzes and optimizes system performance.

**Minimum Education:** Bachelors  
**Minimum Experience:** 0 years

**Systems Administrator II**

**Functional Responsibilities:** Responsible for the operation and maintenance of data processing systems set up by the client to provide automated document management, records management and/or litigation support data processing resources to specific projects. Monitors, analyzes and optimizes system performance.

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

**Systems Administrator III**

**Functional Responsibilities:** Responsible for the operation and maintenance of data processing systems set up by the client to provide automated document management, records management and/or litigation support data processing resources to specific projects. Monitors, analyzes and optimizes system performance.

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

**Systems Analyst I**

**Functional Responsibilities:** Defines system and project requirements. Designs entire system to meet defined requirements based on information gathered from the client staff. Works out the details of functional and design requirements, systems design, programming specifications, data elements, data validation specifications, data capture mechanisms, and data conversion procedures.

**Minimum Education:** Bachelors  
**Minimum Experience:** 0 years

**Systems Analyst II**

**Functional Responsibilities:** Defines system and project requirements. Designs entire system to meet defined requirements based on information gathered from the client staff. Works out the details of
functional and design requirements, systems design, programming specifications, data elements, data validation specifications, data capture mechanisms, and data conversion procedures.

**Minimum Education:** Bachelors  
**Minimum Experience:** 4 years

**Systems Analyst III**
**Functional Responsibilities:** Defines system and project requirements. Designs entire system to meet defined requirements based on information gathered from the client staff. Works out the details of functional and design requirements, systems design, programming specifications, data elements, data validation specifications, data capture mechanisms, and data conversion procedures.

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

**Warehouse Clerk**
**Functional Responsibilities:** Performs order fulfillment and warehouse functions including shipping, receiving, stocking, storing, and inventory of materials. Receives material and verifies count against accompanying documents. Process requests for items, pulls and assembles kits for shipping, prepares and packs items for shipment.

**Minimum Education:** High School  
**Minimum Experience:** 0 years

**Web Developer**
**Functional Responsibilities:** Creates Web front-end user interface to new or existing databases using a combination of HTML, SQL, C, VB or other languages to make business applications accessible. Requires Bachelors degree (in Computer Science or related field) or equivalent, and zero to two years of related work experience.

**Minimum Education:** Bachelors  
**Minimum Experience:** 0 years

**Word Processor**
**Functional Responsibilities:** Types, edits, and corrects documents, charts, tables, etc. Proofreads, edits, and corrects OCRed text files. Performs back-ups and quality control.

**Minimum Education:** High School  
**Minimum Experience:** 0 years
**Experience & Degree Substitution Equivalencies**

Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

<table>
<thead>
<tr>
<th>Equivalent Degree</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associates</td>
<td>2 years relevant experience</td>
</tr>
<tr>
<td>Bachelors</td>
<td>Associates degree + 2 years relevant experience or 4 years relevant experience</td>
</tr>
<tr>
<td>Masters</td>
<td>Bachelors plus 2 years relevant experience or Associates degree + 4 years relevant experience or 6 years relevant experience</td>
</tr>
<tr>
<td>PhD</td>
<td>Masters + 2 years relevant experience or Bachelors + 4 years relevant experience or Associates + 6 years relevant experience or 8 years relevant experience</td>
</tr>
</tbody>
</table>
Labor Category Descriptions for SINs 512110, 541430, 541611, 541850, 541922, and 611430
(** Designates SCLS-eligible Labor Categories)

Administrative I **
**Functional Responsibilities:** Provides general administrative and clerical support for project tasks. Support may include word processing, filing, graphics, database maintenance, and quality assurance.

Minimum Education: High School
Minimum Experience: 0 years

Administrative II **
**Functional Responsibilities:** Provides general administrative and clerical support for project tasks. Support may include word processing, filing, graphics, database maintenance, and quality assurance.

Minimum Education: High School
Minimum Experience: 4 years

Administrative III **
**Functional Responsibilities:** Provides administrative, project assistant, and administrative oversight support. May provide secretarial, word processing, graphics, desktop publishing, and editing support.

Minimum Education: High School
Minimum Experience: 4 years

Administrative Support
**Functional Responsibilities:** Carries out recurring office procedures independently. Selects the guideline or reference which fits the specific case. Supervisor provides specific instructions on new assignments and checks completed work for accuracy. Performs varied duties including or comparable to the following: Responds to routine telephone requests which have standard answers; refers calls and visitors to appropriate staff. Controls mail and assures timely staff response; may send form letters. Maintains supervisor's calendar, makes appointments, and arranges for meeting rooms. Reviews materials prepared for supervisor's approval for typographical accuracy and proper format. Maintains recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans; Requisitions supplies, printing, maintenance, or other services. Types, takes and transcribes dictation, and establishes and maintains office files.

Minimum Education: Associates
Minimum Experience: 4 years

Business Analyst I
**Functional Responsibilities:** Prepares and conducts business analyses and studies, needs assessments, requirements analysis/definition and cost/benefit analyses in an effort to align business systems, solutions and initiatives. Prepares forecasts and analyzes trends, reporting regulations and business conditions. Develops and analyzes metrics, performance measurements, requirements, reports and recommendations related to management, organizational structure, policy/procedures and business systems. Identifies potential business risks.
Minimum Education: Bachelors
Minimum Experience: 0 years

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

Minimum Education: Bachelors
Minimum Experience: 6 years

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

Minimum Education: Bachelors
Minimum Experience: 12 years

**Communications Specialist I**
**Functional Responsibilities:** Creates multimedia materials based on pre-set standards. Supports design of projects from conception to completion. Experienced in desktop layout, image manipulation, and some pre-press preparation.

Minimum Education: Bachelors
Minimum Experience: 0 years

**Communications Specialist II**
**Functional Responsibilities:** Creates multimedia materials based on pre-set standards. Responsible for design of projects from conception to completion. Possesses specialized skills in Web, multimedia, or video. Experienced in desktop layout, image manipulation, and some pre-press preparation.

Minimum Education: Bachelors
Minimum Experience: 2 years

**Communications Specialist III**
**Functional Responsibilities:** Assists design team lead in establishing conceptual and stylistic direction for work of team. Designs materials and approves the work of other designers. Possesses specialized skills in Web, multimedia, or video expertise in using design software and pre-press production. Meets with client as necessary.
Minimum Education: Bachelors
Minimum Experience: 6 years

**Communications Specialist IV**

**Functional Responsibilities:** Leads design team by establishing conceptual and stylistic direction for work of team. Expertise in using design software and pre-press production. Acts as client liaison for design team.

Minimum Education: Bachelors
Minimum Experience: 8 years

**Data Analyst I**

**Functional Responsibilities:** Possesses knowledge of applying analytic methodologies and principles to address project needs. Serves as a member of the consulting team performing analytical tasks and technical team assignments; performs research, support, and reporting functions.

Minimum Education: Bachelors
Minimum Experience: 0 years

**Data Analyst II**

**Functional Responsibilities:** Possesses knowledge of applying analytic methodologies and principles to address project needs. Serves as a member of the consulting team performing analytical tasks and technical team assignments; performs research, support, and reporting functions.

Minimum Education: Bachelors
Minimum Experience: 6 years

**Data Analyst III**

**Functional Responsibilities:** Possesses knowledge of applying analytic methodologies and principles to address project needs. Serves as a member of the consulting team performing analytical tasks and technical team assignments; performs research, support, and reporting functions.

Minimum Education: Bachelors
Minimum Experience: 12 years

**Deputy Program Manager**

**Functional Responsibilities:** Supports program manager in oversight of multi-level program. Handles cross-team subcontractor support and program financials. Meets with government program manager to discuss performance, propose initiative, and establish priorities as needed.

Minimum Education: Bachelors
Minimum Experience: 12 years

**Editor I**

**Functional Responsibilities:** Supports writing projects and aids in ensuring communications clearly relay client key messages and adhere to identified requirements. Performs document quality assurance and quality control reviews. Works with staff to improve writing flow and layout. Applies expertise in
writing/editing to create and implement procedures for ensuring communications clearly relay client key messages and adhere to identified requirements. Performs document quality assurance and quality control reviews and works with staff to improve writing flow and layout.

**Minimum Education:** Bachelors  
**Minimum Experience:** 0 years

**Editor II**

**Functional Responsibilities:** Leads multiple editorial initiatives. Manages document quality assurance and quality control procedures and works with staff to improve writing flow and layout. Establishes and manages process for ensuring communications clearly relay client key messages and adhere to identified requirements. Meets regularly with client to discuss performance, propose initiatives, and establish priorities.

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

**Editor III**

**Functional Responsibilities:** Oversees diverse editorial program area. Heads development of strategic integrated product and service strategy. Lends support in building and sustaining successful cross-team management structure capable of effectively communicating client key messages and directing quality assurance. Meets regularly with government program manager to discuss performance, propose initiatives, and establish priorities.

**Minimum Education:** Bachelors  
**Minimum Experience:** 12 years

**Functional Expert Consultant**

**Functional Responsibilities:** Provides task unique, functional expertise necessary to interpret requirements, ensure responsiveness, and achieve successful performance. May include unique technical knowledge. Leads analysis, evaluation, and implementation of tasks.

**Minimum Education:** Bachelors  
**Minimum Experience:** 20 years

**IT Support Staff**

**Functional Responsibilities:** Provides support for all computers, systems, and software used within classrooms, Labs, Learning Center and Library that supports Training.

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

**Jr. English Language Trainers (ELT)/Instructors**

**Functional Responsibilities:** Language instruction is provided to customers to teach any level of proficiency/fluency of a desired language, in accordance with the specifications of the work request between the client and Chenega Applied Solutions. A lesson plan, which includes language goals, class schedule, duration, desired degree of fluency/proficiency using the ILR, and any other specific needs, is
developed jointly between the client and Chenega Applied Solutions, and is provided to the attendees of the class.

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

**Learning Resource Center Support Staff**  
**Functional Responsibilities:** Possess expertise of the English language to include grammar, phonology, linguistic functions. Possess a professional knowledge of ESL/EFL assessment techniques and test/measurement principles. Possess skill in the operation of various multimedia equipment: microcomputers, printers, video players/recorders, CD-ROMs, and audio /CD players, etc. so that orientation, instruction, and assistance on an individual basis as needed is given to students with questions, problems, or conflicts when using multimedia equipment.

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

**Librarian Support Staff**  
**Functional Responsibilities:** Manages the documentation department in accordance with organizational policies and goals. Develops standard documentation methods to effectively communicate product concepts and use. Ensures any necessary internal process documentation.

**Minimum Education:** Associates  
**Minimum Experience:** 8 years

**Md. English Language Trainers (ELT)/Instructors**  
**Functional Responsibilities:** Language instruction is provided to customers to teach any level of proficiency/fluency of a desired language, in accordance with the specifications of the work request between the client and Chenega Applied Solutions. A lesson plan, which includes language goals, class schedule, duration, desired degree of fluency/proficiency using the ILR, and any other specific needs, is developed jointly between the client and Chenega Applied Solutions, and is provided to the attendees of the class.

**Minimum Education:** Bachelors  
**Minimum Experience:** 9 years

**Photographer/Videographer I **  
**Functional Responsibilities:** Provides programming and multimedia support, including authoring content in various authoring languages.

**Minimum Education:** High School  
**Minimum Experience:** 0 years

**Photographer/Videographer II **  
**Functional Responsibilities:** Responsible for the camerawork on a production including focus, composition and quality following the direction of leadership.
Photographer/Videographer III **

**Functional Responsibilities:** Responsible for the camerawork on a production, including focus, composition, and quality following the direction of leadership. In addition, makes recommendations for purchases of field equipment, and assists in the upkeep of field production equipment.

Minimum Education: High School  
Minimum Experience: 6 years

Process Improvement Analyst I

**Functional Responsibilities:** Guides and assists clients through a wide range of management, organizational and business improvement and modernization initiatives by applying continuous process improvement strategies, methodologies and principles. Develops business methods for problem solving, process change and solutions implementation ensuring enterprise-wide integration. Identifies best practices, assesses performance measurement and researches, collects and verifies data and translates it into strategic and operational guidance. Provides group facilitation, interviewing, training and other forms of knowledge transfer.

Minimum Education: Bachelors  
Minimum Experience: 0 years

Process Improvement Analyst II

**Functional Responsibilities:** Guides and assists clients through a wide range of management, organizational and business improvement and modernization initiatives by applying continuous process improvement strategies, methodologies and principles. Develops business methods for problem solving, process change and solutions implementation ensuring enterprise-wide integration. Identifies best practices, assesses performance measurement and researches, collects and verifies data and translates it into strategic and operational guidance. Provides group facilitation, interviewing, training and other forms of knowledge transfer.

Minimum Education: Bachelors  
Minimum Experience: 6 years

Process Improvement Analyst III

**Functional Responsibilities:** Guides and assists clients through a wide range of management, organizational and business improvement and modernization initiatives by applying continuous process improvement strategies, methodologies and principles. Develops business methods for problem solving, process change and solutions implementation ensuring enterprise-wide integration. Identifies best practices, assesses performance measurement and researches, collects and verifies data and translates it into strategic and operational guidance. Provides group facilitation, interviewing, training and other forms of knowledge transfer.

Minimum Education: Bachelors  
Minimum Experience: 12 years
Program Manager

Functional Responsibilities: Strategically manages multi-faceted program, developing product and service vision. Is responsible for building and successfully maintaining integrated management structure and evaluating overall performance. Manages subcontractor and program financials. Meets regularly with government program manager to discuss performance, propose initiatives, and establish priorities.

Minimum Education: Bachelors
Minimum Experience: 15 years

Program/Multimedia Developer I **

Functional Responsibilities: Provides programming and multimedia support for training projects, including authoring content in various authoring languages.

Minimum Education: Bachelors
Minimum Experience: 0 years

Program/Multimedia Developer II **

Functional Responsibilities: Provides programming and multimedia support for training projects, including authoring content in various authoring languages.

Minimum Education: Bachelors
Minimum Experience: 6 years

Program/Multimedia Developer III **

Functional Responsibilities: Provides programming and multimedia support, including authoring content in various authoring languages.

Minimum Education: Bachelors
Minimum Experience: 12 years

Project Management Services (Deputy PM)

Functional Responsibilities: Guide or manage a team in planning work and performing duties outlined in the Statement of Work. The PM or designated representative is expected to participate in Program Management Reviews (PMR)s.

Minimum Education: Bachelors
Minimum Experience: 8 years

Project Manager I

Functional Responsibilities: Performs program area work. Supports team in producing high quality deliverables. Meets with client as needed.

Minimum Education: Bachelors
Minimum Experience: 6 years

Project Manager II
**Functional Responsibilities:** Leads and performs program area work. Proposes and implements creative methods to complete work effectively and efficiently. Meets with client regularly, if not daily, to ensure work meets/exceeds client objectives.

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

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**Project Manager III**  
**Functional Responsibilities:** Manages team of program area experts. Develops, directs, and manages strategic approach and strives to improve work processes, products, and services. Meets with client regularly to ensure work meets/exceeds client objectives.

**Minimum Education:** Bachelors  
**Minimum Experience:** 10 years

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**Project Manager IV**  
**Functional Responsibilities:** Strategically manages program area and develops product and service vision. Is responsible for building and successfully maintaining integrated project management structure and overseeing project financials. Meets regularly with government program manager to discuss performance, propose initiatives, and establish priorities.

**Minimum Education:** Bachelors  
**Minimum Experience:** 12 years

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**Project Manager V**  
**Functional Responsibilities:** Oversees related program areas. Heads development of strategic, integrated product and service strategy. Lends support in building and sustaining successful cross-team management structure and evaluating work quality. Meets regularly with government program manager to discuss performance, propose initiatives, and establish priorities.

**Minimum Education:** Bachelors  
**Minimum Experience:** 15 years

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**Sr English Language Trainer (ELT)/Instructor**  
**Functional Responsibilities:** Language instruction is provided to customers to teach any level of proficiency/fluency of a desired language, in accordance with the specifications of the work request between the client and Chenega Applied Solutions. A lesson plan, which includes language goals, class schedule, duration, desired degree of fluency/proficiency using the ILR, and any other specific needs, is developed jointly between the client and Chenega Applied Solutions, and is provided to the attendees of the class.

**Minimum Education:** Bachelors  
**Minimum Experience:** 12 years

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**Sr Project Management Services (Program Manager)**
**Functional Responsibilities:** Acts as the senior manager for his/her work area performed within the company. Provides high-level functional analysis, documentation and implementation advice on complex problems which require extensive knowledge of the subject matter for effective implementation. Serves as the authorized contact point for the company and is able to commit the company contractually. Is responsible for holding periodic summary contract status reviews and resolve any schedule or technical issues identified by the contract program/project manager.

**Minimum Education:** Bachelors  
**Minimum Experience:** 13 years

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**Subject Matter Expert**  
**Functional Responsibilities:** Implements strategy dictating direction and management of support services in a specified field. Meets with client regularly to discuss performance, propose initiatives, and establish priorities.

**Minimum Education:** Bachelors  
**Minimum Experience:** 10 years

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**Word Processor **  
**Functional Responsibilities:** Performs various document preparation tasks, including formatting, typing, and limited graphics development. Creates templates shells for reports. Creates PDF files, online forms, mail merge documents, and HTML files as needed.

**Minimum Education:** High School  
**Minimum Experience:** 0 years

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**Writer I **  
**Functional Responsibilities:** Prepares technical documentation, to include researching for applicable standards.

**Minimum Education:** Bachelors  
**Minimum Experience:** 0 years

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**Writer II **  
**Functional Responsibilities:** Assists in collecting and organizing information for preparation of user manuals, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents.

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

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**Writer III **  
**Functional Responsibilities:** Collects and organizes information for preparation of user manuals, installation guides, proposals, and reports. Writes functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents.

**Minimum Education:** Bachelors
**Minimum Experience:** 12 years

**Experience & Degree Substitution Equivalencies**
Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

<table>
<thead>
<tr>
<th>Equivalent Degree</th>
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<tr>
<td>PhD</td>
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</tbody>
</table>
Labor Category Descriptions for SIN 54151S

Computer Service Technician I

Functional Responsibility: The Computer Service Technician, under general supervision, assists with call center troubleshooting, advice, direction, and reporting for clients experiencing issues with workstation performance, software performance/compatibility, connectivity, user account access, and various other technical or performance issues in a professional environment.

Minimum Education: Associates
Minimum/General Experience: 4 years

Configuration/Data Management I

Functional Responsibility: The Configuration / Data Management I is responsible for the execution of the Process (directly perform or delegate responsibilities). Includes operating the defined and agreed process, ensuring it interfaces with all other relevant processes; reviewing the effectiveness and efficiency of the process; performing process audits; and managing the process improvement cycle. Responsible for the deployment of the process. Evaluates performance metrics against the defined critical success factors and institutes actions to correct shortcomings or further streamline the process as necessary. Interfaces with other processes and/or business functions to ensure they are able to leverage the benefits provided by the Configuration Management process. Directs, prioritizes, and schedules audits; ensures that any corrective action identified in Process and/or Database audits is carried out. Manages the evaluation of Configuration Management tools and recommend those that best meet the organizations requirements. Ensures appropriate security and access levels to the Configuration Management System. Plans and manages population of the Configuration Management System, including discovery and other data import methods. Produces reports and Management information, including impact analysis reports and Configuration status reports. Identifies opportunities and submits proposals for improvement with respect to tools, staff, training, process, procedures, and work instructions.

Minimum Education: Associates
Minimum/General Experience: 2 years

Configuration/Data Management II

Functional Responsibility: The Configuration / Data Management II is responsible for the execution of the Process (directly perform or delegate responsibilities). Includes operating the defined and agreed process, ensuring it interfaces with all other relevant processes; reviewing the effectiveness and efficiency of the process; performing process audits; and managing the process improvement cycle. Responsible for the deployment of the process. Evaluates performance metrics against the defined critical success factors and institutes actions to correct shortcomings or further streamline the process as necessary. Interfaces with other processes and/or business functions to ensure they are able to leverage the benefits provided by the Configuration Management process. Directs, prioritizes, and schedules audits; ensures that any corrective action identified in Process and/or Database audits is carried out. Manages the evaluation of Configuration Management tools and recommend those that best meet the organizations requirements. Ensures appropriate security and access levels to the Configuration Management System. Plans and manages population of the Configuration Management System, including discovery and other data import methods. Produces reports and Management information, including impact analysis reports and Configuration status reports. Identifies opportunities and submits proposals for improvement with respect to tools, staff, training, process, procedures, and work instructions.
and submits proposals for improvement with respect to tools, staff, training, process, procedures, and work instructions.

**Minimum Education:** Bachelors  
**Minimum/General Experience:** 6 years

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**Information Security Analyst**

**Functional Responsibility:** Information Security analysts are responsible for ensuring that all of the digital assets are protected from unauthorized access. This includes securing both online and on premise infrastructures; weeding through metrics and data to filter out suspicious activity; and finding and mitigating risks before breaches occur. If a breach does occur, Security Analysts lead efforts to counter the attack. Security Analysts are responsible for generating reports for Information Technology (IT) Administrators and Business Managers to evaluate the efficacy of the security policies in place. They will help to make the necessary changes for a more secure network and also create training programs and modules to educate employees and users on proper security protocols. Additionally, Information Security Analysts are responsible for keeping the security systems up to date and creating documentation and planning for all security-related information, including incident response and disaster recovery plans.

**Minimum Education:** Bachelors  
**Minimum/General Experience:** 4 years

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**Network Administrator**

**Functional Responsibility:** The Network Administrator IV performs direct technical work on projects. Works under general supervision and installs, operates, configures, troubleshoots, tests, and repairs information systems resources.

**Minimum Education:** Bachelors  
**Minimum/General Experience:** 4 years

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**Network Engineer I**

**Functional Responsibility:** The Junior Network Engineer analyzes Local Area Networks (LANs) and Wide Area Network (WANs) systems; provides in-depth analysis of trouble conditions and facilitates repair efforts; works independently or coordinate a team of technicians as necessary; monitors vendor installation of equipment, and performs/coordinates system testing and evaluation activities; inspects and reviews hardware installation, wiring, power, grounding, and system database validation; maintains the confidentiality, integrity, and availability of assigned systems; and maintains control of authorized software configurations under their control.

**Minimum Education:** Bachelors  
**Minimum/General Experience:** 4 years

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**Network Engineer II**

**Functional Responsibility:** The Senior Network Engineer analyzes LANs and WANs systems; provides in-depth analysis of trouble conditions and facilitates repair efforts; works independently or coordinate a team of technicians as necessary; monitors vendor installation of equipment, and performs/coordinates system testing and evaluation activities; inspects and reviews hardware installation, wiring, power,
grounding, and system database validation; maintains the confidentiality, integrity, and availability of assigned systems; and maintains control of authorized software configurations under their control.

**Minimum Education:** Bachelors  
**Minimum/General Experience:** 6 years

**Program Manager I**  
**Functional Responsibility:** The Program Manager II provides planning, coordinating, and directing to activities of administrative, program, and technical personnel. Must have a thorough understanding and experience in the complete life-cycle management of military systems. Must be capable of managing and controlling schedules and cost to provide on time, within budget, performance of all aspects of the contractual effort. Must be capable of providing direction for operations and ensuring compliance with all management policies, plans, and procedures. Must be capable of providing recommendations for resolution of technical problems.

**Minimum Education:** Bachelors  
**Minimum/General Experience:** 4 years

**Program Manager II**  
**Functional Responsibility:** The Program Manager II provides planning, coordinating, and directing to activities of administrative, program, and technical personnel. Must have a thorough understanding and experience in the complete life-cycle management of military systems. Must be capable of managing and controlling schedules and cost to provide on time, within budget, performance of all aspects of the contractual effort. Must be capable of providing direction for operations and ensuring compliance with all management policies, plans, and procedures. Must be capable of providing recommendations for resolution of technical problems.

**Minimum Education:** Bachelors  
**Minimum/General Experience:** 8 years

**Program Manager III**  
**Functional Responsibility:** The Program Manager IV provides planning, coordinating, and directing to activities of administrative, program, and technical personnel. Must have a thorough understanding and experience in the complete life-cycle management of military systems. Must be capable of managing and controlling schedules and cost to provide on time, within budget, performance of all aspects of the contractual effort. Must be capable of providing direction for operations and ensuring compliance with all management policies, plans, and procedures. Must be capable of providing recommendations for resolution of technical problems.

**Minimum Education:** Bachelors  
**Minimum/General Experience:** 10 years

**Project Manager**  
**Functional Responsibility:** The Project Manager (PM) provides oversight of all project related matters: requirements, design, build, configuration, documentation, project budget, schedule, resources, deliverables, and execution. The IT PM is in charge of a specific project or projects within a company. The IT PM plans, budgets, oversees, and documents all aspects of a specific project. The IT PM may work
closely with upper management to make sure that the scope and direction of each project is on schedule, as well as other departments for support. The IT PM reports to the Senior IT PM and will be the customer’s primary point of contact for any project related questions or concerns.

**Minimum Education:** Bachelors  
**Minimum/General Experience:** 5 years

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**SharePoint Developer**

**Functional Responsibility:** The SharePoint Developer Sr. takes on a broad software development role – including custom application development for sandboxed solutions, systems integration, custom web parts, and component development. Customization of the SharePoint solution such as re-branding, using products such as SharePoint Designer. Responsible for administering SharePoint Search – including content sources, result sources, search schema, index crawls, Search Centre configuration, etc.

**Minimum Education:** Bachelors  
**Minimum/General Experience:** 4 years

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**Software Developer**

**Functional Responsibility:** The Software Developer has knowledge of standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude required. Typically reports to a project leader or manager.

**Minimum Education:** Bachelors  
**Minimum/General Experience:** 5 years

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**Subject Matter Expert**

**Functional Responsibility:** The Subject Matter Expert (SME) is familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

**Minimum Education:** Bachelors  
**Minimum/General Experience:** 8 years

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**System Administrator**

**Functional Responsibility:** The System Administrator Sr is a technical expert for systems administration tasks and processes. Architects, oversees, and assures proper configuration and performs operation maintenance of all technical systems. Configures and troubleshoots Operating Systems (OSs).

**Minimum Education:** Bachelors  
**Minimum/General Experience:** 10 years

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**Systems Analyst I**

**Functional Responsibility:** The System Analyst I performs systems analysis of computer and networking systems. Provides overall integration of all systems peripherals so that they operate correctly within a
predefined environment. Provides hotline support to customers. Develops technical documentation detailing the installation procedures.

**Minimum Education:** Bachelors  
**Minimum/General Experience:** 4 years

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**Systems Analyst II**

**Functional Responsibility:** The Systems Analyst II performs systems analysis of computer and communications/network systems. Performs systems installation of computer operating systems, network, and applications software, and computer/network hardware. Provides hotline support to customers. Has ability to adapt to new situations and environments. Possesses keen troubleshooting skills.

**Minimum Education:** Bachelors  
**Minimum/General Experience:** 8 years

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**Experience & Degree Substitution Equivalencies**

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**Chief Engineer **

**Functional Responsibilities:** The Chief Engineer assumes complete authority to act for Chenega Applied Solutions, LLC (CAS) in every detail during the term of the contract.

**Minimum Education:** High School  
**Minimum Experience:** 12 years

**Custodial Lead **

**Functional Responsibilities:** The Custodial Lead is responsible for general building Operations and Maintenance (O&M) duties. Maintains equipment and facilities in proper working condition. Supports Chief/Lead Engineer as required. Identifies, records, and corrects deficiencies. Performs preventive maintenance.

**Minimum Education:** High School  
**Minimum Experience:** 3 years

**Custodial Manager **

**Functional Responsibilities:** The Custodial Manager is responsible for general building O&M duties. Maintains equipment and facilities in proper working condition. Supports Chief/Lead Engineer as required. Identifies, records, and corrects deficiencies. Performs preventive maintenance.

**Minimum Education:** High School  
**Minimum Experience:** 4 years

**Custodial Supervisor II **

**Functional Responsibilities:** The Custodial Supervisor has oversight of day/night custodial staff. Plans and prepares work schedules. Inspects quality of work. Identifies deficiencies or items requiring repair.

**Minimum Education:** High School  
**Minimum Experience:** 3 years

**Custodial Worker I **

**Functional Responsibilities:** The Custodial Worker I has oversight of day/night custodial staff. Plans and prepares work schedules. Inspects quality of work. Identifies deficiencies or items requiring repair.

**Minimum Education:** High School  
**Minimum Experience:** 2 years

**Custodial Worker II **

**Functional Responsibilities:** The Custodial Worker II has oversight of day/night custodial staff. Plans and prepares work schedules. Inspects quality of work. Identifies deficiencies or items requiring repair.

**Minimum Education:** High School  
**Minimum Experience:** 3 years
Custodian **

**Functional Responsibilities:** The Custodian has oversight of day/night custodial staff. Plans and prepares work schedules. Inspects quality of work. Identifies deficiencies or items requiring repair.

**Minimum Education:** High School  
**Minimum Experience:** 2 years

Facilities Engineer - SCA **

**Functional Responsibilities:** The Facilities Engineer – SCA is responsible for the supervision of maintenance operations, all assigned equipment, and the physical condition of the buildings. Supervises and schedules staff to perform scheduled preventive maintenance on equipment. Reviews and provides solutions to technical issues and challenges. Recommends improvements and implement changes.

**Minimum Education:** High School  
**Minimum Experience:** 10 years

Floor Technician **

**Functional Responsibilities:** The Floor Technician is responsible for the general O&M of all building equipment and systems.

**Minimum Education:** High School  
**Minimum Experience:** 4 years

General Maintenance Worker **

**Functional Responsibilities:** The General Maintenance Worker performs daily janitorial duties as assigned. Identifies and reports out-of-order equipment or other items needing repair.

**Minimum Education:** High School  
**Minimum Experience:** 3 years

Housekeeping Supervisor **

**Functional Responsibilities:** Responsible for the management and oversight of all custodial staff activities, to include the day and night custodial staff and the night janitorial supervisor.

**Minimum Education:** High School  
**Minimum Experience:** 5 years

Janitor I **

**Functional Responsibilities:** Janitor I performs daily custodial duties as assigned. Identifies and reports out-of-order equipment or other items needing repair.

**Minimum Education:** High School  
**Minimum Experience:** 2 years
Janitor II **
**Functional Responsibilities:** The Janitor II performs daily custodial duties as assigned. Identifies and reports out-of-order equipment or other items needing repair.

**Minimum Education:** High School  
**Minimum Experience:** 3 years

Janitor Supervisor **
**Functional Responsibilities:** The Janitor Supervisor has oversight of day/night custodial staff. Plans and prepares work schedules. Inspects quality of work. Identifies deficiencies or items requiring repair.

**Minimum Education:** High School  
**Minimum Experience:** 5 years

Lead Engineer **
**Functional Responsibilities:** The Lead Engineer assumes complete authority to act for CAS in every detail during the term of the contract

**Minimum Education:** High School  
**Minimum Experience:** 12 years

Maintenance Engineer**
**Functional Responsibilities:** The Maintenance Engineer is responsible for the O&M of all building equipment and systems and for assigning work and scheduling staff.

**Minimum Education:** High School  
**Minimum Experience:** 5 years

Maintenance Mechanic I **
**Functional Responsibilities:** The Maintenance Mechanic I performs daily custodial duties as assigned. Identifies and reports out-of-order equipment or other items needing repair.

**Minimum Education:** High School  
**Minimum Experience:** 2 years

Maintenance Mechanic II **
**Functional Responsibilities:** The Maintenance Mechanic II performs daily janitorial duties as assigned. Identifies and reports out-of-order equipment or other items needing repair.

**Minimum Education:** High School  
**Minimum Experience:** 3 years

Operating Engineer **
**Functional Responsibilities:** The Operating Engineer performs general building O&M duties. Maintains equipment and facilities in proper working condition. Supports Chief/Lead Engineer as required. Identifies, records, and corrects deficiencies. Perform preventive maintenance.
**Production Control Clerk**

**Functional Responsibilities:** The Production Control Clerk is responsible for the general O&M of all building equipment and systems.

**Minimum Education:** High School
**Minimum Experience:** 4 years

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Vendor Certification for SIN 518210ERM - Electronic Records Management Solutions

For the purposes of the Multiple Award Schedule Solicitation (47QSMD20R0001), eleven (11) specific elements of Electronic Records Management (ERM) Services have been identified. These 11 elements are fully defined and the corresponding requirements are identified in the Universal Electronic Records Management Requirements attachment to the solicitation. These requirements have been established and are administered by the National Archives & Records Administration (NARA).

Vendors may provide any combination of the 11 elements of ERM Services; however, vendors must certify that they are capable of meeting all standards associated with the elements they propose by completing this certification. Vendors should include a completed copy of this certification in their published GSA catalog to illustrate their ERM capabilities.

Chenega Applied Solutions LLC
10505 Furnace Rd Suite 205
Lorton, VA 22079

Proposed Elements of Electronic Records Management Services:
[Select all that apply]

☒ Element 1 - Desktop Applications
☒ Element 2 - Electronic Messages
☒ Element 3 - Social Media
☒ Element 4 - Cloud Services
☒ Element 5 - Websites
☒ Element 6 - Digital Media (Photo)
☒ Element 7 - Digital Media (Audio)
☒ Element 8 - Digital Media (Video)
☒ Element 9 - Databases
☒ Element 10 - Shared Drives
☒ Element 11 - Engineering Drawings

Chenega Applied Solutions LLC hereby certifies that we are capable of meeting all standards described in Solicitation 47QSMD20R0001 and the Universal Electronic Records Management Requirements attachment for each of the sections of ERM Services we have proposed, as indicated above.

[Signature]

Offeror (To be signed only by authorized principal, with authority to bind the undersigned contractor)

Michael Davis            President                      11/08/17
Name (Printed)            Title          Date