Multiple Award Schedule (MAS)

Federal Supply Group: MAS Class: R499

Special Item No.: SINs OLM, 611512, 611430

Contract No.: GS-02F-038CA

Schedule: MAS

Solicitation #: 47QSMD20R0001

Contract Period: April 13, 2020 – April 12, 2025

Business Size:
Service-Disabled Veteran-Owned Small Business (SDVOSB), Small Disadvantaged Business (SDB)

Contract Updated through Modification PS-A812

A. Harold and Associates, LLC
7751 Belfort Parkway, Suite 300
Jacksonville, FL 32256
Telephone: (904) 265-1940 FAX: (904) 212-0993
www.aha-llc.com

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at http://www.fss.gsa.gov
# TABLE OF CONTENTS

CUSTOMER INFORMATION ................................................................................................... 1
ABOUT A. HAROLD AND ASSOCIATES, LLC................................................................. 2
GSA MULTIPLE AWARD SCHEDULE PRICE LIST ......................................................... 3
LABOR CATEGORIES, DUTIES, AND EDUCATION/EXPERIENCE REQUIREMENTS.................................................... 5
  Program Manager ........................................................................................................... 5
  Senior Project Manager ................................................................................................. 5
  Project Manager ............................................................................................................. 5
  Consultant I .................................................................................................................. 5
  Consultant II ............................................................................................................... 5
  Subject Matter Expert I ............................................................................................... 5
  Subject Matter Expert II .............................................................................................. 5
  Subject Matter Expert III ........................................................................................... 6
  Subject Matter Expert IV ............................................................................................. 6
  Senior Curriculum Developer ..................................................................................... 6
  Curriculum Developer ................................................................................................. 6
  Technical Editor / Writer ............................................................................................. 6
  Senior Instructional Designer ...................................................................................... 6
  Instructional Designer ................................................................................................. 7
  Training Specialist ...................................................................................................... 7
  Technology Integrator ................................................................................................. 7
  Programmer .................................................................................................................. 7
  LMS / IT Analyst ......................................................................................................... 7
  Government Project Analyst ....................................................................................... 7
  Administration Specialist I ......................................................................................... 7
  Administration Specialist II ........................................................................................ 8
  Graphic Artist I ............................................................................................................ 8
  Graphic Artist II .......................................................................................................... 8
  Multi Media Specialist I .............................................................................................. 8
  Multi Media Specialist II ............................................................................................ 8
CUSTOMER INFORMATION

1a. Awarded Special Item Number(s): SINs OLM, 611512, 611430


1c. Labor Category descriptions and qualifications: Reference page 8.

2. Maximum Order: $1,000,000.00

3. Minimum Order: $150.00

4. Geographic Coverage (Delivery Area): Domestic only.

5. Point(s) of production (city, county, and State or foreign country): 7751 Belfort Parkway, Ste. 300, Jacksonville, FL 32256.

6. Discount from list prices or statement of net price: All prices herein are net.

7. Quantity discounts: None Offered

8. Prompt payment terms: 0% net 30 days

9a. Government purchase cards are accepted up to the micropurchase threshold: Yes.

9b. Government Commercial Credit Card above Micro-Purchase Threshold: Contact Contractor’s Representative for credit card acceptance of orders above the micropurchase threshold. Discounts for use of the card may be available upon request.

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

11a. Time of Delivery: Specified on Task Order.

11b. Expedited Delivery: Contact Contractor.

11c. Overnight and 2-day delivery: Contact Contractor.

11d. Urgent Requirements: Contact Contractor.

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

13a. Ordering address: Same as company address (see front page).

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment address: Same as company address (see front page).

15. Warranty provision: Provision for any appropriate and applicable warranties shall be specifically identified in individual orders. Such warranties are subject to the negotiations between the ordering agencies and the contractor.

16. Export packing charges, if applicable: N/A.

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micropurchase level): Contact Contractor.

18. Terms and conditions of rental, maintenance, and repair: N/A.

19. Terms and conditions of installation: N/A.

20. Terms and conditions of repair parts: N/A.

20a. Terms and conditions for any other services: N/A.

21. List of service and distribution points: N/A.

22. List of participating dealers: N/A.

23. Preventive maintenance: N/A.

24a. Special attributes such as environmental attributes: N/A.

24b. Section 508 Compliance: If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following web site www.Section508.gov/.

25. Data Universal Number System (DUNS) number: 130381051.

ABOUT A. HAROLD AND ASSOCIATES, LLC

A. Harold and Associates (AHA), LLC, established in 2003, is a Florida-based, Service-Disabled Veteran-Owned Small Business (SDVOSB), Small Disadvantaged Business (SDB)-certified, DCAA-approved firm, providing technology, education, engineering, training, and management services for both the public and private sector throughout the United States and abroad.

AHA’s headquarters is located in Jacksonville, FL. AHA also has over 150 employees. AHA employees represent a strong blend of complementary skills and business experience. Our core business revolves around Connecting People with Technology and Solving Complex Problems.

AHA has a strong history of providing top-quality courseware development and sustainment, curriculum development and Front End Analysis (FEA) services to numerous government agencies. AHA has a diverse and talented team of dedicated, highly-experienced, and very capable professionals who can rapidly apply their experience and expertise to this support courseware and curriculum development.

AHA gives special emphasis to assigning key personnel, with notable experience in their areas of expertise, to the critical tasks of developing or converting courseware. All AHA key personnel are assigned full-time and are fully employed or long-time employees of the AHA team. Furthermore, all members of the AHA team are 100% dedicated and are ready to go to work on day one. In addition, AHA’s Human Resource Department is skilled in recruiting, hiring professional talent anytime, and anywhere to meet contract-specific requirements.
### GSA FEDERAL SUPPLY SCHEDULE PRICE LIST

**SIN 874-4**

<table>
<thead>
<tr>
<th>SIN(s)</th>
<th>Labor Category</th>
<th>5/13/2020 - 12/31/2020</th>
<th>01/01/2021 - 12/31/2021</th>
<th>01/01/2022 - 12/31/2022</th>
<th>01/01/2023 - 12/31/2023</th>
<th>01/01/2024 - 12/31/2024</th>
<th>01/01/2025 - 12/31/2025</th>
</tr>
</thead>
<tbody>
<tr>
<td>874-4</td>
<td>Program Manager</td>
<td>$92.31</td>
<td>$94.16</td>
<td>$96.04</td>
<td>$97.96</td>
<td>$99.92</td>
<td>$101.92</td>
</tr>
<tr>
<td>874-4</td>
<td>Senior Project Manager</td>
<td>$84.66</td>
<td>$86.35</td>
<td>$88.08</td>
<td>$89.84</td>
<td>$91.64</td>
<td>$93.47</td>
</tr>
<tr>
<td>874-4</td>
<td>Project Manager</td>
<td>$80.09</td>
<td>$81.69</td>
<td>$83.32</td>
<td>$84.99</td>
<td>$86.69</td>
<td>$88.42</td>
</tr>
<tr>
<td>874-4</td>
<td>Consultant II</td>
<td>$141.87</td>
<td>$144.71</td>
<td>$147.60</td>
<td>$150.55</td>
<td>$153.56</td>
<td>$156.63</td>
</tr>
<tr>
<td>874-4</td>
<td>Consultant I</td>
<td>$102.97</td>
<td>$105.03</td>
<td>$107.13</td>
<td>$109.27</td>
<td>$111.46</td>
<td>$113.69</td>
</tr>
<tr>
<td>874-4</td>
<td>Subject Matter Expert IV</td>
<td>$103.84</td>
<td>$105.92</td>
<td>$108.04</td>
<td>$110.20</td>
<td>$112.40</td>
<td>$114.65</td>
</tr>
<tr>
<td>874-4</td>
<td>Subject Matter Expert III</td>
<td>$96.77</td>
<td>$98.71</td>
<td>$100.68</td>
<td>$102.69</td>
<td>$104.74</td>
<td>$106.83</td>
</tr>
<tr>
<td>874-4</td>
<td>Subject Matter Expert II</td>
<td>$67.62</td>
<td>$68.97</td>
<td>$70.35</td>
<td>$71.76</td>
<td>$73.20</td>
<td>$74.66</td>
</tr>
<tr>
<td>874-4</td>
<td>Subject Matter Expert I</td>
<td>$61.67</td>
<td>$62.90</td>
<td>$64.16</td>
<td>$65.44</td>
<td>$66.75</td>
<td>$68.09</td>
</tr>
<tr>
<td>874-4</td>
<td>Senior Curriculum Developer</td>
<td>$103.93</td>
<td>$106.01</td>
<td>$108.13</td>
<td>$110.29</td>
<td>$112.50</td>
<td>$114.75</td>
</tr>
<tr>
<td>874-4</td>
<td>Curriculum Developer</td>
<td>$62.44</td>
<td>$63.69</td>
<td>$64.96</td>
<td>$66.26</td>
<td>$67.59</td>
<td>$68.94</td>
</tr>
<tr>
<td>874-4</td>
<td>Technical Editor / Writer</td>
<td>$84.96</td>
<td>$86.66</td>
<td>$88.39</td>
<td>$90.16</td>
<td>$91.96</td>
<td>$93.80</td>
</tr>
<tr>
<td>874-4</td>
<td>SR Instructional Designer</td>
<td>$103.93</td>
<td>$106.01</td>
<td>$108.13</td>
<td>$110.29</td>
<td>$112.50</td>
<td>$114.75</td>
</tr>
<tr>
<td>874-4</td>
<td>Instructional Designer</td>
<td>$63.02</td>
<td>$64.28</td>
<td>$65.57</td>
<td>$66.88</td>
<td>$68.22</td>
<td>$69.58</td>
</tr>
<tr>
<td>874-4</td>
<td>Training Specialist</td>
<td>$68.99</td>
<td>$70.37</td>
<td>$71.78</td>
<td>$73.22</td>
<td>$74.68</td>
<td>$76.17</td>
</tr>
<tr>
<td>874-4</td>
<td>Technology Integrator</td>
<td>$72.33</td>
<td>$73.78</td>
<td>$75.26</td>
<td>$76.77</td>
<td>$78.31</td>
<td>$79.88</td>
</tr>
<tr>
<td>874-4</td>
<td>Programmer</td>
<td>$109.72</td>
<td>$111.91</td>
<td>$114.15</td>
<td>$116.43</td>
<td>$118.76</td>
<td>$121.14</td>
</tr>
<tr>
<td>874-4</td>
<td>LMS / IT Analyst</td>
<td>$72.33</td>
<td>$73.78</td>
<td>$75.26</td>
<td>$76.77</td>
<td>$78.31</td>
<td>$79.88</td>
</tr>
<tr>
<td>874-4</td>
<td>Government Project Analyst</td>
<td>$66.24</td>
<td>$67.56</td>
<td>$68.91</td>
<td>$70.29</td>
<td>$71.70</td>
<td>$73.13</td>
</tr>
<tr>
<td>874-4</td>
<td>Administration Specialist II</td>
<td>$110.86</td>
<td>$113.08</td>
<td>$115.34</td>
<td>$117.65</td>
<td>$120.00</td>
<td>$122.40</td>
</tr>
<tr>
<td>874-4</td>
<td>Administration Specialist I</td>
<td>$65.56</td>
<td>$66.87</td>
<td>$68.21</td>
<td>$69.57</td>
<td>$70.96</td>
<td>$72.38</td>
</tr>
<tr>
<td>874-4</td>
<td>Multi Media I</td>
<td>$77.20</td>
<td>$78.74</td>
<td>$80.31</td>
<td>$81.92</td>
<td>$83.56</td>
<td>$85.23</td>
</tr>
<tr>
<td>874-4</td>
<td>Multi Media II</td>
<td>$82.76</td>
<td>$84.42</td>
<td>$86.11</td>
<td>$87.83</td>
<td>$89.59</td>
<td>$91.38</td>
</tr>
<tr>
<td>874-4</td>
<td>Graphic Artist I</td>
<td>$43.71</td>
<td>$44.58</td>
<td>$45.47</td>
<td>$46.38</td>
<td>$47.31</td>
<td>$48.26</td>
</tr>
<tr>
<td>874-4</td>
<td>Graphic Artist II</td>
<td>$63.57</td>
<td>$64.84</td>
<td>$66.14</td>
<td>$67.46</td>
<td>$68.81</td>
<td>$70.19</td>
</tr>
</tbody>
</table>
In accordance with Clause 52.212-3, “Offerors Representations and Certifications-Commercial Items,” and Clause 52.219-28, “Post-Award Small Business Program Representation,” contractor has represented their business size status for this option period as small under NAICS code 611430 and the Representation and Certifications cited at http://forca.bpn.gov are current, accurate, complete and hereby incorporated by reference as of the date in block 15c.

The above prices include an Industrial Funding Fee (IFF) of 0.75%.

<table>
<thead>
<tr>
<th>SIN(s)</th>
<th>Labor Category</th>
<th>12/31/2020 - 12/31/2021</th>
<th>12/31/2021 - 12/31/2022</th>
<th>12/31/2022 - 12/31/2023</th>
<th>12/31/2023 - 12/31/2024</th>
<th>12/31/2024 - 12/31/2025</th>
</tr>
</thead>
<tbody>
<tr>
<td>874-4</td>
<td>Program Manager</td>
<td>$163.19</td>
<td>$169.78</td>
<td>$173.18</td>
<td>$176.64</td>
<td>$180.17</td>
</tr>
<tr>
<td>874-4</td>
<td>Senior Project Manager</td>
<td>$136.00</td>
<td>$138.72</td>
<td>$141.49</td>
<td>$144.32</td>
<td>$147.21</td>
</tr>
<tr>
<td>874-4</td>
<td>Project Manager</td>
<td>$106.87</td>
<td>$109.01</td>
<td>$111.19</td>
<td>$113.41</td>
<td>$115.68</td>
</tr>
<tr>
<td>874-4</td>
<td>Consultant II</td>
<td>$142.49</td>
<td>$145.34</td>
<td>$148.25</td>
<td>$151.22</td>
<td>$154.24</td>
</tr>
<tr>
<td>874-4</td>
<td>Consultant I</td>
<td>$118.74</td>
<td>$121.11</td>
<td>$123.53</td>
<td>$126.00</td>
<td>$128.52</td>
</tr>
<tr>
<td>874-4</td>
<td>Subject Matter Expert IV</td>
<td>$146.20</td>
<td>$149.12</td>
<td>$152.10</td>
<td>$155.14</td>
<td>$158.24</td>
</tr>
<tr>
<td>874-4</td>
<td>Subject Matter Expert III</td>
<td>$97.88</td>
<td>$99.84</td>
<td>$101.84</td>
<td>$103.88</td>
<td>$105.96</td>
</tr>
<tr>
<td>874-4</td>
<td>Subject Matter Expert II</td>
<td>$81.02</td>
<td>$82.64</td>
<td>$84.29</td>
<td>$85.98</td>
<td>$87.70</td>
</tr>
<tr>
<td>874-4</td>
<td>Subject Matter Expert I</td>
<td>$68.14</td>
<td>$69.50</td>
<td>$70.89</td>
<td>$72.31</td>
<td>$73.76</td>
</tr>
<tr>
<td>874-4</td>
<td>Senior Curriculum Developer</td>
<td>$111.10</td>
<td>$113.32</td>
<td>$115.59</td>
<td>$117.90</td>
<td>$120.26</td>
</tr>
<tr>
<td>874-4</td>
<td>Curriculum Developer</td>
<td>$85.47</td>
<td>$87.18</td>
<td>$88.92</td>
<td>$90.70</td>
<td>$92.51</td>
</tr>
<tr>
<td>874-4</td>
<td>Technical Editor/ Writer</td>
<td>$86.11</td>
<td>$87.83</td>
<td>$89.59</td>
<td>$91.38</td>
<td>$93.21</td>
</tr>
<tr>
<td>874-4</td>
<td>SR Instructional Designer</td>
<td>$128.30</td>
<td>$130.87</td>
<td>$133.49</td>
<td>$136.16</td>
<td>$138.88</td>
</tr>
<tr>
<td>874-4</td>
<td>Instructional Designer</td>
<td>$101.08</td>
<td>$103.10</td>
<td>$105.16</td>
<td>$107.26</td>
<td>$109.41</td>
</tr>
<tr>
<td>874-4</td>
<td>Training Specialist</td>
<td>$84.45</td>
<td>$86.14</td>
<td>$87.86</td>
<td>$89.62</td>
<td>$91.41</td>
</tr>
<tr>
<td>874-4</td>
<td>Technology Integrator</td>
<td>$90.54</td>
<td>$92.35</td>
<td>$94.20</td>
<td>$96.08</td>
<td>$98.00</td>
</tr>
<tr>
<td>874-4</td>
<td>Programmer</td>
<td>$75.44</td>
<td>$76.95</td>
<td>$78.49</td>
<td>$80.06</td>
<td>$81.66</td>
</tr>
<tr>
<td>874-4</td>
<td>LMS / IT Analyst</td>
<td>$70.82</td>
<td>$72.24</td>
<td>$73.68</td>
<td>$75.15</td>
<td>$76.65</td>
</tr>
<tr>
<td>874-4</td>
<td>Government Project Analyst</td>
<td>$118.94</td>
<td>$121.32</td>
<td>$123.75</td>
<td>$126.23</td>
<td>$128.75</td>
</tr>
<tr>
<td>874-4</td>
<td>Administration Specialist II</td>
<td>$61.42</td>
<td>$62.65</td>
<td>$63.90</td>
<td>$65.18</td>
<td>$66.48</td>
</tr>
<tr>
<td>874-4</td>
<td>Administration Specialist I</td>
<td>$51.18</td>
<td>$52.20</td>
<td>$53.24</td>
<td>$54.30</td>
<td>$55.39</td>
</tr>
<tr>
<td>874-4</td>
<td>Multi Media I</td>
<td>$86.68</td>
<td>$88.41</td>
<td>$90.18</td>
<td>$91.98</td>
<td>$93.82</td>
</tr>
<tr>
<td>874-4</td>
<td>Multi Media II</td>
<td>$93.95</td>
<td>$95.83</td>
<td>$97.75</td>
<td>$99.71</td>
<td>$101.70</td>
</tr>
<tr>
<td>874-4</td>
<td>Graphic Artist I</td>
<td>$60.05</td>
<td>$61.25</td>
<td>$62.48</td>
<td>$63.73</td>
<td>$65.00</td>
</tr>
<tr>
<td>874-4</td>
<td>Graphic Artist II</td>
<td>$72.25</td>
<td>$73.70</td>
<td>$75.17</td>
<td>$76.67</td>
<td>$78.20</td>
</tr>
</tbody>
</table>
LABOR CATEGORIES, DUTIES, AND EDUCATION/EXPERIENCE REQUIREMENTS

SINs OLM, 611512 and 611430

Program Manager
Provides supervisory, technical, and administrative direction to project staff; interfaces with customers; tracks project performance and costs; and prepares plans, charts, tables, and diagrams to assist in analyzing and displaying problems and solutions. Responsible for the design, development, and integration of significant parts of a system. **Education/Experience:** Master’s Degree plus 8 years of management experience in large programs or projects or a Bachelor’s Degree plus 10 years of management experience in large programs or projects.

Senior Project Manager
Manages project support operations involving multiple tasks and personnel. Organizes, directs and coordinates planning and execution of all technical support activities. Assigns duties and reviews work of subordinates. **Education/Experience:** Bachelor’s Degree plus 10 years of management and technical experience.

Project Manager
Provides supervisory, technical, and administrative direction to project staff; interfaces with customers; tracks project performance and costs; and prepared plans, charts, tables and diagrams to assist in analyzing and displaying problems and solutions. **Education/Experience:** Bachelor’s Degree with a minimum of 7 years of technical experience.

Consultant I
Gathers and analyzes data to identify, study, and solve business problems. Demonstrates superior organization, oral and written skills. Develops models, performs analyses, and works on research assignments. **Education/Experience:** Bachelor’s Degree with a minimum of 4 years of relevant experience.

Consultant II
Provides leadership through managing and planning components of projects and serves as liaison to identify business processes, conduct benchmarking, create survey materials and produce quality deliverables. **Education/Experience:** Bachelor’s Degree with a minimum of 6 years of relevant experience.

Subject Matter Expert I
Demonstrates expertise in a specific business, functional, technical, and professional or policy areas. Supports the completion of project specific tasks within estimated timeframes and budget constraints. Works effectively in the conduct of demanding assignments and expresses ideas well both orally and in writing. **Education/Experience:** Master’s Degree and 1 year of subject matter experience or Bachelor’s Degree with 4 years subject matter experience.

Subject Matter Expert II
Demonstrates expertise in a specific business, functional, technical, and professional or policy
areas. Supports the completion of project specific tasks within estimated timeframes and budget constraints. Works effectively in the conduct of demanding assignments and expresses ideas well both orally and in writing. **Education/Experience:** Master’s Degree and 2 years of subject matter experience or Bachelor’s Degree with 6 years of subject matter experience.

**Subject Matter Expert III**
Demonstrates expertise in a specific business, functional, technical, and professional or policy areas. Supports the completion of project specific tasks within estimated timeframes and budget constraints. Works effectively in the conduct of demanding assignments and expresses ideas well both orally and in writing. **Education/Experience:** Master’s Degree and 4 years of subject matter experience or Bachelor’s Degree with 8 years of subject matter experience.

**Subject Matter Expert IV**
Demonstrates expertise in a specific business, functional, technical, and professional or policy areas. Supports the completion of project specific tasks within estimated timeframes and budget constraints. Works effectively in the conduct of demanding assignments and expresses ideas well both orally and in writing. **Education/Experience:** Master’s Degree and 6 years of subject matter experience or Bachelor’s Degree with 10 years of subject matter experience.

**Senior Curriculum Developer**
Contribute to the processes and standards for designing, updating and maintaining course content. Prepare training guides and supplementary materials. Research and incorporate current trends and data into the curriculum. Work with SME to evaluate and revise training tools as appropriate. **Education/Experience:** Master’s Degree with 5 years relevant experience or Bachelor’s Degree with 10 years of relevant experience.

**Curriculum Developer**
Contribute to the processes and standards for designing, updating and maintaining course content. Prepare training guides and supplementary materials. Research and incorporate current trends and data into the curriculum. Work with SME to evaluate and revise training tools as appropriate. **Education/Experience:** Master’s Degree with 2 years of relevant experience or Bachelor’s Degree with 5 years of relevant experience.

**Technical Editor / Writer**
Writes technical reports, brochures, and/or training materials for internal documentation, customer reference, or publications. Tasks may also include obtaining technical data from independent observation, reviews with staff members and/or studies of published materials and existing documentation. May coordinate the production and distribution of material. **Education/Experience:** Bachelor’s Degree or equivalent and 2 years of relevant work experience.

**Senior Instructional Designer**
Designs and develops instructional material for training courses. Demonstrates and utilizes effective needs analysis, project management, course development, and evaluation skills. Develops entry and advanced level courses for both internal and external audiences. Utilizes multimedia technology and authoring tools. **Education/Experience:** Bachelor’s Degree with 6 years of relevant work experience.
Instructional Designer
Designs and develops instructional material for training courses. Demonstrates and utilizes effective needs analysis, project management, course development, and evaluation skills. Develops entry and advanced level courses for both internal and external audiences. Utilizes multimedia technology and authoring tools. **Education/Experience:** Bachelor’s Degree with 3 years of relevant work experience.

Training Specialist
Conducts research necessary to develop and revise training courses. Develops instructor materials such as course outline, background material, and training aids. Develops student material such as course manuals, workbooks, handouts, completion certificates, and course critique forms. **Education/Experience:** Bachelor’s Degree with at least 5 years of training-related experience or high school diploma with 8 years of training-related experience.

Technology Integrator
Uses technology resources, such as computers, digital camera, mobile devices, software applications, or the Internet in general content areas to develop lesson plans that allow individuals to apply computer and technology skills to learning and problem solving. **Education/Experience:** Bachelor’s Degree with 3 years of relevant work experience.

Programmer
Develop and write computer programs to store, locate, and retrieve specific documents, data, and information. Program web sites. **Education/Experience:** Bachelor’s Degree with 2 years of relevant work experience.

LMS / IT Analyst
Determines requirements, designs, installs, and maintains server hardware, operating systems, software, scripted procedures, computer management, programming, and operational support tools on organization-wide computing systems. Maintains security as well as staff access to information and data. Manages computer system assets and software licensing. Consults with management for system needs, design, and operation. Plans, designs, and implements additions, upgrades, replacements, or retirement of computer, network, database management, or application systems. **Education/Experience:** Bachelor’s Degree with 2 years of relevant work experience.

Government Project Analyst
Research and analysis functions may include budget tracking and financial forecasting, project evaluation and monitoring, maintaining compliance with contracts, and performing any data analysis relevant to project tasks. Create regular variance reports to track contract progress. **Education/Experience:** Bachelor’s Degree or equivalent and 2 years of relevant work experience.

Administration Specialist I
Provides a variety of administrative support as required. Tasks may include responsibility for general office administration functions such as word processing, developing spreadsheets, the use of specialized software and may maintain program, project, and task files. **Education/Experience:** High school diploma or equivalency.
**Administration Specialist II**
Provides a variety of administrative support as required. Tasks may include the responsibility for general office administration functions such as word processing, developing spreadsheets, technical support services to program, project managers, project planning, budget reviews, conference meeting and planning. May take the lead on assigned special projects and work independently with minimal supervision. **Education/Experience:** Associate’s Degree or Bachelor’s Degree and 3 or more years of experience in related field.

**Graphic Artist I**
Uses computer software to produces 2D and 3D images and animations for interactive courseware and computer based training. Must be versatile and able to utilize multiple graphics software applications, including Adobe Photoshop, Illustrator, and Flash. Also must possess the basic understanding and working knowledge of 3D development tools. **Education/Experience:** Associate’s Degree in related field with 2 years of experience depending on education.

**Graphic Artist II**
Supervises production of courseware graphics and animation development for interactive courseware and web-based training. Must be versed in CAD, or Computer Game Design and have extensive working knowledge of Geo-Spatial, 3D MAX, and texture editing tools, Flash, Photoshop, Illustrator, CS3 Action Scripting, and CS4 Production Premium. Must qualify for or hold a Secret Clearance. **Education/Experience:** Bachelor’s Degree in related field with 5–8 years of experience depending on education.

**Multi Media Specialist I**
Utilizes current graphic design technology and computer software packages to produce and develop complex multimedia files for multiple projects. **Education/Experience:** Bachelor’s Degree and 4 years of related experience.

**Multi Media Specialist II**
Use computer software to develop interactive courseware and web based training. Supervises production of courseware graphics, proposal, and other business graphics. Must be accomplished in Computer Game Design and have extensive working knowledge of Geo-Spatial, 3D, and texture editing tools, Flash, Dreamweaver, CS3 Action Scripting, and CS4 Production Premium. Must qualify for or hold a Secret Clearance. **Education/Experience:** Bachelor’s Degree in related field with 5–8 years of experience depending on education.