GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service

Authorized Federal Supply Schedule FSS Price List

The Data Entry Company

424 Arch Street
Oakland, MD 21550-1915
(P) 301-718-0703 | (F) 301-718-1615
Contract Administrator: Dennis DuFour, ddufour@tdec.com

Contract Number: GS-03F-021DA
Contract Period: December 1, 2020 – November 30, 2030
Business Size: Small Business, SBA Certified HUBZone Firm

Schedule Title: Multiple Award Schedule
Federal Supply Group: Office Management, Human Capital, & Professional Services

Price list current as of Modification PS-0021, effective September 21, 2025.

Online access to contract ordering information, terms and conditions, pricing, and the option to create an electronic delivery order are available through GSA Advantage!®. The website for GSA Advantage!® is: https://www.GSAAdvantage.gov.

For more information on ordering go to the following website: https://www.gsa.gov/schedules.

Prices Shown Herein are Net (discount deducted)

CUSTOMER INFORMATION:

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

SIN	SIN Description
518210DC/518210DCRC	Document Conversion and Digitization Services
561499M/561499M	Mail Management, Systems, Processing Equipment and Related Solutions
541611/541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
561611/561611RC	Background Investigation Services
OLM/OLMRC	Order Level Materials

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 beginning on page 4.

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 beginning page 6.

2. Maximum Order: SINs 518210DC, 561499M, 541611, 561611 - $1,000,000.00
SIN OLM - $250,000

3. Minimum Order: $100.00

4. Geographic Coverage: Domestic

5. Point(s) of production: Same as contractor address

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).

7. Quantity discounts: 1% for single task orders valued at $250,00.00-$349,999.00
2% for single task orders valued at $350,000.00 or more

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: N/A

10a. Time of Delivery: In accordance with the terms negotiated in an agency s order.

10b. Expedited Delivery: Items available for expedited delivery are noted in this price list. Contact Contractor

10c. Overnight and 2-day delivery: Contact Contractor

10d. Urgent Requirements: Contact Contractor

11. F.O.B Points: Destination

12a. Ordering Address: Same as contractor address

12b. Ordering procedures: See Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address: Same as contractor address

14. Warranty provision: Contractor's standard commercial warranty.

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 (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 for the information and communications technology (ICT) products and services and show where full details can be found (e.g. contractor's website or other location.) ICT accessibility standards can be found at: https://www.Section508.gov/. N/A

23. Unique Entity Identifier (UEI) Number: ZZ78Z1AKG4H1

24. Notification regarding registration in System for Award Management (SAM) database: The Data Entry Company is registered and active in SAM.

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SCLS Matrix

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

SCLS Eligible Contract Labor Category	SCLS Occupation Code & Title	Wage Determination Number
Administrative Assistant**	01070 Document Preparation Clerk	WD 2015-4281
Application/Questionnaire Tester**	01311 Secretary I	WD 2015-4281
Data Entry**	01051 Data Entry Operator I	WD 2015-4281
Document Processing Technician**	01311 Secretary I	WD 2015-4281
Field Room Staff**	01051 Data Entry Operator I	WD 2015-4281
Inventory Control Clerk**	01112 General Clerk II	WD 2015-4281
Operations Assistant**	01113 General Clerk III	WD 2015-4281
Quality Production Technician**	01111 General Clerk I	WD 2015-4281
Research Assistant**	01311 Secretary I	WD 2015-4281
Security Support Clerk**	01113 General Clerk III	WD 2015-4281
Program Support Technician I**	01262 Personal Assistant II (Employment)	WD 2015-4281
PIV Registrar**	14042Computer Operator II	WD 2015-4281

Labor Category Descriptions

SINs 518210DC, 561499M, 541611, 561611

Project Manager

Functional Responsibilities: The Project Manager (PM) determines resources and skills needed for performing contract tasks in an effective manner. Manages contract staff, tasking, and financial aspects/ contract. Coordinates and manages all contract operational activities including staff assignments, staffing, resource identification, documentation of task activities, and reporting to Contracting Officer Representative (COR). Troubleshoots Government COR issues and concerns and makes suggestions regarding resolution and timely correction. Coordinates work schedules, prioritizes tasks, and approves time sheet reporting. Manages the financial aspects of the contract and continuously reviews task progress and execution. Researches, develops, and implements ideas and procedures for improving work efficiency and quality. Manages employee performance and initiates personnel changes. Recruits and develops staff members.

Minimum Education: Bachelors Degree

Minimum Relevant Experience: 5 years' service experience in a computerized environment required.

SINs 518210DC, 561499M, 541611

Administrative Assistant**

Functional Responsibilities: The Administrative Assistant generates, maintains, and manages reports designed to provide analytical support to managers and provides general administrative support as required. Duties include data entry and file maintenance; responding to requests for information; and answering, screening, and forwarding phone calls. Takes messages or fields/answers all routine and non-routine questions. May assist in weekly/monthly billing reporting. Types and designs general correspondences, memos, charts, tables, graphs, etc., and proofreads copy for spelling, grammar, and layout, making changes when appropriate. Performs other duties as assigned.

Minimum Education: High School Diploma with special training in word processing, document management, business administration, and data entry

Minimum Relevant Experience: 1 year service experience in a computerized environment required.

Data Entry Specialist**

Functional Responsibilities: Maintains database by entering new and updated customer and account information. Prepares source data for computer entry by compiling and sorting information, establishing entry priorities. Processes customer and account source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents to the team leader for resolution. Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format. Maintains data entry requirements by following data program techniques and procedures. Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data; combining data from both systems when account information is incomplete; purging files to eliminate duplication of data. Tests customer and account system changes and upgrades by inputting new data; reviewing output. Secures information by completing data base backups. Maintains operations by following policies and procedures; reporting needed changes.

Minimum Education: High School Diploma with special training in word processing, document management, business administration, and data entry
Minimum Relevant Experience: 1 year service experience in a computerized environment required.

Operations Assistant**

Functional Responsibilities: The Operations Assistant performs a variety of duties in support of office operations, including preparing of reports and forms; maintaining extensive files and resource libraries; receiving mail; using receptionist skills; obtaining and managing the flow of technical documents and information; and creating documents. Provides assistance related to financial, travel, scheduling, and business office activities. Answers incoming calls and arrangement for telephone coverage work when away from desk. Greets visitors, schedule meetings, and process incoming and outgoing mail in a timely manner. Prepares documents ensuring proper formats, style, spelling, punctuation, and grammar. Assists with travel arrangements including researching and reviewing travel arrangements for staff, including data entry into automated travel system. Performs data entry into software. Processes time and attendance records for division employees, prepare leave audits, and ensures corrections are submitted.

Minimum Education: High School Diploma with special training in word processing, document management, business administration, and data entry
Minimum Relevant Experience: 1 year service experience in a computerized environment required.

SINs 518210DC, 561499M

Information Technician III

Functional Responsibilities: Performs network management, software development and database administration. May also provide technical support and train non- technical workers on the information systems. Will determine the practicality of changes and modification of systems.

Minimum Education: Bachelors Degree
Minimum Relevant Experience: 3 years office services experience in a computerized environment required.

Inventory Control Clerk**

Functional Responsibilities: Maintains records of materials in inventory and on order. Monitors reorder points and initiates action to replenish stock. Reconciles discrepancies in inventories and notifies supervisor of irregularities. Monitors and maintains current inventory levels; processes purchasing orders as required; tracks orders and investigates problems. Records purchases, maintains database, performs physical count of inventory, and reconciles actual stock count to computer-generated reports. Receives, unpacks, and delivers goods; re-stocks items as necessary; labels shelves. Processes and/or approves invoices for payment. Processes and documents returns as required following established procedures. Performs routine clerical duties, including data entry, answering telephones, and assisting customers. May serve as cashier and handle cash and cash-related payments. May lead, guide, and train staff/student employees, interns, and/or volunteers performing related work; may participate in the recruitment of volunteers, as appropriate to the area of operation. Performs miscellaneous job-related duties as assigned.

Minimum Education: High School Diploma with special training in word processing, document management, business administration, and data entry
Minimum Relevant Experience: 1 year service experience in a computerized environment required.

Program Support Technician I**

Functional Responsibilities: This position is directlyresponsible to administrative staff as assigned. Performs a variety of administrative and complex clerical duties in providing a full range of support services for program staff. Available to work in program areas as needed to maintain proficiency.

Minimum Education: High School Diploma with special training in word processing, document management, business administration, and data entry
Minimum Relevant Experience: 2 years office services experience in a computerized environment required.

Program Support Technician II

Functional Responsibilities: This position is directlyresponsible to administrative staff as assigned. Performs a variety of administrative and complex clerical duties in providing a full range of support services for program staff. Available to work in program areas as needed to maintain proficiency.

Minimum Education: High School Diploma with special training in word processing, document management, business administration, and data entry
Minimum Relevant Experience: 4 years office services experience in a computerized environment required.

Programmer I

Functional Responsibilities: Specializes in the creation of applications to receive and track mail, both incoming and outgoing, and applications to convert documents into electronic data. Confirms project requirements by reviewing program objective, input data, and output requirements with analyst, supervisor, and client. Arranges project requirements in programming sequence by analyzing requirements, preparing a workflow chart and diagram using knowledge of computer capabilities, subject matter, programming language, and logic. Encodes project requirements by converting workflow information into computer language. Programs the computer by entering coded information. Develops input screens and output files for content delivery and statistical reports. Confirms program operation by conducting tests, modifying program sequence and/or codes. Prepares reference for users by writing operating instructions. Maintains historical records by documenting program development and revisions. Contributes to team effort by accomplishing related results as needed.

Minimum Education: Bachelors Degree
Minimum Relevant Experience: 3 years office services experience in a computerized environment required.

Programmer II

Functional Responsibilities: Specializes in the creation of applications to receive and track mail, both incoming and outgoing, and applications to convert documents into electronic data. Confirms project requirements by reviewing program objective, input data, and output requirements with analyst, supervisor, and client. Arranges project requirements in programming sequence by analyzing requirements, preparing a work flow chart and diagram using knowledge of computer capabilities, subject matter, programming language, and logic. Encodes project requirements by converting workflow information into computer language. Programs the computer by entering coded information. Develops input screens and output files for content delivery and statistical reports. Confirms program operation by conducting tests; modifying program sequence and/or codes. Prepares reference for users by writing operating instructions. Maintains historical records by documenting program development and revisions. Contributes to team effort by accomplishing related results as needed.

Minimum Education: Bachelors Degree
Minimum Relevant Experience: 8 years office services experience in a computerized environment required.

Quality Production Technician**

Functional Responsibilities: Achieves quality assurance operational objectives by contributing information and analysis to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer- service standards; identifying and resolving problems; completing audits; determining system improvements; implementing change. Develops quality assurance plans by monitoring procedures, corrective actions, and verification procedures, and monitoring inventories. Validates quality processes by establishing product specifications and quality attributes; measuring production; documenting evidence; determining operational and performance qualification; writing and updating quality assurance procedures. Prepares quality documentation and reports by collecting, analyzing, and summarizing information and trends including failed processes, stability studies, recalls, corrective actions, and re-validations. Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Minimum Education: High School Diploma with special training in word processing, document management, business administration, and data entry
Minimum Relevant Experience: 1 year service experience in a computerized environment required.

Research Assistant**

Functional Responsibilities: Assists with research projects; performs independent research; plans, designs and implements research projects. Compiles processes and analyzes data; records research procedures and results; files and maintains records; codes data for input for electronic data processing; inputs and retrieves data using computers.

Minimum Education: High School Diploma with special training in word processing, document management, business administration, and data entry
Minimum Relevant Experience: 1 year service experience in a computerized environment required.

SINs 541611, 561611

PIV Registrar**

Functional Responsibilities: The PIV Registrar performs the duties of the administrative personnel, as well duties related to personnel identification verification (PIV) card registration and administration. Enroll all sponsored personnel for their ID cards. Ensures a complete and accurate package including fingerprints and photograph, if required, for each enrolling individual. Maintains a record of ID cards that have been received and maintains the history of cards that have been received and issued. Ships ID cards to the respective enrollee; processes requests and works with the Help Desk as necessary to resolve enrollment/activation issues. Receives and responds to related questions via email or telephone and assists with card maintenance requirements and resolving ID card problems. Administers ID card inventory system.

Minimum Education: High School
Minimum Relevant Experience: 2 years

Program Support Technician IV

Functional Responsibilities: The Program Support Technician performs administrative tasks, drafts templates documents, and analyzes expenses. Runs and reviews daily reports. Performs tasks related to the day-to-day operations of an office or program support environment.

Minimum Education: Bachelors
Minimum Relevant Experience: 3 years

Security Support Clerk**

Functional Responsibilities: The Security Support Clerk is responsible for all aspects of processing security request, staffing the help desk, and assisting in the administration of the security card management program. Assists in the handling of case materials including matching receipts with the appropriate case and tracking unassigned pieces. Verifies ID documentation. Communicates via telephone, email, and fax to personnel being processed to address incomplete or discrepant information and the scheduling of investigations. Assists applicants with completing forms. Assists with scheduling of appointments.

Minimum Education: Bachelors
Minimum Relevant Experience: 3 years

SIN 541611

Application/Questionnaire Tester**

Functional Responsibilities: The Application/Questionnaire Tester successfully works in a team environment, possesses excellent communicate skills in English, and is detail-oriented. Possesses strong software testing skills with a mathematical aptitude and the ability to adapt to changing requirements. Uses defect-tracking tools, performs data verification, and tests against complicated programming specifications. Applies rigorous testing standards to software systems using established testing processes. Applies structured workflow and provide clear and correct documentation using special use software. Creates complex testing scenarios in Excel.

Minimum Education: High School
Minimum Relevant Experience: 1 year

Contract-Wide Project Management

Functional Responsibilities: The Contract-Wide Project Management personnel successfully staffs and controls multiple sites across the nation and supervises a large number of people performing in several technical disciplines. Manages multiple, geographically dispersed work sites. Handles all aspects of the supervision of large groups of individuals (e.g. hiring, firing, rating, training, etc.). Possesses thorough knowledge of Government contracting and contract management. Able to respond intelligently and articulately to various requests from client liaisons, such as for explanations, actions, etc. Responsible for determining required resources and skills for performing contract task in an effective manner. Manages contract staff, tasking, and financial aspects of the contract. Coordinates and manages all contract operational activities including staff assignments, staffing, resource identification, documentation of task activities, and reporting to the Government Contracting Officer (COR). Troubleshoots issues and concerns expressed by the Government COR and makes suggestions regarding resolution and timely correction. Coordinates work schedules, prioritizes tasks, and approves time sheet reporting. Manages the financial aspects of the contract and continuously reviews task progress and execution. Researches, develops, and implements ideas and procedures for improving work efficiency and quality. Manages employee performance and initiates personnel changes. Recruits and develops staff members.

Minimum Education: Bachelors
Minimum Relevant Experience: 5 years

Conversion Worker II

Functional Responsibilities: The Conversion Worker II works under the supervision producing work including all, but not limited to, scanning, prepping of documents, image inspection, adding documents to electronic library or databases, and any other related tasks. Coordinates, prepares, processes projects for document scanning, electronic conversion, indexing, stamping. Checks specifications on the request form for accuracy, quality, and time requirements. Quality checks production and then outputs images to the specified delivery media. Duplicates and labels DVDs/CDs. Maintains scanner by performing routine cleaning. Maintains required levels of quality and rates of production. Tracks documents through the conversion process and follows document preparation procedures. Restores original documents to required condition (reassembly). Performs other duties as requested.

Minimum Education: Associates Degree
Minimum Relevant Experience: 2 years

Conversion Worker III

Functional Responsibilities: The Conversion Worker III reviews submitted electronic documents and CDs, checking compliancy with guidelines. Provides feedback to users with resolution of non-compliant files. Performs image inspection of scanned documents to make sure they meet guidelines and regulations. Monitors document errors on electronic files and paper documents and acts as first tier responder to users providing information for document error resolution for future resubmittal. Responds to in-person, telephone, and email client inquiries related to document processing tasks. Documents, tracks, and monitors timely resolution/response to the client. Ensures proper tracking of documents. Scan paper documents submitted to be added to electronic databases, libraries, or collections. Cross trains in all job responsibilities related to the scan area including distribution and retrofit project tasks. Reports work information and project statuses to project management. Communicates effectively and proactively with co-workers to achieve project goals and objectives. Performs other project-related duties as directed.

Minimum Education: Associates Degree
Minimum Relevant Experience: 3 years

Department Manager I

Functional Responsibilities: The Department Manager acts as a lead and Point-Of-Contact (POC) for the staff. Identifies and categorizes documents and captures this information into relevant databases or systems. Performs quality check and verification of staff work. Responds to in-person, telephone calls, and email inquiries related to project tasks. Documents, tracks, and monitors timely resolution/response to the client. Ensures proper tracking of documents. Provides technical and administrative direction for team personnel, including review of work products for correctness; adherence to the established quality standards and client requirements; and progress in accordance with set schedules. If required, devises improvements to current procedures to improve quality of deliverables. Provides quality check and verification of own work prior to completing processing of documents. Maintains accurate daily and weekly statistics of production and time charges. Provides regular teamwork performance reports to the project management team. Performs other project-related duties as directed.

Minimum Education: Bachelors Degree
Minimum Relevant Experience: 8 years

Document Processing Technician**

Functional Responsibilities: The Document Processing Technician analyzes all data imaging/indexing assignments, determines priorities, and establishes production schedules. Assists in developing and implementing data indexing procedures, as required. Performs the more complex assignments requiring selection, indexing, coding, and interpretation of data. Accurately indexes data using a variety of sources. Reviews and inspects work to assure compliance with job instructions, layouts, and other procedural instructions. Ensures Quality Control (QC) of completed jobs. Advises supervisor of scheduling and production problems. Performs record keeping of work performed. Interacts with operators and customers regarding job set up, work performed, and job status to achieve desired results. Opens, sorts, and performs "document prep" on incoming mail that is connected to the work performed. Sorts, classifies, files, and retrieves data, mail, and other material in a variety of established digital and related filing systems. Performs related tasks to maintain Information Technology (IT) data and files as requested. Batches the documents and scans them into the system. Performs Quality Assurance (QA) on scanned documents. Performs general cleaning and maintenance of scanning equipment. Performs data entry services involving the keying of data; correcting erroneous data from standard forms and other input document review; and resolution of data entry related problems; and other related support functions. Conducts Clerical Services, usually involving the review, verification, validation, and tabulation of data for a variety of functions. Offers occasional support services, typically involving opening, counting, and sorting of incoming mail, filing mail in proper file folders, and retrieving/replacing file folders in accordance prescribed procedures. Prepares various materials such as reports, folders, labels, routing slips, or mailing. Aids respective supervisor as required, including input of data; filing; typing; association of materials and files; and related tasks.

Minimum Education: High School
Minimum Relevant Experience: 1 year

Field Room Staff**

Functional Responsibilities: The Field Room Staff enters case and other information into computer tablets and enters data from hard copy questionnaire into an electronic system. Prepare mailings for the project. Performs recordkeeping to track shipments and incentives. Assists the field room team with various clerical duties including preparing, scanning, and printing correspondence for distribution. Checks equipment for functionality, inventory, and equipment distribution.

Minimum Education: High School
Minimum Relevant Experience: 1 year

Index Specialist IV

Functional Responsibilities: The Index Specialist IV is responsible for providing document analysis, data capture, data translation into values, security access, assignment, and summaries of documents. Identifies and enters document data into a database. Utilizes systems to process documents to ensure proper tracking of documents. Responds to in-person, telephone, and email client inquiries related to indexing tasks. Documents, tracks, and monitors timely resolutions/responses. Addresses emails regarding revised procedures and for feedback from the QC staff. Provides QC of own work prior to submittal for formal review. Conducts spellchecks to verify accurate spelling.

Minimum Education: Bachelors
Minimum Relevant Experience: 8 years

Information Systems Training Specialist

Functional Responsibilities: The Information Systems Training Specialist maintains oversight and management of contractor staff. Consults with supervisory staff on an ongoing basis to ensure the most effective time utilization possible by the other contract staff on-site. Acts as designated back-up for all critical data functions for other contractor staff. Coordinates information exchange as appropriate. Responsibilities include some research and investigation. Serves as a liaison with Government Service Managers with reporting of problems, such as PC problems, printing problems, electronic mail problems, network problems, and other technical problems. Under the guidance and direction of managers, provides the on-site assistance needed to resolve routine Personal Computer (PC) and network hardware, software, and configuration problems. May be required to complete and submit various performance reports related to systems performance or problems. Assists with installation of new software packages, which may be either Commercial-Off-The-Shelf (COTS) or client/contractor-developed. Assists with training staff on PC and networked applications, ASP graphical user interface, and more. Trains staff in the use of applications, screens, and functionality. Assures adequate quantities of supplies for on-site hardware, as required under the contract. Performs other duties as assigned.

Minimum Education: Associates Degree
Minimum Relevant Experience: 1 year

Operations Supervisor

Functional Responsibilities: The Operations Supervisor is responsible for the coordination and supervision of a specific task or function for a non-technical contract or project with an emphasis on logistics, records management, Human Resources (HR) or other administrative focus. Ensures all activities are carried out in accordance with project commitments or specific objectives. Position typically supervises between ten (10) and thirty (30) employees May prepare work schedules and man-hour estimations. Responsible for day-to-day coordination and administration of tasks by ensuring quality and productivity standards are maintained while meeting client schedules. Work is generally performed in a normal office environment where there is minimal exposure to unpleasant and/or hazardous working conditions. Job assignments may require working at client site where working conditions may vary. Travel may be required.

Minimum Education: Bachelors
Minimum Relevant Experience: 3 years

Site Manager II

Functional Responsibilities: The Site Manager II provides day-to-day supervision and leadership to contractor personnel assigned to support a specific task such as data entry; mail processing; record filing; and other specific tasks that may be added. Monitors the day-to-day activities of contract staff assigned to the specific task. Assigns and schedules work projects; schedules special and non-routine functions; monitors day-to-day projects to ensure work completion in accordance with overall schedules; establishes priorities for projects; assures the quality, quantity, and accuracy of work performed; and schedules and coordinates contract employee vacations, absences, overtime, and related matters. Assists in recruiting and screening of candidates to fill vacant positions assigned to the specific task. Trains and monitors the progress of contract staff assigned to the specific task. Interfaces with the Government, or liaison assigned to the site, for task assignments and technical direction related to these tasks for the contractor support staff. Interfaces with the administrative personnel to ensure that administrative activities, such as time keeping, payroll, benefits, travel planning, reporting, etc., are properly handled.

Minimum Education: Bachelors
Minimum Relevant Experience: 5 years

Software Developer

Functional Responsibilities: The Software Developer specializes in the creation of applications and confirms project requirements by reviewing program objective, input data, and output requirements with analysts, supervisors, and clients. Arranges project requirements in programming sequence by analyzing requirements; preparing a work flow chart and diagram using knowledge of computer capabilities, subject matter, programming language, and logic. Encodes project requirements by converting workflow information into computer language. Programs the computer by entering coded information. Develops input screens and output files for content delivery and statistical reports. Confirms program operation by conducting tests and modifying program sequence and/or codes. Prepares reference for users by writing operating instructions. Maintains historical records by documenting program development and revisions. Contributes to team effort by accomplishing related results as needed.

Minimum Education: Bachelors
Minimum Relevant Experience: 6 years

Experience & Degree Substitution Equivalencies

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

Labor Category	Standard Qualifications		Substitution				
	Min Edu	Min Exp	PhD	Masters	Bachelors	Associates	High School
Project Manager	Bachelors	5	1	3	N/A	7	9
Administrative Assistant**	High School	1	N/A	N/A	N/A	N/A	N/A
Data Entry Specialist**	High School	1	N/A	N/A	N/A	N/A	N/A
Operations Assistant**	High School	1	N/A	N/A	N/A	N/A	N/A
Information Technician III	Bachelors	3	0	1	N/A	5	7
Inventory Control Clerk**	High School	1	N/A	N/A	N/A	N/A	N/A
Program Support Technician I**	High School	2	N/A	N/A	N/A	N/A	N/A
Program Support Technician II	High School	4	N/A	N/A	N/A	N/A	N/A
Programmer I	Bachelors	3	0	1	N/A	5	7
Programmer II	Bachelors	8	4	6	N/A	10	12
Quality Production Technician**	High School	1	N/A	N/A	N/A	N/A	N/A
Research Assistant**	High School	1	N/A	N/A	N/A	N/A	N/A
PIV Registrar**	High School	2	0	0	0	0	N/A
Program Support Technician IV	Bachelors	3	0	1	N/A	5	7
Security Support Clerk**	Bachelors	3	0	1	N/A	5	7
Application/Questionnaire Tester**	High School	1	N/A	N/A	N/A	N/A	N/A
Contract-Wide Project Management	Bachelors	5	1	3	N/A	7	9
Conversion Worker II	Associates	2	0	0	0	N/A	4
Conversion Worker III	Associates	3	0	0	0	N/A	5
Department Manager I	Bachelors	8	4	6	N/A	10	12
Document Processing Technician**	High School	1	N/A	N/A	N/A	N/A	N/A
Field Room Staff**	High School	1	N/A	N/A	N/A	N/A	N/A

Labor Category	Standard Qualifications		Substitution				
	Min Edu	Min Exp	PhD	Masters	Bachelors	Associates	High School
Index Specialist IV	Bachelors	8	4	6	N/A	10	12
Information Systems Training Specialist	Associates	1	0	0	0	N/A	3
Operations Supervisor	Bachelors	3	0	1	N/A	5	7
Site Manager II	Bachelors	5	1	3	N/A	7	9
Software Developer	Bachelors	6	2	4	N/A	8	10