



GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

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

**Schedule Title: Multiple Award Schedule**  
**Federal Supply Group: Office Management**

**Contract Number: GS03F058GA**  
**Contract Period: April 14, 2017 through April 13, 2022**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

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

**Business Size:** Small Disadvantaged 8(a) Business

**Telephone:** 703-493-9880  
**FAX Number:** 703-493-9881  
**Web Site:** [www.ExploreCAS.com](http://www.ExploreCAS.com)  
**E-mail:** [mdavis2@chenega.com](mailto:mdavis2@chenega.com)  
**Contract Administration:** Michael Davis

Pricelist current through Modification #PS-A824, effective **08/18/2020**.

**CUSTOMER INFORMATION:**

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

<b>SIN</b>	<b>Recovery</b>	<b>SIN Description</b>
493110RM	493110RMRC	Physical Records Management Services
518210ERM	518210ERMRC	Electronics Records Management Solutions
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 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 7.**

**2. Maximum Order:** For SINs 493110RM and 518210ERM - \$1,000,000  
For SIN OLM - \$250,000

**3. Minimum Order:** \$0.00

**4. Geographic Coverage (delivery Area):** Domestic Only

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

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

**7. Quantity discounts:** 1.5% for task/deliver orders valued at \$50,001.00-\$125,000.00; 2.0% for task/deliver orders valued at \$125,001.00-\$250,000.00; 2.5% for task/delivery orders valued at \$250,001.00 or more.

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

**9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold:**  
Yes

**9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Will accept

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

- 11a. Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
- 12. F.O.B Points(s):** Origin
- 13a. Ordering Address(es):** Chenega Applied Solutions, LLC  
10505 Furnace Road, Suite 205  
Lorton, VA 22079  
Phone (703) 493-9880, Fax (703) 493-9881
- 13b. 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.
- 14. Payment address(es):** Chenega Applied Solutions, LLC  
3000 C Street, Suite 301  
Anchorage, AK 99503
- 15. Warranty provision:** N/A
- 16. Export Packing Charges (if applicable):** N/A
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Chenega Applied Solutions will accept government credit cards up to the agency’s limit or the micro threshold amount of \$3,000 whichever is greater.
- 18. Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 19. Terms and conditions of installation (if applicable):** N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. Terms and conditions for any other services (if applicable):** N/A
- 21. List of service and distribution points (if applicable):** N/A

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

**23. Preventive maintenance (if applicable):** N/A

**24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:**  
N/A

**24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).**

**25. Data Universal Numbering System (DUNS) number:** 078409916

**26. Notification regarding registration in System for Award Management (SAM) database:**  
Registered.

**GSA Awarded Pricing**  
SINs 493110RM and 518210ERM

Labor Category	4/14/17 - 4/13/18	4/14/17 - 4/13/18	4/14/17 - 4/13/18	4/14/17 - 4/13/18	4/14/17 - 4/13/18
Administrative I**	\$ 27.33	\$ 27.79	\$ 28.27	\$ 28.75	\$ 29.24
Administrative III**	\$ 27.97	\$ 28.45	\$ 28.93	\$ 29.42	\$ 29.92
Administrative III**	\$ 31.55	\$ 32.09	\$ 32.63	\$ 33.19	\$ 33.75
Records Technician I**	\$ 28.08	\$ 28.56	\$ 29.04	\$ 29.54	\$ 30.04
Records Technician III**	\$ 33.28	\$ 33.85	\$ 34.42	\$ 35.01	\$ 35.60
Records Technician III**	\$ 47.43	\$ 48.24	\$ 49.06	\$ 49.89	\$ 50.74
Scanning/Microfilm Specialist I*	\$ 32.22	\$ 32.77	\$ 33.32	\$ 33.89	\$ 34.47
Scanning/Microfilm Specialist III*	\$ 39.53	\$ 40.20	\$ 40.89	\$ 41.58	\$ 42.29
Scanning/Microfilm Specialist III*	\$ 47.85	\$ 48.66	\$ 49.49	\$ 50.33	\$ 51.19
Warehouse Clerk*	\$ 29.81	\$ 30.32	\$ 30.83	\$ 31.36	\$ 31.89
Word Processor*	\$ 31.99	\$ 32.53	\$ 33.09	\$ 33.65	\$ 34.22
Information Security Specialist	\$ 66.85	\$ 67.99	\$ 69.14	\$ 70.32	\$ 71.51
Network Administrator	\$ 50.13	\$ 50.98	\$ 51.85	\$ 52.73	\$ 53.63
Project Manager I	\$ 78.09	\$ 79.42	\$ 80.77	\$ 82.14	\$ 83.54
Project Manager II	\$ 94.71	\$ 96.32	\$ 97.96	\$ 99.62	\$ 101.32
Project Manager III	\$ 97.23	\$ 98.88	\$ 100.56	\$ 102.27	\$ 104.01
Project Manager IV	\$ 107.02	\$ 108.84	\$ 110.69	\$ 112.57	\$ 114.49
Project Manager V	\$ 115.87	\$ 117.84	\$ 119.84	\$ 121.88	\$ 123.95
Program Manager	\$ 108.31	\$ 110.15	\$ 112.02	\$ 113.93	\$ 115.87
Deputy Program Manager	\$ 73.55	\$ 74.80	\$ 76.07	\$ 77.37	\$ 78.68
Functional Expert Consultant	\$ 161.21	\$ 163.95	\$ 166.74	\$ 169.57	\$ 172.45
Subject Matter Expert	\$ 151.13	\$ 153.70	\$ 156.31	\$ 158.97	\$ 161.67
Records Supervisor	\$ 60.45	\$ 61.48	\$ 62.52	\$ 63.59	\$ 64.67
Records Clerk I**	\$ 28.29	\$ 28.77	\$ 29.26	\$ 29.76	\$ 30.26
Records Clerk II**	\$ 33.53	\$ 34.10	\$ 34.68	\$ 35.27	\$ 35.87
Records Clerk III**	\$ 47.79	\$ 48.60	\$ 49.43	\$ 50.27	\$ 51.12
Scanning Supervisor	\$ 42.92	\$ 43.65	\$ 44.39	\$ 45.15	\$ 45.91
Data Technician	\$ 33.25	\$ 33.82	\$ 34.39	\$ 34.97	\$ 35.57
Process Improvement Analyst I	\$ 62.47	\$ 63.53	\$ 64.61	\$ 65.71	\$ 66.83
Process Improvement Analyst II	\$ 70.53	\$ 71.73	\$ 72.95	\$ 74.19	\$ 75.45
Process Improvement Analyst III	\$ 105.79	\$ 107.59	\$ 109.42	\$ 111.28	\$ 113.17
Database Analyst III	\$ 62.47	\$ 63.53	\$ 64.61	\$ 65.71	\$ 66.83
Database Analyst II	\$ 85.04	\$ 86.49	\$ 87.96	\$ 89.45	\$ 90.97
Database Analyst III	\$ 107.36	\$ 109.19	\$ 111.04	\$ 112.93	\$ 114.85
Systems Administrator I	\$ 62.47	\$ 63.53	\$ 64.61	\$ 65.71	\$ 66.83
Systems Administrator II	\$ 73.80	\$ 75.05	\$ 76.33	\$ 77.63	\$ 78.95
Systems Administrator III	\$ 90.68	\$ 92.22	\$ 93.79	\$ 95.38	\$ 97.01

Systems Analyst I*	\$ 65.99	\$ 67.11	\$ 68.25	\$ 69.41	\$ 70.59
Systems Analyst II*	\$ 90.68	\$ 92.22	\$ 93.79	\$ 95.38	\$ 97.01
Systems Analyst III*	\$ 98.74	\$ 100.42	\$ 102.13	\$ 103.86	\$ 105.63
Programmer I*	\$ 60.45	\$ 61.48	\$ 62.52	\$ 63.59	\$ 64.67
Programmer II*	\$ 69.02	\$ 70.19	\$ 71.39	\$ 72.60	\$ 73.83
Programmer III*	\$ 72.80	\$ 74.04	\$ 75.30	\$ 76.58	\$ 77.88
Web Developer	\$ 74.79	\$ 76.06	\$ 77.35	\$ 78.67	\$ 80.01

### SCLS Labor Category Matrix

SCLS Eligible Contract Labor Category	SCLS Equivalent Code Title	WD Number
Administrative I	01111 General Clerk I	2005-2001
Administrative II	01112 General Clerk II	2005-2001
Administrative III	01113 General Clerk III	2005-2001
Records Technician I	01070 Document Preparation Clerk	2005-2001
Records Technician II	01070 Document Preparation Clerk	2005-2001
Records Technician III	01070 Document Preparation Clerk	2005-2001
Records Clerk I	13050 Library Aide/Clerk	2005-2001
Records Clerk II	13050 Library Aide/Clerk	2005-2001
Records Clerk III	13050 Library Aide/Clerk	2005-2001
Scanning/Microfilm Specialist I	13061 Media Specialist I	2005-2001
Scanning/Microfilm Specialist II	13062 Media Specialist II	2005-2001
Scanning/Microfilm Specialist III	13063 Media Specialist III	2005-2001
Warehouse Clerk	21410 Warehouse Specialist	2005-2001
Word Processor	01611 Word Processor I	2005-2001
Systems Analyst I	14101 Computer Systems Analyst I	2005-2001
Systems Analyst II	14102 Computer Systems Analyst II	2005-2001
Systems Analyst III	14103 Computer Systems Analyst III	2005-2001
Programmer I	14071 Computer Programmer I	2005-2001
Programmer II	14072 Computer Programmer II	2005-2001
Programmer III	14073 Computer Programmer III	2005-2001

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)."

**Labor Category Descriptions**  
(\* Designates SCLS-eligible Labor Categories)

**Project Manager I**

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

**Minimum Education:** Bachelor's

**Minimum Experience:** 6 years

**Project Manager II**

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**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:** Bachelor's

**Minimum Experience:** 8 years

**Project Manager III**

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**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:** Bachelor's

**Minimum Experience:** 10 years

**Project Manager IV**

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**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:** Bachelor's

**Minimum Experience:** 12 years

**Project Manager V**

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**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:** Bachelor's

**Minimum Experience:** 15 years

### **Program Manager**

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**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:** Bachelor's

**Minimum Experience:** 15 years

### **Deputy Program Manager**

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**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:** Bachelor's

**Minimum Experience:** 12 years

### **Functional Expert Consultant**

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**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:** Bachelor's

**Minimum Experience:** 20 years

### **Subject Matter Expert**

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**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:** Bachelor's

**Minimum Experience:** 10 years

### **Administrative I\*\***

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**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\*\***

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**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\*\***

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**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

### **Records Supervisor**

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**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:** Bachelor's

**Minimum Experience:** 4 years

### **Records Technician I\*\***

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**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:** Bachelor's

**Minimum Experience:** 2 years

### **Records Technician II\*\***

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**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:** Bachelor's

**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:** Bachelor's

**Minimum Experience:** 12 years

### **Records Clerk I\*\***

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**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.

**Minimum Education:** High School

**Minimum Experience:** 4 years

#### **Records Clerk III\*\***

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**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

#### **Paralegal\*\***

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**Functional Responsibilities:** Gathers, prepares, summarizes relevant materials for use by attorneys in preparation of opinions, briefs and other legal documents following established guidelines. Summarizes depositions and other transcripts. Maintains case files. Performs simple legal research. Indexes, tracks and controls exhibits and other materials at depositions and at trial. Screens documents for relevance and privilege according to established guidelines and criteria. Performs initial compilation of documents for FOIA or production requests.

**Minimum Education:** Associate's

**Minimum Experience:** 0 years

#### **Scanning Supervisor**

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**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\*\***

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**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\*\***

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**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

### **Warehouse Clerk\*\***

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**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

### **Word Processor\*\***

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**Functional Responsibilities:** Types, edits, and corrects documents, charts, tables, etc. Proofreads, edits, and corrects OCR'd text files. Performs back-ups and quality control.

**Minimum Education:** High School

**Minimum Experience:** 0 years

### **Data Technician**

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**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

### **Process Improvement Analyst I**

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**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:** Bachelor's

**Minimum Experience:** 0 years

### **Process Improvement Analyst II**

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**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:** Bachelor's

**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:** Bachelor's

**Minimum Experience:** 12 years

### **Database Analyst I**

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**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:** Bachelor's

**Minimum Experience:** 0 years

### **Database Analyst II**

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**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:** Bachelor's

**Minimum Experience:** 4 years

### **Database Analyst III**

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**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:** Bachelor's

**Minimum Experience:** 6 years

### **Systems Administrator I**

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**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:** Bachelor's

**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:** Bachelor's

**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:** Bachelor's

**Minimum Experience:** 6 years

### **Systems Analyst I\*\***

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**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:** Bachelor's

**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:** Bachelor's

**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:** Bachelor's

**Minimum Experience:** 6 years

### **Programmer I\*\***

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**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 Bachelor's degree (in Computer Science, Management Information Systems or related field) or equivalent, and zero to two years of related experience.

**Minimum Education:** Bachelor's

**Minimum Experience:** 0 years

### **Programmer II\*\***

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**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 Bachelor's degree (in Computer Science, Management Information Systems or related field) or equivalent, and zero to two years of related experience.

**Minimum Education:** Bachelor's

**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 Bachelor's degree (in Computer Science, Management Information Systems or related field) or equivalent, and zero to two years of related experience.

**Minimum Education:** Bachelor's

**Minimum Experience:** 12 years

### **Information Security Specialist**

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

**Minimum Education:** Bachelor's

**Minimum Experience:** 2 years

### **Network Administrator**

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**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:** Bachelor's

**Minimum Experience:** 2 years

### **Web Developer**

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**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 Bachelor's degree (in Computer Science or related field) or equivalent, and zero to two years of related work experience.

**Minimum Education:** Bachelor's

**Minimum Experience:** 0 years

### **Experience & Degree Substitution Equivalencies**

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

#### **Equivalent Degree**

#### **Experience**

Associate's

2 years relevant experience

Bachelor's

Associate's degree + 2 years relevant experience or 4 years relevant experience

Master's

Bachelor's plus 2 years relevant experience or Associate's degree + 4 years relevant experience or 6 years relevant experience

PhD

Master's + 2 years relevant experience or Bachelor's + 4 years relevant experience or Associate's + 6 years relevant experience or 8 years relevant experience

## 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.



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