

**Authorized Federal Acquisition Service  
Information Technology Schedule Pricelist  
General Purpose Commercial Information Technology  
Equipment, Software and Services**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is <http://www.fss.gsa.gov>.

**Federal Supply Schedule Industrial Group 70  
Special Line Item 132-51**

Information Technology Services - SUBJECT TO COOPERATIVE PURCHASING - Includes resources and facilities management, database planning and design, systems analysis and design, network services, programming, millennium conversion services, conversion and implementation support, network services project management, data/records management, subscriptions/publications (electronic media), and other services. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

**Contract Number:** GS-35F-0115J      **Contract Period:** 12/4/99 – 12/4/08

**Price List current through Modification #PO-0005, dated February 7, 2008**

**Contractor:**

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Jodi Pilkerton

**Address/Telephone:**

Same as above

**Business Size:** Small

**TIN:** 52-1558857

**DUNS No.:** 122095169

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## Customer Information

- 1a. Table of Awarded Special Item Numbers (SINs):  
**SIN 132-51 Information Technology Services**
- 1b. N/A
- 1c. See Table 1 below.
2. Maximum Order: \$500,000
3. Minimum Order: The dollar equivalent to 80 hours of any professional labor category excluding Administrative Support Specialist and Clerical Support Specialist, which can only be ordered as support categories for technical services related to this contract.
4. Geographic Coverage: 48 Contiguous states and the District of Columbia
5. Production Points: Various
6. Discount from List Price: Prices shown herein are net prices
7. Quantity Discounts: n/a
8. Prompt Payment Terms: 2% Net 10
- 9a-b. Contact Contractor's Representative for credit card acceptance of orders above or below the micro-purchase threshold.
10. Foreign Items: N/A
- 11a-d. Time of Delivery: To be negotiated with ordering agency on each task order.
12. F.O.B. Point(s): n/a.
- 13-14. Ordering and Payment Addresses: Same as above
- 15-16. N/A
17. Terms and Conditions of Govt. Credit Card Acceptance: See #9
- 18-24. N/A
25. DUNS No.: **122095169**
26. Contractor is registered in CCR database.

## Terms and Conditions

Applicable to Information Technology Professional Services (Special Item 132-51)

### 1. **SCOPE:**

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services and to IT Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the Government location, as agreed to by the Contractor and the ordering office.

### 2. **ORDERING PROCEDURES:**

- a. Procedures for IT professional services priced on GSA schedule at hourly rates.

(1) FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for IT professional services (SIN 132-51) that are priced on schedule at hourly rates. These special ordering procedures which are outlined herein take precedence over the procedures; in FAR 8.404.

(2) The GSA has determined that the rates for IT professional services contained in this pricelist are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(3) When ordering IT professional services ordering offices shall-

- (i) Prepare a Request for Proposal:

(A) A performance-based statement of work that outlines, at a minimum, the work to be performed, location of the work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

(B) A request for proposal should be prepared which includes the performance-based statement of work and requests the contractors submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination

that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-material proposal may be requested. The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor hour and time and material orders.

- (C) The request for proposal may request the contractors, if necessary or appropriate, submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.
- (D) The request for proposal shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (ii)(A) below, the request for proposals shall notify the contractors that will be the case.
  - (ii) Transmit the Request for Proposal to Contractors:
    - (A) Based upon an initial evaluation of catalogs and pricelists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractors' locations, as appropriate). When buying IT professional services under SIN 132-51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINS as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.
    - (B) The request for proposal should be to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold,

but not to exceed the maximum order threshold,. For proposed orders exceeding the maximum order threshold, the request for proposal should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for proposals for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement.

(iii) Evaluate proposals and select the contractor to receive the order:

After responses have been evaluated against the factors identified in the request for proposal, the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

(4) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs ordering offices shall-

(i) Inform contractors in the request for proposal (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

(A) SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

(B) MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedure in (3) (ii) (B) above, and then place the order with the schedule contractor that represents

the best value and results in the lowest overall cost alternative to meet the agency's needs.

- (ii) Review BPAs periodically. Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.
- (5) The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
  - (6) When the ordering office's requirement involves both products as well as IT professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the greatest value in terms of meeting the agency's total needs.
  - (7) The ordering office, at a minimum, should document orders by identifying the contractor the service were purchased from, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of schedule contractors' proposals that formed the basis for the selection of the contractor that received the order and the rational for any trade-offs made in making the selection.
- b. Ordering Procedures for other services available on schedule at fixed prices for specifically defined services or tasks.
- Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.
- (1) Orders placed at or below the micro-purchase threshold: Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor

- (2) Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold: Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the service offered under MAS contracts by using the “GSA Advantage!” on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency’s needs. In selecting the service representing the best value, the ordering office may consider – (i) special features of the service that are required in effective program performance and that are not provided by a comparable service; and (ii) past performance.
- (3) Orders exceeding the maximum order threshold: Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall—
- (i) Review additional Schedule Contractors’ catalogs/ pricelists or use the “GSA Advantage!” on-line shopping service;
  - (ii) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor (s) appearing to provide the best value (considering price and other factors); and
  - (iii) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

**NOTE:** For orders exceeding the maximum order threshold, the Contractor may:

- (A) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
- (B) Offer the lowest price available under the contract; or
- (C) Decline the order (orders must be returned in accordance with FAR 52.216-19)

- (4) Blanket purchase agreements (BPAs): The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.
- (5) Price reductions: In addition to the circumstances outlined in paragraph (3), above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.
- (6) Small business: For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.
- (7) Documentation: Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

### 3. **ORDER:**

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 Availability of Funds for the Next Fiscal year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

**4. PERFORMANCE OF SERVICES:**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering office.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.
- c. The Contractor guarantees the satisfactory completion of the IT/EC Services performed under the task order and that all contract personnel utilized in the performance of IT/EC services under the task order shall have the education, experience, and expertise as stated in the task order.
- d. Any Contractor travel required in the performance of IT/EC Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date (s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. **INSPECTION OF SERVICES:** The Inspection of Services-Fixed Price (AUG 1996) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection-Time-and-Materials and Labor-Hour (JAN 1986) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

6. **RESPONSIBILITIES OF THE CONTRACTOR:** The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character.

7. **RESPONSIBILITIES OF THE GOVERNMENT:** Subject to security regulations, the ordering office shall permit Contractor access to all facilities necessary to perform the requisite IT/EC Services.

8. **INDEPENDENT CONTRACTOR:** All IT/EC Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the government.

**9. ORGANIZATIONAL CONFLICTS OF INTEREST:**

- a. Definitions:

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates or (ii) impair the Contractor’s or its affiliates’ or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed Government contract, without some restriction on activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

- b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the Government, ordering offices may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.
10. **INVOICES:** The Contractor, upon completion of the work ordered, shall submit invoices for IT/EC services. Progress payments may be authorized by the ordering office on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.
  11. **PAYMENTS:** For firm-fixed price orders the Government shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorizing by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.
  12. **RESUMES:** Resumes shall be provided to the GSA Contracting Officer or the user agency upon request.
  13. **INCIDENTAL SUPPORT COSTS:** Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering agency in accordance with the guidelines set forth in the FAR.

14. **APPROVAL OF SUBCONTRACTS:** The ordering activity may require the Contractor receive, from ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

15. **DESCRIPTION OF IT/EC SERVICES AND PRICING:**

AMEWAS, Incorporated, currently provides a range of professional Information Technology Services which include

- Modeling and Simulation scenario development, systems/subsystems integration, database development and management,
- Computer systems/subsystems interface hardware and software design, development, and integration
- Internet and Intranet solutions provider
- Local Area and Wide Area Network design, layout, setup integration and configuration management
- Information processing software optimization and analysis
- Program and Project Management and concomitant Administrative services
- Test and Evaluation support (test plans, test design and documentation, data collection and analysis)

AMEWAS, Incorporated pricing on this schedule does not differentiate between tasks performed On-Site (customers' facilities) or Off-Site (AMEWAS Inc. facilities); prices are the same.

## JOB Descriptions

The following functionally describes the skills being offered by AMEWAS, Incorporated as well as related educational and experience attributes:

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### ***Analyst - Level 1***

***Minimum/General Experience***

Experience in performing research and development of concepts and processes to support definition of user requirement solutions.

***Functional Responsibility***

Performs basic research and development of options to meet user requirements. Collects and analyzes data at user locations or nodes to define current and projected capability. Collates data and information to prepare descriptive documentation and analysis reports. Maintains data on current systems and equipment available within the Government or industry to support application to user requirements.

***Minimum Education***

Bachelors Degree.

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### ***Analyst - Level 2***

***Minimum/General Experience***

Four (4) years of experience in performing basic and applied research to define and document system capabilities, shortfalls, processes, procedures, and architectures.

***Functional Responsibility***

Performs analysis tasks for assigned segments, systems, locations, or nodes to define current and projected capabilities. Uses that data to define potential alternatives, improvements, upgrades, or enhancements that can be applied to satisfy the user requirements. Conducts basic research and analysis to formulate approaches in defining requirements and solutions.

***Minimum Education***

Bachelors Degree. Four additional years of experience is equivalent to a Bachelors degree (total eight years experience).

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### ***Analyst - Level 3***

***Minimum/General Experience***

Eight (8) years of experience in the analysis of systems, equipment, processes, procedures, communications, or architectures.

<b><i>Functional Responsibility</i></b>	Performs applied research and analysis to define solutions to user requirements and need assessments. Conducts fact finding and data gathering to achieve analysis of current and projected capabilities within the user community. Documents findings in concise and factual documentation and technical reports.
<b><i>Minimum Education</i></b>	Bachelors degree. An additional eight (8) years of experience is equivalent to a Bachelors degree.

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### ***Analyst - Level 4***

<b><i>Minimum/General Experience</i></b>	Eight (8) years experience in the analysis of user capabilities and requirements to formulate process, procedure, architecture, and system enhancements. Experience must include large-scale systems and networks serving multiple users and locations.
<b><i>Functional Responsibility</i></b>	Performs analysis of systems, capabilities, processes, procedures, architectures, networks, communications, or nodes to define required improvements, enhancements, or alternatives. Works closely with the user community to tailor information to meet specific needs within the constraints of funding and available technology. Prepares high level documentation and technical reports which detail findings, recommendations, and conclusions of research accomplished.
<b><i>Minimum Education</i></b>	Master's degree. A Bachelor's degree and twelve (12) years of experience or twenty (20) years of experience are considered equivalent.

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### ***Applications Specialist - Level 1***

<b><i>Minimum/General Experience</i></b>	Zero (0) to five (5) years of experience in the development of applications for client server application. General experience in computers, software, networks, languages, and tools in current use required.
<b><i>Functional Responsibility</i></b>	Performs application development tasking as part of development team for various operating environments using standard development tools and technology. Must develop application modules using 4GL, object oriented, client server technology. Develops database applications in current environments using RDBMS, SQL, MS ACCESS, or other selected tools.
<b><i>Minimum Education</i></b>	Associate's degree in application development (or equivalent).

## ***Applications Specialist - Level 2***

<b><i>Minimum/General Experience</i></b>	Eight (8) years of specialized experience in the development of applications for single and multiple user applications in client-server environments.
<b><i>Functional Responsibility</i></b>	Performs specialized applications development for multiple environments using 4GL, object oriented, client-server technology (e.g. Visual Basic, C++, etc.). Develops database applications using current technology (e.g. RDBMS, SQL, MS ACCESS, etc.) for use on network operating systems such as Windows NT and UNIX. Must have experience with electronic publishing tools, techniques and environments.
<b><i>Minimum Education</i></b>	Associate's degree (or equivalent) in applications development or related disciplines.

## ***Associate Financial Analyst***

<b><i>Minimum/General Experience</i></b>	Up to five (5) years of experience in monitoring sales and expense transactions and recording amounts. Must be familiar with the principles of assisting in preparation and review of vouchers for contract expenses, and maintaining a running summary of amounts invoiced for specific contracts.
<b><i>Functional Responsibility</i></b>	Under close supervision, provides assistance in implementing financial control systems to forecast and monitor sales, labor, and payables; organizes miscellaneous information into reports for use in reviewing task, project, or contract financial condition; and acts as liaison for major operational group with related financial departments.
<b><i>Minimum Education</i></b>	Bachelor's Degree or equivalent.

## ***Communications Engineer - Junior***

<b><i>Minimum/General Experience</i></b>	One (1) year of experience in the conduct of engineering studies, interface design investigations, communications media networking, resource investigations, and design support are required.
<b><i>Functional Responsibility</i></b>	Perform engineering studies, develop planning for implementation, develop technical documentation, investigate engineering requirements/criteria, formulate engineering plans, and assist in project/program execution as required.

***Minimum Education*** Bachelor's degree in electrical, electronic, or communications engineering or 6+ years field experience.

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### ***Communications Engineer - Middle***

***Minimum/General Experience*** Five (5) years of experience in the conduct of in-depth engineering studies for the implementation, design, integration, and testing of Information Technology systems including the interface with terrestrial and satellite networks is required.

***Functional Responsibility*** Conduct independent evaluations of engineering designs and technical documentation for compliance with specifications, standards, and other design criteria is required. Implementation of COTS/GOTS as well as emerging technology integration and insertion will be required including the development of installation plans, test documentation, and testing support.

***Minimum Education*** Bachelor's degree in electrical, electronic, or communications engineering.

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### ***Communications Engineer - Senior***

***Minimum/General Experience*** Four (4) years experience in the engineering of complex communications systems via all transmission media is required. This includes the development of architectures, concepts, interfaces, system applications, and standards for the analysis and implementation of Information Technology systems.

***Functional Responsibility*** Shall be responsible for the development of system implementation planning, engineering design for integration with processing systems, specification development, standards, interface design, testing, and the conduct of engineering studies. A detailed knowledge and experience with all current and projected communications media is required including employment and technology insertion initiatives.

***Minimum Education*** Master's degree in electrical, electronic, or communications. A Bachelor's degree and six (6) additional years of experience may be substituted.

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### ***Configuration Management Specialist - Level 1***

***Minimum/General Experience*** Four (4) years of experience in the Configuration Management discipline for software and/or hardware. Knowledge of standards, practices, and procedures for

configuration management in both government and industry.

***Functional Responsibility***

Conducts basic research and definition of configuration management requirements as assigned, developing draft policies and procedures for application to systems and equipment in multiple operating environments. Works as part of the development team when required to assist in definition and enforcement of configuration management requirements.

***Minimum Education*** Bachelor's degree in engineering or information sciences.

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## ***Configuration Management Specialist - Level 2***

***Minimum/General Experience***

Eight (8) years of experience in the Configuration Management discipline for software and/or hardware for systems in multiple operating environments. Knowledge of standards, practices, and procedures for configuration management in both commercial and government sectors.

***Functional Responsibility***

Defines configuration management requirements for application to systems under development and fielding in multiple operating and employment environments. Researches standards, practices, procedures, and implementation requirements for application to systems under consideration. Supports development team efforts and tracking of configuration items throughout the life cycle for specific items required by policy and or standards.

***Minimum Education*** Bachelor's degree in engineering or information systems.

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## ***Configuration Management Specialist - Level 3***

***Minimum/General Experience***

Eight (8) years of experience in increasing levels of responsibility in the Configuration Management discipline for software and/or hardware. Knowledge of standards, practices, and procedures for configuration management in both the commercial and government sectors.

***Functional Responsibility***

Develops configuration management requirements, tracking, testing, review, and implementation of standards to ensure software and/or hardware conform to standards developed. Provides high level configuration management expertise to development and fielding efforts for complex and major systems in various operating environments. Responsible for identification and enforcement of configuration standards and regulations.

***Minimum Education***

Master's degree in engineering or information systems. A Bachelor's degree and twelve (12) years of experience are considered equivalent.

## ***Engineer - Middle***

### ***Minimum/General Experience***

Three (3) years of experience in performing responsible engineering functions associated with the review, design, development, evaluation, planning and operation of electrical or electronic components, subsystems, or systems for government or commercial use.

### ***Functional Responsibility***

Performs engineering tasks and additional duties as assigned. Assists higher level engineers with larger tasks. Manages or directs multiple engineering tasks, directing research and development activities as required. Performs advanced engineering applications programming and analysis for systems/equipment assigned.

### ***Minimum Education***

Master's degree in electrical or electronic engineering. A Bachelor's degree and four- (4) additional years experience may be substituted.

## ***Engineer - Senior***

### ***Minimum/General Experience***

Eight (8) years of progressively more responsible engineering positions associated with the review, design, development, evaluation, planning and operation of electrical or electronic components, subsystems, or systems for government or commercial use.

### ***Functional Responsibility***

Performs complex engineering tasks and multiple tasks simultaneously. Assists with or plans major research and engineering tasks or programs of high complexity. Directs and coordinates all activities necessary to complete a major, complex engineering program or multiple smaller tasks or programs. Performs advanced engineering research, hardware or software development.

### ***Minimum Education***

Master's degree in electrical or electronic engineering.

## ***Field Engineer - Level 1***

### ***Minimum/General Experience***

Five (5) years of technical experience in a test, repair, or troubleshooting environment. Must have specialized experience in systems, equipment, processes, procedures, technical documentation, training, or operation of complex Information Technology systems.

### ***Functional Responsibility***

Performs system alignment and testing in accordance with approved plans. Performs system maintenance and troubleshooting functions using standard test equipment, software, or aids. Documents basic findings and conducts

data collection as required for incorporation in technical reports.

***Minimum Education***

Technical school graduate.

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***Field Engineer - Level 2***

***Minimum/General Experience***

Ten (10) years of technical experience in system/equipment installation, testing, troubleshooting, and repair. Must have accomplished repair, modification, field change, operation or support for complex Information Technology systems/equipment.

***Functional Responsibility***

Conducts basic research in support of test plan development, test configurations, data analysis, and test conduct using standard equipment. Performs system alignment, realignment, or reconfiguration based upon approved specifications.

***Minimum Education***

Associates Degree or graduation from technical school.

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***Field Engineer – Supervisor***

***Minimum/General Experience***

Fifteen (15) years of technical experience in system/equipment installation, testing, troubleshooting, and repair. Shall have specialized experience in repair, modification, field change, operation, field maintenance, and support for electronic/computer systems and equipment.

***Functional Responsibility***

Prepares test plans, develops and configures tests to meet design criteria, supervises test conduct, develops technical reports, manages repair and modifications to systems/equipment, performs field maintenance, and performs independent system alignment and configuration changes based upon approved specifications.

***Minimum Education***

Associates Degree in electronics or related Information Technology field. Equivalent technical school with five years additional experience is equivalent.

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***General/Scientific Professional - Middle***

***Minimum/General Experience***

Four (4) years of experience with a Ph.D., six (6) with an MS, twelve (12) with a BS, or twenty-four (24) years of specialized experience in the field of endeavor.

***Functional Responsibility***

This category includes the disciplines and activities listed for the Senior category. Assignment of work in this category may require specialized analysis, concept development, investigative research, or team management.

***Minimum Education*** Ph.D. degree in Electrical or Electronic Engineering, Computer Science, Information Systems, Physics, Statistics, Mathematics, or field otherwise related to the area of expertise in which tasked. See above for equivalents.

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### ***General/Scientific Professional - Senior***

***Minimum/General Experience*** Eight (8) years experience with a Ph.D. degree, twelve (12) with a Masters Degree, sixteen (16) with a BS degree, or greater than twenty-five (25) years of specialized experience in the field of endeavor.

***Functional Responsibility*** This category includes the disciplines and activities listed for the Principal category. Assignment of work in this category normally requires specialized experience in advance concepts, advance theories, or current practice in specialty areas.

***Minimum Education*** Ph.D. in Electrical or Electronic Engineering, Computer Science, Information Systems, Physics, Statistics, Mathematics, or other field directly related to the area of expertise supported. See above for equivalents.

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### ***Help Desk Specialist - Level 1***

***Minimum/General Experience*** Four (4) years of technical experience in software and/or hardware used in standard configurations in Information Technology applications. Knowledge of Help Desk functions, procedures, and technical support.

***Functional Responsibility*** Performs Help Desk functions using standard software, tools, and procedures. Must have experience in the software/hardware. Configurations supported with detailed knowledge of the support network available for technical consultation.

***Minimum Education*** Specialized software support training.

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### ***Help Desk Specialist - Level 2***

***Minimum/General Experience*** Eight (8) years of specialized experience in supporting Help Desk operations using standard Help Desk software and procedures. Capable of developing specialized procedures for complex system/equipment and coordinating the Help Desk functions performed by junior personnel.

***Functional Responsibility*** Develops Help Desk configurations, software requirements, procedures, and coordination with technical/software support personnel for complex equipment/software fielded

to diverse locations. Must match support requirements to technical/software capabilities available. In performing support must possess experience and detailed knowledge of system/software supported.

***Minimum Education***

Associates Degree or technical school in Information Technology discipline.

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### ***Information Systems Security Specialist - Level 1***

***Minimum/General Experience***

Eight (8) years experience in the System Security field. Experience must include analysis, requirements studies, integration, testing, concept development, or specialized hardware/software application.

***Functional Responsibility***

Performs basic research and analysis of system security requirements and application. May function as part of a security system team for certification, verification, development, or testing to support system integration and fielding. Prepares documentation and reports for tasking performed.

***Minimum Education***

Associates Degree or five additional years of experience.

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### ***Information Systems Security Specialist - Level 2***

***Minimum/General Experience***

Ten (10) years experience in the System Security field. Experience must be in analysis, requirements definition, integration, testing, system design, or concept development.

***Functional Responsibility***

Performs complex security analysis for new system applications, developmental efforts, certification, testing, and integration. Must apply current security protection processes, procedures, hardware, and software to system development and integration efforts. Conducts research and analysis for new applications/environments providing technical studies and reports to document research.

***Minimum Education***

Bachelors degree or five additional years of experience.

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### ***Information Systems Security Specialist - Level 3***

***Minimum/General Experience***

Fifteen (15) years of increasingly responsible positions in the System Security field. Must have experience with standard security processes, procedures, hardware and software and operating systems/environments. Specialized experience in state-of-the-art security systems (e.g. FORTEZZA, FIREWALLS, etc.).

***Functional Responsibility***

Performs requirements analysis for application of system security protection in multiple environments including LANs, WANs, MANs, and other network applications. Develops application concepts and configurations. Conducts laboratory testing, operational testing, and integration of security systems. Performs analysis of new techniques, equipment, software, processes and procedures for enhanced system security. Develops operational concepts, and supports system integration and fielding.

***Minimum Education***

Bachelors degree.

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***Information Technology Specialist – Junior******Minimum/General Experience***

Two (2) years of experience with an MS degree, four (4) years with a BS degree, or sixteen (16) years of applicable experience in area assigned.

***Functional Responsibility***

Assigned in area of expertise to formulate Information Technology systems and network designs. Prepares documentation and technical reports, performs requirements analysis, supports planning and analysis efforts through use of manual or automated tools, and participates in strategic planning activities.

***Minimum Education***

MS degree in scientific or information systems fields. See equivalents above.

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***Information Technology Specialist - Middle******Minimum/General Experience***

Four (4) years of experience in specialized field with MS degree, eight (8) with a BS degree, or twenty (20) years of specialized experience.

***Functional Responsibility***

Performs Information Technology specialized tasking on a system or network wide basis in the area of specialization. May be assigned as a project leader for individual tasks. Applies detailed knowledge of Information Technology disciplines to system analysis and development efforts to include planning and execution.

***Minimum Education***

MS degree in a scientific or information systems field. See equivalents above.

## ***Information Technology Specialist – Principal***

### ***Minimum/General Experience***

Eight (8) years of specialized experience with a Ph.D., twelve (12) with an MS, sixteen (16) with a BS, or greater than 25 years of applicable experience. Experience is required in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation.

### ***Functional Responsibility***

Applies an organization-wide set of disciplines for the planning, analysis, design, or construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Performs enterprise strategic systems planning, enterprise information planning and business area analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools. Applies reverse engineering and re-engineering disciplines to develop migration strategies and planning documents.

### ***Minimum Education***

Ph.D. in Information Systems, Information Technology, Computer Science, Electrical Engineering, or related technical disciplines. See equivalents above.

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## ***Information Technology Specialist - Senior***

### ***Minimum/General Experience***

Four (4) years of specialized experience with a Ph.D., six (6) with an MS, twelve (12) with a BS, or 24 years of applicable experience. Experience is required in information technology discipline including systems analysis, design, or engineering.

### ***Functional Responsibility***

Performs functions as a team leader in Information Technology development and analysis endeavors. Brings broad level knowledge and specialized expertise to project tasking in the discipline covered by experience/education. May be assigned independent studies, analysis, or investigations related to specialty.

### ***Minimum Education***

Ph.D. in scientific or information systems fields. See equivalents above.

## **Management Analyst**

### ***Minimum/General Experience***

Two (2) to seven (7) years of experience in creating and updating financial spreadsheets for monthly status reports and certificates of service, and creating graphs for financial reporting. Must have experience in the development of monthly time sheet predictions and the updating of corporate accounting data files in DELTEK.

### ***Functional Responsibility***

This individual will work under specific supervision of the program/project manager in performing analysis and control functions. Must be capable of creating and managing program/project information related to contractual requirements and cost (profit and loss reporting) for submittal to the manager for review and approval. Will have a rudimentary understanding of accounting, management, and contract principles. This individual must be computer literate and be able to use computer aids such as spreadsheets, automated accounting systems, word processing, and graphics systems.

### ***Minimum Education***

Bachelor's Degree or equivalent in accounting, finance, business, or related discipline.

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## **Network Administrator - Level 1**

### ***Minimum/General Experience***

Two (2) years of network administration experience on single location LANs using standard software and automated tools.

### ***Functional Responsibility***

Performs network administration function for single location LANs using automated administration tools. Manages access, passwords, software, addresses, data, records, and other network functions on a routine basis.

### ***Minimum Education***

Associates degree in Network Administration or equivalent technical school.

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## **Network Administrator - Level 2**

### ***Minimum/General Experience***

Four (4) years of progressive experience in the discipline of Network Administration. Must have knowledge of network configurations, standard software, and network administration automated tools.

### ***Functional Responsibility***

Performs administration of large scale multiple location LANs or WANs using automated administration tools.

Manages access, passwords, software, addresses, data, records and other network functions on a routine basis.

***Minimum Education***

Associates degree in Network Administration or equivalent technical school.

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## ***Network Engineer - Level 1***

***Minimum/General Experience***

One (1) year experience with network engineering for LANs and other topologies. Experience must include design, configuration, testing, training and administration for multiple user LAN configurations.

***Functional Responsibility***

The Network Engineer must be capable of developing the requirements for LAN configurations for multiple users at a single work site. Research of hardware, software, connectivity, and interfaces must be accomplished independently to achieve multiple configurations and alternatives to achieve requirement satisfaction. Options will be priced and compared to aide selection. Implementation through configuration set-up, testing, training, and administration design are accomplished for single site LANs with multiple users.

***Minimum Education***

Graduate of Network Engineer Certification curricula.

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## ***Network Engineer - Level 2***

***Minimum/General Experience***

Eight (8) years experience with network engineering of LANs, WANs, MANs, and other topologies. Experience must include multiple topologies and architectures used for large area networks with multiple subscriber nodes using complex systems and software (both off the shelf and developed).

***Functional Responsibility***

Supports the System Engineer in large-scale modular network configuration development and/or functions independently to develop and implement standard network configurations using standard software (e.g. NOVELL). Performs requirement analysis to define multi-media network capabilities, researches available hardware, software, and connectivity required. Supports implementation through configuration set-up, testing, and training of users.

***Minimum Education***

Certified Network Engineer graduate of certification curriculum and advanced studies.

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## **Program Manager**

### ***Minimum/General Experience***

Ten (10) years of progressively more responsible experience is required in both information systems design and management. Experience is required in complete project development from inception to deployment, with a demonstrated ability to provide guidance and direction in project execution. Must be familiar with the principles of exercising independent judgment, as well as a high level of analytical skill, in solving complex and unusual technical, administrative, and managerial problems. Provides overall direction of program activities.

### ***Functional Responsibility***

Under limited supervision, responsible for all aspects of performance (i.e., technical, contractual, administrative, financial). Consults with the customer to ensure conformity to contractual obligations, establishes and maintains technical and financial reports to show progress of projects to management and customers, organizes and assigns responsibilities to subordinates, oversees the successful completion of all assigned tasks, and assumes the initiative and provides support to Marketing personnel in identifying and acquiring potential business. Or Serves as the interface with government management personnel, contracts managers, and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work quality, communicating policies, purposes, and goals of the organization to subordinates. Manages contract and project performance.

### ***Minimum Education***

Master's Degree in Information Technology discipline, i.e. Computer Science, Information Systems, Engineering, or related scientific or technical discipline. Bachelor's degree and 12 years experience equivalent.

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## **Programmer**

### ***Minimum/General Experience***

Ten (10) years of experience in programming/application development for increasingly complex systems. Must have experience in technical writing and documentation.

### ***Functional Responsibility***

Analyzes systems requirements and design specifications to develop block diagrams and logic flow charts. Translates detailed designs into computer software for specific applications. Prepares documentation, including program

and user documentation. Knowledge of state-of-the-art systems and high-level computer languages.

***Minimum Education***

Bachelors degree in Computer Science or related field, or 15+ years of related programming experience.

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***Programmer - Junior***

***Minimum/General Experience***

Must have knowledge of standard and advanced languages, operating systems, operating environments, software packages, compilers, assemblers, and utility programs.

***Functional Responsibility***

Performs programming tasks based upon specifications and flow diagrams. Translates concepts into program modules for testing, debugging, refinement, and integration with other modules. Prepares draft documentation including program and user documentation. Functions as a member of a software development team under the guidance of more experienced programmers.

***Minimum Education***

Bachelors degree in Computer Science or related field.

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***Project Coordinator***

***Minimum/General Experience***

Ten (10) to twenty (20) years of experience performing non routine functional activities by providing management and technical direction to project personnel. Exercises independent judgment, as well as a high level of analytical skill, in solving non-routine technical, administrative, and managerial problems. Responsible for all aspects of project performance and assists in the overall direction to all project level activities and personnel.

***Functional Responsibility***

Under general supervision is responsible for assisting in all aspects of project performance (i.e., technical, contractual, administrative, financial). Supervises personnel involved in all aspects of project activity, organizes and assigns responsibilities to subordinates, oversees the successful completion of all assigned tasks, establishes and maintains technical and financial reports to show progress to Division management and customers, and maintains customer contacts to ensure conformity to all contractual obligations.

***Minimum Education***

Bachelor's Degree or AA in an information technology discipline and additional technical experience.

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## ***Project Manager***

### ***Minimum/General Experience***

Six (6) to thirteen (13) years of experience performing complex functional activities of the project by providing management and technical direction to project personnel. Must be familiar with the principles of regularly exercising independent judgment, as well as a high level of analytic skill, in solving complex technical, administrative, and managerial problems. Provides overall direction for all project level activities.

### ***Functional Responsibility***

Under limited supervision, responsible for all aspects of project performance (i.e., technical, contractual, administrative, financial). Manages and supervises personnel involved in all aspects of project activity, organizes and assigns responsibilities to subordinates, and oversees the successful completion of all assigned tasks.

### ***Minimum Education***

Bachelor's Degree or equivalent.

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## ***Senior Financial Analyst***

### ***Minimum/General Experience***

Four (4) to nine (9) years of experience using both standard and nonstandard financial analysis, design, and evaluation methods in performing work of a high professional level. Analyzes financial problems in terms of such factors as user requirements, input data and form, output data and form, and contract financial and pricing information.

### ***Functional Responsibility***

Under limited supervision, develops and implements financial control systems to monitor and forecast such financial data as sales, labor revenue, and payables. Organizes financial information into reports for use in reviewing task, project, or contract financial condition. Acts as key liaison for major operational group with related financial departments. May also provide direction to one or more professional persons.

### ***Minimum Education***

Bachelor's Degree or equivalent.

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## ***Software Engineer - Junior***

### ***Minimum/General Experience***

Two (2) years of experience in the development process for software in standard client-server environments using standard software and tools.

***Functional Responsibility***

Participates in software development efforts conducting basic research, modular software design, configuration management support, testing, and supporting independent software verification and validation efforts. Must have working knowledge of current software languages in use, software development tools, operating environments, database technology, and topologies.

***Minimum Education***

Bachelor's degree in Computer Science or related software discipline

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***Software Engineer - Middle******Minimum/General Experience***

Five (5) years of experience in the development and support for software for multiple client-server environments using standard software and tools is required. Specialized experience in one or more environments is desirable.

***Functional Responsibility***

Participates in software development and support using formal specifications, data flow diagrams or other specialized or commonly accepted design technique. Conducts research to define development costs and schedules, develops software configuration management criteria, performs independent verification and validation, integrates software in complex configurations and performs software testing. Must have experience in current software languages commonly in use (e.g. C+, C++, etc.), software development tools, operating environments, topologies, and database technology.

***Minimum Education***

Bachelor's degree in Computer Science or related software discipline

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***Software Engineer - Senior******Minimum/General Experience***

Ten (10) years of experience in increasing levels of software development positions. Must be capable of leading and managing a team of Software Engineers and Programmers to develop complex software.

***Functional Responsibility***

Manages software development and support using formal specifications, data flow diagrams or other commonly accepted design techniques, and computer aided software engineering (CASE) tools. Estimates software development cost and schedule, overseeing software configuration management, interpreting software requirements and design specifications, managing/performing independent verification and validation, managing integration and software test activities. Must have experience with 3GL and 4GL languages (e.g.

Ada, C+, C++, etc.) and object oriented, client-server development tools (Visual Basic, etc.).

***Minimum Education***

Master's degree in Computer Science or software related discipline. A Bachelor's degree and eight (8) years experience is equivalent

***Subject Matter Expert***

***Minimum/General Experience***

Fifteen (15) or more years of specialized experience is required in the area of tasking. Designation as a Subject Matter Expert may be achieved with fewer years of experience if expertise is in a limited area of specialization not otherwise available.

***Functional Responsibility***

The Subject Matter Expert provides analysis, requirement definition, and development support in the area of specialization for unique projects or capabilities. The level of concentration of expertise is such that significant research and study would otherwise be required and thus is less cost effective. The expert may be called upon to verify findings, design principles, or concept definition in the development stages as well as verify functionality of prototype or BETA configurations.

***Minimum Education***

An advanced degree in the area of specialization's generally required; however, the area of specialization may be the overriding consideration making education secondary in importance.

***Support (Word Processing, Graphics, Administrative) - Level 1***

***Minimum/General Experience***

This category includes clerical personnel, administrative services, personnel, illustrator/graphics personnel, technical editors, and technical publication personnel who have a minimum of two (2) years experience in their field.

***Functional Responsibility***

Performs typing/word processing, administrative support, computer aided graphics design, desktop publishing, editing, or publication support as assigned.

***Minimum Education***

High School graduate. Must have specialized training in area of assignment.

***Support (Word Processing, Graphics, Administrative) - Level 2***

***Minimum/General Experience***

This category includes clerical personnel, administrative services personnel, illustrator/graphics personnel, technical editors, and technical publications personnel who have a minimum of four (4) years experience in their field.

<b><i>Functional Responsibility</i></b>	Performs typing/word processing, administrative support, computer aided graphics design, desk-top publishing, editing, or publication support to technical teams in performance of assigned tasks.
<b><i>Minimum Education</i></b>	Associates degree or equivalent as evidenced by additional years of experience or technical school in the area of assignment.

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## ***System Analyst - Level 1***

<b><i>Minimum/General Experience</i></b>	Zero (0) to two (2) years experience in the translation of user requirements into system designs and architectures for implementation. Basic experience in specifications, standards, operating environments, operating systems, and computer languages/software.
<b><i>Functional Responsibility</i></b>	Performs basic and applied research to define system, software, computer, and communications based upon user requirements. Develops concepts and alternatives to satisfy requirements and prepares specifications and documentation to support the development process. Conducts analysis of current systems to define required modifications to meet evolving requirements and concepts.
<b><i>Minimum Education</i></b>	Bachelors Degree in Computer Science or related field.

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## ***System Analyst - Level 2***

<b><i>Minimum/General Experience</i></b>	Five (5) years of experience in the analysis of systems, software, hardware, and communications requirements.
<b><i>Functional Responsibility</i></b>	Develops system, software, hardware, and communications architectures or configurations based upon stated requirements by the user. Translates requirements for capability into technical and operational designs and specifications for implementation. Must have detailed knowledge of operating systems, operating environments, high order languages, data base packages, object oriented client server technology, and standards.
<b><i>Minimum Education</i></b>	Bachelors Degree in Computer Science or related field.

### ***System Analyst - Level 3***

***Minimum/General Experience***

Four (4) years of experience in the analysis of system requirements. Must be capable of identifying software, hardware, and system level requirements to support stated criteria.

***Functional Responsibility***

Performs professional assignments in the areas of computer hardware and software such as: analysis of computer systems, protocols, computer operations, programming and data base structuring and management, evaluation of computer test plans and procedures. Translates user automation requirements into hardware, software, and communications requirements and solutions.

***Minimum Education***

Masters Degree in Computer Science or related field.

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### ***Systems Engineer***

***Minimum/General Experience***

Five (5) years of general experience in the systems engineering field. Requires experience functioning as a member of an engineering team in the development, design, integration of new capabilities with existing systems, implementation, or planning for complex Information Technology systems.

***Functional Responsibility***

Performs system engineering assignments in support of the analysis of complex system design, formulating requirements, developing alternative approaches, conduct of studies, and application of standards. May function as a member of an engineering team assigned responsibilities for specific task areas.

***Minimum Education***

Bachelor's degree in electrical or electronic engineering.

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### ***Systems Engineer – Junior***

***Minimum/General Experience***

One (1) year of general experience in the systems engineering field. Experience must be in functioning as member of engineering team assigned responsibilities for the analysis, design, development, or implementation of complex Information Technology systems.

***Functional Responsibility***

Conducts research and application of system design principles for the design, development, implementation, or support as a member of assigned task staffing. Develops

alternative solutions, concepts, or processes through research into assigned systems and components.

***Minimum Education***

Bachelor's degree in electrical or electronic engineering.

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## ***Systems Engineer - Senior***

***Minimum/General Experience***

Five (5) years of progressively more responsible experience in the design, development, fielding, and analysis of complex Information Technology systems. Requires competence in performing professional engineering assignments in support of system engineering efforts.

***Functional Responsibility***

Performs systems engineering functions in the analysis of complex system design, development, planning, integration of new capabilities with existing systems, and implementation processes. Responsible for providing team guidance and systems expertise to subordinates assigned for specific tasks in accordance with established standards, practices, and methodologies governing the system being supported.

***Minimum Education***

Masters Degree in electrical or electronic engineering.

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## ***Technical Writer - Level 1***

***Minimum/General Experience***

One (1) year of experience in the technical writing field.

***Functional Responsibility***

Translates engineering and developer notes into draft transcripts for review and editing. Prepares final copy for publication. Utilizes standard formats and guides to prepare documentation and reports as tasked.

***Minimum Education***

Bachelors Degree.

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## ***Technician - Level 1***

***Minimum/General Experience***

Eight (8) years of experience in providing technical support to systems or equipment.

***Functional Responsibility***

Performs troubleshooting, repair, and installation functions under the supervision and guidance of senior technicians. May function as an installation team member or be assigned laboratory/facility maintenance duties as required.

***Minimum Education***

Associates Degree in engineering or equivalent technical school. Four (4) years of additional experience is considered equivalent to the education requirement.

## **Technician - Level 2**

<b><i>Minimum/General Experience</i></b>	Twelve (12) years of experience in technical support areas performing repair, troubleshooting, installation, training, integration, and upgrade of complex systems or equipment.
<b><i>Functional Responsibility</i></b>	Performs troubleshooting, repair, and installation functions as assigned. May be assigned as technical support technician for specific systems or hardware. Performs laboratory or field testing and supports installation teams as assigned.
<b><i>Minimum Education</i></b>	Associates Degree in engineering or equivalent technical school. Four (4) years of additional experience is considered equivalent to the education requirement.

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## **Technician - Level 3**

<b><i>Minimum/General Experience</i></b>	Sixteen (16) years of experience in technical areas performing repair, troubleshooting, installation, training, integration, and upgrade of complex systems.
<b><i>Functional Responsibility</i></b>	Performs troubleshooting, repair, refurbishment, and installation of systems and equipment. Performs laboratory or field testing of systems, development of maintenance or repair procedures, and supports installation teams in specific areas of expertise.
<b><i>Minimum Education</i></b>	Associates Degree in engineering or equivalent technical school. Four (4) years of additional experience is considered equivalent to the education requirement.

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## **Technician – Supervisor**

<b><i>Minimum/General Experience</i></b>	Twenty (20) years of experience in increasing positions of responsibility. Must be capable of managing and directing junior technicians in task performance, providing higher level technical guidance where required.
<b><i>Functional Responsibility</i></b>	Performs management and supervision of technicians assigned in the troubleshooting, repair, installation, training, integration, and upgrade of systems and equipment used in complex operating environments. Works closely with assigned engineers and systems personnel to support planning and implementation efforts.
<b><i>Minimum Education</i></b>	Associates Degree in engineering or equivalent technical school. Four (4) years of additional experience is considered equivalent to the education requirement.



## Price List (effective 02/07/2008 – 12/31/2008)

<b>Commercial Job Title</b>	<b>Approved Rate</b>
Analyst - Level 1	\$47.03
Analyst - Level 2	\$60.74
Analyst - Level 3	\$66.62
Analyst - Level 4	\$71.44
Applications Specialist - Level 1	\$28.27
Applications Specialist - Level 2	\$46.06
Associate Financial Analyst	\$42.86
Communications Engineer - Junior	\$58.05
Communications Engineer - Middle	\$62.70
Communications Engineer - Senior	\$68.63
Configuration Management Specialist - Level 1	\$56.84
Configuration Management Specialist - Level 2	\$62.75
Configuration Management Specialist - Level 3	\$68.63
Engineer - Middle	\$63.53
Engineer - Senior	\$67.25
Field Engineer - Level 1	\$37.82
Field Engineer - Level 2	\$55.90
Field Engineer - Supervisor	\$56.90
General/Scientific Professional - Middle	\$68.63
General/Scientific Professional - Senior	\$88.38
Help Desk Specialist - Level 1	\$27.32
Help Desk Specialist - Level 2	\$47.03
Information Systems Security Spec. - Level 1	\$30.49
Information Systems Security Spec. - Level 2	\$52.34
Information Systems Security Spec. - Level 3	\$68.65
Information Technology Specialist - Junior	\$46.58
Information Technology Specialist - Middle	\$56.84
Information Technology Specialist - Principal	\$83.36
Information Technology Specialist - Senior	\$60.74
Management Analyst	\$41.15
Network Administrator - Level 1	\$28.27
Network Administrator - Level 2	\$56.84
Network Engineer - Level 1	\$35.81
Network Engineer - Level 2	\$48.87
Program Manager	\$74.60
Programmer	\$57.97
Programmer - Junior	\$32.98

Programmer - Senior	\$80.57
Project Coordinator	\$60.74
Project Manager	\$62.61
Senior Financial Analyst	\$44.17
Software Engineer - Junior	\$49.57
Software Engineer - Middle	\$68.65
Software Engineer - Senior	\$79.55
Subject Matter Expert	\$60.74
Support (Word Processing, Graphics, Admin) - Level 1	\$20.72
Support (Word Processing, Graphics, Admin) - Level 2	\$30.49
System Analyst - Level 1	\$57.97
System Analyst - Level 2	\$68.65
System Analyst - Level 3	\$78.23
Systems Engineer	\$62.70
Systems Engineer - Junior	\$50.42
Systems Engineer - Senior	\$68.63
Technical Writer - Level 1	\$29.39
Technical Writer - Level 2	\$48.26
Technician - Level 1	\$35.81
Technician - Level 2	\$46.58
Technician - Level 3	\$54.74
Technician - Supervisor	\$58.25