



A E G I S

AEGIS.net, Inc.

Contract Number GS-35F-0125S

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/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 is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is

<http://www.gsaadvantage.gov>

SCHEDULE TITLE: Federal Supply Schedule 70 – General Purpose Commercial Information Technology Equipment, Software, and Services

CONTRACT NUMBER: GS-35F-0125S

CONTRACT PERIOD: December 16, 2015 – December 15, 2020

For more information on ordering from Federal Supply go to this website:

www.gsa.gov/schedules

CONTRACTOR: AEGIS.net, Inc.

2275 Research Blvd., Suite 500

Rockville, MD 20850

Phone number: (703) 893-6020

Fax number: (703) 893-6160

E-Mail: contracts@aegis.net

CONTRACTOR'S ADMINISTRATION SOURCE:

Monica Holzle, CFO

P.O. Box 3897

Merrifield, VA 22116-3897

Phone number: (703) 893-6020

Fax number: (703) 893-6160

E-Mail: contracts@aegis.net

BUSINESS SIZE: [Small Business](#)

CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

SIN DESCRIPTION

[SIN 132-51 - INFORMATION TECHNOLOGY \(IT\) PROFESSIONAL SERVICES](#)

[FPDS Code D302](#) [IT Systems Development Services](#)
[FPDS Code D306](#) [IT Systems Analysis Services](#)
[FPDS Code D307](#) [Automated Information Systems Design and Integration Services](#)
[FPDS Code D308](#) [Programming Services](#)
[FPDS Code D399](#) [Other Information Technology Services, Not Elsewhere Classified](#)

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:

(Government net price based on a unit of one)

[N/A](#)

1c. HOURLY RATES (Services only):

Administrative Specialist	\$46.10
Senior Administrative Specialist	\$56.50
Application Architect	\$164.95
Functional Expert	\$206.17
Information Assurance Analyst I	\$93.88
Information Assurance Analyst II	\$119.65
Information Assurance Analyst III	\$160.37
IT Specialist	\$89.34
Senior IT Specialist	\$115.44
IT Technician	\$80.29
Senior IT Technician	\$96.32
IV&V Technical Specialist	\$164.95
Management Analyst I	\$100.57
Management Analyst II	\$123.48
Management Analyst III	\$159.83

Program Manager	\$199.56
Project Manager	\$166.76
Senior Consultant	\$147.28
Senior Contract Administrator	\$199.86
Software Developer I	\$100.13
Software Developer II	\$111.94
Software Engineer I	\$123.70
Software Engineer II	\$139.02
Systems Analyst I	\$95.95
Systems Analyst II	\$121.08
Systems Analyst III	\$147.52
Technical Writer	\$82.66
Telecommunications Analyst I	\$87.67
Telecommunications Analyst II	\$99.29
Telecommunications Analyst III	\$131.26
Tester I	\$111.94
Tester II	\$147.28

Rates include Industrial Funding Fee of 0.75%

2. MAXIMUM ORDER*: \$500,000 per SIN and \$500,000 per order

NOTE TO ORDERING ACTIVITIES: *If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. MINIMUM ORDER: \$100 per SIN and \$100 per order

4. GEOGRAPHIC COVERAGE: CONUS including D.C.

5. POINT(S) OF PRODUCTION: N/A

6. DISCOUNT FROM LIST PRICES: *GSA Net Prices are shown on the attached GSA Pricelist. Negotiated discount has been applied and the IFF has been added.*

7. QUANTITY DISCOUNT(S): None

- 8. PROMPT PAYMENT TERMS:** [2% - 5 days from date of invoice](#)
- 9.a Government Purchase Cards must be accepted at or below the micro-purchase threshold.**
- 9.b Government Purchase Cards [are](#) accepted above the micro-purchase threshold. Contact contractor for limit.**
- 10. FOREIGN ITEMS:** [N/A](#)
- 11a. TIME OF DELIVERY:** [Delivery of services offered under Special Item Number 132-51 will be handled on a per task order basis.](#)
- 11b. EXPEDITED DELIVERY:** Items available for expedited delivery are noted in this price list. [N/A](#)
- 11c. OVERNIGHT AND 2-DAY DELIVERY:** Overnight and 2-day delivery are available. Contact the Contractor for rates. [N/A](#)
- 11d. URGENT REQUIREMENTS:** Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
- 12. FOB POINT:** Destination
- 13a. ORDERING ADDRESS:** [P.O. Box 3897, Merrifield, VA 22116-3897](#)
- 13b. ORDERING PROCEDURES:** Ordering activities shall use the ordering procedures described in Federal Acquisition Regulation 8.405-3 when placing an order or establishing a BPA for supplies or services. The ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedule Homepage (fss.gsa.gov/schedules).
- 14. PAYMENT ADDRESS:** [P.O. Box 3897, Merrifield, VA 22116-3897](#)
- 15. WARRANTY PROVISION:** [N/A](#)
- 16. EXPORT PACKING CHARGES:** [N/A](#)
- 17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** Credit cards will be acceptable for payment above the micro-purchase

threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

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 AVAILABLE):

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. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A

24b. Section 508 Compliance for Electronic and Information Technology (EIT): Services offered in this contract are in accordance with the EIT standard for Section 508 compliance. This requirement can be addressed on a task order basis.

25. DUNS NUMBER: 15-285-8358

26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE: Contractor has an Active Registration in the SAM database.

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively 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 ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

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 (Deviation – May 2003) 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 activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT 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. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) 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) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Services.

9. INDEPENDENT CONTRACTOR

All IT 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 ordering activity.

10. 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 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 ordering activity contract, without some restriction on ordering 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 ordering activity, ordering activities 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.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT services. Progress payments may be authorized by the ordering activity 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.

12. PAYMENTS

For firm-fixed price orders the ordering activity 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 authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT SERVICES AND PRICING

AEGIS.net, Inc. (AEGIS) specializes in providing Software Architecture and Design, Systems Engineering, Quality Assurance, Application Development, Web Information Management Technology, Systems Testing, Independent Verification and Validation, Systems Integration, and Systems Analysis related services to a variety of clients across the Department of Defense, Federal Government, and Commercial clients. The following labor categories, or combination thereof, can support the Government's needs across any of these functional areas.

Labor Descriptions

1. Administrative Specialist

Minimum/General Experience: One (1) or more years administrative experience.

Functional Responsibility: Provides administrative support such as technical writing, proofreading, technical editing of word processing and other computer-based documents, integration of various sources into a cohesive product which may be delivered as computer-based magnetic media, and preparation of graphical and narrative presentation material. Provides assistance with maintaining personnel and other files; prepares correspondence, schedules and coordinates travel. Supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Responsible for integrating the graphics generated with automated tools and the deliverable documents. Assists in the preparation of management plans and reports. Coordinates schedules to facilitate completion of proposals, contract deliverables, task order review, briefings/presentations. Performs analysis, development and review of program or functional areas, as required.

Minimum Education: Bachelor of Science or equivalent military or commercial experience.

2. Application Architect

Minimum/General Experience: Ten (10) or more years IT experience. Expert in the analysis and design of complex information systems. Expert in the effective use of industry standard methodologies for software engineering.

Functional Responsibility: Designs and develops new software products or major enhancements to existing software. May lead a large development team in design of highly complex software systems. Acts as highest-level technical expert, addressing problems of systems integration, compatibility, and multiple platforms. Performs feasibility analysis on potential future projects and makes presentations to management.

Minimum Education: Bachelor of Science in Computer Science, Information Systems, Computer Engineering or related field or equivalent military or commercial experience.

3. Functional Expert

Minimum/General Experience: Seven (7) or more years IT experience including two (2) or more years of specialized experience in a specific technical subject area. Possesses unique experience and expert knowledge in technical, functional, and/or process areas. Recognized for strong expertise in industry issues and trends. May hold one or more certifications relevant to a particular subject area. Provides extremely high-level subject matter proficiency for work described in the task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems that require detailed knowledge of the subject matter for effective implementation.

Functional Responsibility: Applies best industry practices and standards, current technology, and creative solutions to challenging problems. Works directly with customer management to apply advanced principles, theories, and concepts and develops solutions to complex problems. Defines key concepts for planning, deployment, integration, operation and/or enhancement of state-of-the-art and/or legacy systems. Employs methodologies for guiding others in problem resolution. Develops insightful solutions to meet fiscal, technological and

schedule constraints. Provides guidance and direction to other professionals, acts in a consulting and/or advisory capacity; coordinates resolution of highly complex problems and tasks, possesses ability to meet and operate under deadlines.

Minimum Education: Bachelor of Science in Computer Science, Information Systems, Computer Engineering or related field or equivalent military or commercial experience.

4. Information Assurance Analyst I

Minimum/General Experience: One (1) or more years IT/security experience.

Functional Responsibility: Reviews security-related documents (e.g., System Architecture; Authentication & Authorization designs, etc.) to ensure compliance with federal (e.g., NIST) and organization-specific security guidelines/requirements. Is able to identify risks in security systems and work with technical experts to resolve security issues. Possess ability to identify key concepts, factors and risks based on conversations and document these in clear and concise narrative or graphic reports.

Minimum Education: Bachelor of Science or equivalent military or commercial experience.

5. Information Assurance Analyst II

Minimum/General Experience: Three (3) or more years IT/security experience.

Functional Responsibility: Works on complex information assurance (IA) projects involving all phases of information assurance and network operations to include: assess, address, correlate, analyze, and provide IA course of action decision support. Reviews security-related documents (e.g., System Architecture; Authentication & Authorization designs, etc.) to ensure compliance with federal (e.g., NIST) and organization-specific security guidelines/requirements. Is able to identify risks in security systems and work with technical experts to resolve security issues. Possess ability to identify key concepts, factors and risks based on conversations and document these in clear and concise narrative or graphic reports.

Minimum Education: Bachelor of Science or equivalent military or commercial experience.

6. Information Assurance Analyst III

Minimum/General Experience: Five (5) or more years IT/security experience.

Functional Responsibility: Reviews security-related documents (e.g., System Architecture; Authentication & Authorization designs, etc.) to ensure compliance with federal (e.g., NIST) and organization-specific security guidelines/requirements. Is able to identify risks in security systems and work with technical experts to resolve security issues. Possess ability to identify key concepts, factors and risks based on conversations and document these in clear and concise narrative or graphic reports.

Minimum Education: Bachelor of Science or equivalent military or commercial experience.

7. IT Specialist

Minimum/General Experience: Three (3) or more years IT experience.

Functional Responsibility: Provides technical support in system architecture, system design, system integration and technical management. Assists in providing technical input to the systems engineering process. Provides requirements analysis. May prepare and present systems assurance reviews. Identifies requirements and deficiencies in hardware and software products. Advises customer in product selection and use, capacity planning operations and performance management.

Minimum Education: Bachelor of Science or equivalent military or commercial experience.

8. IT Technician

Minimum/General Experience: Three (3) or more years IT experience.

Functional Responsibility: Has experience in executing the deployment of simple and complex IT systems, networks hardware and software and ensuring that that systems are functioning properly upon installation. Has the ability to solve issues that arise on site. Has experience in a variety of deployment environments and execute based on written and verbal instruction. Has vast knowledge and familiarity with given business, functional, or technical area and or disciplines. Possess ability to communicate using terminology unique to the discipline. Has experience in gathering and compiling information for analysis based on discussion with operational staff and reading technical documentation.

Minimum Education: Bachelor of Science or equivalent military or commercial experience.

9. IV&V Technical Specialist

Minimum/General Experience: Ten (10) or more years of information technology experience. Expert in the analysis and design of complex information systems. Expert in the effective use of industry standard methodologies for software engineering and quality assurance.

Functional Responsibility: Conducts Independent Verification and Validation (IV&V) analysis of complex systems throughout the entire software development process. Develops business case artifacts including independent cost estimates, cost/benefit analysis, and return on investment analysis. Assembles and documents system requirements. Reviews logical and physical system design models and conducts independent software testing at various levels to ensure that the system requirements are met and that applicable standards are applied. Performs independent investigative studies and evaluations on various IT technologies and products. Develops technical guidelines/standards for all phases of the software development process. Conducts technical assessments of proposed software modifications / enhancements and performs formal technical audits of software release candidates to ensure correctness, completeness, reliability, and maintainability.

Minimum Education: BS Bachelor of Science in Computer Science, Information Systems, Computer Engineering or related field or equivalent military or commercial experience.

10. Management Analyst I

Minimum/General Experience: One (1) or more years IT/management experience.

Functional Responsibility: Provides management analysis and policy analysis in support of feasibility studies and requirements analyses. Supports activity and data modeling, development of modern business methods, identification of best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer. Key coordinator between customers and multiple project teams to ensure enterprise-wide integration of reengineering efforts and application of best practice including e-business practices experience.

Minimum Education: Bachelor of Science or equivalent military or commercial experience.

11. Management Analyst II

Minimum/General Experience: Three (3) or more years IT/management experience.

Functional Responsibility: Provides management analysis and policy analysis in support of feasibility studies and requirements analyses. Supports activity and data modeling, development of modern business methods, identification of best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer. Key coordinator between customers and multiple project teams to ensure enterprise-wide integration of reengineering efforts and application of best practice including e-business practices experience.

Minimum Education: Bachelor of Science or equivalent military or commercial experience.

12. Management Analyst III

Minimum/General Experience: Five (5) or more years IT/management experience.

Functional Responsibility: Provides management analysis and policy analysis in support of feasibility studies and requirements analyses. Supports activity and data modeling, development of modern business methods, identification of best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer. Key coordinator between customers and multiple project teams to ensure enterprise-wide integration of reengineering efforts and application of best practice including e-business practices experience.

Minimum Education: Bachelor of Science or equivalent military or commercial experience.

13. Program Manager

Minimum/General Experience: Ten (10) or more years IT/management experience.

Functional Responsibility: Organizes, directs, and manages contract operation support functions, involving multiple, complex and inter-related project tasks. Manages teams of contract support personnel at multiple locations. Maintains and manages the client interface at the senior levels of the client organization. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with program task schedules and costs. Establishes and maintains technical and financial reports to show

progress of projects to management and customers, organizes and delegates responsibilities to subordinates and oversees the successful completion of all assigned tasks.

Minimum Education: Bachelor of Science or equivalent military or commercial experience.

14. Project Manager

Minimum/General Experience: Five (5) or more years of general IT services experience or subject matter expertise and/or certifications in project management or related disciplines.

Functional Responsibility: Provides project management and oversight. Responsible for project performance tracking and reporting, project planning, project schedule management, and project metric analysis including earned value and variance analysis. Responsible for coordinating communication among all project stakeholders. Leverages best practices in the project management discipline including the Project Management Body of Knowledge (PMBOK).

Minimum Education: Bachelor of Science in Computer Science, Information Systems, Computer Engineering or related field or equivalent military or commercial experience.

15. Senior Administrative Specialist

Minimum/General Experience: Three (3) or more years administrative experience.

Functional Responsibility: Provides administrative support such as technical writing, proofreading, technical editing of word processing and other computer-based documents, integration of various sources into a cohesive product which may be delivered as computer-based magnetic media, and preparation of graphical and narrative presentation material. Provides assistance with maintaining personnel and other files; prepares correspondence, schedules and coordinates travel. Supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Responsible for integrating the graphics generated with automated tools and the deliverable documents. Assists in the preparation of management plans and reports. Coordinates schedules to facilitate completion of proposals, contract deliverables, task order review, briefings/presentations. Performs analysis, development and review of program or functional areas, as required.

Minimum Education: Bachelor of Science or equivalent military or commercial experience.

16. Senior Consultant

Minimum/General Experience: Ten (10) or more years of general IT services experience or subject matter expertise and/or certifications in particular, relevant technologies or processes.

Functional Responsibility: Provides senior engineering guidance across a variety of disciplines including: enterprise-wide information management systems; system integration; system interfaces (internal and external); strategic systems planning; systems/data architecture development; and software testing. Establishes information system requirements and architectures. Provides unique insight/direction into the functional and/or technical

aspects of the project. May be responsible for project planning, managing team workloads, and other project management tasks.

Minimum Education: Bachelor of Science in Computer Science, Information Systems, Computer Engineering or related field or equivalent military or commercial experience.

17. Senior Contract Administrator

Minimum/General Experience: Ten (10) or more years contract administration and/or legal experience.

Functional Responsibility: Responsible for all aspects of contract and subcontract management and administration including negotiation of terms, legal review of document according to contract law, monitoring of contract performance, enforcement of terms, reporting to government entities, formal communications related to the contract/subcontract, and organization of contract documentation for audit purposes. Advises executive management of contractual obligations, risk, and issues and provides alternatives to relevant parties for resolving contractual issues.

Minimum Education: Bachelor of Science or equivalent military or commercial experience.

18. Senior IT Specialist

Minimum/General Experience: Five (5) or more years IT experience.

Functional Responsibility: Provides technical support in system architecture, system design, system integration and technical management. Assists in providing technical input to the systems engineering process. Provides requirements analysis. May prepare and present systems assurance reviews. Identifies requirements and deficiencies in hardware and software products. Advises customer in product selection and use, capacity planning operations and performance management.

Minimum Education: Bachelor of Science or equivalent military or commercial experience.

19. Senior IT Technician

Minimum/General Experience: Five (5) or more years IT experience.

Functional Responsibility: Has experience in executing the deployment of simple and complex IT systems, networks hardware and software and ensuring that that systems are functioning properly upon installation. Has the ability to solve issues that arise on site. Has experience in a variety of deployment environments and execute based on written and verbal instruction. Has vast knowledge and familiarity with given business, functional, or technical area and or disciplines. Possess ability to communicate using terminology unique to the discipline. Has experience in gathering and compiling information for analysis based on discussion with operational staff and reading technical documentation.

Minimum Education: Bachelor of Science or equivalent military or commercial experience.

20. Software Developer I

Minimum/General Experience: Three (3) or more years experience developing software systems using various programming languages and technologies. Knowledgeable in best practices of developing such systems. Also familiar with database concepts and proficient in SQL.

Functional Responsibility: Participates in requirements gathering/analysis and software design. Implements software design specifications. Creates technical documentation for software. Assesses and documents level of effort for implementing software change requests.

Minimum Education: Bachelor of Science in Computer Science, Information Systems, Computer Engineering or related field or equivalent military or commercial experience.

21. Software Developer II

Minimum/General Experience: Five (5) or more years experience developing software systems utilizing a variety of technologies and programming languages. Highly knowledgeable in best practices of developing such systems. Highly proficient with SQL and database concepts.

Functional Responsibility: Participates in the requirements gathering/analysis and software design. Primarily responsible for development, and unit testing of software. Also responsible for technical documentation and assessment/documentation of level of effort for implementation of software changes. May lead the implementation of specific functional requirements. Mentors junior software developers.

Minimum Education: Bachelor of Science in Computer Science, Information Systems, Computer Engineering or related field or equivalent military or commercial experience.

22. Software Engineer I

Minimum/General Experience: Five (5) or more years experience designing and implementing software systems. Proficient in the activities involved in all phases of the software development life cycle.

Functional Responsibility: Resolves problems with software and responds to suggestions for improvements and enhancements. May act as team leader on projects or specific tasks. Participates in development of technical and end-user documentation. Instructs, assigns, directs, and checks the work of other software developers on development team.

Minimum Education: Bachelor of Science in Computer Science, Information Systems, Computer Engineering or related field or equivalent military or commercial experience.

23. Software Engineer II

Minimum/General Experience: Seven (7) or more years experience designing and implementing software systems. Highly proficient in the activities involved in all phases of the software development life cycle.

Functional Responsibility: Works with end user groups to evaluate and solve technical problems. Frequently acts as team leader on projects or specific tasks. Evaluates existing systems and/or user needs to analyze, design, recommend, and implement system changes. Performs design activities, development activities including programming, unit testing activities, and technical documentation activities. Instructs, assigns, directs, and checks the work of other software developers on development team.

Minimum Education: Bachelor of Science in Computer Science, Information Systems, Computer Engineering or related field or equivalent military or commercial experience.

24. Systems Analyst I

Minimum/General Experience: One (1) or more years IT experience.

Functional Responsibility: Analyzes and develops computer systems possessing a wide range of capabilities, including numerous engineering, business and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces, maintain hardware and software performance tuning, analyze workload and computer usage, maintain interfaces with outside systems, analyze downtimes, analyze proposed system modifications, upgrades and new COTS. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Project and/or Program Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.

Minimum Education: Bachelor of Science or equivalent military or commercial experience.

25. Systems Analyst II

Minimum/General Experience: Three (3) or more years IT experience.

Functional Responsibility: Analyzes and develops computer systems possessing a wide range of capabilities, including numerous engineering, business and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces, maintain hardware and software performance tuning, analyze workload and computer usage, maintain interfaces with outside systems, analyze downtimes, analyze proposed system modifications, upgrades and new COTS. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in

accordance with schedules. Coordinates with the Project and/or Program Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.

Minimum Education: Bachelor of Science or equivalent military or commercial experience.

26. Systems Analyst III

Minimum/General Experience: Five (5) or more years IT experience.

Functional Responsibility: Analyzes and develops computer systems possessing a wide range of capabilities, including numerous engineering, business and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces, maintain hardware and software performance tuning, analyze workload and computer usage, maintain interfaces with outside systems, analyze downtimes, analyze proposed system modifications, upgrades and new COTS. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Project and/or Program Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.

Minimum Education: Bachelor of Science or equivalent military or commercial experience.

27. Technical Writer

Minimum/General Experience: Two (2) or more years technical writing experience.

Functional Responsibility: Responsible for planning, managing, coordinating and/or conducting the documentation of technical projects, including preparation and editing of system and user documentation, incorporating information provided by users, specialists, analysts, programmers and operations personnel; and ensuring adequate software documentation in development and maintenance activities. Involves a strong working knowledge of various technologies. Includes writing, editing, graphically representing and presenting technical information for technical and non-technical personnel. Also involves interpretation of technical documentation standards and preparation of documentation according to those standards.

Minimum Education: Bachelor of Science or equivalent military or commercial experience.

28. Telecommunications Analyst I

Minimum/General Experience: One (1) or more years IT/telecom experience.

Functional Responsibility: Provides support in the translation of business requirements into telecommunications (e.g., LAN, MAN, WAN, Voice and Video) requirements, designs and orders. Provides in-depth analysis of telecommunications alternatives for government agencies in support of their strategic modernization efforts and telecommunications enhancement design for medium and large-scale telecommunication infrastructures. Provides interface support to telecommunications end users, telecommunications operations personnel, and telecommunications strategic program management.

Minimum Education: Bachelor of Science or equivalent military or commercial experience.

29. Telecommunications Analyst II

Minimum/General Experience: Three (3) or more years IT/telecom experience.

Functional Responsibility: Provides support in the translation of business requirements into telecommunications (e.g., LAN, MAN, WAN, Voice and Video) requirements, designs and orders. Provides in-depth analysis of telecommunications alternatives for government agencies in support of their strategic modernization efforts and telecommunications enhancement design for medium and large-scale telecommunication infrastructures. Provides interface support to telecommunications end users, telecommunications operations personnel, and telecommunications strategic program management.

Minimum Education: Bachelor of Science or equivalent military or commercial experience.

30. Telecommunications Analyst III

Minimum/General Experience: Five (5) or more years IT/telecom experience.

Functional Responsibility: Provides support in the translation of business requirements into telecommunications (e.g., LAN, MAN, WAN, Voice and Video) requirements, designs and orders. Provides in-depth analysis of telecommunications alternatives for government agencies in support of their strategic modernization efforts and telecommunications enhancement design for medium and large-scale telecommunication infrastructures. Provides interface support to telecommunications end users, telecommunications operations personnel, and telecommunications strategic program management.

Minimum Education: Bachelor of Science or equivalent military or commercial experience.

31. Test Engineer I

Minimum/General Experience: Three (3) or more years of software testing experience.

Proficient in the use of software testing and profiling tools.

Functional Responsibility: Assists with installation of testing software and configuration of the test environment. Develops testware including test cases, test scripts, and test scenarios. Executes load/stress and functional tests. Documents the results of tests and provides analysis.

Minimum Education: Bachelor of Science in Computer Science, Information Systems, Computer Engineering or related field or equivalent military or commercial experience.

32. Test Engineer II

Minimum/General Experience: Five (5) or more years of software testing experience. Highly proficient in the use of software testing and profiling tools.

Functional Responsibility: Responsible for leading all aspects of functional and/or load and stress testing. Knowledgeable in the areas of project planning, technical assessment, tool selection, installation, and configuration. Ultimately responsible for the test plan, the design and development of testware, execution of tests, and presentation of test results.

Minimum Education: Bachelor of Science in Computer Science, Information Systems, Computer Engineering or related field or equivalent military or commercial experience.