Federal Supply Service
Authorized Federal Supply Schedule Price List

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

MULTIPLE AWARD SCHEDULE

Category Attachment Code: F
Title: Information Technology
F03. IT Services Subcategory
FSC/PSC Code: DA01

Category Attachment Code: H
Title: Professional Services
H01. Business Administrative Services Subcategory
FSC/PSC Code: R408
H03. Financial Services Subcategory
FSC/PSC Code: R703

Category Attachment Code: G
Title: Miscellaneous
G06. Complementary SINs Subcategory
FSC/PSC Code: 0000

Contract Number: GS-35F-0149Y

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Contract Period: January 18, 2017 through January 17, 2027

Pricelist current through Modifications PS-0029 dated October 13, 2021 and PO-0028 effective January 18, 2022

SWINGTECH CONSULTING INC.
7701 Greenbelt Rd, Suite 501
Greenbelt, MD 20770
Office: 301-850-1685
Fax: 301-850-1785
http://swingtech.com/

Contract administration source:
Jyothi R Bhargava
Phone: 301-580-4924
E-mail: jbhargava@swingtech.com

Business size: Small business; Women Owned (WOSB); Women Owned (EDWOSB);
Customer Information:

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

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S; 54151S STLOC; 54151S RC</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>541219; 541219 RC</td>
<td>Budget and Financial Management Services</td>
</tr>
<tr>
<td>541611; 541611 RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>OLM; OLM STLOC; OLM RC</td>
<td>Order-Level Materials (OLM)</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

Not applicable

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility, and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.

See awarded labor categories and pricing starting on page 4.

2. Maximum Order:
   SINs 54151S; 54151S STLOC; 54151S RC: $500,000.00
   SINs 541219; 541219 RC; 541611; 541611RC: $1,000,000.00
   SINs OLM; OLM STLOC; OLM RC: $250,000.00

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): 50 States and US Territories and as negotiated on task order basis

5. Point(s) of production (city, county, and state or foreign country): N/A

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

7. Quantity discounts: None.
8. **Prompt payment terms:** 1% 15 Days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

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

10a. **Time of Delivery:** Specified on the Task Order and shall deliver or perform services in accordance with the terms negotiated in an agency’s order.

10b. **Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

10c. **Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

10d. **Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor

11. **F.O.B Points(s):** Destination

12a. **Ordering Address(es):**
Swingtech Consulting Inc.
7701 Greenbelt Rd Ste 501
Greenbelt, MD 20770-6523
(301) 850-4924
E-mail: jbhargava@swingtech.com

12b. **Ordering procedures:** For supplies and 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).

13. **Payment address(es):**
Swingtech Consulting Inc.
7701 Greenbelt Rd Ste 501
Greenbelt, MD 20770-6523
(301) 850-4924
E-mail: jbhargava@swingtech.com

14. **Warranty provision:** Contractor’s standard commercial warranty.
15. Export Packing Charges (if applicable): N/A

16. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

17. Terms and conditions of installation (if applicable): N/A

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

18b. Terms and conditions for any other services (if applicable): N/A

19. List of service and distribution points (if applicable): N/A

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

21. Preventive maintenance (if applicable): N/A

22a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/

23. Unique Entity Identifier (UEI) number: C2FLLEGASDK3

24. Notification regarding registration in the System for Award Management (SAM) Database: Registered. CAGE 6AKF7

SIN 54151S LABOR CATEGORY DESCRIPTIONS

<table>
<thead>
<tr>
<th>Business Analyst</th>
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</thead>
<tbody>
<tr>
<td>Applies broad knowledge and experience to complex requirements. Works independently to develop, design and perform feasibility studies and functional systems analysis for complex integrated information management systems. Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies. Provide business process re-engineering support such as, but not limited to, design of alternative strategies, development and monitoring of functional tests and assistance in the implementation of solutions. Provide fiscal support as well as security analysis, human factor analysis and data analysis support. Prepare accurate and detailed requirement specifications documents, user interface guides, and functional specification documents business analysis tools. Communicate</td>
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</tbody>
</table>
effectively with external clients and internal teams to deliver product’s functional requirements like wireframes, use cases, GUI designs etc. Help design and execute the test scripts and test scenarios. Coordinate with the groups of business unit who test, validate, evaluate new applications and functions, and determine issues in services and software. Serve as liaison among functional teams, business unit leadership, and other stakeholders throughout the program lifecycle; Consults with program and client senior staff to set project goals, requirements, and limitations. Work closely with development staff to facilitate rapid prototyping of product and system enhancements while insuring products meet project quality standards. Understand business process management and business requirements of the customers and translate them to specific software requirements. Configuration Management Support for complex integrated management systems while maintaining quality assurance.

Bachelor’s degree in a related curriculum and five (5) years of experience. Five (5) years of specific job related experience or eight (8) years of general experience may be substituted for a Bachelor’s degree.

### Business Analyst Senior

Performs a variety of duties associated with the monitoring and evaluation of the efficacy of technology programs and related activities in conformance with applicable standards, best practices, or technical disciplines such as ITIL Core Continual Service Improvement. Coordinates evaluation activities across programs. Provides expert advice and guidance on evaluation to technologists, analysts, program managers, stakeholders, and leadership. Ensures that evaluation efforts are continually informed by best practices and latest advancements in the field. Employs process improvements and reengineering methodologies and principles for modernization of systems, projects, and programs. Ensures that evaluation efforts are compliant with federal requirements.Coordinates with specialists across domains, industries, or government agencies. Develops material and guidance to inform program evolution and logic models for programmatic enhancements. Plans and implements evaluation systems for large organizations or agencies.

Experience with analysis of diverse program components and with design and implementation of various evaluation methodologies and survey techniques in formal and informal settings.

Minimum Education/Minimum Experience: Requires a BA or BS in Information or Data Science or similar degree with focus on analysis or evaluation and at least 6 years of related experience. Ph.D. preferred (a non-related degree with substantial work experience in related fields such as continuous improvement, business process reengineering, corporate maturity models may substitute). Technical certifications such as ITIL Foundation, Intermediate, MALC, Expert, Master preferred. Four (4) years of general experience is considered equivalent to a Bachelor’s Degree.

### Database Management Specialist

Applies broad knowledge and experience in database installation, set-up, design, development including normalization and demoralization of data structures. Demonstrate understanding of database optimization, performance, back-up and recovery techniques. Experience with multiple DBMS and expert in SQL programming. Data Management Specialist directs systems analyses
and feasibility studies. Assist customer in the planning and coordinating acquisition and implementation of systems. Analyzes proposed and existing system used in processing applications in terms of data communications and database management/structure, requirements and costs. Prepares functional specifications for acquiring commercially available equipment. Consults with user management to ensure that problems are properly identified and solutions meet the requirements. Software and database analysis and design with an emphasis on data structures and reporting. Designs relational and hierarchical databases. Develops data dictionaries. Creates indexing, both primary and secondary keys. Provides performance tuning and database administration. Manages disk space. Provides custom programming for stored procedures, triggers, complicated queries and SQL statements to create views, tables etc. Bachelor's or advanced degree from an accredited institution and at least five years experience in managing the development of large database systems that incorporate database design, development, fine tuning and monitoring.

### Documentation Specialist

**Position** requires analyses and writing skills of various degrees related to information resources. Possesses and applies comprehensive knowledge to provide technical review and expertise when required. Must possess and apply comprehensive knowledge of information system management. Able to plan and carry out complex written projects to completion. Possesses a minimum of five years of technical writing experience. Develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operations and enhancement of equipment. Interviews production and other personnel and reads journals, reports and other material to become familiar with product technologies and production methods. Reviews manufacturer's and trade catalogs, drawings and other data relative to operation and enhancement of equipment. Organizes material and completes writing assignments with regard to order, clarity, conciseness, style, and terminology. A Bachelor of Science or equivalent training in a recognized Arts or business management or English Language discipline from an accredited college or university is required.

### Documentation Specialist Senior

Works in conjunction with other roles such as business analysts, technologists, or functional experts to write, edit, proofread, and copyedit a variety of documents. Plans and prepares documents for distribution to technologist, management, stakeholders, or for dissemination to outside audiences such as Office of Management and Budget (OMB). Ensures that all documents meet established content standards. Familiar with a variety of the field's concepts, practices, and procedures or a variety of technology domains. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Will very likely lead and direct the work of others. A wide degree of creativity and latitude is expected. BS/BA degree (or equivalent) in a related area as well as 5 to 10 years of experience in the field or in a related area. Four (4) years of general experience is considered equivalent to a Bachelor’s Degree.
### Functional Expert

Works in parallel with Systems Architects and Software Architects to establish the overall objectives and initiatives of the scientific elements of a technology initiative. Leads advanced scientific research and analyses to derive appropriate solutions. Leads efforts to analyze, design, code, and document complex applications for computers appropriate to scientific projects. Leads the design, development, and testing of complex systems and instruments for scientific measurements. Author papers to be published in refereed publications and/or presented at conferences. Provides scientific expertise to other departments where needed. Demonstrates expertise in a variety of the field's concepts, practices, and procedures including implementation expertise in a variety of applicable frameworks such as software development lifecycle. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to CEO or top management. BS/BA degree (or equivalent) in a related area as well as 10+ years of experience in the field or in a related area. May require an advanced degree. Four (4) years of general experience is considered equivalent to a Bachelor’s Degree.

### Graphic Designer

Responsible for creating design solutions that have a high visual impact. Develops graphical elements such as banners, icons, logos, and splash screens to support systems' visual layout and project desired image. Transforms design ideas into tangible output (wireframes, color palettes, mockups, vector graphics, etc.). Works in conjunction with business analysts and technologists to conform graphics and format to functional objectives. A high degree of creativity and latitude is required. 0 to 4 years of experience. BA degree (or equivalent) preferred. Four (4) years of general experience is considered equivalent to a Bachelor’s Degree.

### Graphic Designer Senior

Responsible for creating design solutions that have a high visual impact. Leads creative efforts of designer staff and multimedia specialist staff. Develops graphical elements such as banners, icons, logos, and splash screens to support systems' visual layout and project desired image. Transforms design ideas into tangible output (wireframes, color palettes, mockups, vector graphics, etc.). Works in conjunction with business analysts and technologists to conform graphics and format to functional objectives. A high degree of creativity and latitude is required. 5 to 10 years of experience. BA degree (or equivalent) preferred. Demonstrated portfolio of representative work. Four (4) years of general experience is considered equivalent to a Bachelor’s Degree.

### Helpdesk Specialist

Serves as the initial point-of-contact for troubleshooting hardware/software, PC, and printer problems. Manages the help desk functions and personnel. Provides daily supervision and direction to staff who are responsible for phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed or deployed under this contract. Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all
phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices. Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this contract or predecessors. Provides daily phone or/and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed or deployed under this contract. Bachelor’s Degree or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor’s Degree.

### Instructional Systems Designer

Creates and improves technology-based learning products. Uses standard courseware development methodologies and practices to develop systems-based instructional programs and courses. Adept in working with Learning Management Systems and Learning Content Management Systems. BA in Instructional Design, Instructional Systems Technology, Multimedia Instructional Development, or related field or other degree and education and training in instructional design or equivalent experience. 2+ years developing and designing online and blended learning solutions. Four (4) years of general experience is considered equivalent to a Bachelor’s Degree.

### Instructional Systems Designer Senior

Architect and leader in creating and improving technology-based learning products. Uses standard courseware development methodologies and practices to develop systems-based instructional programs and courses. Adept in working with Learning Management Systems and Learning Content Management Systems. BA/MA in Instructional Design, Instructional Systems Technology, Multimedia Instructional Development, or related field or other degree and education and training in instructional design or equivalent experience. 5+ years developing and designing online and blended learning solutions. 2+ years leading training development teams. Four (4) years of general experience is considered equivalent to a Bachelor’s Degree.

### IT Analyst

Independently performs a variety of planning duties in support of technology initiatives and related activities, such as collecting and summarizing information from multiple sources, providing timely and accurate responses to data calls, drafting required strategic planning documents. Helps create vital partnerships with various different entities to promote awareness of and collaboration on solving program challenges. Requires knowledge of program drivers, goals, and objectives to assure the pursuit of activities which foster program outcomes. Requires demonstrated knowledge of the substantive technology and business issues to infuse program analysis and planning with coherence. Minimum Education/Minimum Experience: MS degree in Information or Data Science or related field, and 4 to 6 years of related experience. Six (6) years of general experience is considered equivalent to a Master's Degree.
Multimedia Specialist

Assists with the design and implementation of one or more technical media tools such as web, flash, audio, etc. Works with single or multiple forms of media to help ensure a pleasant user experience while imparting precise and accurate content. A high degree of creativity and latitude is required. Relies on limited experience and judgment to plan and accomplish goals. BS/BA degree (or equivalent) in a related area as well as 0 to 4 years of experience in the field or in a related area. Four (4) years of general experience is considered equivalent to a Bachelor’s Degree.

Multimedia Specialist Senior

Designs and implements one or more technical media tools such as web, flash, audio, etc. Works with single or multiple forms of media to help ensure a pleasant user experience while imparting precise and accurate content. A high degree of creativity and latitude is required. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Will very likely direct and lead the work of others. BS/BA degree (or equivalent) in a related area as well as 5 to 10 years of experience in the field or in a related area. Four (4) years of general experience is considered equivalent to a Bachelor’s Degree.

Network Administrator

Engineering large complex computer systems and/or networks. Applies theories and principles of science or mathematics to the design of hardware, operating systems, networks and processes to solve technical problems. Systems may involve multiple protocols and interfaces, satellite communications, digital or fiber optic networks, etc. Plan designs or redesign of systems, management and coordination. Test and analyze all elements of the network facilities including power, software, communications devices, lines, modems and terminals. Insure the overall integration of the enterprise network. Monitor and control the performance and status of the network resources. Utilize software and hardware tools, identify and diagnose highly complex problems and factors affecting network performance. Maintain technical currency and study vendor products to determine which best meet client needs. Provide guidance and direction to network support technicians. May be responsible for designing new Internet Protocol version 6 (IPv6) networks and/or planning transition from IPv4 to IPv6. Bachelor's degree from an accredited college or university in computer science, or engineering discipline and seven (7) years of increasingly complex and progressive experience in computer system/network engineering and design. Five (5) years of specific job related experience or eight (8) years of general related experience may be substituted for the Bachelor's Degree requirement or a Master's Degree in an appropriate discipline may be substituted for two (2) years of general experience.

Project Control Specialist

Administers full project lifecycle from requirements definition to project close-out. Coordinates the development of various project related elements including requirements traceability matrices, estimates of materials, equipment, labor costs, or performance requirements, and assists in developing final requirements. Works under general supervision. Performs other duties as
assigned. This is usually an exempt position. Requires BS/BA in appropriate field (or equivalent) and 0 to 4 years of experience. Four (4) years of general experience is considered equivalent to a Bachelor’s Degree.

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**Project Control Specialist Senior**

In charge of developing and finalizing statements of work based on input received from technologists and functional experts. Ensures that proposed scope falls within overall contractual terms and conditions. Directs the preparation, validation, and administration of all finalized statements of work, change requests, and related activities. Ensures scope compliance with FAR provisions, statutory requirements such as Section 508 compliance, adherence to related management frameworks such as Information Technology Infrastructure Library (ITIL), and conformity to other regulations. Requires BS/BA in appropriate field (or equivalent) and 5 to 10 years of experience. Four (4) years of general experience is considered equivalent to a Bachelor’s Degree.

Directs the performance of a variety of highly technical projects which may be organized by technology, program or client. Oversees the technology development and/or application enterprise and multi-agency project design, marketing, and resource allocation within program client base. Program areas typically include engineering, integration, test, systems analysis, quality assurance, etc. This position requires a minimum of eight years experience, of which at least five years includes project management through entire SDLC. Expertise in management and control of funds and resources using PMI standard practices. Manages multi-task contracts and/or subcontracts. General experience includes increasing responsibilities in information systems design and/or management.

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**Project Manager**

Project Manager serves as manager for small to medium projects. May management multiple tasks for a large, complex government program under direction of the Program Manager. Assists the Government CO, COR, government management personnel and customer agency reporting requirements. Under the Program Manager guidance, responsible for the overall management of the specific task order(s) and insuring that the technical solutions are implemented within budget in a timely manner.

Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of all contractual items. Operates within client guidance, contractual limitations, and Company business and policy directives. Serves as focal point of contact with client regarding program/project activities. Ensures that all required resources are available for project implementation. Maintains the development and execution of business opportunities based on broad, general guidance. Confers with the Technical team to provide technical advice and to assist with problem resolution. Bachelor’s Degree or equivalent and 15 years of general experience. Six (6) years of general experience is equivalent to a Bachelor’s Degree. With a Master’s Degree, thirteen (13) years of general experience is acceptable. With a PhD, 10 years of general experience is required.
Quality Assurance Specialist

This position requires specialized experience in analysis and design of business applications on complex systems, and data base management; use of modern programming languages; Configuration Management, verification and validation, system/software testing and integration, software metrics and their application to system/software quality assessment, use of industry recognized quality assurance methods for software testing for quality improvement. Assesses and monitors software quality throughout the SDLC using industry recognized tools and techniques; and, has worked independently or under general direction on complex tasks through all phases of SDLC. General experience includes increasing responsibilities in quality assurance, quality control, and team leader responsibilities. QA specialist establishes, maintains, and monitors processes for evaluating software and associated documentation. Defines quality metrics for the program or project. Determines resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews throughout the SDLC. Monitors quality assurance metrics and processes throughout the SDLC. Design and develops test cases and test reports. Reviews work products for correctness, adherence to the design concept, and adherence to client standards. Reviews of program documentation to assure compliance with government standards/requirements. Monitors progress in accordance with schedules. Coordinates problem resolutions with the Project Manager to ensure user satisfaction. Recommends systems release and acceptance based on quality metrics. A Bachelor's degree in Computer Science or equivalent, Information Systems, Engineering, Business, Physical Science, or other technically related discipline.

Senior Specialist

This position requires specialized experience in analysis and design of business applications on complex systems, and data base management; use of modern programming languages; Configuration Management, verification and validation, system/software testing and integration, software metrics and their application to system/software quality assessment, use of industry recognized quality assurance methods for software testing for quality improvement. Assesses and monitors software quality throughout the SDLC using industry recognized tools and techniques; and, has worked independently or under general direction on complex tasks through all phases of SDLC. General experience includes increasing responsibilities in quality assurance, quality control, and team leader responsibilities. QA specialist establishes, maintains, and monitors processes for evaluating software and associated documentation. Defines quality metrics for the program or project. Determines resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews throughout the SDLC. Monitors quality assurance metrics and processes throughout the SDLC. Design and develops test cases and test reports. Reviews work products for correctness, adherence to the design concept, and adherence to client standards. Reviews of program documentation to assure compliance with government standards/requirements. Monitors progress in accordance with schedules. Coordinates problem resolutions with the Project Manager to ensure user satisfaction. Recommends systems release and acceptance based on quality metrics. A Bachelor's degree in Computer Science or equivalent, Information Systems, Engineering, Business, Physical Science, or other technically related discipline.
Software Architect

Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices. Senior Architect who independently performs a variety of system design and engineering tasks which are broad in nature and are concerned with design and implementation of major enterprise systems development and integration, including supporting personnel, hardware, software, and support facilities and/or equipment. Supervises team of Sr. Systems Engineers, Network Engineers, Sr. Network Engineers, and Network Engineers through project completion and is considered a Subject Matter Expert (SME) in one or more specific areas of computer system design and networking. Guides users in formulating requirements, advises alternative approaches, and conducts feasibility studies. Plans and performs systems and networking engineering research, design development, and other assignments in conformance with system and network design, engineering, and customer specifications. Supervises team of Sr. Systems Engineers, Systems Engineers, Sr. Network Engineers, and Network Engineers. Responsible for highly complex technical/engineering projects. Coordinates the activities of Sr. Systems Engineers, Systems Engineers, Sr. Network Engineers, and Network Engineers assigned to specific system and network engineering projects. Is the lead technical authority on the project. May be responsible for designing new Internet Protocol version 6 (IPv6) networks and/or planning transition from IPv4 to IPv6. May perform other duties, as assigned. Master’s Degree or equivalent and 10 years of general experience. A Bachelor’s Degree and 12 years of general experience is equivalent to a Master’s Degree or a High School Diploma (or equivalent) and 15 years of general experience is considered equivalent to a Master’s Degree. With a Doctorate, eight (8) years of general experience is acceptable.

Software Engineer

Works independently on highly complex operating systems analysis/programming projects using programming languages. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices. Develop software packages & applications using Object-Oriented programming techniques. Continuously design and write well organized, maintainable and reusable code. Database programming using general database concepts, experience writing stored procedures. Design and developing applications using languages such as C, C++, C#, Java, .net, CFML, HTML, XML, JavaScript, AJAX, SQL and CSS. Familiarity and work with stages of Software Development Life Cycle. Develop GUI using usability techniques & tools. Apply best coding practices and standards. Implement system security features and standards. Demonstrate excellent organizational, analytical and writing skills. Be able to attend to any system performance issues, if such occur, and improve performance of the system. Be able to work with a minimal technical supervision and support. Be able to work with client and transform business requirements into extensible, scalable and maintainable applications. High School Diploma or equivalent and six (6) years of experience in programming and/or analysis. Bachelor’s Degree or equivalent and 2 years of general experience.
experience. Six (6) years of general experience is considered equivalent to a Bachelor’s Degree. With a Master’s Degree, three (1) years of general experience is required. With a PhD, 1 year of general experience is required.

### Technical Talent Management Specialist

Supports programs that have needs for highly skilled or specific technical labor resources. Recruits talent, assists project and program managers in establishing compensation bands commensurate with technical skills, determines training and professional development requirements, develops tailored technical development programs and incentive programs, ensures adherence of technical talent management program with corporate policies, clearance specifications, and statutory requirements. Provides guidance in addressing a variety of technical talent management related issues and interprets applicable precedents, legislation and regulations. May give presentations to employees, management or third parties to keep them abreast of technical talent management issues. This position requires a BA or BS degree (or equivalent), and 2 to 6 years of related experience. Four (4) years of general experience is considered equivalent to a Bachelor’s Degree.

### Technical Training Specialist

Assists with the development and coordination of programs designed to promulgate technical knowledge or to educate the user community. Creates and distributes educational materials and publications and may be responsible for conducting training sessions. Utilizes various media to deliver training or impart knowledge. Familiar with standard concepts, practices, and procedures within a particular field or technology domain. A high degree of creativity and latitude is required. Relies on limited experience and judgment to plan and accomplish goals. BS/BA degree (or equivalent) in a related area as well as 0 to 4 years of experience in the field or in a related area. Four (4) years of general experience is considered equivalent to a Bachelor’s Degree.

### Technical Training Specialist Senior

Develops and coordinates programs designed to promulgate technical knowledge or to educate the user community. Creates and distributes educational materials and publications and may be responsible for conducting training sessions. Utilizes various media to deliver training or impart knowledge. Familiar with standard concepts, practices, and procedures within a particular field or technology domain. A high degree of creativity and latitude is required. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Will very likely direct and lead the work of others. BS/BA degree (or equivalent) in a related area as well as 5 to 10 years of experience in the field or in a related area. Four (4) years of general experience is considered equivalent to a Bachelor’s Degree.

### Technical Writer

Works in conjunction with other roles such as business analysts, technologists, or functional experts to assist with writing, editing, and proofreading a variety of documents. Ensures that all
documents meet established content standards. Familiar with standard concepts, practices, and procedures within a particular field or specific technology domain. Relies on limited experience and judgment to plan and accomplish goals. Works under immediate supervision. Relies on instructions and pre-established guidelines to perform the functions of the job. BS/BA degree (or equivalent) in a related area as well as 0 to 4 years of experience in the field or in a related area. Four (4) years of general experience is considered equivalent to a Bachelor’s Degree.

### Technology Support Specialist

In support of information technology or related programs, performs a variety of support duties, such as typing correspondence, compiling spreadsheets, populating reports, and writing memos, maintaining computer-based and paper files, and answering and screening calls. Supports task leads, project managers, program managers, and teams as required. This is an entry-level position. Requires standard typing and language skills and may require transcription skills. Requires a HS diploma (or equivalent), and 0 to 4 years of experience. Two (2) years of general experience is considered equivalent to a High School diploma.

### Technology Support Specialist Senior

In support of information technology or related programs, performs administrative, secretarial, and related support duties for program personnel. Duties are many times confidential and require broad and comprehensive knowledge of the program and the organization's policies and operations. Responsibilities require discretion, judgment, tact and poise. Incumbent may have considerable latitude and flexibility in carrying out assigned tasks. Normally uses word processing or similar equipment in performing routine support duties. Supports task leads, project managers, program managers, and teams as required. Requires a HS diploma (or equivalent), and 5 to 10 years related experience. AA degree preferred. May require relevant college courses. Two (2) years of general experience is considered equivalent to a High School diploma.

### User Experience Specialist

Gathers and analyzes user requirements and design interfaces. Conducts usability testing. Familiar with accessibility standards and related legislation and regulations. Regardless of format, assures that all Web content or communications materials produced, including text, audio or video conforms to applicable Section 508 standards to allow federal employees and members of the public with disabilities to access information that is comparable to information provided to persons without disabilities. Responsible for preparing, posting, and testing content to assure compliance with Section 508 accessibility standards and other such policies or standards. Remediates materials that do not comply with the applicable standards. 0 to 3 years of experience in designing and conducting formative usability tests in both formal and informal settings. BA/MA in computer science or related field. Four (4) years of general experience is considered equivalent to a Bachelor’s Degree.

### Web Designer/Developer

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Performs website design and creation. Plans, designs, develops, tests, edits, maintains, and documents look and flow of websites. Interviews clients to help them clarify their goals for establishing a website. Works with graphic designers to optimize digitized images, banners, bullets, charts, image maps and other graphics to enhance appearance of site while meeting functional requirements. Requires knowledge of programming techniques and computer internet systems. Performs a variety of tasks. A certain degree of creativity and latitude is required. Familiar with standard concepts, practices, and procedures within a particular field or technology domain. BS/BA degree in a related area (or equivalent), and 0 to 4 years of experience in the field or in a related area. Four (4) years of general experience is considered equivalent to a Bachelor’s Degree.

**Web Designer/Developer Senior**

Controls all technical aspects of website, including performance issues, such as speed of access, and approving site content. May also have responsibilities for site design and creation. Plans, develops, tests, edits, maintains, documents and controls content, look, and flow of websites. Applies knowledge of programming techniques and computer internet systems. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. BS/BA degree (or equivalent) plus 5 to 10 years of experience in related field. Four (4) years of general experience is considered equivalent to a Bachelor’s Degree.

**SIN 541219 Labor Category Descriptions**

**Minimum Education:** Bachelor’s degree in business, accounting, finance or other discipline relevant to management of large, complex programs. Five years’ relevant experience may be substituted for degree requirements.

**Minimum Experience:** Ten (10) years of experience in leading and providing technical direction to financial type projects; a demonstrated ability to provide guidance and direction for multiple financial projects; designing, implementing, and managing Federal government financial management engagements; and the capability to manage multi-task projects of high complexity. The Financial Program Director has professional certifications in fields of his or her expertise, which may include but not be limited to, CPA, GAAP, cost accounting systems, etc. Possesses a mix of experience in financial management, accounting, budgeting, cost estimating, strategic planning and execution, and other related areas.

**Functional Responsibilities:** The Financial Program Director provides the primary interface with client management personnel regarding strategic issues, such as CFOs. He or she directs the completion of financial projects within estimated time frames and budget constraints, coordinates efforts on tasks, and reviews work products for completeness and adherence to applicable regulations and customer requirements. The Financial Program Director also delivers, presents, and leads strategic level client meetings. Performs management of overall contract support operations involving multiple projects and groups of personnel at multiple locations.
Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills and has authority and responsibility to identify and commit resources required to support customers.

### Accounting Specialist Junior

**Minimum Education:** Bachelor’s degree in business, accounting, finance or other discipline relevant to management of large, complex programs. Five years’ relevant experience may be substituted for degree requirements.

**Minimum Experience:** Two (2) years of progressively responsible experience in performing and participating in accounting-type engagements, specific experience in one or more key project areas, demonstrated ability to provide guidance and direction for specific projects or sub-tasks, and increasing responsibility in design, implementation, and management of type projects of progressively more responsible experience in accounting, budgeting, analysis and other financial management areas. Prepares milestone status reports and presentations for colleagues, subordinates, and end user representatives. Is familiar with activity-based costing, business case analysis, and outsourcing requirements.

**Functional Responsibilities:** Accounting Specialist Junior provides technical knowledge in their area of expertise, works individually and on teams to support the completion of project specific tasks within estimated time frames and budget constraints and interfaces with the client on a day-to-day basis. In addition, an Accounting Specialist Junior applies their specific expertise to the practical issues they identify or those presented by the client. They also help to formulate solutions, prepare reports, studies, and documentation, and support presentations and client meetings, and keep a record of those actions to track workload and forecast for future resourcing. They also have knowledge of Federal financial, acquisition, and accounting policies, processes, and standards, and are experienced in working with multi-year/no-year appropriations and differing appropriations and understanding of budgetary and proprietary accounting principles.

### Accounting Specialist Mid

**Minimum Education:** Bachelor’s degree in business, accounting, finance or other discipline relevant to management of large, complex programs. Five years’ relevant experience may be substituted for degree requirements.

**Minimum Experience:** Three (3) years of progressively responsible experience in performing and participating in accounting-type engagements, specific experience in one or more key project areas, demonstrated ability to provide guidance and direction for specific projects or sub-tasks, and increasing responsibility in design, implementation, and management of type projects of progressively more responsible experience in accounting, budgeting, analysis and other financial management areas. Prepares milestone status reports and presentations for colleagues, subordinates, and end user representatives. Is familiar with activity-based costing, business case analysis, and outsourcing requirements.

**Functional Responsibilities:** Accounting Specialist Mid provides technical knowledge in their area of expertise, works individually and on teams to support the completion of project specific tasks within estimated time frames and budget constraints and interfaces with the client on a day-to-day basis. In addition, an Accounting Specialist Mid applies their specific expertise to the
practical issues they identify or those presented by the client. They also help to formulate solutions, prepare reports, studies, and documentation, and support presentations and client meetings, and keep a record of those actions to track workload and forecast for future resourcing. They also have knowledge of Federal financial, acquisition, and accounting policies, processes, and standards, and are experienced in working with multi-year/no-year appropriations and differing appropriations and understanding of budgetary and proprietary accounting principles.

**Accounting Specialist Senior**

**Minimum Education:** Bachelor’s degree in business, accounting, finance or other discipline relevant to management of large, complex programs. Five years’ relevant experience may be substituted for degree requirements.

**Minimum Experience:** Five (5) years of progressively responsible experience in performing and participating in accounting-type engagements, specific experience in one or more key project areas, demonstrated ability to provide guidance and direction for specific projects or sub-tasks, and increasing responsibility in design, implementation, and management of type projects of progressively more responsible experience in accounting, budgeting, analysis and other financial management areas. Prepares milestone status reports and presentations for colleagues, subordinates, and end user representatives. Is familiar with activity-based costing, business case analysis, and outsourcing requirements.

**Functional Responsibilities:** Accounting Specialist Senior provides technical knowledge in their area of expertise, works individually and on teams to support the completion of project specific tasks within estimated time frames and budget constraints and interfaces with the client on a day-to-day basis. In addition, an Accounting Specialist Senior applies their specific expertise to the practical issues they identify or those presented by the client. They also help to formulate solutions, prepare reports, studies, and documentation, and support presentations and client meetings, and keep a record of those actions to track workload and forecast for future resourcing. They also have knowledge of Federal financial, acquisition, and accounting policies, processes, and standards, and are experienced in working with multi-year/no-year appropriations and differing appropriations and understanding of budgetary and proprietary accounting principles.

**Contracting Personnel**

**Minimum Education:** Bachelor’s degree in business, contracts administration/management, accounting, finance or other relevant discipline. Five years’ relevant experience may be substituted for degree requirements.

**Minimum Experience:** Five (5) years of progressively responsible experience in performing and participating in engagements, specific experience in one or more key project areas, demonstrated ability to provide guidance and direction for specific projects or sub-tasks, and increasing responsibility in design, implementation, and management of projects of progressively more responsible experience in federal contracts, budgeting, analysis, and other financial management areas.

**Functional Responsibilities:** Contracting Personnel assists with contract administration and management tasks, such as, timely contract closeout to de-obligate excess funds; closing the
contracts; keeping records of contractual actions; assist with tracking workload and forecasting financial resources; review contract data; conduct contract audits and complete financial reviews.

Business Cost Analyst

Minimum Education: Bachelor's degree in Business, Contracts Administration/Management, Accounting, Finance or other relevant discipline. Five years' relevant experience may be substituted for degree requirements.

Minimum Experience: Seven (7) years of experience in accountant firm or business office assisting with accounting/financial tasks.

Functional Responsibilities: Business Cost Analyst has in-depth knowledge of Federal financial and accounting policies, processes, and standards and possess the necessary skills associated with the complexities of Business Cost Estimating. Performs analyses and estimates for a variety of programs and takes on management activities to ensure cost analysis is conducted properly. Ability to plan short- and long-term costing projects with high funding levels. Develops and manages cost accounting systems and standards and advises accordingly. Resolves complex issues with program leads and managers, identifies options and negotiates with internal and external stakeholders for implementation. Advises senior management on fiscal aspects of program management, ensures fiscal integrity, and supports integration of acquisition decisions.

Financial Management Analyst Senior

Minimum Education: Bachelor's degree in Business, Accounting, Finance or other relevant discipline. Five years' relevant experience may be substituted for degree requirements.

Minimum Experience: Eight (8) years of experience in accountant firm or business office assisting with accounting/financial tasks.

Functional Responsibilities: Financial Management Analyst Senior’s responsibilities include: planning and managing the work of financial and accounting project teams; designing financial processes and policies; managing improper payments and recovery efforts; working with client executives to review financial strategies and business objectives; communicating status of performance to client executives; and managing financial and business support functional responsibilities to support projects, including financial management of contract arrangements, resource planning and other general business administration functions that directly support the project. May lead teams of accounting, finance, budget and management analysts.

Financial Management Analyst Mid

Minimum Education: Bachelor's degree in Business, Accounting, Finance or other relevant discipline. Five years' relevant experience may be substituted for degree requirements.

Minimum Experience: Six (6) years of experience in accountant firm or business office assisting with accounting/financial tasks.

Functional Responsibilities: Financial Management Analyst Mid’s responsibilities include: documenting business process flows for finance-related functions; testing internal controls; providing budgeting and accounting support; documenting requirements for financial management solutions; designing and testing functional components of financial management
systems; developing project documentation according to program specifications; supporting recovery efforts; providing technical support to financial management improvement, and completing tasks related to budgeting, accounting, and financial management.

### Financial Management Analyst Junior

**Minimum Education:** Bachelor's degree in Business, Accounting, Finance or other relevant discipline. Five years' relevant experience may be substituted for degree requirements.  
**Minimum Experience:** Five (5) years of experience in accountant firm or business office assisting with accounting/financial tasks.  
**Functional Responsibilities:** Financial Management Analyst Junior’s responsibilities include: documenting business process flows for financial-related functions; testing internal controls; providing budgeting and accounting support; documenting requirements for financial and business management solutions; designing and testing functional components of financial management systems; developing project documentation according to program specifications; supporting recovery efforts; providing technical support to financial management improvement, and completing tasks related to budgeting, accounting, and financial management.

### Acquisition Financial Management Specialist

**Minimum Education:** Bachelor's degree in Business, Accounting, Finance or other relevant discipline. Five years' relevant experience may be substituted for degree requirements.  
**Minimum Experience:** Six (6) years of experience in accountant firm or business office assisting with accounting/financial tasks.  
**Functional Responsibilities:** Acquisition Financial Management Specialist III has experience in acquisition planning, budgeting and related financial management. Manages development and evaluation of acquisition budget and program improvement plans. Resolves complex issues with program leads and managers, identifies options and negotiates with internal and external stakeholders for implementation. Advises senior management on fiscal aspects of program management, ensures fiscal integrity, supports integration of acquisition decisions. Manages all aspects of the acquisition management and reporting processes according to agency acquisition policies and guidelines. Reviews, allocates, or manages acquisition resources and programs. Performs acquisition analysis and forecasting and incorporates into financial processes and documentation.

### Senior Financial Analyst

**Minimum Education:** Bachelor's degree in Business, Accounting, Finance or other relevant discipline. Five years' relevant experience may be substituted for degree requirements.  
**Minimum Experience:** Five (5) years of experience in accountant firm or business office assisting with accounting/financial tasks.  
**Functional Responsibilities:** Senior Financial Analyst has experience in Federal Government budget formulation and execution processes at the agency, department, or higher level. Strong analytical skills and the ability to recognize and comprehend complex issues, policies and regulatory requirements.
Financial Subject Matter Expert (SME)

Minimum Education: Bachelor's degree in Business, Accounting, Finance or other relevant discipline. Five years' relevant experience may be substituted for degree requirements.

Minimum Experience: Ten (10) years of experience in accountant firm or business office assisting with accounting/financial tasks.

Functional Responsibilities: Financial SME has expertise in the Federal Accounting Standards Advisory Board, Federal financial rules, and best practices in commercial accounting, budgeting, or financial management processes. Works with clients to help maintain high standard of financial accountability; monitors and assesses achievement of strategic, financial and operational benefits; ensures planned business outcomes are achieved and helps adjust programs if necessary; provides guidance to project teams analyzing client data; develops plans to improve financial processes and operations; assesses use of technology to improve financial management operations; works with client executives to review financial strategies and business objectives; and, communicates status of project performance to client executives. May lead teams of accounting, finance, budget and management analysts.

SIN 541611 Labor Category Descriptions

Business Project Manager

Minimum Education: Bachelors or Professional Qualification, such as, PMP, CPA, MBA, CGFM or any other relevant professional certification.

Minimum Experience: Ten (10) years of specialized experience, equivalent to at least the GS-14 level in the Federal service, which includes use of quantitative and qualitative techniques for analyzing and evaluating complex mission-oriented programs and projects for an organization.

Functional Responsibilities: Business Project Manager is responsible for meeting with top level managers and executives to define overall goals and objectives of projects. Prepares recommendations for resource requirements to accomplish the projects and negotiates with stakeholders to obtain needed resources and support. Prepares project plans and establishes system for review, control, and reports. Prepares agency directives, memoranda, policy statements, and other written guidelines and recommendations relating to projects. Develops project and program plans, goals, objectives, and milestones involving complex programs, systems, or issues of critical importance to the entire organization. Assesses project progress, conducts briefings, and prepares comprehensive reports with solutions and recommendations for top-level managers and executives. Coordinates the impact of projects with employees and managers in all affected areas and with external individuals and organizations. Represents program office where they will be located at, interests and endeavors for assigned projects, and functions as the resident expert relating to all aspects of project planning, execution, and implementation.

Business Management Analyst Junior

Minimum Education: Associate's degree in Industrial Engineering, Industrial Psychology, Public Administration, Business Administration, or a closely-related field; or three years’ experience assisting or participating in planning and/or carrying out management improvement studies in at least one of the following areas: a) organizational analysis; b) systems and procedures
analysis; c) records management analysis; d) space utilization studies; e) work measurement or work simplification studies; f) cost benefit analysis; or g) other related efficiency research studies.

**Minimum Experience:** One (1) year of specialized experience, equivalent to the GS-9 level in the Federal service, which includes use of quantitative and qualitative techniques for analyzing and evaluating complex mission-oriented programs and projects for an organization.

**Functional Responsibilities:** Business Management Analyst Junior is responsible for supporting other more senior business management analysts and/or Business Project Manager on the project team. Assists with management studies in areas, such as, organizational design and staffing, operational systems and procedures work simplification; space utilization, and records management and control. Employees in this class are capable of working independently with some supervision and oversight.

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**Business Management Analyst Mid**

**Minimum Education:** Bachelor's degree in Industrial Engineering, Industrial Psychology, Public Administration, Business Administration, or a closely-related field; or three years’ experience assisting or participating in planning and/or carrying out management improvement studies in at least one of the following areas: a) organizational analysis; b) systems and procedures analysis; c) records management analysis; d) space utilization studies; e) work measurement or work simplification studies; f) cost benefit analysis; or g) other related efficiency research studies.

**Minimum Experience:** Two (2) years of specialized experience, with one year of specialized experience in analytical activities, which includes use of quantitative and qualitative techniques for analyzing and evaluating complex mission-oriented programs and projects for an organization.

**Functional Responsibilities:** Business Management Analyst Mid conducts management studies in areas, such as, organizational design and staffing; operational systems and procedures work simplification; space utilization; records management and control, and budget preparation. Employees in this class also make recommendations for corrective action and management improvements to ensure efficient, cost-effective operations, and compliance with office requirements. Typical tasks include: presents written or oral reports of findings, conclusions, and recommendations for corrective measures or operational improvements to management; processes requests for services such as printing or equipment, and coordinates procurement and distribution; assists with or directs activities of independent contractors/vendors; provides technical assistance and guidance to operational staff during implementation through staff training, information, and clarification in problem areas, writing instructions and guidelines; designs or revises forms, procedures, and manuals; monitors effectiveness and conducts follow-up appraisals of recommendations; modifies as necessary.

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**Business Management Analyst Senior**

**Minimum Education:** Bachelor's degree in Industrial Engineering, Industrial Psychology, Public Administration, Business Administration, or a closely-related field; or three years’ experience assisting or participating in planning and/or carrying out management improvement studies in at least one of the following areas: a) organizational analysis; b) systems and procedures analysis; c) records management analysis; d) space utilization studies; e) work measurement or work simplification studies; f) cost benefit analysis; or g) other related efficiency research studies.
Minimum Experience: Three (3) years of specialized experience, with 2 years of specialized experience in analytical activities, which includes use of quantitative and qualitative techniques for analyzing and evaluating complex mission-oriented programs and projects for an organization. 

Functional Responsibilities: Business Management Analyst Senior plans, organizes, and conducts management studies of programs, organizational and staffing structures, and budgetary, operational or other administrative systems and provides technical assistance and advice on program planning, fiscal and/or human resource management. Employees in this class also make recommendations for and assist in the implementation of new techniques or procedures to improve methods of operations, strengthen controls, and effectively utilize resources. Evaluates new and existing programs for effectiveness, efficiency and conformity to established guidelines; determines quality of current services and benefits of alternative systems; researches, tracks or monitors administrative data; identifies actual or potential problem areas, discrepancies, or deviations in procedural, budgetary or operational systems; determines solutions and options; applies forecasting techniques to historical and/or current data to predict fiscal or program impact, refines predictions as additional information becomes available.

Business Management Analyst SME

Minimum Education: Master's degree in Business Administration, Public Administration, or closely related field or three more years of technical or staff level experience assisting in planning and carrying out various management improvement studies in at least one of the previously listed areas. A Master's degree in Business Administration, Public Administration, or a closely related field may be substituted for one year of the specialized experience.

Minimum Experience: Four (4) years of specialized experience, with 3 years of specialized experience in performing management improvement studies in such areas as a) organizational analysis, b) systems and procedures analysis, c) records management analysis, d) space utilization studies, e) work measurement or work simplification studies, f) cost benefit analysis, or g) other related efficiency and/or effective research studies.

Functional Responsibilities: Business Management Analyst SME designs, plans, and coordinates or conducts analytical management studies of program policies, organizational structures and budgetary, operational, or other administrative systems and provides consultation on legislative or administrative issues, program planning, fiscal, and/or human resource management. Employees in this class provide management support for decision making, recommend policy, and promote administrative improvements. Conducts or directs analysis of legislation, judicial activities, policy, and administrative issues affecting assigned department or areas of technical specialization; meets with management to establish priorities for projects in key areas; determines priorities for evaluation and conducts or coordinates the evaluation of existing or proposed administrative activities for effectiveness, efficiency, and conformity to established or agreed upon guidelines; determines quality of existing policies, services, and resource allocations and considers benefits of alternative systems.

Senior Supervisor Manager

Minimum Education: Bachelors or Professional Qualification, such as, PMP, CPA, MBA, CGFM or any other relevant professional certification.
**Minimum Experience:** Six (6) years of specialized experience, equivalent to at least the GS-13 level in the Federal service, which includes use of quantitative and qualitative techniques for analyzing and evaluating complex mission-oriented programs and projects for an organization. Developing project and program plans, goals, objectives, and milestones involving complex programs, systems, or issues of critical importance to the entire organization. Assessing project progress, conducting briefings, and preparing comprehensive reports with solutions and recommendations for top-level managers and executives.

**Functional Responsibilities:** Senior Supervisor Manager is the primary point of contact for customers and assists with defining goals and objectives of projects and/or tasks. Prepares recommendations for resource requirements to accomplish the projects/tasks and negotiates with stakeholders to obtain needed resources and support. Prepares project plans and establishes system for review, control, and reports. Prepares agency directives, memoranda, policy statements, and other written guidelines and recommendations relating to projects. Coordinates the impact of projects with employees and managers in all affected areas and with external individuals and organizations. Represents program office where they will be located at, interests and endeavors for assigned projects and functions as the resident expert relating to all aspects of project planning, execution, and implementation.

### 54151S GSA LABOR CATEGORY RATES SIN

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category/Service</th>
<th>GSA Hourly Rate (w/IFF)</th>
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</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Business Analyst</td>
<td>$136.83</td>
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<tr>
<td>54151S</td>
<td>Business Analyst Senior</td>
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<td>Functional Expert</td>
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<td>Graphic Designer</td>
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<td>Graphic Designer Senior</td>
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<td>54151S</td>
<td>Helpdesk Specialist</td>
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<td>54151S</td>
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<td>IT Analyst</td>
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<td>Network Administrator</td>
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### SIN 54151S GSA Labor Category Rates

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<th>SIN</th>
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<th>GSA Hourly Rate (w/IFF)</th>
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<tbody>
<tr>
<td>54151S</td>
<td>Quality Assurance Specialist</td>
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<td>Technical Talent Management Specialist</td>
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<td>Web Designer/Developer Senior</td>
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### SIN 541219 AND 541611 GSA Labor Category Rates

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