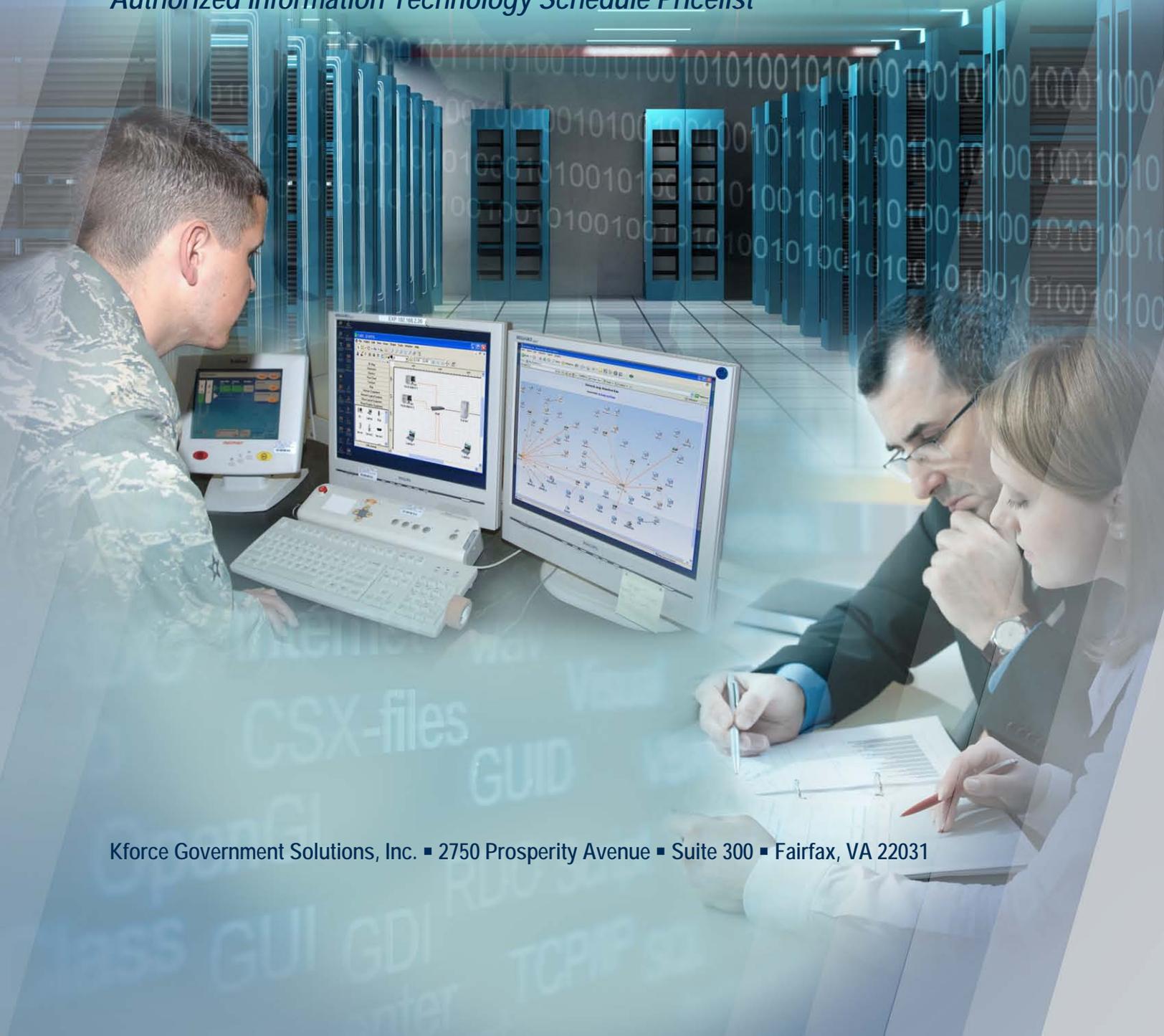




70--General Purpose Commercial Information Technology Equipment, Software and Services

FCIS-JB-980001-B, refresh 28

Authorized Information Technology Schedule Pricelist



Kforce Government Solutions, Inc. ■ 2750 Prosperity Avenue ■ Suite 300 ■ Fairfax, VA 22031

**AUTHORIZED
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES**

Special Item No. 132-51 Information Technology Professional Services

Note: All non-professional labor categories must be incidental to and used solely to support hardware, software, and/or professional services, and cannot be purchased separately.

SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D301	IT Facility Operation and Maintenance
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 D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software, and/or professional services, and cannot be purchased separately.

Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

Kforce Government Solutions, Inc. (KGS)
2750 Prosperity Avenue, Suite 300, Fairfax, VA 22031
Phone: 703-245-7350
Website: www.kforcegov.com

Contract Number: GS-35F-0163Y

Period Covered by Contract: January 24, 2012 through January 23, 2017

**General Services Administration
Federal Acquisition Service**

Pricelist current through Award #GS-35F-0163Y, dated January 24, 2012.

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsaadvantage.gov>).



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INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micro-purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!TM on-line shopping service (www.gsaadvantage.gov), the catalogs/pricelists, GSA Advantage!TM, and the Federal Acquisition Service Home Page (www.gsa.gov/fas) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micro-purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- The Geographic Scope of Contract will be domestic and overseas delivery.
- The Geographic Scope of Contract will be overseas delivery only.
- The Geographic Scope of Contract will be domestic delivery only.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION

Kforce Government Solutions, Inc. (KGS)
2750 Prosperity Ave, Suite 300
Fairfax, VA 22031-4312

Phone: 703-245-7350
Fax: 703-245-7560
www.kforcegov.com

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

Ordering: Kforce Government Solutions, Inc. (KGS)
2750 Prosperity Avenue, Suite 300
Fairfax, VA 22031-4312
Phone: 703-245-7436
Fax: 703-245-7560
Email: KGSFinance@kforcegov.com

Payment Kforce Government Solutions, Inc. (KGS)
Check: P.O. Box 100657
Atlanta, GA 30384-0657
Attn: Accounts Receivable



3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279

Block 9: G. order/Modification Under Federal Schedule Contract
Block 16: Data Universal Numbering System (DUNS) Number: 072650484
Block 30: Type of Contractor: C. Large Business
Block 31: Woman-Owned Small Business - No
Block 37: Contractor's Taxpayer Identification Number (TIN): 231690418
Block 40: Veteran Owned Small Business (VOSB): No

- 4a. CAGE Code: 6D342
- 4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB DESTINATION

Destination

6. DELIVERY SCHEDULE

- a. **TIME OF DELIVERY:** the Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

Special Item Number	Delivery Time (Days ARO)
	N/A
132-51 IT Professional Services	Expedited Delivery Time (Days ARO) As Negotiated

- b. **URGENT REQUIREMENTS:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. DISCOUNTS

Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: 0% - 0 days from receipt of invoice or date of acceptance, whichever is later
- b. Quantity: None
- c. Dollar Volume: None
- d. Other Special Discounts (i.e. Government Education Discounts, etc.): None

8. TRADE AGREEMENTS ACT OF 1979, AS AMENDED

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.



9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING

Not applicable for this contractor.

10. SMALL REQUIREMENTS

The minimum dollar of orders to be issued is \$100.00.

11. MAXIMUM ORDER

(All dollar amounts are exclusive of any discount for prompt payment.)

- a. The Maximum order for the following Special Item Numbers (SINs) is \$500,000:

Special Item Number 132-51 - Information Technology Professional Services

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 ordering procedures for supplies, and services not requiring a statement of work.
b. FAR 8.405-2 ordering procedures for services requiring a statement of work.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS

Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

13.1 Federal Information Processing Standards Publications (FIPS PUBS)

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia, 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales office, and orders for subscription service should be referred to the NTIS Subscription officer, both at the above address, or telephone number (703) 487-4650.

13.2 Federal Telecommunication Standards (FED-STDS)

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202) 619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD, 20899, telephone number (301) 975-2833.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)

- (a) **Security Clearances:** The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.



- (b) **Travel:** The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) **Certifications, Licenses, and Accreditations:** As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses, and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) **Insurance:** As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) **Personnel:** The Contractor may be required to provide key personnel, resumes, or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) **Organizational Conflicts of Interest:** Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) **Documentation/Standards:** The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards, and documentation as specified by the agency's order.
- (h) **Data/Deliverable Requirements:** Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) **Government-Furnished Property:** As specified by the agency's order, the Government may provide property, equipment, materials, or resources as necessary.
- (j) **Availability of Funds:** Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting officer.
- (k) **Overtime:** For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4).

16. GSA ADVANTAGE!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.



Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (i.e., NetScape). The Internet address is <http://www.gsaadvantage.gov>.

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed [e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19)];
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

- a. For the purpose of this contract, commitments, warranties, and representations include, in addition to those agreed to for the entire schedule contract:
 - (1) Time of delivery/installation quotations for individual orders;
 - (2) Technical representations and/or warranties of products concerning performance, total system performance, and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
 - (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.
- c. The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance, and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

None

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. BLANKET PURCHASE AGREEMENTS (BPAS)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion



of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration, or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, de-installation, and reinstallation services under SIN 132-8 or 132-9.

23. SECTION 508 COMPLIANCE

I certify that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant:

Yes No

The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): www.kforcegov.com

The EIT standard can be found at: www.Section508.gov.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order:

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997) (FAR 52.228-5)

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.



- (b) Before commencing work under this contract, the Contractor shall notify the Contracting officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective --
 - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
 - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting officer upon request.

26. SOFTWARE INTEROPERABILITY

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)



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 Professional 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 I-FSS-60 PERFORMANCE INCENTIVES (APRIL 2000)

- 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.
- 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

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS -COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I - OCT 2008) (DEVIATION I - FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts 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 (Dec 2007) 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 Professional Services.

9. INDEPENDENT CONTRACTOR

All IT Professional 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 Professional 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 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) 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 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) time-and-materials /Labor-Hour Proposal Requirements-Commercial Item Acquisition as prescribed in 16.601(e)(3):

- (a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- (b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general, and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
 - (1) The offeror;
 - (2) Subcontractors; and/or
 - (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

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 PROFESSIONAL SERVICES AND PRICING

16.a IT Professional Services Labor Category Descriptions

Program Manager III	
Minimum Experience: 10 Years	Requires experience with systems development from requirements phase through production; expertise in managing and controlling project budgets and resources using automated project management tools and recognized quality control methodologies; demonstrated capability in managing multi-task contracts and/or subcontracts of varied types and complexity. Requires experience with increasing responsibilities in information systems technology, design and management at levels listed below.
Functional Responsibility May Include:	Serves as Program Manager for complex IT programs. Interacts directly with the senior government officials regarding status, progress, and issues. Directs and coordinates the planning and executing of a program that involves multiple projects, personnel, and/or vendors. Provides overall managerial direction for technical and functional staff, including Project Managers and Team Leads. Establishes processes for reporting to government points of contact, including the technical point of contact, Contracting Officer's Technical Representative, Contracting Officers Representative, and government end-users. May also analyze tasks and provide resource/skills/budget estimates, milestones, and work breakdown structures to the government. Ensure technical solutions and schedules for task order(s) are implemented in a timely fashion and select staff, overseeing their acquisition of required training as necessary. May include oversight of subcontractors/vendors on behalf of end client.
Minimum Education:	A Bachelor's degree (a year's experience may substitute for each year of college) in Computer Science, IT, Engineering, or business related field with advanced professional training demonstrated, such as relevant certification or graduate program participation. Experience working within government contracts required. Master's Degree may substitute for two years of experience.

Program Manager II	
Minimum Experience: 8 Years	Requires experience with systems development from requirements phase through production; expertise in managing and controlling project budgets and resources using automated project management tools and recognized quality control methodologies; demonstrated capability in managing multi-task contracts and/or subcontracts of varied types and complexity. Requires experience with increasing responsibilities in information systems technology, design and management at levels listed below.
Functional Responsibility May Include:	Plans and manages the operations and execution of several simultaneous technical and non-technical projects. Acts as a proactive interface between the client and project staff to ensure effective definition and delivery of business applications, solutions, and consulting services. Ensures the planning, execution, monitoring, and control of project related tasks and activities. Supervises project staff. Serves as primary liaison to client personnel, and addresses contract issues, establishes and maintains client relationships. Has demonstrated capability in managing multi-task contracts and/or subcontracts of varied types and complexity, and ensure quality for work products and services delivered meets client's requirements. May serve as a Senior Technical Expert, manage and control project budgets and resources, and utilize automated project management tools.
Minimum Education:	A Bachelor's degree (a year's experience may substitute for each year of college) in Computer Science, IT, Engineering, or business related field with advanced professional training demonstrated, such as relevant certification or graduate program participation. Experience working within government contracts required. Master's Degree may substitute for two years of experience.



Program Manager I

**Minimum Experience:
6 Years**

Requires experience with systems development from requirements phase through production; expertise in managing and controlling project budgets and resources using automated project management tools and recognized quality control methodologies; demonstrated capability in managing multi-task contracts and/or subcontracts of varied types and complexity. Requires experience with increasing responsibilities in information systems technology, design and management at levels listed below.

Functional Responsibility May Include:

Provides a proactive interface between the clients and the project staff to ensure effective definition of and delivery of business applications, solutions, and consulting services. Ensures the planning, execution, monitoring, and control of project related tasks and activities. Supervises project staff. Serves as primary liaison to client personnel, and addresses contract issues, establishes and maintains client relationships. Has demonstrated capability in managing multi-task contracts and/or subcontracts of varied types and complexity, and ensures quality of work products and services delivered meets the client's requirements. May serve as a Senior Technical Expert, manage and control project budgets and resources, utilize automated project management tools.

Minimum Education:

A Bachelor's in Computer Science, IT, Engineering, or business related field with advanced professional training demonstrated, such as relevant certification or graduate program participation. Four years experience in a related field may be substituted for a Bachelor's degree. Experience working within government contracts required. Master's Degree may substitute for two years of experience.

Program Support Analyst I

**Minimum Experience:
2 Years**

Requires experience with systems development from requirements phase through production; expertise in managing and administering contract reports, correspondence, and documents; demonstrated capability in managing multi-task contracts. Requires experience with the performance of simple analysis related to proposed contract costs.

Functional Responsibility May Include:

Serves as Program Support Analyst for information technology programs. Prepares reports, correspondence and contractual documents. Tracks and maintains contract files. Performs simple analysis related to proposed contract costs. Inspects assigned projects for completion under supervision of Manager.

Minimum Education:

A Bachelor's degree in Business, Finance, or related degree. Master's Degree may substitute for two years of experience.

Project Manager II

**Minimum Experience:
8 years**

Requires experience with systems development from requirements phase through production; expertise in managing and controlling information technology project budgets and resources using automated project management tools; demonstrated capability in managing multi-task contracts and/or subcontracts of varied types and complexity. Requires experience with increasingly complex responsibilities in information technology systems design and/or management at levels listed below.

Functional Responsibility May Include:

Manages mid-sized projects and/or large, complex task orders (or group of task orders relating to same/common information technology system(s)). Provides overall technical and managerial direction for technical and/or functional staff performing software development tasks. Sizes work effort, defines deliverables, and work projects. Participates in technical execution of work. Coordinates with clients' technical representatives, contracting officer representative, and government end users. Provides resource/skills/budget estimates, milestones, and work breakdown structures to the government. Ensures technical solutions and schedules for task order(s) are implemented in a timely fashion. Selects staff. Schedules and assigns duties to subordinates. Serve as Senior Technical Expert.

Minimum Education:

A Bachelor's degree in Computer Science, Information systems, Engineering, Business, or other related area. Master's Degree may substitute for two years of experience.



Project Manager I

**Minimum Experience:
6 Years**

Requires experience with systems development from requirements phase through production; expertise in managing and controlling information technology project budgets and resources using automated project management tools; demonstrated capability in managing multi-task contracts and/or subcontracts of varied types and complexity. Requires experience with increasingly complex responsibilities in information technology systems design and/or management at levels listed below.

Functional Responsibility May Include:

Provides leadership, staff management, administrative support, and business/contract/project management for areas of responsibility. Provides a proactive interface between the clients and the project staff to ensure effective definition of and delivery of business applications, solutions, and consulting services. Establishes and maintains client relationships. May serve as a Technical Expert. Ensures the planning, execution, monitoring and control of project related tasks and activities. Supervises project staff, serves as primary liaison to client personnel, and elevates contract issues to supervisor. Ensures quality for work products and services delivered to meets client's requirements. Assists in managing and controlling project budgets and resources. Utilizes automated project management tools. Has demonstrated capability in managing projects within the functional area.

Minimum Education:

A Bachelor's degree in Computer Science, Information Systems, and Engineering, Business or other related area. Master's Degree may substitute for two years of experience.

Task Manager I

**Minimum Experience:
4 Years**

Requires experience with leading and managing IT technical support staff; thorough understanding of general technical projects; evaluation of existing and future project processes, procedures, practices and models to determine impacts and recommendations to management.

Functional Responsibility May Include:

Provides daily supervision and direction to technical and support staff responsible for completion of a defined component of a larger task order(s). Defines and directs technical specifications and tasks to be performed by team members including target dates of tasks and subtasks. Provides oversight, guidance, and assistance in coordinating output and ensuring technical accuracy of the defined end product. Evaluates existing/project processes, procedures, practices and models to anticipate adverse cost and schedule impacts and provides recommendations for changes or modifications to the Program Manager. Monitors resource usage. Reports to the Program Manager.

Minimum Education:

A Bachelor's degree in Computer Science, Information systems, Engineering, Business, or other related area. Master's Degree may substitute for two years of experience.

IT Engineer/Architect I

**Minimum Experience:
8 Years**

Requires experience with establishing system information requirements for development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures such as, the Open Systems Interconnection and International Standards Organization reference models.

Functional Responsibility May Include:

Establishes system information requirements in the development of enterprise-wide or large-scale information systems. Functional responsibilities may include any of the following duties: Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures such as, the Open Systems Interconnection and International Standards Organization reference models, and profiles of standards – such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment reference model – as they apply to the implementation and specification of the Information Management solution of the application



platform, across the application program interface, and the external environment/software application.

Evaluates analytically and systematically problems of work flows, organization, and planning; and develops appropriate corrective action. May provide daily supervision and direction to staff. Adapts Software Development Life Cycle (SDLC) quality assurance methodologies like ISO and SEI Capability Maturity Model (CMM) to specific information technology engagements. Provides life cycle support for areas such as system architecture, hardware, software, operating systems, distributed computing, e-commerce, e-business, electronic data interchange, data analysis, facilities planning, resource management, programming, system performance, communications, or networking, information security, IT planning, technology infusion and migration/conversion. Work may include analysis, design, programming, testing, training, and documentation. May also provide project planning, coordination, scheduling, reporting, and briefings support.

Minimum Education: Bachelor's degree in Information Systems, engineering, mathematics, Computer Science or other related technical area. Masters degree may substitute for two years of experience.

Business Systems Analyst/Engineer IV

Minimum Experience:
15 Years

Requires experience with determining information systems' architecture, development strategy and standards. Works with management and users to analyze, engineer/reengineer, specify, design, and improve processes and applications in mainframe, client-server, or web-based/enabled environments. Analyzes business, engineering, and scientific problems. Recommends selections of software, hardware, and business systems solutions. Plays a major role in the development and implementation of business information systems and applications. Demonstrated business sense and excellent oral and written communications skills.

Functional Responsibility May Include:

Performs information engineering, strategic technical planning, project feasibility and cost benefit analysis, statistical analysis, information security analysis and management of teams and project accomplishing those tasks. May participate in the research, evaluation and integration of new technology, enterprise resource planning systems, enterprise architecture analysis, design and development, systems and application development, methodologies, data administration, capacity planning, training, testing and technical support. Analyzes business workflow and information systems' data models. Evaluates websites for usability and content management. Develops well-defined procedures and processes in the delivery of practical systems solutions utilizing best commercial practices. May develop detailed functional, system and program specifications using structured design methodologies.

Provides subject matter expertise on technical, functional, and business requirements for the architecture, design, development, and/or implementation of automated systems and applications in mainframe, client-server, and web-based environments. May include use of information system modeling and simulation tools, processes, and procedures. Has working knowledge of computer-aided software engineering (CASE) tools, EDI standards and technology, and current Web design, development and database technologies. Ensures software development processes and procedures are in place. Methodologies may include the following: Capability Maturity Model (CMM), ISO 9000, design reviews, and test analyses. May use advanced statistical tools and techniques such as SAS, HLM, LISREL, and cluster analysis. May perform simulation-based analysis of business processes and product support methodologies. Prepares reports, white papers, summaries of analyses, presentations, tables, works with standard errors, and evaluates and creates data storage media.

Minimum Education:

A Bachelor's Degree in Business, Computer Science, MIS, Operations Research, Statistics, Mathematics, Engineering or related field. A Master's Degree may substitute for two years of experience. With 18 years of experience, a degree is not required.



Business Systems Analyst/Engineer III

**Minimum Experience:
11 Years**

Requires experience with determining information systems' architecture, development strategy and standards. Works with management and users to analyze, engineer/reengineer, specify, design, and improve business processes and applications in mainframe, client-server, or web-based/enabled environments. Analyzes business, engineering, and scientific problems. Recommends selections of software, hardware, and business systems solutions. Plays a major role in the development and implementation of business information systems and applications. Demonstrated business sense and excellent oral and written communications skills.

Functional Responsibility May Include:

Performs information engineering, strategic technical planning, project feasibility and cost benefit analysis, statistical analysis, information security analysis and management of teams and project accomplishing those tasks. Analyzes business workflow and information systems' data models. Evaluates websites for usability and content management. Develops well-defined procedures and processes in the delivery of practical systems solutions utilizing best commercial practices. Provides subject matter expertise on technical, functional, and business requirements for the architecture, design, development, and/or implementation of automated systems and applications in mainframe, client-server, and web-based environments. Prepares reports, white papers, summaries of analyses, presentations, and tables; work with standard errors and evaluate and create data storage media. Assists with the research, evaluation, and integration of new technology, enterprise resource planning systems, enterprise architecture analysis, design and development, systems and application development, methodologies, data administration, capacity planning, training, testing, and technical support. Assists with installation, tuning, and monitoring systems software. Works with various systems tools and interfaces. Analyzes performance metrics and system dumps. Performs development in multi-tiered environments including web-based inter-, intra- and extranet environments when required. Translates detailed design into computer software to meet business, engineering, statistical, scientific, or other functional specialties' requirements for automated systems to accomplish clients' mission. Tests, debugs, and refines computer software to produce required products. Prepares required documentation, including both program and user-level documentation. Enhances software to reduce operating time or improve efficiency.

Minimum Education:

A Bachelor's Degree in Business, Computer Science, MIS, Operations Research, Statistics, Mathematics, Engineering or related field. A Master's Degree may substitute for two years of experience. With 16 years of experience, a degree is not required.

Business Systems Analyst/Engineer II

**Minimum Experience:
6 Years**

Requires experience with determining information systems' architecture, development strategy and standards. Works with management and users to analyze, engineer/reengineer, specify, design, and improve business processes and applications in mainframe, client-server, or web-based/enabled environments. Analyzes business, engineering, and scientific problems. Recommends selections of software, hardware, and business systems solutions. Plays a major role in the development and implementation of business information systems and applications. Demonstrated business sense and excellent oral and written communications skills.

Functional Responsibility May Include:

Performs information engineering, strategic technical planning, project feasibility and cost benefit analysis, statistical analysis, information security analysis and management of teams and project accomplishing those tasks. Analyzes business workflow and information systems' data models. Evaluates websites for usability and content management. Develops well-defined procedures and processes in the delivery of practical systems solutions utilizing best commercial practices. Provides subject matter expertise on technical, functional, and business requirements for the architecture, design, development, and/or implementation of automated systems and applications in mainframe, client-server, and web-based environments. Prepares reports, white papers, summaries of analyses, presentations, and tables; work with standard errors and evaluate and create data storage media. Assists with the research, evaluation, and integration of new technology, enterprise resource planning systems, enterprise architecture analysis, design and development, systems and application development, methodologies, data administration,



	capacity planning, training, testing, and technical support. Assists with installation, tuning, and monitoring systems software. Works with various systems tools and interfaces. Analyze performance metrics and system dumps. May guide and advise less experienced Business Systems Analysts.
Minimum Education:	A Bachelor's Degree in Business, Computer Science, MIS, Operations Research, Statistics, Mathematics, Engineering or related field. A Master's Degree may substitute for two years of experience. With 14 years of experience, a degree is not required.

Business Systems Analyst/Engineer I	
Minimum Experience: 1 Year	Requires experience with determining information systems' architecture, development strategy and standards. Works with management and users to analyze, engineer/reengineer, specify, design, and improve business processes and applications in mainframe, client-server, or web-based/enabled environments. Analyzes business, engineering, and scientific problems. Recommends selections of software, hardware, and business systems solutions. Plays a major role in the development and implementation of business information systems and applications. Demonstrated business sense and excellent oral and written communications skills.
Functional Responsibility May Include:	Performs information engineering, strategic technical planning, project feasibility and cost benefit analysis, statistical analysis, information security analysis and management of teams and project accomplishing those tasks. Analyzes business workflow and information systems' data models. Evaluates websites for usability and content management. Develops well-defined procedures and processes in the delivery of practical systems solutions utilizing best commercial practices. Provides subject matter expertise on technical, functional, and business requirements for the architecture, design, development, and/or implementation of automated systems and applications in mainframe, client-server, and web-based environments. Prepares reports, white papers, summaries of analyses, presentations, and tables; work with standard errors and evaluate and create data storage media. Assists with the research, evaluation, and integration of new technology, enterprise resource planning systems, enterprise architecture analysis, design and development, systems and application development, methodologies, data administration, capacity planning, training, testing, and technical support. Assists with installation, tuning, and monitoring systems software. Works with various systems tools and interfaces. Analyze performance metrics and system dumps.
Minimum Education:	A Bachelor's Degree in Business, Computer Science, MIS, Operations Research, Statistics, Mathematics, Engineering or related field. With 5 years of experience, a degree is not required.

Software Engineer/Analyst V	
Minimum Experience: 11 Years	Requires experience as a software engineer/analyst on various computing platforms using a database management system. Knowledgeable of computer equipment and able to develop and/or install and tune complex software to satisfy design objectives, to provide business, engineering, mathematical/statistical or scientific solutions in a variety of environments including mainframe, mini-, distributed and web-enabled. Demonstrated ability to work independently or under only general direction. Experience includes increasingly complex responsibilities in software design, development, and/or maintenance.
Functional Responsibility May Include:	Analyzes and decomposes complex requirements in order to engineer software applications and subsystems to support software reuse and domain analyses and manages their implementation to provide systems support. Provides systems programming support. Functional responsibilities may include: analysis of applications and design specifications for functional activities including customized business software and integration with COTS and/or GOTS packages. Employs traditional or contemporary techniques including web-enabling and tools to define requirements to meet specific business needs. May manage software development and support using a wide variety of systems development methodologies/methods ranging from formal specifications, data flow diagrams, Computer Aided Software Engineering (CASE) tools to JAD/RAD and other prototyping approaches. May be required to estimate software development costs and schedules. Reviews existing programs and assists in making refinements, reducing operating time, and



improving current techniques.

In support of software systems, may be responsible for installation, tuning and monitoring systems software. Works with various systems tools and interfaces. Analyzes performance metrics and system dumps. Knowledgeable of and works in various operating systems such as OS/390, MVS, Windows NT, UNIX, LINUX and others. Demonstrated experience with job control language, operating system commands, DASD management, I/O configurations, activating security interfaces, installing, tuning, debugging third party vendor software packages like MQ Series, CICS, or others.

May be required to perform development in multi-tiered environments including web-based inter-, intra- and extranet environments. Translates detailed design into computer software to meet business, engineering, statistical, scientific, or other functional specialties' requirements for automated systems to accomplish clients' mission. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers. Understands and applies in-industry accepted quality control methods for SDLC efforts. Consults with user, management, and technical staff to clarify client needs, problems, and strategy.

Minimum Education:

A Bachelor's degree in Computer Information Systems, Systems Engineering or related field. Four years experience in a related field may be substituted for a Bachelor's degree. Must have strong knowledge of system development methodologies, application development tools, system architecture and design principles. Must have experience develop applications using at least four common languages such as; VB.Net, ASP.Net, ColdFusion, FLEX, Domino/Notes, Java, C#/.Net Suite, XML, SQL or Oracle.

Software Engineer/Analyst IV

**Minimum Experience:
8 Years**

Requires experience as a software engineer/analyst on various computing platforms using a database management system. Knowledgeable of computer equipment and able to develop and/or install and tune complex software to satisfy design objectives, to provide business, engineering, mathematical/statistical or scientific solutions in a variety of environments including mainframe, mini-, distributed and web-enabled. Demonstrated ability to work independently or with only general direction. Experience includes complex responsibilities in software design, development, and/or maintenance.

Functional Responsibility May Include:

Performs configuration management, software integration, interpretation of software test results, and recommendation of solutions for unsatisfactory test results. Serves as team leader on projects. Participates in development of software user manuals, translates detailed design into computer software to meet business, engineering, statistical, scientific or other functional specialties' requirements for automated systems to accomplish clients' mission. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers. May serve in a supervisory capacity. Understands and applies industry-accepted quality control methods for SDLC efforts. Consults with user, management, and technical staff to clarify client needs, problems, and strategy. May estimate software development costs and schedules. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques, and employs traditional or contemporary techniques including web-enabling and tools to define requirements to meet specific business needs.

Minimum Education:

A Bachelor's degree in Computer Information Systems, Systems Engineering or related field. Four years experience in a related field may be substituted for a Bachelor's degree. Must have strong knowledge of system development methodologies, application development tools, system architecture and design principles. Must have experience develop applications using at least four common languages such as; VB.Net, ASP.Net, ColdFusion, FLEX, Domino/Notes, Java, C#/.Net Suite, XML, SQL or Oracle.



Software Engineer/Analyst III

**Minimum Experience:
5 Years**

Requires experience as a software engineer/analyst on various computing platforms using a database management system. Knowledgeable of computer equipment and able to develop and/or install and tune complex software to satisfy design objectives, to provide business, engineering, mathematical/statistical or scientific solutions in a variety of environments including mainframe, mini-, distributed and web-enabled. Demonstrated ability to work independently or under only general direction. Experience includes increasingly complex responsibilities in software design, development, and/or maintenance.

Functional Responsibility May Include:

Performs configuration management, software integration, interpretation of software test results, and recommendation of solutions for unsatisfactory test results. Serves as team leader on projects when required. Participates in development of software user manuals. Translates detailed design into computer software to meet business, engineering, statistical, scientific, or other functional specialties' requirements for automated systems to accomplish clients' mission. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. May provide technical direction to programmers. Understands and applies industry-accepted quality control methods for SDLC efforts. Consults with user, management, and technical staff to clarify client needs, problems, and strategy. Estimates software development costs and schedules as needed. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques, and employs traditional or contemporary techniques including web-enabling and tools to define requirements to meet specific business needs.

Minimum Education:

A Bachelor's degree in Computer Information Systems, Systems Engineering or related field. Four years experience in a related field may be substituted for a Bachelor's degree. Must have strong knowledge of system development methodologies, application development tools, system architecture and design principles. Must have experience using at least three common languages such as; VB.Net, ASP.Net, ColdFusion, FLEX, Domino/Notes, Java, C#/.Net Suite, XML, SQL or Oracle.

Software Engineer/Analyst II

**Minimum Experience:
2 Years**

Requires experience as a software engineer/analyst on various computing platforms using a database management system. Knowledgeable of computer equipment and able to develop and/or install and tune complex software to satisfy design objectives, to provide business, engineering, mathematical/statistical or scientific solutions in a variety of environments including mainframe, mini-, distributed and web-enabled. Demonstrated ability to work independently or under only general direction. Experience includes increasingly complex responsibilities in software design, development, and/or maintenance.

Functional Responsibility May Include:

May perform configuration management, software integration, and interpretation of software test results as required. Participates in development of software user manuals. Translates detailed design into computer software to meet business, engineering, statistical, scientific, or other functional specialties' requirements for automated systems to accomplish clients' mission. Tests, debugs, and refines the computer software to produce the required product, prepare required documentation, including both program-level and user-level documentation, enhance software to reduce operating time or improve efficiency. May provide technical direction to programmers. Understands and applies industry-accepted quality control methods for SDLC efforts. Consults with user, management, and technical staff to clarify client needs, problems, and strategy. Employs traditional or contemporary techniques including web-enabling and tools to define requirements to meet specific business needs, and reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques.

Minimum Education:

A Bachelor's degree in Computer Information Systems, Systems Engineering or related field. Four years experience in a related field may be substituted for a Bachelor's degree. Must have knowledge of system development methodologies, application development tools,



system architecture and design principles. Must have experience using at least two common languages such as; VB.Net, ASP.Net, ColdFusion, FLEX, Domino/Notes, Java, C#/.Net Suite, XML, SQL or Oracle.

Software Engineer/Analyst I

**Minimum Experience:
1 Year**

Requires experience as a software engineer/analyst on various computing platforms using a database management system. Knowledgeable of computer equipment and able to develop and/or install and tune complex software to satisfy design objectives, to provide business, engineering, mathematical/statistical or scientific solutions in a variety of environments including mainframe, mini-, distributed and web-enabled. Demonstrated ability to work independently or under only general direction. Experience includes increasingly complex responsibilities in software design, development, and/or maintenance.

Functional Responsibility May Include:

May perform configuration management, software integration, and interpretation of software test results as required. Participates in development of software user manuals. Translates detailed design into computer software to meet business, engineering, statistical, scientific, or other functional specialties' requirements for automated systems to accomplish clients' mission. Tests, debugs, and refines the computer software to produce the required product, prepare required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Understands and applies industry-accepted quality control methods for SDLC efforts. Consults with user, management, and technical staff to clarify client needs, problems, and strategy. Employs traditional or contemporary techniques including web-enabling and tools to define requirements to meet specific business needs, and reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques.

Minimum Education:

A Bachelor's degree in Computer Information Systems, Systems Engineering or related field. Four years experience in a related field may be substituted for a Bachelor's degree. Must have knowledge of system development methodologies, application development tools, system architecture and design principles. Must have experience using at least two common languages such as; VB.Net, ASP.Net, ColdFusion, FLEX, Domino/Notes, Java, C#/.Net Suite, XML, SQL or Oracle.

Database Administrator/Analyst IV

**Minimum Experience:
8 Years**

Requires demonstrated experience with Database Management System (DBMS) design and system analysis, current operating systems software internals, and data definition and manipulation languages, increasing responsibilities in DBMS logical and/or physical design and implementation. Experience in modeling, analysis, and /or programming network, hierarchical, or relational databases. Extensive experience using programming languages such as 4GL and a relational DBMS. Experience with database modeling tools is highly desirable. Knowledge of legacy and current storage and retrieval methods, systems analysis experience designing technical applications on computer systems and demonstrated ability to logically and physically model database systems. Requires experience with increasing responsibilities in the development and maintenance of database systems and software development. Experience includes demonstrated ability to work independently, or under only general direction.

Functional Responsibility May Include:

Supervises less experienced Database Administrators. Installs and configures database management software. Translates database design and diagnoses database performance issues. Provides technical expertise in the use of DBMS and/or in data analysis. Evaluates and recommends available DBMS products to support validated user requirements. Reviews database structures, tables, views and data dictionaries. Understands schemas and structures. Traces data elements from its source database through applications. Maps data conversions from one database to another. Creates or reviews other database products for correctness and adherence to design concepts. Analyzes user interfaces, maintains database software, performance tuning, analyzes workload and database usage, maintains interfaces with outside systems, analyzes downtimes, proposes system modifications, and upgrades. Installs new DBMS COTS. Analyzes



database problems and information to be processed. Ensures data is backed up regularly, stored effectively, and is secure from unauthorized access. Defines file organization, indexing methods, and security procedures for specific user applications. Provides supervision and direction to software development staffs. Issues grants and revokes; backs up databases and version moves through various life cycle stages.

May analyze legacy data and support design of new databases employing industry-standard data modeling, warehousing, and repository tools. Performs data modeling using traditional and advanced tools and techniques, helping functional end-users and applications developers identify issues of data dormancy, fuzzy data, ownership, stewardship, cognates, semantic reference and meaning, and data aliases. Model data temporally and longitudinally with users and developers. Develops techniques depending on data location for optimized data retrieval and mining. May analyze legacy data and support design of new databases employing variety of data modeling, warehousing, and repository tools. Identifies and resolves issues of data statism, change, create, update, and delete authorizations.

Minimum Education:

A Bachelor's degree in Computer Science or Information Engineering. Four years experience in a related field may be substituted for a Bachelor's degree. A Master's Degree may substitute for two years of experience.

Database Administrator/Analyst III

**Minimum Experience:
6 Years**

Requires demonstrated experience with DBMS design and system analysis, current operating systems software internals, and data definition and manipulation languages, increasing responsibilities in DBMS logical and/or physical design and implementation. Experience in modeling, analysis, and /or programming network, hierarchical, or relational databases. Extensive experience using programming languages such as 4GL and a relational DBMS. Experience with database modeling tools is highly desirable. Knowledge of legacy and current storage and retrieval methods, systems analysis experience designing technical applications on computer systems and demonstrated ability to logically and physically model database systems. Requires experience with increasing responsibilities in the development and maintenance of database systems and software development. Experience includes demonstrated ability to work independently, or under only general direction.

Functional Responsibility May Include:

May install and configure database management software; translate database design and diagnose database performance issues; and provide technical expertise in the use of DBMS and/or in data analysis. May assist in the evaluation of available DBMS products to support validated user requirements. Reviews database structures, tables, views and data dictionaries. Understands schemas and structures. Traces data elements from its source database through applications. Maps data conversions from one database to another. Creates or reviews other database products for correctness and adherence to design concepts.

Analyzes user interfaces, maintains database software. May assist in performance tuning, workload and database usage. Maintains interfaces with outside systems, analyzes downtimes, analyzes proposed system modifications, upgrades, and installs new DBMS COTS. Analyzes the database problems and the information to be processed. Ensures that data is backed up regularly, stored effectively, and is secure from unauthorized access. Defines file organization, indexing methods, and security procedures for specific user applications. May provide direction to software development staffs. Issues grants and revokes. Backs up databases and moves version through various life cycle stages. May analyze legacy data and supports design of new databases employing industry-standard data modeling, warehousing, and repository tools. May perform data modeling using appropriate tools and techniques, assisting functional end-users and applications developers identify issues of data dormancy, ownership, stewardship, cognates, and meaning. Models data temporally and longitudinally with users and developers. Develops techniques depending on data location for optimized data retrieval and mining. May analyze legacy data and support design of new databases employing variety of data modeling, warehousing, and repository tools. Identifies and resolves issues of data statism, change, create, update, and delete authorizations.



Minimum Education:	A Bachelor's degree in Computer Science or Information Engineering. Four years experience in a related field may be substituted for a Bachelor's degree. A Master's Degree may substitute for two years of experience.
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Database Administrator/Analyst II

Minimum Experience: 4 Years	Requires demonstrated experience with DBMS design and system analysis, current operating systems software internals, and data definition and manipulation languages, increasing responsibilities in DBMS logical and/or physical design and implementation. Experience in modeling, analysis, and /or programming network, hierarchical, or relational databases. Extensive experience using programming languages such as 4GL and a relational DBMS. Experience with database modeling tools is highly desirable. Knowledge of legacy and current storage and retrieval methods, systems analysis experience designing technical applications on computer systems and demonstrated ability to logically and physically model database systems. Requires experience with increasing responsibilities in the development and maintenance of database systems and software development. Experience includes demonstrated ability to work independently or under only general direction.
Functional Responsibility May Include:	May install and configure database management software; translate database design and diagnose database performance issues; and provide technical expertise in the use of DBMS and/or in data analysis. May assist in the evaluation of available DBMS products to support validated user requirements. Reviews database structures, tables, views and data dictionaries. Understands schemas and structures. Traces data elements from its source database through applications. Maps data conversions from one database to another. Creates or reviews other database products for correctness and adherence to design concepts. Analyzes user interfaces, maintains database software. May assist in performance tuning, workload and database usage. Maintains interfaces with outside systems, analyzes downtimes, analyzes proposed system modifications, upgrades, and installs new DBMS COTS. Analyzes the database problems and the information to be processed. Ensures that data is backed up regularly, stored effectively, and is secure from unauthorized access. Defines file organization, indexing methods, and security procedures for specific user applications. May analyze legacy data and supports design of new databases employing industry-standard data modeling, warehousing, and repository tools. May perform data modeling using appropriate tools and techniques, assisting functional end-users and applications developers identify issues of data dormancy, ownership, stewardship, cognates, and meaning. May assist in modeling data temporally and longitudinally with users and developers. Develops techniques depending on data location for optimized data retrieval and mining. Identifies and resolves issues of data statism, change, create, update, and delete authorizations.
Minimum Education:	A Bachelor's degree in Computer Science or Information Engineering. Four years experience in a related field may be substituted for a Bachelor's degree. A Master's Degree may substitute for two years of experience.

Database Administrator/Analyst I

Minimum Experience: 2 Years	Requires demonstrated experience with DBMS design and system analysis, current operating systems software internals, and data definition and manipulation languages, increasing responsibilities in DBMS logical and/or physical design and implementation. Experience in modeling, analysis, and /or programming network, hierarchical, or relational databases. Extensive experience using programming languages such as 4GL and a relational DBMS. Experience with database modeling tools is highly desirable. Knowledge of legacy and current storage and retrieval methods, systems analysis experience designing technical applications on computer systems and demonstrated ability to logically and physically model database systems. Requires experience with increasing responsibilities in the development and maintenance of database systems and software development. Experience includes demonstrated ability to work independently or under only general direction.
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<p>Functional Responsibility May Include:</p>	<p>May assist in the installation and configuration of database management software; reviewing database structures, tables, views, and data dictionaries. Understands schemas and structures. Traces data elements from its source database through applications. Maps data conversions from one database to another. Creates or reviews other database products for correctness and adherence to design concepts. Analyzes user interfaces, maintains database software, and maintains interfaces with outside systems. May analyze downtimes, analyzes proposed system modifications, and upgrades. May analyze the database problems and the information to be processed.</p> <p>Ensures that data is backed up regularly, stored effectively, and is secure from unauthorized access. May define file organization, indexing methods, and security procedures for specific user applications. Backs up databases and moves version through various life cycle stages. May support design of new databases employing industry-standard data modeling, warehousing, and repository tools. May perform data modeling, using appropriate tools and techniques. May develop techniques depending on data location for optimized data retrieval and mining. Identifies and resolves issues of data statism, change, create, update, and delete authorizations.</p>
<p>Minimum Education:</p>	<p>A Bachelor's degree in Computer Science or Information Engineering. Four years experience in a related field may be substituted for a Bachelor's degree. A Master's Degree may substitute for two years of experience.</p>

Database Specialist V	
<p>Minimum Experience: 6 Years</p>	<p>Requires demonstrated experience with DBMS functionality and tools, current operating systems software internals, and data definition and manipulation languages, increasing responsibilities in DBMS logical and/or physical design and implementation. Experience in modeling, analysis, and /or programming network, hierarchical, or relational databases. Experience with database modeling tools is highly desirable. Knowledge of legacy and current storage and retrieval methods, systems analysis experience designing technical applications on computer systems and demonstrated ability to logically and physically model database systems. Requires experience with increasing responsibilities in the development and maintenance of database systems and software development. Experience includes demonstrated ability to work independently, or under only general direction.</p>
<p>Functional Responsibility May Include:</p>	<p>Provides technical assistance and expertise in the use of Database Management System (DBMS) functionality and tools. May define file organization, indexing methods, and security procedures for a specific user application or functionality. Applies database or other programming language and DBMS or other development tools to develop, test, and refine required functionality. Functional responsibilities may include any of the following duties: Applying technical knowledge in the analysis, design, development, and implementing DBMS projects/applications. May review logical and/or physical database designs and make recommendations for database tuning to assure maximum operating efficiency. Defines file/table organization, indexing methods, and security procedures in accordance with the physical design and user requirements. Applies database or other programming language and DBMS or other development tools to develop, test, and refine required functionality. Provides expertise in and applies database and other programming language(s) and development tools to achieve the desired functionality.</p> <p>Performs database restructuring and migration activities.</p> <p>May lead or manage the development of database projects/applications. Evaluates and analyzes functional business requirements, workflow, and existing processes and interfaces. Applies, as appropriate, business process improvement practices to re-engineer methodologies and practices consistent with sound DBMS principles and existing customer standards and planning documents. May apply activity and data modeling, transaction flow analysis, internal control and risk analysis, and performance measurement techniques to develop functional specifications and logical and physical database designs using both manual and automated tools, such as Integrated Computer Aided Software Engineering (ICASE).</p> <p>May lead or manage the development of database projects/applications. May provide daily supervision, direction, assistance, and guidance to technical and support staff. Evaluates and</p>



	analyzes functional business requirements, workflow, and existing processes and interfaces. Applies, as appropriate, business process improvement practices to re-engineer methodologies and practices consistent with sound DBMS principles and existing customer standards and planning documents.
Minimum Education:	A Bachelor's degree in Computer Science or information systems. Four years experience in a related field may be substituted for a Bachelor's degree. A Master's Degree may substitute for two years of experience.

Database Specialist IV	
Minimum Experience: 5 Years	Requires demonstrated experience with DBMS functionality and tools, current operating systems software internals, and data definition and manipulation languages, increasing responsibilities in DBMS logical and/or physical design and implementation. Experience in modeling, analysis, and /or programming network, hierarchical, or relational databases. Experience with database modeling tools is highly desirable. Knowledge of legacy and current storage and retrieval methods, systems analysis experience designing technical applications on computer systems and demonstrated ability to logically and physically model database systems. Experience includes increasing responsibilities in the development and maintenance of database systems and software development. Experience includes demonstrated ability to work independently, or under only general direction.
Functional Responsibility May Include:	May lead and manage the development of database projects/applications, and provide direction, assistance, and guidance to technical and support staff as required. May act in a supervisory role. Evaluates and analyzes functional business requirements, workflow, and existing processes and interfaces. Applies, as appropriate, business process improvement practices to reengineer methodologies and practices consistent with sound DBMS principles and existing customer standards and planning documents. Applies activity and data modeling, transaction flow analysis, internal control and risk analysis, and performance measurement techniques to develop functional specifications and logical and physical database designs using both manual and automated tools, such as Integrated Computer Aided Software Engineering (ICASE). Issues grants and revokes; backs-up databases and moves version through various life cycle stages. Develops techniques depending on data location for optimized data retrieval and mining. Analyzes database problems and the information to be processed. Defines file organization, indexing methods, and security procedures for specific user applications. Provides direction to software development staff. Maintains awareness of newest technology and industry trends.
Minimum Education:	A Bachelor's degree in Computer Science or information systems. Four years experience in a related field may be substituted for a Bachelor's degree. A Master's Degree may substitute for two years of experience.

Database Specialist III	
Minimum Experience: 4 Years	Requires demonstrated experience with DBMS functionality and tools, current operating systems software internals, and data definition and manipulation languages, increasing responsibilities in DBMS logical and/or physical design and implementation. Experience in modeling, analysis, and /or programming network, hierarchical, or relational databases. Experience with database modeling tools is highly desirable. Knowledge of legacy and current storage and retrieval methods, systems analysis experience designing technical applications on computer systems and demonstrated ability to logically and physically model database systems. Requires experience with increasing responsibilities in the development and maintenance of database systems and software development. Experience includes demonstrated ability to work independently, under only general direction.
Functional Responsibility May Include:	May lead and participate in the development of database projects/applications, and provide assistance and guidance to technical and support staff. May act in a supervisory role. Evaluates and analyzes functional business requirements, workflow, and existing processes and interfaces. Applies, as appropriate, business process improvement practices to reengineer methodologies and practices consistent with sound DBMS principles and existing customer standards and



	<p>planning documents. Applies activity and data modeling, transaction flow analysis, internal control and risk analysis, and performance measurement techniques to develop functional specifications and logical and physical database designs using both manual and automated tools, such as Integrated Computer Aided Software Engineering (ICASE). Issues grants and revokes. Backs-up databases and move version through various life cycle stages. Develops techniques depending on data location for optimized data retrieval and mining. Analyzes database problems and the information to be processed. Defines file organization, indexing methods, and security procedures for specific user applications. Provides direction when necessary to software development staff. Maintains awareness of newest technology and industry trends.</p>
Minimum Education:	A Bachelor's degree in Computer Science or Information Systems. Four years experience in a related field may be substituted for a Bachelor's degree. A Master's Degree may substitute for two years of experience.

Database Specialist II	
Minimum Experience: 2 Years	<p>Requires demonstrated experience with DBMS functionality and tools, current operating systems software internals, and data definition and manipulation languages, increasing responsibilities in DBMS logical and/or physical design and implementation. Experience in modeling, analysis, and /or programming network, hierarchical, or relational databases. Experience with database modeling tools is highly desirable. Knowledge of legacy and current storage and retrieval methods, systems analysis experience designing technical applications on computer systems and demonstrated ability to logically and physically model database systems. Requires experience with increasing responsibilities in the development and maintenance of database systems and software development. Experience includes demonstrated ability to work independently, under only general direction.</p>
Functional Responsibility May Include:	<p>May assist in the development of database projects/applications. Evaluates and analyzes functional business requirements, workflow, and existing processes and interfaces. Applies, as appropriate, business process improvement practices to reengineer methodologies and practices consistent with sound DBMS principles and existing customer standards and planning documents. Applies activity and data modeling, transaction flow analysis, internal control and risk analysis, and performance measurement techniques to develop functional specifications and logical and physical database designs using both manual and automated tools, such as Integrated Computer Aided Software Engineering (ICASE). Issues grants and revokes. Backs-up databases and move version through various life cycle stages. Develops techniques depending on data location for optimized data retrieval and mining. Analyzes database problems and the information to be processed. Defines file organization, indexing methods, and security procedures for specific user applications. Provides direction to software development staff when required.</p>
Minimum Education:	A Bachelor's degree in Computer Science or Information Systems. Four years experience in a related field may be substituted for a Bachelor's degree.

Database Specialist I	
Minimum Experience: 1 Year	<p>Requires demonstrated experience with DBMS functionality and tools, current operating systems software internals, and data definition and manipulation languages, increasing responsibilities in DBMS logical and/or physical design and implementation. Experience in modeling, analysis, and /or programming network, hierarchical, or relational databases. Experience with database modeling tools is highly desirable.</p> <p>Knowledge of legacy and current storage and retrieval methods, systems analysis experience designing technical applications on computer systems and demonstrated ability to logically and physically model database systems. Requires experience with increasing responsibilities in the development and maintenance of database systems and software development.</p> <p>Experience includes demonstrated ability to work independently, under only general direction.</p>
Functional Responsibility	<p>May assist in the development of database projects/applications. Evaluates and analyzes functional business requirements, workflow, and existing processes and interfaces. Applies, as</p>



May Include:	appropriate, business process improvement practices to reengineer methodologies and practices consistent with sound DBMS principles and existing customer standards and planning documents. Issues grants and revokes. Backs-up databases and move version through various life cycle stages. Develops techniques depending on data location for optimized data retrieval and mining. Analyzes database problems and the information to be processed. Defines file organization, indexing methods, and security procedures for specific user applications. Interacts with software development staff.
Minimum Education:	A Bachelor's degree in Computer Science or Information Systems. Four years experience in a related field may be substituted for a Bachelor's degree.

Computer Programmer IV	
Minimum Experience: 5 Years	Requires experience with development or modification of computational procedures; translation of extensive designs into computer code; testing and refinement of computer code to meet customer needs and requirements.
Functional Responsibility May Include:	Devises or modifies computational procedures to achieve the desired result considering computer equipment, operating system, and network capacity and limitations, and the form of the desired results. Develops detailed design, block diagrams, and logic flow charts from specification documents. Translates detailed design into computer code using approved software configuration control tools/procedures and software engineering practices. Tests, debugs, and refines code to produce the desired result. Prepares required program-level and system-level documentation.
Minimum Education:	A Bachelor's degree in Computer Science or Information Systems. Four years experience in a related field may be substituted for a Bachelor's degree. A Master's Degree may substitute for two years of experience.

Computer Programmer III	
Minimum Experience: 3 Years	Requires experience with development or modification of computational procedures; translation of extensive designs into computer code; testing and refinement of computer code to meet customer needs and requirements.
Functional Responsibility May Include:	May devise or modify computational procedures to achieve the desired result considering computer equipment, operating system, and network capacity and limitations, and the form of the desired results. May develop detailed design, block diagrams, and logic flow charts from specification documents. Translates detailed design into computer code using approved software configuration control tools/procedures and software engineering practices. Tests, debugs, and refines code to produce the desired result. Prepares required program-level and system-level documentation. Updates, repair, modify, and expand existing programs. Utilizes computer-assisted software engineering (CASE) tools to automate much of the coding process. May lead and/or act as a resource to junior programmers.
Minimum Education:	A Bachelor's degree in Computer Science or Information Systems. Four years experience in a related field may be substituted for a Bachelor's degree. A Master's Degree may substitute for two years of experience.

Computer Programmer II	
Minimum Experience: 2 Years	Requires experience with development or modification of computational procedures; translation of extensive designs into computer code; testing and refinement of computer code to meet customer needs and requirements.
Functional Responsibility May Include:	May devise or modify computational procedures to achieve the desired result considering computer equipment, operating system, and network capacity and limitations, and the form of the desired results. May develop detailed designs, block diagrams, and logic flow charts from specification documents. Translates detailed design into computer code using approved software configuration control tools/procedures and software engineering practices. Tests, debugs, and refines code to produce the desired result. Prepare required program-level and system-level



	documentation. Updates, repairs, modify, and expands existing programs. May use computer-assisted software engineering (CASE) tools to automate much of the coding process.
Minimum Education:	A Bachelor's degree in Computer Science or Information Systems. 4 years experience in a related field may be substituted for a Bachelor's degree.

Computer Programmer I	
Minimum Experience: 1 Year	Requires experience with development or modification of computational procedures; translation of extensive designs into computer code; testing and refinement of computer code to meet customer needs and requirements.
Functional Responsibility May Include:	Devises or modifies computational procedures to achieve the desired result considering computer equipment, operating system, and network capacity and limitations, and the form of the desired results. Develops detailed design, block diagrams, and logic flow charts from specification documents. Translates detailed design into computer code using approved software configuration control tools/procedures and software engineering practices. Tests, debugs, and refines code to produce the desired result. Prepares required program-level and system-level documentation. Updates, repair, modify, and expand existing programs.
Minimum Education:	A Bachelor's degree in Computer Science or Information Systems. Four years experience in a related field may be substituted for a Bachelor's degree.

Senior Computer Programmer I	
Minimum Experience: 6 Years	Requires experience with development or modification of computational procedures to resolve complex problems; translation of extensive designs into computer code; testing and refinement of computer code to meet customer needs and requirements.
Functional Responsibility May Include:	Devises or modifies computational procedures to solve complex problems considering computer equipment, operating system, and network capacity and limitations, and the form of the desired results. Develops detailed design, block diagrams, and logic flow charts from high-level requirements and specification documents. Translates detailed design into computer code using approved software configuration control tools/procedures and software engineering practices. Tests, debugs, and refines code to produce the desired result. Prepares required program-level and system-level documentation. Provides technical guidance to junior personnel.
Minimum Education:	A Bachelor's degree in Computer Science or Information Systems. Four years experience in a related field may be substituted for a Bachelor's degree. A Master's Degree may substitute for two years of experience.

Network Operations Specialist IV	
Minimum Experience: 9 Years	Requires experience with the supervision and operations of computer network systems, knowledge of network and/or telecommunications hardware, software, and operating systems. Experience includes operations experience on a mainframe, minicomputer system or a multi-server local area networks. Communications hardware experience includes such areas as: understanding of telecommunications protocols; installing, testing, and operating network and computer communications equipment such as, switches, modems, controllers, terminals, and multiplexers; using and implementing communications hardware and electrical standards, using communications hardware test and monitoring equipment and analyzing the results. Communications software experience includes such areas as: developing, testing, installing, and operating network and computer communications software such as, access method and protocol software, application interfaces, transaction processors, and emulators; using and implementing communications standards. Experience includes increased responsibilities in IT assignments involving digital or voice telecommunications.



Functional Responsibility May Include:	<p>Manages information technology hardware and software networking or telecommunications operations in homogeneous or heterogeneous environments including mainframe, mini, client/server and web-enabled. Ensures production schedules are met. Ensures computer system resources are used effectively. Coordinates the resolution of production-related problems. May be responsible for hardware and/or software installations, equipment configuration, and burn-ins. Ensures proper relationships are established between customers, teaming partners, and vendors to facilitate the delivery of information technology services. Monitors and assesses systems usage.</p> <p>Assesses and documents current LAN/WAN configurations and user requirements. Analyzes existing requirements and prepares specifications for LAN hardware and operating system acquisition. Develops LAN installation schedules. Documents configuration changes at each site. Prepares site installation and test reports. Configures computers, communications devices, and peripheral equipment. Trains site personnel in proper use of hardware. Installs, maintains and monitors peripherals within a LAN or WAN. This includes creating and allocating disk space storage for files. Establishes protocols and procedures for uploading and downloading files, establishes file and directory-naming. May use tools to protect the LAN or WAN from intrusion, theft or modification of files; and allocation and control over server passwords and user identification. Develops security procedures and manages network performance.</p> <p>May analyze characteristics of telecommunications systems such as traffic, connect time, transmission speeds, packet sizes, and throughput and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cutovers of network components and capabilities. Coordinates requirements with users and suppliers. Assists in developing communication requirements and design standards.</p>
Minimum Education:	Bachelor's degree in Computer Science, Information Technology, or Engineering. Four years experience in a related field may be substituted for a Bachelor's degree.

Network Operations Specialist III	
Minimum Experience: 7 Years	<p>Requires experience with supervision and operations of computer network systems, knowledge of network and/or telecommunications hardware, software, and operating systems. Experience includes operations experience on a mainframe, minicomputer system or a multi-server local area networks.</p> <p>Communications hardware experience includes such areas as: understanding of telecommunications protocols; installing, testing, and operating network and computer communications equipment such as, switches, modems, controllers, terminals, and multiplexers; using and implementing communications hardware and electrical standards, using communications hardware test and monitoring equipment and analyzing the results.</p> <p>Communications software experience includes such areas as: developing, testing, installing, and operating network and computer communications software such as, access method and protocol software, application interfaces, transaction processors, and emulators; using and implementing communications standards. Experience includes increased responsibilities in IT assignments involving digital or voice telecommunications.</p>
Functional Responsibilities May Include:	<p>Manages information technology hardware and software networking or telecommunications operations in homogeneous or heterogeneous environments including mainframe, mini, client/server and web-enabled. Coordinates the resolution of production-related problems. May be responsible for hardware and/or software installations, equipment configuration, and burn-ins. May ensures proper relationships are established between customers, teaming partners, and vendors to facilitate the delivery of information technology services. Installs COTS products. Monitors and assesses systems usage.</p> <p>Assesses and documents current LAN/WAN configurations and user requirements. Analyzes existing requirements and prepares specifications for LAN hardware and operating system acquisition. Develops LAN installation schedules. Documents configuration changes at each site. Prepares site installation and test reports. Configures computers, communications devices, and</p>



peripheral equipment. May train site personnel in proper use of hardware. Installs, maintains and monitors peripherals within a LAN or WAN. This includes creating and allocating disk space storage for files. Establishes protocols and procedures for uploading and downloading files, establishes file and directory-naming. May use tools to protect the LAN or WAN from intrusion, theft or modification of files; and allocation and control over server passwords and user identification. Develops security procedures and manages network performance. May analyze characteristics of telecommunications systems such as traffic, connect time, transmission speeds, packet sizes, and throughput and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cutovers of network components and capabilities. Coordinates requirements with users and suppliers. Assists in developing communication requirements and design standards.

Minimum Education: Bachelor's degree in Computer Science, Information Technology, or Engineering. Four years experience in a related field may be substituted for a Bachelor's degree.

Network Operations Specialist II

Requires experience with supervision and operations of computer network systems, knowledge of network and/or telecommunications hardware, software, and operating systems. Experience includes operations experience on a mainframe, minicomputer system or a multi-server local area networks.

Minimum Experience:
5 Years

Communications hardware experience includes such areas as: understanding of telecommunications protocols; installing, testing, and operating network and computer communications equipment such as, switches, modems, controllers, terminals, and multiplexers; using and implementing communications hardware and electrical standards, using communications hardware test and monitoring equipment and analyzing the results.

Communications software experience includes such areas as: developing, testing, installing, and operating network and computer communications software such as, access method and protocol software, application interfaces, transaction processors, and emulators; using and implementing communications standards. Experience includes increased responsibilities in IT assignments involving digital or voice telecommunications.

Functional Responsibility May Include:

Supports information technology hardware and software networking or telecommunications operations in homogeneous or heterogeneous environments including mainframe, mini, client/server and web-enabled. May focus on help desk and user support duties. May be responsible for hardware and/or software installations, equipment configuration, and burn-ins. Provides users with first-tier and second-tier production support. Installs COTS products. Monitors and assesses systems usage.

Assesses and documents current LAN/WAN configurations and user requirements. Analyzes existing requirements and prepares specifications for LAN hardware and operating system acquisition. Develops LAN installation schedules. Documents configuration changes at each site. Prepares site installation and test reports. Configures computers, communications devices, and peripheral equipment. May train site personnel in proper use of hardware. Installs, maintains and monitors peripherals within a LAN or WAN. This includes creating and allocating disk space storage for files.

Establishes protocols and procedures for uploading and downloading files, establishes file and directory-naming. May use tools to protect the LAN or WAN from intrusion, theft or modification of files; and allocation and control over server passwords and user identification. Develops security procedures and manages network performance. Assists in developing communication requirements and design standards.

Minimum Education: Associate's degree in Information Technology, or related field. Four years experience in a related field may be substituted for a Bachelor's degree.



Network Operations Specialist I

**Minimum Experience:
2 Years**

Requires experience with supervision and operations of computer network systems, knowledge of network and/or telecommunications hardware, software, and operating systems. Experience includes operations experience on a mainframe, minicomputer system or a multi-server local area networks.

Communications hardware experience includes such areas as: understanding of telecommunications protocols; installing, testing, and operating network and computer communications equipment such as, switches, modems, controllers, terminals, and multiplexers; using and implementing communications hardware and electrical standards, using communications hardware test and monitoring equipment and analyzing the results.

Communications software experience includes such areas as: developing, testing, installing, and operating network and computer communications software such as, access method and protocol software, application interfaces, transaction processors, and emulators; using and implementing communications standards. Experience includes increased responsibilities in IT assignments involving digital or voice telecommunications.

**Functional Responsibility
May Include:**

Supports information technology hardware and software networking or telecommunications operations in homogeneous or heterogeneous environments including mainframe, mini, client/server and web-enabled. May focus on help desk and user support duties. Participates in hardware and/or software installations, equipment configuration, and burn-ins. Provides users with first-tier and second-tier production support. Installs COTS products. Monitors and assesses systems usage.

Assesses and documents current LAN/WAN configurations and user requirements. Analyzes existing requirements and prepares specifications for LAN hardware and operating system acquisition. Develops LAN installation schedules. Documents configuration changes at each site. Prepares site installation and test reports. Configures computers, communications devices, and peripheral equipment. Establishes protocols and procedures for uploading and downloading files, establishes file and directory-naming. May use tools to protect the LAN or WAN from intrusion, theft or modification of files; and allocation and control over server passwords and user identification. Assists in developing security procedures and manages network performance. Assists in developing communication requirements and design standards.

Minimum Education:

High School diploma.

Systems Analyst III

**Minimum Experience:
4 Years**

Requires experience with reviewing information processing capabilities to evaluate performance and effectiveness; preparation of operational workflow diagrams and charts of various computer systems; prepare and review feasibility studies of potential systems. General knowledge and experience in computer capabilities, workflows, and limitations within existing and future configurations and systems.

**Functional Responsibility
May Include:**

Reviews existing computer capabilities, workflows, and limitations to determine if requested capability or modification is possible within existing configurations and systems. Studies information processing capabilities to evaluate effectiveness and develops new capabilities to improve production or workflows. Prepares workflow charts and diagrams to specify, in detail, operations to be performed by computers and operations to be performed by personnel working with computers. Plans and prepares technical reports and instructional manuals and assists in the documentation of applications development. Designs, develops, implements, and maintain complex business, accounting and management information applications, and systems.

May act as lead analyst in the development, implementation, and maintenance of small to medium-sized computer systems, including multi-platform, networked, and client-server applications. Coordinates and instructs programmers and analysts assigned to project. Prepares feasibility studies of potential systems, configurations of computers, and interactive applications. Prepares more complex application specifications and leads post-implementation analyses. Provides assistance to lower-level analysts.



	Act as technical expert in specific types of applications and hardware systems. Coordinates and instructs programmers and systems analysts assigned to the project. Prepares feasibility studies of potential systems and configurations, complex specifications, and time and cost estimates for completing the project. May lead post-implementation analysis. May require detailed and comprehensive knowledge of the employer's operations, business systems, and computer platforms.
Minimum Education:	A Bachelor's degree in Information Technology or a related field. Four years experience in a related field may be substituted for a Bachelor's degree. A Master's Degree may substitute for two years of experience. Technical training in software engineering or systems analysis required.

Systems Analyst II	
Minimum Experience: 2 Years	Requires experience with reviewing information processing capabilities to evaluate performance and effectiveness; preparation of operational workflow diagrams and charts of various computer systems; prepare and review feasibility studies of potential systems. General knowledge and experience in computer capabilities, workflows, and limitations within existing and future configurations and systems.
Functional Responsibility May Include:	Provides specialized advice to assigned area in the applications of systems analysis for the resolution of operational and functional problems. Accountable for maintenance of existing user systems and development of new systems to meet user needs. May provide work leadership and direction for other members of systems staff. Demonstrates proficiency in the development and implementation of medium to large-sized systems and provides technical guidance to other systems analysts, programmer analysts, and applications programmers. Applies structured analysis, design, and development methodologies in performing in-depth analysis and high-level design of complex information systems. Applies knowledge of full life-cycle development from planning to stress testing and delivery. Produces documentation in accordance with KGS, client, and industry standards to deliver analysis results throughout the life-cycle phases of the project. Discusses business and technical information with users, discern their needs, and provide requirements and specifications for application functionality, user interface, and platform integration issues to meet those needs. Studies information processing capabilities to evaluate effectiveness and develop new capabilities to improve production or workflows. Participates in application system development, testing, implementation, and maintenance to ensure requirements are communicated to application developers, and that application systems meet the needs of the user community. Prepares workflow charts and diagrams to specify, in detail, operations to be performed by computers and operations to be performed by personnel working with computers. Conducts technology evaluations, interviews, joint application design (JAD) sessions, and training in support of the application development and implementation effort. Reviews existing computer capabilities, workflows, and limitations to determine if requested capability or modification is possible within existing configurations and systems. May serve as an Application Architect, analyzing and managing the current and future application architecture components and application interfaces as part of the enterprise architecture.
Minimum Education:	A Bachelor's degree in Information Technology or a related field. (A year's experience may substitute for each year of college). A Master's Degree may substitute for two years of experience. Technical training in software engineering or systems analysis required.

Systems Analyst I	
Minimum Experience: 1 Year	Requires experience with reviewing information processing capabilities to evaluate performance and effectiveness; preparation of operational workflow diagrams and charts of various computer systems; prepare and review feasibility studies of potential systems. General knowledge and experience in computer capabilities, workflows, and limitations within existing and future configurations and systems.



Functional Responsibility May Include:	<p>Works independently on the design, installation, and maintenance of small or less complex systems projects, and/or, under general supervision, in elements of major or complex systems. Specializes in a particular area of the organization, providing consultative systems guidance to the user area in the application of systems analysis to business problems. Initiates and implements systems design projects of moderate size and complexity. Applies structured analysis, design, and development methodologies in performing in-depth analysis and high-level design of complex information systems. Applies knowledge of full life-cycle development from planning to stress testing and delivery. Produces documentation in accordance with KGS, client, and industry standards to deliver analysis results throughout the life-cycle phases of the project. Discusses business and technical information with users, discern their needs, and provide requirements and specifications for application functionality, user interface, and platform integration issues to meet those needs.</p> <p>Studies information processing capabilities to evaluate effectiveness and develop new capabilities to improve production or workflows. Participates in application system development, testing, implementation, and maintenance to ensure requirements are communicated to application developers, and that application systems meet the needs of the user community. Prepares workflow charts and diagrams to specify, in detail, operations to be performed by computers and operations to be performed by personnel working with computers. Conducts technology evaluations, interviews, joint application design (JAD) sessions, and training in support of the application development and implementation effort. Reviews existing computer capabilities, workflows, and limitations to determine if requested capability or modification is possible within existing configurations and systems.</p>
Minimum Education:	A Bachelor's degree in Information Technology or a related field. Four years experience in a related field may be substituted for a Bachelor's degree.

IT Subject Matter Expert V	
Minimum Experience: 12 Years	<p>Requires experience with multiple highly specialized ADP disciplines involving a wide range of hardware/software solutions such as procurement; human resources; resource management; logistics; finance; cost-benefit analysis; operations/statistical research; enterprise resource planning; electronic commerce; web-enablement; internet-based software applications; information security; multi-level security issues; business continuity and disaster recovery; electronic data interchange; and other similar business-specific areas. This experience should include concentrated experience in information technology disciplines, such as: requirements determination, data communications analysis and design; database management systems; applications systems software; systems, network, and data security; and software testing/quality assurance; and end-user instruction. Requires experience with progressive experience in business analysis and programming.</p>
Functional Responsibility May Include:	<p>Provides highly technical and specialized guidance (including instruction) concerning IT solutions to complex business and information processing problems; knowledgeable in state-of-the-art software/hardware solutions involving mini-, micro-, and mainframe computers, database management systems, networks, data and voice communications. Performs analyses and studies, testing, and acceptance phases; prepares reports and gives presentations to upper management and formulates IT management policies relating to enterprise-wide business processes and their re-engineering.</p>
Minimum Education:	Bachelor's degree in degree in Engineering, Computer Science or business field. Masters degree may substitute for two years of experience.

IT Subject Matter Expert IV	
Minimum Experience: 8 Years	<p>Requires experience with multiple highly specialized ADP disciplines involving a wide range of hardware/software solutions such as procurement; human resources; resource management; logistics; finance; cost-benefit analysis; operations/statistical research; enterprise resource planning; electronic commerce; web-enablement; internet-based software applications;</p>



	information security; multi-level security issues; business continuity and disaster recovery; electronic data interchange; and other similar business-specific areas. This experience should include concentrated experience in information technology disciplines, such as: requirements determination, data communications analysis, and design; database management systems; applications systems software; systems, network, and data security; and software testing/quality assurance; and end-user instruction. Requires experience with progressive experience in business analysis and programming.
Functional Responsibility May Include:	Makes recommendations and advises on organization-wide system improvements, optimization, or maintenance efforts. Performs analyses and studies, testing, and acceptance phases. Prepares reports and give presentations to upper management and formulates IT management policies relating to enterprise-wide business processes and their re-engineering. Directs staff on business, management, or technical direction as required. Provides highly technical and specialized guidance (including instruction) concerning IT solutions to complex business and information processing problems.
Minimum Education:	Bachelor's degree in degree in Engineering, Computer Science or business field. Masters degree may substitute for two years of experience.

IT Subject Matter Expert III

Minimum Experience: 6 Years	Requires experience with multiple highly specialized ADP disciplines involving a wide range of hardware/software solutions such as procurement; human resources; resource management; logistics; finance; cost-benefit analysis; operations/statistical research; enterprise resource planning; electronic commerce; web-enablement; internet-based software applications; information security; multi-level security issues; business continuity and disaster recovery; electronic data interchange; and other similar business-specific areas. This experience should include concentrated experience in information technology disciplines, such as: requirements determination, data communications analysis and design; database management systems; applications systems software; systems, network, and data security; and software testing/quality assurance; and end-user instruction. Requires experience with progressive experience in business analysis and programming.
Functional Responsibility May Include:	Makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts. Performs analyses and studies, testing, and acceptance phases. Prepares reports and give presentations to upper management and formulates IT management policies relating to enterprise-wide business processes and their re-engineering. Provides technical direction to staff as needed. Provides highly technical and specialized guidance (including instruction) concerning IT solutions to complex business and information processing problems.
Minimum Education:	Bachelor's degree in Engineering, Computer Science or business field. Masters degree may substitute for two years of experience.

IT Subject Matter Expert II

Minimum Experience: 4 Years	Requires experience with multiple highly specialized ADP disciplines involving a wide range of hardware/software solutions such as procurement; human resources; resource management; logistics; finance; cost-benefit analysis; operations/statistical research; enterprise resource planning; electronic commerce; web-enablement; internet-based software applications; information security; multi-level security issues; business continuity and disaster recovery; electronic data interchange; and other similar business-specific areas. This experience should include concentrated experience in information technology disciplines, such as: requirements determination, data communications analysis and design; database management systems; applications systems software; systems, network, and data security; and software testing/quality assurance; and end-user instruction. Requires experience with progressive experience in business analysis and programming.
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Functional Responsibility May Include:	Defines and analyzes problems, and develop plans and requirements in the subject matter area for moderately complex to complex IT systems. Performs analyses and studies, testing, and acceptance phases. Coordinates and may manage the preparation of analysis, evaluations, and recommendations for proper implementation of IT programs and systems specifications. Provides highly technical and specialized guidance (including instruction) concerning IT solutions to complex business and information processing problems.
Minimum Education:	Bachelor's degree in Engineering, Computer Science or business field. Masters degree may substitute for two years of experience.

IT Subject Matter Expert I	
Minimum Experience: 2 years	Requires experience with multiple highly specialized ADP disciplines involving a wide range of hardware/software solutions such as procurement; human resources; resource management; logistics; finance; cost-benefit analysis; operations/statistical research; enterprise resource planning; electronic commerce; web-enablement; internet-based software applications; information security; multi-level security issues; business continuity and disaster recovery; electronic data interchange; and other similar business-specific areas. This experience should include concentrated experience in information technology disciplines, such as: requirements determination, data communications analysis, and design; database management systems; applications systems software; systems, network, and data security; and software testing/quality assurance; and end-user instruction. Requires experience with progressive experience in business analysis and programming.
Functional Responsibility May Include:	Develops requirements from a project's inception to its conclusion in the subject matter area for simple to moderately complex IT systems. Performs analyses and studies, testing, and acceptance phases. Assists other senior IT consultants with analysis and evaluation and with the preparation of recommendations for IT system improvements, optimization, development, and/or maintenance. Provides highly technical and specialized guidance (including instruction) concerning IT solutions to complex business and information processing problems. Provides knowledgeable in state-of-the-art software/hardware solutions involving mini-, micro-, and mainframe computers, database management systems, networks, data and voice communications.
Minimum Education:	Bachelor's degree in Engineering, Computer Science or business field. Four years experience in a related field may be substituted for a Bachelor's degree.

Quality Assurance Analyst I	
Minimum Experience: 4 Years	Requires experience with design and testing of business applications on complex systems for large-scale computers, database management, use of the programming languages such as COBOL, 4GL, and/or DBMS. Knowledge of current storage and retrieval methods for computer programming to use in coding, testing, and debugging of computer programs. Knowledge of unit, system, integration, and regression testing in either 3GL, 4GL, or object-oriented environments. Understands distributed computing environments and implications for various components hosted. Understands and applies government (FIPS) documentation standards. May work independently or under only general direction on complex application problems. Involvement in all phases of systems analysis is required. Requires experience with increasing responsibilities in assignments of a technical nature in software development.
Functional Responsibility May Include:	Provides technical and administrative direction for personnel performing information technology tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure government standards/requirements are adhered to, and for progress in accordance with schedules. Coordinates to ensure problem solution and user satisfaction. Makes recommendations for systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives.



Minimum Education:	Bachelor's degree Information Technology or a related field. Four years experience in a related field may be substituted for a Bachelor's degree.
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Quality Assurance Specialist I	
Minimum Experience: 4 Years	Requires experience with design and testing of business applications on complex systems for large-scale computers, database management, and use of programming languages. Knowledge of current storage and retrieval methods for computer programming to use in coding, testing, and debugging of computer programs. Knowledge of unit, system, integration, and regression testing in either 3GL, 4GL, or object-oriented environments. Understands distributed computing environments and implications for various components hosted. Understands and applies government (FIPS) documentation standards. May work independently, under only general direction, or lead project activities on complex application problems. Involvement of all phases of systems analysis is required. Requires experience with increasing responsibilities in assignments of a technical nature in software development.
Functional Responsibility May Include:	Provides technical and administrative direction for personnel performing information technology tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure government standards/requirements are adhered to, and for progress in accordance with schedules. Coordinates to ensure problem solution and user satisfaction. Makes recommendations for systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives.
Minimum Education:	Bachelor's degree Information Technology or a related field. Four years experience in a related field may be substituted for a Bachelor's degree.

IT Graphics/Publishing Specialist II	
Minimum Experience: 4 Years	Requires experience with graphics and desktop publishing, knowledge of web-related mark-up languages such as HTML and XML. Understanding of graphics formats used on the World Wide Web. Knowledge of advanced techniques using web-related mark-up languages, including tables and forms, and using word process-to-Web mark-up converters to maximize efficiency. CGI script programming experience and creating interactive Web pages highly desirable. Understanding of the differences between web-related file formats and ability to decide when best to use particular file formats. Knowledge of creating "click-able" graphics, implementing image MAP files, using animated graphics, creating icons, and other advanced multimedia options for Web pages. Uses Internet development graphics tools and desktop publishing tools. Integrates graphical designs into static and dynamic web pages. Creates tables and graphics which display the data, composing text and graphics using desktop publishing tools, performs data analysis, writing and editing of publications, and quality assurance and formatting documents into their final form. Requires experience with progressively more responsible experience in information technology assignments.
Functional Responsibility May Include:	Designs World Wide Web pages, graphics content, employs desktop publishing tools, moves print content to appropriate web media. Incorporates HTML, XML tags into content pages; works with internet specialists to marry web graphical front-ends with back-end data content. May provide oversight to IT Graphic/Publishing Specialist I.
Minimum Education:	A Bachelor's degree Graphics Design or related field. Four years experience in a related field may be substituted for a Bachelor's degree.

IT Graphics/Publishing Specialist I	
Minimum Experience: 2 Years	Requires experience with graphics and desktop publishing, knowledge of web-related mark-up languages such as HTML and XML. Understanding of graphics formats used on the World Wide Web. Knowledge of advanced techniques using web-related mark-up languages, including tables and forms, and using word process-to-Web mark-up converters to maximize efficiency. CGI script programming experience and creating interactive Web pages highly desirable.



	<p>Understanding of the differences between web-related file formats and ability to decide when best to use particular file formats. Knowledge of creating "click-able" graphics, implementing image MAP files, using animated graphics, creating icons, and other advanced multimedia options for Web pages. Uses Internet development graphics tools and desktop publishing tools. Integrates graphical designs into static and dynamic web pages. Creates tables and graphics which display the data, composing text and graphics using desktop publishing tools, performs data analysis, writing and editing of publications, and quality assurance and formatting documents into their final form. Requires experience with progressively more responsible experience in information technology assignments.</p>
Functional Responsibility May Include:	<p>Creates graphic design, artwork and documentation layout including on-line, interactive, Internet, print and World Wide Web documents. Demonstrates creativity and resourcefulness and the regular use of independent judgment when interfacing with customers and staff. Uses available software tools to resolve complex design problems.</p> <p>Plans, lays-out, draws, and produces a variety of technical and promotional illustrations for publications such as brochures, posters, manuals, handbooks and advertising matter. Prepares charts, graphs, two and three dimensional drawings from rough sketches, models, written or verbal directions, and/or engineering drawings.</p>
Minimum Education:	An Associate's degree Graphics Design or related field. Four years experience in a related field may be substituted for a Bachelor's degree.

Technical Writer/Editor II	
Minimum Experience: 4 Years	Requires demonstrated experience with editing documents, including technical documents. Demonstrated ability to work independently or only under general direction. Requires experience with assembling and writing business or technical documentation.
Functional Responsibility May Include:	Prepares and edits technical material, including operations and maintenance manuals, software and systems documentation, and other technical publications. Conducts technical research and collaborates with technical professionals. Writes manuals and documentation at user level and/or at support level. Collects and organizes information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.
Minimum Education:	An Associate's degree in IT, Computer Science, Engineering, or English and 2 or more years experience or equivalent combination of education and experience. With at least five years of experience, a degree is not required.

Technical Writer/Editor I	
Minimum Experience: 2 Years	Requires demonstrated experience with editing documents, including technical documents. Demonstrated ability to work independently or only under general direction. Requires experience with assembling and writing business or technical documentation.
Functional Responsibility May Include:	<p>May prepare operation and IT maintenance manuals and IT technical publications. Gathers technical information, prepares written text, and coordinates layout and manual organization for IT products. Researches available engineering/development information such as drawings, design reports, equipment and test specifications.</p> <p>Understands user's level of proficiency and prepare documents accordingly, following standard guidelines for technical publications. May support supervisory personnel by maintaining files for deliverables; preparing correspondence, schedules, and coordinate travel; entering data into automated systems. Assists in the preparation of contract deliverables.</p>
Minimum Education:	An Associate's degree in IT, Computer Science, Engineering, or English. With at least four years of experience, a degree is not required.



Technician I	
Minimum Experience: 1 Year	Requires experience with installation of local and wide area networks; knowledgeable in the analysis and installation of communication systems. Requires general knowledge and experience in providing on-site diagnostic and repair services for computer hardware.
Functional Responsibility May Include:	Assists Network Engineers in the analysis, design and installation of local and wide area networks, and the analysis and installation of communication systems. Assists in conducting site surveys, and documents current site network configuration and user requirements. Assists in the designing network topologies. May also provide on-site diagnostic expertise for computer hardware and peripheral devices, and performs on-site repair service, where possible.
Minimum Education:	Bachelor's degree Information Technology or a related field is preferred but not required.

Systems Administrator I	
Minimum Experience: 3 Years	Requires experience with identifying and documenting system functionality requirements.
Functional Responsibility May Include:	Fully capable of administering an operating system. Configures, implements, and maintains various technologies managed by an agency's Information Technology department. Assesses and identifies appropriate solutions to be integrated into the systems operation and make recommendations for implementation. Schedules installations and upgrades and maintain them in accordance with established IT policies and procedures. Monitors and tunes the system to achieve optimum performance levels. May evaluate, implement, and manage appropriate hardware and software solutions in order to ensure workstation/server data integrity. Ensures data recoverability by implementing a schedule of system backups and database archive operations. May perform software installations and upgrades to operating systems and layered software packages, and/or provide disaster and recovery planning.
Minimum Education:	A Bachelor's degree in Computer Science or Information Systems. Four years experience in a related field may be substituted for a Bachelor's degree.

Network Engineer I	
Minimum Experience: 3 Years	Requires experience with installation, configuration, and maintenance of networked information systems; conduct troubleshooting analysis of servers, workstations and associated systems. Requires general knowledge and experience in monitoring system performance and implementation of performance enhancement tuning. Experienced in common network and communication architectures and control structures, interfaces, measurement and diagnostic techniques.
Functional Responsibility May Include:	Provides technical support in the analysis, design, and installation of local and wide area networks and analysis and installation of communications systems. Provides guidance and technical direction to project staff in the development of network requirements, specifications, and interface documents. Assists in the application of traffic and other models for system sizing and requirements definition. Documents and evaluates current site network configuration, user requirements, and designs and optimizes network topologies.
Minimum Education:	Bachelor's degree in Computer Science, IT, or Engineering. Four years experience in a related field may be substituted for a Bachelor's degree.

Senior Network Engineer I	
Minimum Experience: 5 Years	Requires experience with installation, configuration, and maintenance of networked information systems; conduct troubleshooting analysis of servers, workstations and associated systems. Requires extensive knowledge and experience in monitoring system performance and implementation of performance enhancement tuning. Extensive experience with common



	network and communication architectures and control structures, interface, measurement and diagnostic techniques.
Functional Responsibility May Include:	Provides technical expertise in the analysis, design, and installation of local and wide area networks and analysis and installation of communications systems. Provides guidance and technical direction to project staff in the development of network requirements, specifications, and interface documents. Analyzes multiple protocols and recommends the appropriate protocol that best fits the needs of the customer. Applies traffic and other models for system sizing and requirements definition. Documents and evaluates current site network configuration, user requirements, and designs and optimizes network topologies.
Minimum Education:	Bachelor's degree in Computer Science, IT, or Engineering. Four years experience in a related field may be substituted for a Bachelor's degree.

Desktop Support Project Lead I	
Minimum Experience: 9 Years	Requires experience assisting with and leading all aspects of installation, maintenance and monitoring of end user computer equipment; manage and conduct analysis and recommendations on future desktop support and purchases.
Functional Responsibility May Include:	Supervises any project requiring the installation, maintenance and monitoring of the operation of the organization's desktop support. Performs analysis and provides recommendation on purchases consistent with the organization's short and long term objectives.
Minimum Education:	A Bachelor's degree in Computer Science or Information Systems. Four years experience in a related field may be substituted for a Bachelor's degree.

Desktop Support Team Lead I	
Minimum Experience: 7 Years	Requires experience assisting with and leading teams in all aspects of installation, maintenance and monitoring of end user computer equipment; manage and conduct analysis and recommendations on future desktop support and purchases.
Functional Responsibility May Include:	Supervises personnel who install, maintain, and monitor the operation of the organizations desktop support. Evaluates vendor products in hardware and software equipment and recommends purchases consistent with the organization s short and long term objectives.
Minimum Education:	A Bachelor's degree in Computer Science or Information Systems. Four years experience in a related field may be substituted for a Bachelor's degree.

Desktop Architect I	
Minimum Experience: 5 Years	Requires experience assisting with all aspects of installation, maintenance and monitoring of end user desktop support; conduct analysis and recommendations on future desktop support and purchases.
Functional Responsibility May Include:	Installs, maintains, and monitors the operation of the organizations desktop support. Evaluates vendor products in hardware and software equipment and recommends purchases consistent with the organization s short and long term objectives.
Minimum Education:	A Bachelor's degree in Computer Science or Information Systems. Four years experience in a related field may be substituted for a Bachelor's degree.

Senior Computer Operator I	
Minimum Experience: 5 Years	Requires extensive knowledge and experience with basic and complex computer operations and network equipment; respond to and correct technical support requests.
Functional Responsibility May Include:	Performs non-routine varied duties to operate computer console and peripheral equipment. Analyzes machine or program malfunction; make corrections as necessary. Monitors the performance of all computers to ensure optimum utilization of machines.



Minimum Education:	An Associate's degree in Computer Science, applied science or Information Systems.
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Computer Operator III	
Minimum Experience: 5 Years	Requires knowledge and experience with basic and complex computer operations and network equipment; respond to and correct technical support requests.
Functional Responsibility May Include:	Performs routine duties to operate computer console and peripheral equipment. Performs system backups as required. Monitors console to ensure all on-line systems are active; determine corrective action when needed. Maintains computer operations documentation and procedures. Operates auxiliary equipment directly associated with the computer. Assists in manipulating controls to rearrange sequence of job steps to continue operations when individual units of the system malfunction. Provides support and troubleshoot/document system hardware and operator problems and escalate when appropriate. Verifies strict adherence to all Information Services policies and procedures. Performs systems installation and verification.
Minimum Education:	An Associate's degree in Computer Science, applied science or Information Systems.

Computer Operator II	
Minimum Experience: 3 Years	Requires knowledge and experience with basic and complex computer operations and network equipment; respond to and correct technical support requests.
Functional Responsibility May Include:	Performs routine duties to operate computer console and peripheral equipment. Performs system backups as required. Monitors console to ensure all on-line systems are active; determine corrective action when needed. Maintains computer operations documentation and procedures. Operates auxiliary equipment directly associated with the computer. Assists in manipulating controls to rearrange sequence of job steps to continue operations when individual units of the system malfunction. Provides support and troubleshoot/document system hardware and operator problems and escalate when appropriate.
Minimum Education:	An Associate's degree in Computer Science, applied science or Information Systems. Two years experience in a related field may be substituted for an Associate's degree.

Computer Operator I	
Minimum Experience: 2 Years	Requires knowledge and experience with basic and complex computer operations and network equipment; respond to and correct technical support requests.
Functional Responsibility May Include:	Performs routine duties to operate computer console and peripheral equipment. Monitors console to ensure all on-line systems are active to determine corrective action. Performs some installation and verification.
Minimum Education:	An Associate's degree in Computer Science, applied science or Information Systems. Two years experience in a related field may be substituted for an Associate's degree.

Senior Computer Support Technician I	
Minimum Experience: 5 Years	Requires extensive knowledge of various operating systems and basic networking concepts, PC and peripheral hardware and software components.
Functional Responsibility May Include:	Installs microcomputer hardware and peripheral components, such as monitors, keyboards, printers, etc. Load and verify correct operation of software packages. Performs minor repairs to hardware, software, and peripheral equipment, following design or installation specifications.



	Troubleshoots simple hardware and software problems. Escalates more complex issues as needed. Reads technical manuals, confers with users, and conducts computer diagnostics to determine nature of problems and provide technical assistance. Tests and monitors software, hardware, and peripheral equipment to evaluate use, effectiveness, and adequacy of product for user.
Minimum Education:	An Associate's degree in Computer Science, applied science or Information Systems. Two years experience in a related field may be substituted for an Associate's degree.

Computer Support Technician II	
Minimum Experience: 3 Years	Requires experience and knowledge of various operating systems and basic networking concepts, PC and peripheral hardware and software components.
Functional Responsibility May Include:	Installs microcomputer hardware and peripheral components, such as monitors, keyboards, printers, etc. Loads and verifies correct operation of software packages. Provides training and technical assistance to users.
Minimum Education:	An Associate's degree in Computer Science, applied science or Information Systems. Two years experience in a related field may be substituted for an Associate's degree.

Computer Support Technician I	
Minimum Experience: 2 Years	Requires experience and knowledge of various operating systems and basic networking concepts, PC and peripheral hardware and software components.
Functional Responsibility May Include:	Installs microcomputer hardware and peripheral components, such as monitors, keyboards, printers, etc. Loads and verifies correct operation of software packages.
Minimum Education:	An Associate's degree in Computer Science, applied science or Information Systems. Two years experience in a related field may be substituted for an Associate's degree.

Data Entry Operator I	
Minimum Experience: 6 Months	Requires experience with transcribing information from one form into another with accuracy and completeness.
Functional Responsibility May Include:	Operates data entry equipment and/or enter data at a workstation. Transcribes, deciphers, and codes alphanumeric data from source documents and verifies data for accuracy and completeness.
Minimum Education:	A High School Diploma or equivalent.

Test Engineer I	
Minimum Experience: 1 Year	Requires experience in analyzing, testing, and evaluating technical products to ensure proper functionality prior to implementation.
Functional Responsibility May Include:	Analyzes, tests, and evaluates system/application/program code and documentation for compliance to customer requirements, standards, and specifications. Reviews test data, defines and documents problems and problem areas and develops recommendations for their solution.
Minimum Education:	Bachelor's degree in Computer Science, IT, or Information Engineering and no experience or equivalent combination of education and experience. Four years experience in a related field may be substituted for a Bachelor's degree.



Training Specialist I

Minimum Experience: 2 Years	Requires experience with conducting and facilitating IT training courses; development of instructional materials and educational tools.
Functional Responsibility May Include:	Develops and conducts IT courses with prepared or developed instructional materials to educate technical and non-technical personnel. Gathers and assimilates information on IT subject matter. Organizes and condenses material, and prepares course outline, handouts, and visual aid materials. Coordinates with IT Subject Matter Expert(s) to ensure that prepared courses meet stated objectives. May be required to instruct or to prepare/arrange for the preparation of automated training materials, such as: video recorded training sessions and computer-aided tutorials.
Minimum Education:	A Bachelor's degree in a related instructional field. Four years experience in a related field may be substituted for a Bachelor's degree. Experience with Instructional Systems Design (ISD) and courseware development.

Senior Training Specialist I

Minimum Experience: 5 Years	Requires experience and extensive knowledge in conducting and facilitating IT training courses; development of instructional materials and educational tools.
Functional Responsibility May Include:	Develops IT instructional curriculum and instructional materials to educate technical and non-technical personnel. Gathers and assimilates information on IT subject matter, organizes and condenses material, and prepares course outline, handouts, and visual aid materials. Coordinates with IT Subject Matter Expert(s) to ensure that prepared courses meet stated objectives. May be required to instruct or to prepare/arrange for the preparation of automated training materials, such as: video recorded training sessions and computer-aided tutorials.
Minimum Education:	A Bachelor's degree in a related instructional field. Four years experience in a related field may be substituted for a Bachelor's degree. Strong knowledge of and experience with Instructional Systems Design (ISD) and courseware development.

LAN Administrator I

Minimum Experience: 3 Years	Requires experience with installing and maintaining miscellaneous software packages, excellent understanding of PC hardware and system software, and knowledge and experience in data communications troubleshooting; installs, administer, and maintains server, PC, and printer hardware and software; conduct analysis and recommendations on future software and telecommunications equipment support and purchases.
Functional Responsibility May Include:	Installs, maintains, and monitors the operation of the organizations local area network. Evaluates vendor products in hardware, software and telecommunications equipment, and recommends purchases consistent with the organization s short and long term objectives.
Minimum Education:	A Bachelor's degree in Computer Science or Information Systems. Four years experience in a related field may be substituted for a Bachelor's degree.

Systems Security Administrator I

Minimum Experience: 3 Years	Requires experience with understanding of system and network requirements gathering and security hardening and testing; communicate complex security concepts to technical engineering and development groups; conduct system and network security assessments and reviews.
Functional Responsibility May Include:	Monitors, evaluates, and maintains systems and procedures to protect the data systems and databases from unauthorized users. Identifies potential threats and responds to reported security violations. Determines causes of security violations and recommends corrective actions to ensure data security.
Minimum Education:	A Bachelor's degree in Computer Science or Information Systems. Four years experience in a related field may be substituted for a Bachelor's degree.



Production Control Specialist I

Minimum Experience: 2 Years	Requires experience with delivering final products using various, predefined procedures, and directions; analyzing system data to ensure consistency with documented procedures and requirements; and general experience in performing operations and computer functions.
Functional Responsibility May Include:	Provides support necessary to manage a computer system in the area of execution toward delivery of final product utilizing a predefined and documented set of procedures and directions. Analyzes system input data to determine applicability to customer requirements. Develops procedures to determine validity of reports produced during system execution. Performs operations scheduling and/or computer data library functions.
Minimum Education:	A Bachelor's degree in computer-related field and 2+ years of experience required. Experience in production control, systems analysis, data library management, or programming. Four years experience in a related field may be substituted for a Bachelor's degree.

General Clerk I

Minimum Experience: 2 Years	Requires experience with performance of various administrative and general support services to managing personnel.
Functional Responsibility May Include:	Provides direct support to project manager, task manager, and other personnel by maintaining project records and files. Prepares and proof reads correspondence. Answers telephones. Responds to routine questions, distributes mail, schedules meetings, and coordinates travel. Assists in the preparation of reports and contract deliverables and develop presentation graphics to improve and enhance the quality and usability of these documents.
Minimum Education:	A High School Diploma or equivalent.

Administrative Specialist I

Minimum Experience: 2 Years	Requires experience with performance of various administrative and general support services to managing personnel.
Functional Responsibility May Include:	Performs a variety of administrative tasks including budget preparation, scheduling, reporting, and tracking information for key executive. Prepares simple analysis of requested information or data.
Minimum Education:	A High School Diploma or equivalent.

Help Desk Coordinator I

Minimum Experience: 2 Years	Requires developed communication skills; understanding and knowledge of IT products, systems, and services in order to assist users; act as liaison with user to ensure that all requests or problem reports have been resolved.
Functional Responsibility May Include:	Applies understanding and knowledge of information systems products and services to assist internal users on complex matters. Responsible for recognizing, researching, isolating, and resolving information systems problems. Coordinates referrals to appropriate technical, professional or service personnel for appropriate service, repairs, training and follow-up. May provide information systems library support.
Minimum Education:	An Associate's degree. Two years experience in a related field may be substituted for an Associate's degree.



16.b Labor Category Pricelist

Contract Year	2012	2012	2013	2013	2014	2014	2015	2015	2016	2016	2017	2017	2018	2018
Period of Performance	Base Year	Base Year	10/1/2012-9/30/2013	10/1/2012-9/30/2013	10/1/2013-9/30/2014	10/1/2013-9/30/2014	10/1/2014-9/30/2015	10/1/2014-9/30/2015	10/1/2015-9/30/2016	10/1/2015-9/30/2016	10/1/2016-9/30/2017	10/1/2016-9/30/2017	10/1/2017-9/30/2018	10/1/2017-9/30/2018
Labor Category / Hourly Rate	Client Site	KGS Site	Client Site	KGS Site	Client Site	KGS Site	Client Site	KGS Site	Client Site	KGS Site	Client Site	KGS Site	Client Site	KGS Site
Program Manager-III	\$134.65	\$142.75	\$138.02	\$146.32	\$141.47	\$149.98	\$145.01	\$153.73	\$148.64	\$157.57	\$152.36	\$161.51	\$156.17	\$165.55
Program Manager-II	\$111.25	\$117.92	\$114.03	\$120.87	\$116.88	\$123.89	\$119.80	\$126.99	\$122.80	\$130.16	\$125.87	\$133.41	\$129.02	\$136.75
Program Manager-I	\$95.30	\$101.01	\$97.68	\$103.54	\$100.12	\$106.13	\$102.62	\$108.78	\$105.19	\$111.50	\$107.82	\$114.29	\$110.52	\$117.15
Program Support Analyst-I	\$73.78	\$78.21	\$75.62	\$80.17	\$77.51	\$82.17	\$79.45	\$84.22	\$81.44	\$86.33	\$83.48	\$88.49	\$85.57	\$90.70
Project Manager-II	\$99.00	\$104.97	\$101.48	\$107.59	\$104.02	\$110.28	\$106.62	\$113.04	\$109.29	\$115.87	\$112.02	\$118.77	\$114.82	\$121.74
Project Manager-I	\$81.70	\$85.74	\$83.74	\$87.88	\$85.83	\$90.08	\$87.98	\$92.33	\$90.18	\$94.64	\$92.43	\$97.01	\$94.74	\$99.44
Task Manager-I	\$79.21	\$83.96	\$81.19	\$86.06	\$83.22	\$88.21	\$85.30	\$90.42	\$87.43	\$92.68	\$89.62	\$95.00	\$91.86	\$97.38
IT Engineer/Architect-I	\$165.79	\$175.54	\$169.93	\$179.93	\$174.18	\$184.43	\$178.53	\$189.04	\$182.99	\$193.77	\$187.56	\$198.61	\$192.25	\$203.58
Business Systems Analyst/Engineer-IV	\$235.33	\$252.99	\$241.21	\$259.31	\$247.24	\$265.79	\$253.42	\$272.43	\$259.76	\$279.24	\$266.25	\$286.22	\$272.91	\$293.38
Business Systems Analyst/Engineer-III	\$196.03	\$210.77	\$200.93	\$216.04	\$205.95	\$221.44	\$211.10	\$226.98	\$216.38	\$232.65	\$221.79	\$238.47	\$227.33	\$244.43
Business Systems Analyst/Engineer-II	\$161.20	\$173.31	\$165.23	\$177.64	\$169.36	\$182.08	\$173.59	\$186.63	\$177.93	\$191.30	\$182.38	\$196.08	\$186.94	\$200.98
Business Systems Analyst/Engineer-I	\$87.47	\$94.06	\$89.66	\$96.41	\$91.90	\$98.82	\$94.20	\$101.29	\$96.56	\$103.82	\$98.97	\$106.42	\$101.44	\$109.08
Software Engineer/Analyst-V	\$128.42	\$136.16	\$131.63	\$139.56	\$134.92	\$143.05	\$138.29	\$146.63	\$141.75	\$150.30	\$145.29	\$154.06	\$148.92	\$157.91
Software Engineer/Analyst-IV	\$94.17	\$99.84	\$96.52	\$102.34	\$98.93	\$104.90	\$101.40	\$107.52	\$103.94	\$110.21	\$106.54	\$112.97	\$109.20	\$115.79
Software Engineer/Analyst-III	\$85.86	\$91.03	\$88.01	\$93.31	\$90.21	\$95.64	\$92.47	\$98.03	\$94.78	\$100.48	\$97.15	\$102.99	\$99.58	\$105.56
Software Engineer/Analyst-II	\$71.96	\$78.62	\$73.76	\$80.59	\$75.60	\$82.60	\$77.49	\$84.67	\$79.43	\$86.79	\$81.42	\$88.96	\$83.46	\$91.18
Software Engineer/Analyst-I	\$53.64	\$56.86	\$54.98	\$58.28	\$56.35	\$59.74	\$57.76	\$61.23	\$59.20	\$62.76	\$60.68	\$64.33	\$62.20	\$65.94
Database Administrator/Analyst-IV	\$149.18	\$158.15	\$152.91	\$162.10	\$156.73	\$166.15	\$160.65	\$170.30	\$164.67	\$174.56	\$168.79	\$178.92	\$173.01	\$183.39
Database Administrator/Analyst-III	\$117.52	\$130.65	\$120.46	\$133.92	\$123.47	\$137.27	\$126.56	\$140.70	\$129.72	\$144.22	\$132.96	\$147.83	\$136.28	\$151.53
Database Administrator/Analyst-II	\$110.42	\$117.06	\$113.18	\$119.99	\$116.01	\$122.99	\$118.91	\$126.06	\$121.88	\$129.21	\$124.93	\$132.44	\$128.05	\$135.75
Database Administrator/Analyst-I	\$91.05	\$96.52	\$93.33	\$98.93	\$95.66	\$101.40	\$98.05	\$103.94	\$100.50	\$106.54	\$103.01	\$109.20	\$105.59	\$111.93
Database Specialist-V	\$146.35	\$155.14	\$150.01	\$159.02	\$153.76	\$163.00	\$157.60	\$167.08	\$161.54	\$171.26	\$165.58	\$175.54	\$169.72	\$179.93
Database Specialist-IV	\$120.94	\$128.20	\$123.96	\$131.41	\$127.06	\$134.70	\$130.24	\$138.07	\$133.50	\$141.52	\$136.84	\$145.06	\$140.26	\$148.69
Database Specialist-III	\$91.57	\$97.06	\$93.86	\$99.49	\$96.21	\$101.98	\$98.62	\$104.53	\$101.09	\$107.14	\$103.62	\$109.82	\$106.21	\$112.57
Database Specialist-II	\$71.92	\$76.24	\$73.72	\$78.15	\$75.56	\$80.10	\$77.45	\$82.10	\$79.39	\$84.15	\$81.37	\$86.25	\$83.40	\$88.41
Database Specialist-I	\$57.45	\$60.90	\$58.89	\$62.42	\$60.36	\$63.98	\$61.87	\$65.58	\$63.42	\$67.22	\$65.01	\$68.90	\$66.64	\$70.62
Computer Programmer-IV	\$90.76	\$96.21	\$93.03	\$98.62	\$95.36	\$101.09	\$97.74	\$103.62	\$100.18	\$106.21	\$102.68	\$108.87	\$105.25	\$111.59
Computer Programmer-III	\$83.21	\$88.21	\$85.29	\$90.42	\$87.42	\$92.68	\$89.61	\$95.00	\$91.85	\$97.38	\$94.15	\$99.81	\$96.50	\$102.31
Computer Programmer-II	\$64.61	\$68.48	\$66.23	\$70.19	\$67.89	\$71.94	\$69.59	\$73.74	\$71.33	\$75.58	\$73.11	\$77.47	\$74.94	\$79.41
Computer Programmer-I	\$57.97	\$61.45	\$59.42	\$62.99	\$60.91	\$64.56	\$62.43	\$66.17	\$63.99	\$67.82	\$65.59	\$69.52	\$67.23	\$71.26
Senior Computer Programmer-I	\$80.67	\$85.51	\$82.69	\$87.65	\$84.76	\$89.84	\$86.88	\$92.09	\$89.05	\$94.39	\$91.28	\$96.75	\$93.56	\$99.17
Network Operations Specialist-IV	\$103.85	\$110.09	\$106.45	\$112.84	\$109.11	\$115.66	\$111.84	\$118.55	\$114.64	\$121.51	\$117.51	\$124.55	\$120.45	\$127.66
Network Operations Specialist-III	\$82.73	\$87.99	\$84.80	\$90.19	\$86.92	\$92.44	\$89.09	\$94.75	\$91.32	\$97.12	\$93.60	\$99.55	\$95.94	\$102.04
Network Operations Specialist-II	\$65.45	\$69.39	\$67.09	\$71.12	\$68.77	\$72.90	\$70.49	\$74.72	\$72.25	\$76.59	\$74.06	\$78.50	\$75.91	\$80.46
Network Operations Specialist-I	\$54.70	\$58.00	\$56.07	\$59.45	\$57.47	\$60.94	\$58.91	\$62.46	\$60.38	\$64.02	\$61.89	\$65.62	\$63.44	\$67.26
Systems Analyst-III	\$79.21	\$83.96	\$81.19	\$86.06	\$83.22	\$88.21	\$85.30	\$90.42	\$87.43	\$92.68	\$89.62	\$95.00	\$91.86	\$97.38
Systems Analyst-II	\$61.32	\$64.99	\$62.85	\$66.61	\$64.42	\$68.28	\$66.03	\$69.99	\$67.68	\$71.74	\$69.37	\$73.53	\$71.10	\$75.37
Systems Analyst-I	\$53.64	\$56.86	\$54.98	\$58.28	\$56.35	\$59.74	\$57.76	\$61.23	\$59.20	\$62.76	\$60.68	\$64.33	\$62.20	\$65.94
IT Subject Matter Expert-V	\$203.03	\$215.22	\$208.11	\$220.60	\$213.31	\$226.12	\$218.64	\$231.77	\$224.11	\$237.56	\$229.71	\$243.50	\$235.45	\$249.59



Contract Year	2012	2012	2013	2013	2014	2014	2015	2015	2016	2016	2017	2017	2018	2018
Period of Performance	Base Year	Base Year	10/1/2012-9/30/2013	10/1/2012-9/30/2013	10/1/2013-9/30/2014	10/1/2013-9/30/2014	10/1/2014-9/30/2015	10/1/2014-9/30/2015	10/1/2015-9/30/2016	10/1/2015-9/30/2016	10/1/2016-9/30/2017	10/1/2016-9/30/2017	10/1/2017-9/30/2018	10/1/2017-9/30/2018
Labor Category / Hourly Rate	Client Site	KGS Site	Client Site	KGS Site	Client Site	KGS Site	Client Site	KGS Site	Client Site	KGS Site	Client Site	KGS Site	Client Site	KGS Site
IT Subject Matter Expert-IV	\$107.47	\$117.43	\$110.16	\$120.37	\$112.91	\$123.38	\$115.73	\$126.46	\$118.62	\$129.62	\$121.59	\$132.86	\$124.63	\$136.18
IT Subject Matter Expert-III	\$93.37	\$102.03	\$95.70	\$104.58	\$98.09	\$107.19	\$100.54	\$109.87	\$103.05	\$112.62	\$105.63	\$115.44	\$108.27	\$118.33
IT Subject Matter Expert-II	\$82.96	\$90.65	\$85.03	\$92.92	\$87.16	\$95.24	\$89.34	\$97.62	\$91.57	\$100.06	\$93.86	\$102.56	\$96.21	\$105.12
IT Subject Matter Expert-I	\$53.54	\$56.75	\$54.88	\$58.17	\$56.25	\$59.62	\$57.66	\$61.11	\$59.10	\$62.64	\$60.58	\$64.21	\$62.09	\$65.82
Quality Assurance Analyst-I	\$68.54	\$72.70	\$70.25	\$74.52	\$72.01	\$76.38	\$73.81	\$78.29	\$75.66	\$80.25	\$77.55	\$82.26	\$79.49	\$84.32
Quality Assurance Specialist-I	\$87.19	\$92.42	\$89.37	\$94.73	\$91.60	\$97.10	\$93.89	\$99.53	\$96.24	\$102.02	\$98.65	\$104.57	\$101.12	\$107.18
IT Graphics/Publishing Specialist-II	\$71.67	\$75.98	\$73.46	\$77.88	\$75.30	\$79.83	\$77.18	\$81.83	\$79.11	\$83.88	\$81.09	\$85.98	\$83.12	\$88.13
IT Graphics/Publishing Specialist-I	\$49.51	\$52.50	\$50.75	\$53.81	\$52.02	\$55.16	\$53.32	\$56.54	\$54.65	\$57.95	\$56.02	\$59.40	\$57.42	\$60.89
Technical Writer/Editor-II	\$51.60	\$54.70	\$52.89	\$56.07	\$54.21	\$57.47	\$55.57	\$58.91	\$56.96	\$60.38	\$58.38	\$61.89	\$59.84	\$63.44
Technical Writer/Editor-I	\$39.83	\$42.23	\$40.83	\$43.29	\$41.85	\$44.37	\$42.90	\$45.48	\$43.97	\$46.62	\$45.07	\$47.79	\$46.20	\$48.98
Technician-I	\$55.77	\$59.12	\$57.16	\$60.60	\$58.59	\$62.12	\$60.05	\$63.67	\$61.55	\$65.26	\$63.09	\$66.89	\$64.67	\$68.56
Systems Administrator-I	\$81.18	\$86.06	\$83.21	\$88.21	\$85.29	\$90.42	\$87.42	\$92.68	\$89.61	\$95.00	\$91.85	\$97.38	\$94.15	\$99.81
Network Engineer-I	\$78.22	\$82.92	\$80.18	\$84.99	\$82.18	\$87.11	\$84.23	\$89.29	\$86.34	\$91.52	\$88.50	\$93.81	\$90.71	\$96.16
Senior Network Engineer-I	\$98.13	\$104.02	\$100.58	\$106.62	\$103.09	\$109.29	\$105.67	\$112.02	\$108.31	\$114.82	\$111.02	\$117.69	\$113.80	\$120.63
Desktop Support Project Lead-I	\$129.83	\$137.62	\$133.08	\$141.06	\$136.41	\$144.59	\$139.82	\$148.20	\$143.32	\$151.91	\$146.90	\$155.71	\$150.57	\$159.60
Desktop Support Team Lead-I	\$115.07	\$121.97	\$117.95	\$125.02	\$120.90	\$128.15	\$123.92	\$131.35	\$127.02	\$134.63	\$130.20	\$138.00	\$133.46	\$141.45
Desktop Architect-I	\$146.10	\$154.86	\$149.75	\$158.73	\$153.49	\$162.70	\$157.33	\$166.77	\$161.26	\$170.94	\$165.29	\$175.21	\$169.42	\$179.59
Senior Computer Operator-I	\$100.32	\$106.34	\$102.83	\$109.00	\$105.40	\$111.73	\$108.04	\$114.52	\$110.74	\$117.38	\$113.51	\$120.31	\$116.35	\$123.32
Computer Operator-III	\$88.53	\$93.84	\$90.74	\$96.19	\$93.01	\$98.59	\$95.34	\$101.05	\$97.72	\$103.58	\$100.16	\$106.17	\$102.66	\$108.82
Computer Operator-II	\$81.15	\$86.03	\$83.18	\$88.18	\$85.26	\$90.38	\$87.39	\$92.64	\$89.57	\$94.96	\$91.81	\$97.33	\$94.11	\$99.76
Computer Operator-I	\$70.83	\$75.09	\$72.60	\$76.97	\$74.42	\$78.89	\$76.28	\$80.86	\$78.19	\$82.88	\$80.14	\$84.95	\$82.14	\$87.07
Senior Computer Support Technician-I	\$63.43	\$67.23	\$65.02	\$68.91	\$66.65	\$70.63	\$68.32	\$72.40	\$70.03	\$74.21	\$71.78	\$76.07	\$73.57	\$77.97
Computer Support Technician-II	\$48.13	\$51.02	\$49.33	\$52.30	\$50.56	\$53.61	\$51.82	\$54.95	\$53.12	\$56.32	\$54.45	\$57.73	\$55.81	\$59.17
Computer Support Technician-I	\$56.06	\$59.43	\$57.46	\$60.92	\$58.90	\$62.44	\$60.37	\$64.00	\$61.88	\$65.60	\$63.43	\$67.24	\$65.02	\$68.92
Data Entry Operator-I	\$29.37	\$31.13	\$30.10	\$31.91	\$30.85	\$32.71	\$31.62	\$33.53	\$32.41	\$34.37	\$33.22	\$35.23	\$34.05	\$36.11
Test Engineer-I	\$53.42	\$56.62	\$54.76	\$58.04	\$56.13	\$59.49	\$57.53	\$60.98	\$58.97	\$62.50	\$60.44	\$64.06	\$61.95	\$65.66
Training Specialist-I	\$57.04	\$60.46	\$58.47	\$61.97	\$59.93	\$63.52	\$61.43	\$65.11	\$62.97	\$66.74	\$64.54	\$68.41	\$66.15	\$70.12
Senior Training Specialist-I	\$77.66	\$82.32	\$79.60	\$84.38	\$81.59	\$86.49	\$83.63	\$88.65	\$85.72	\$90.87	\$87.86	\$93.14	\$90.06	\$95.47
LAN Administrator-I	\$90.34	\$95.76	\$92.60	\$98.15	\$94.92	\$100.60	\$97.29	\$103.12	\$99.72	\$105.70	\$102.21	\$108.34	\$104.77	\$111.05
Systems Security Administrator-I	\$90.34	\$95.76	\$92.60	\$98.15	\$94.92	\$100.60	\$97.29	\$103.12	\$99.72	\$105.70	\$102.21	\$108.34	\$104.77	\$111.05
Production Control Specialist-I	\$48.32	\$51.21	\$49.53	\$52.49	\$50.77	\$53.80	\$52.04	\$55.15	\$53.34	\$56.53	\$54.67	\$57.94	\$56.04	\$59.39
General Clerk-I	\$32.66	\$34.62	\$33.48	\$35.49	\$34.32	\$36.38	\$35.18	\$37.29	\$36.06	\$38.22	\$36.96	\$39.18	\$37.88	\$40.16
Administrative Specialist-I	\$35.51	\$37.65	\$36.40	\$38.59	\$37.31	\$39.55	\$38.24	\$40.54	\$39.20	\$41.55	\$40.18	\$42.59	\$41.18	\$43.65
Help Desk Coordinator-I	\$53.54	\$56.75	\$54.88	\$58.17	\$56.25	\$59.62	\$57.66	\$61.11	\$59.10	\$62.64	\$60.58	\$64.21	\$62.09	\$65.82

GSA has determined KGS prices/labor rates for each labor category presented above are fair and reasonable. Labor rates are fully burdened rates and include the costs for direct labor, fringe benefits, overhead, general and administrative expenses, and profit/fee. Labor rate increases from one year to the next go into effect on October 1 of each year. In accordance with FAR Part 52.232-7 Payments Under Time-and-Material and Labor-Hour Contracts, G&A will be added to all ODC costs on orders placed under this schedule.



USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

KGS provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

- To actively seek and partner with small businesses.
- To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.
- To develop and promote company policy initiatives that demonstrates our support for awarding contracts and subcontracts to small business concerns.
- To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.
- To insure procurement opportunities are designed to permit the maximum possible participation of small, small-disadvantaged, and women-owned small businesses.
- To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.
- To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact our Small Business Liaison officer, Ms. Jill E. Carney at contracts@kforcegov.com.



**BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

ordering Activity	Date	Contractor	Date
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**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	* SPECIAL BPA DISCOUNT/PRICE

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES

- (3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.
- (4) This BPA does not obligate any funds.
- (5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.
- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.
- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:
- (a) Name of Contractor;
 - (b) Contract Number;
 - (c) BPA Number;
 - (d) Model Number or National Stock Number (NSN);
 - (e) Purchase order Number;
 - (f) Date of Purchase;
 - (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
 - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.



BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to an ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customer’s needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.

