Multiple Award Schedule (MAS)

Note: Contractor has been awarded all Special Item Numbers under the Cooperative Purchasing and Disaster Recovery Programs.

SIN 54151S - 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 D311 IT Data Conversion Services
- FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
- FPDS Code D316 IT Network Management Services

SIN OLM – ORDER-LEVEL MATERIALS (OLMs)

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.

Incentive Technology Group, LLC
2550 S Clark St, Ste 1200
Arlington, VA 22202-3962
Phone: 703-934-3632 Fax: 703-934-3740
Internet Address: www.icf.com

Contract Number: GS-35F-0164V
Period Covered by Contract: January 13, 2009 through January 12, 2024
General Services Administration
Federal Acquisition Service

Pricelist current through Modification PS-0031,
Effective June 24, 2021

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.
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INFORMATION FOR ORDERING ACTIVITIES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS

1a. Table of awarded the special item number with appropriate cross-reference to item descriptions and awarded price.
   *Special Item No. 54151S Information Technology Professional Services*
   *Special Item No. OLM Order-Level Materials (OLMs)*

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

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.
   *Skill category descriptions begin on page 13.*

2. Maximum order. $500,000

3. Minimum order. $100

4. Geographic coverage (delivery area). *Domestic only*

5. Point(s) of production (city, county, and State or foreign country).
   *Same as company address.*

6. Discount from list prices or statement of net price. *Government prices are net.*

7. Quantity discounts. *None*

8. Prompt payment terms. *None*
9. Foreign items (list items by country of origin). None

10a. Time of delivery. (Contractor inserts number of days.)
As negotiated on the task order level.

10b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery.
As negotiated on the task order level

10c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery.
As negotiated on the task order level

10d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery.
As negotiated on the task order level

11. F.O.B. point(s). Not Applicable

12a. Ordering address(es). Same as company address.

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3. For supplies and services, the ordering procedures, and information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address(es). Same as company address.

14. Warranty provision. Not Applicable

15. Export packing charges, if applicable. Not Applicable

16. Terms and conditions of rental, maintenance, and repair (if applicable). Not Applicable

17. Terms and conditions of installation (if applicable). Not Applicable
18. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable

19. Terms and conditions for any other services (if applicable). Not Applicable

20. List of service and distribution points (if applicable). Not Applicable

21. List of participating dealers (if applicable). Not Applicable

22. Preventive maintenance (if applicable). Not Applicable

23a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable

23b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/.

24. Data Universal Number System (DUNS) number. 005749337

25. Notification regarding registration in System for Award Management (SAM): Incentive Technology Group, Inc. is registered in SAM. CAGE Code: 56MN3
1. SCOPE
   a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services and Special Item Number 54151S Electronic Commerce Services apply exclusively to IT Services within the scope of this Multiple Award Schedule (MAS).
   b. The Contractor shall provide services at the Contractor’s facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

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

3. ORDER
   a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
   b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES
   a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
   b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
   c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
   d. Any Contractor travel required in the performance must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)
   (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within
a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
(1) Cancel the stop-work order; or
(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

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

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

6. INSPECTION OF SERVICES
The Inspection of Services—Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection—Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY
Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite Services.

9. INDEPENDENT CONTRACTOR
All 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 services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS
For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:
(a) 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 SERVICES AND PRICING
Please refer to the labor category descriptions and pricing incorporated into this GSA Pricelist.

17. SUBSTITUTIONS
Incentive Technology Group, LLC reserves the right to make the following substitutions in the education and/or experience requirements of any of the service skill categories set forth herein.

1. One year of experience is the equivalent of one year of education.
2. One year of education is the equivalent of one year of experience.
3. Certification related to the technology is equivalent to two years of experience or education requirement.
SUGGESTED Blanket Purchase Agreement (BPA) format

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 ___________
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:

<table>
<thead>
<tr>
<th>MODEL NUMBER/PART NUMBER</th>
<th>*SPECIAL BPA DISCOUNT/PRICE</th>
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<tbody>
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</table>

2. Delivery:

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>DELIVERY SCHEDULES / DATES</th>
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</thead>
<tbody>
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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:

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>POINT OF CONTACT</th>
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</table>

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 a 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 customers 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.
INCENTIVE TECHNOLOGY GROUP, LLC’S

INFORMATION TECHNOLOGY LABOR CATEGORY

DESCRIPTIONS AND RATES

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**Senior Program Manager**

GSA Rate: $185.33

**Qualification Requirements:**
Twelve years of experience (with a graduate/postgraduate degree) or fifteen years of experience (with an undergraduate degree) in the field of management and business analysis. Knowledge and ability to manage specialized large-scale, mission-critical enterprise Information Technology and Information Management programs, involving multiple stakeholders, complex integration scenarios, and large project teams with diverse skill sets. Thorough understanding of all strategic and operational aspects of managing a large, complex organization, along with corresponding management methods, methodologies and philosophies. Highly proficient in business-casing, business analysis, financial management, marketing management, as well as personnel management and professional development of large diverse teams of experts/professionals. Capable of successfully applying theoretical/academic concepts of management and administration, as well as the R&D efforts, in concrete contexts of the program.

**Functional Responsibilities:**
Carries the ultimate responsibility for a complex, large-scale enterprise Information Technology/Information Management program with all its dependencies and constituent projects. Serves as the main point of contact for the client organization in regards to the program and all its performances. Provides the client with a comprehensive support pertaining to planning, establishing and sustaining continuous performance of all key aspects of the program.

---

**Program Manager**

GSA Rate: $165.59

**Qualification Requirements:**
Ten years of experience (with a graduate/postgraduate degree) or twelve years of experience (with an undergraduate degree) in the field of management and business analysis. Knowledge and ability to manage specialized medium and medium-to-large enterprise Information Technology and Information Management programs, involving multiple stakeholders, complex integration scenarios, and large project teams with diverse skill sets. Thorough understanding of all strategic and operational aspects of managing a large, complex organization, along with corresponding management methods, methodologies and philosophies. Capable of successfully applying theoretical/academic concepts of management and administration, as well as the R&D efforts, in concrete contexts of the program.

**Functional Responsibilities:**
Carries the ultimate responsibility for a complex, medium and medium-to-large enterprise Information Technology/Information Management program with all its dependencies and constituent projects. Serves as the main point of contact for the client organization in regards to the program and all its performances. Provides the client with a comprehensive support pertaining to planning, establishing and sustaining continuous performance of all key aspects of the program.

---

**Project Manager III**

GSA Rate: $112.46

**Qualification Requirements:**
Eight years of experience (with a graduate/postgraduate degree) or eleven years of experience (with an undergraduate degree) in the Information Technology/Information Management area of which at least five years must be in a managerial capacity. Knowledgeable of and experienced with the full development lifecycle process via different methodologies and of different scales and complexities, including large-scale projects of an enterprise significance. Knowledge of project management techniques, tools, methodologies and approaches. Able to lead diverse technical teams of various sizes. Proficient in all key aspects of a project, including technical, financial, and communication.
Functional Responsibilities:
Develop overall work plans, schedules, evaluation criteria, and assist in utilizing resources in the most effective and efficient manner; confer with personnel in feasibility studies, systems, planning equipment scheduling, and activities as assigned. Enforce established applications programming, and documentation; review the work effectiveness, task effectiveness and compatibility with other projects in related areas; supervise the preparation and administration of the budget for assigned areas of responsibility; participate in the preparation of the budget; develop, review, and enforce policies, practices and standards, including programming and documentation standards; review technical training needs for subordinate staff, plan activities implement training courses as appropriate and assure attendance by appropriate staff as required; maintain liaison with management and client personnel; communicate, coordinate, and cooperate with staff members to assure that the Network and Information Services is operating at maximum efficiency; supervise and participate in the selection, training, and evaluation of staff members; perform related duties as assigned.

Project Manager II GSA Rate: $98.66

Qualification Requirements:
Five years of experience (with a graduate/postgraduate degree) or eight years of experience (with an undergraduate degree) in the Information Technology/Information Management area of which at least three years must be in a managerial capacity. Knowledgeable of and experienced with the full development lifecycle process via different methodologies and of different scales and complexities, including large-scale projects of an enterprise significance. Knowledge of project management techniques, tools, methodologies and approaches. Able to lead diverse technical teams of various sizes. Proficient in all key aspects of a project, including technical, financial, and communication.

Functional Responsibilities:
Develop overall work plans, schedules, evaluation criteria, and assist in utilizing resources in the most effective and efficient manner; confer with personnel in feasibility studies, systems, planning equipment scheduling, and activities as assigned. Enforce established applications programming, and documentation; review the work effectiveness, task effectiveness and compatibility with other projects in related areas; supervise the preparation and administration of the budget for assigned areas of responsibility; participate in the preparation of the budget; develop, review, and enforce policies, practices and standards, including programming and documentation standards; review technical training needs for subordinate staff, plan activities implement training courses as appropriate and assure attendance by appropriate staff as required; maintain liaison with management and client personnel; communicate, coordinate, and cooperate with staff members to assure that the Network and Information Services is operating at maximum efficiency; supervise and participate in the selection, training, and evaluation of staff members; perform related duties as assigned.

Project Manager I GSA Rate: $82.32

Qualification Requirements:
Three years of experience (with a graduate/postgraduate degree) or five years of experience (with an undergraduate degree) in the Information Technology/Information Management area of which at least 1.5 years must be in a managerial capacity. Knowledgeable of and experienced with the full development lifecycle process via different methodologies and of different scales and complexities, including large-scale projects of an enterprise significance. Knowledge of project management techniques, tools, methodologies and approaches. Able to lead diverse technical teams of various sizes. Proficient in all key aspects of a project, including technical, financial, and communication.

Functional Responsibilities:
Develop overall work plans, schedules, evaluation criteria, and assist in utilizing resources in the most effective and efficient manner; confer with personnel in feasibility studies, systems, planning equipment scheduling, and activities as assigned. Enforce established applications programming, and documentation; review the work effectiveness, task effectiveness and compatibility with other projects in related areas; supervise the preparation and administration of the budget for assigned areas of responsibility; participate in the preparation of the budget; develop, review, and enforce policies, practices and standards, including programming and documentation standards; review technical training needs for subordinate staff, plan activities implement training courses as appropriate and assure attendance by appropriate staff as required; maintain liaison with management and government personnel; communicate, coordinate, and cooperate with staff.
members to assure that the Network and Information Services is operating at maximum efficiency; supervise and participate in the selection, training, and evaluation of staff members; perform related duties as assigned.

<table>
<thead>
<tr>
<th>Position</th>
<th>GSA Rate</th>
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<tbody>
<tr>
<td><strong>Enterprise Systems Architect III</strong></td>
<td>$255.28</td>
</tr>
<tr>
<td>Qualification Requirements:</td>
<td></td>
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<tr>
<td>Nine years of experience (with a graduate/postgraduate degree) or twelve years of experience (with an undergraduate degree) in the field of IT of which at least three years must be hands-on development and at least three years must be senior technical staff member (such as architect or principal/senior engineer). Requires a thorough, all-levels knowledge of complex, multi-modular IT systems design, development and integration via various methodologies and technical approaches. Expertise in IT best practices and technology trends.</td>
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<tr>
<td>Functional Responsibilities:</td>
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<tr>
<td>Provides architectural expertise necessary to ensure the optimal technical strategy (short-term and long-term) for a specific program/project, in a specific context. Serves as a senior technical advisor to the client, as well as the technical staff: software engineers, analysts and developers. Provides the client with a comprehensive support pertaining to planning, establishing and sustaining continuous performance of key technological aspects of the program/project.</td>
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<tr>
<td><strong>Enterprise Systems Architect II</strong></td>
<td>$211.12</td>
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<tr>
<td>Qualification Requirements:</td>
<td></td>
</tr>
<tr>
<td>Seven years of experience (with a graduate/postgraduate degree) or nine years of experience (with an undergraduate degree) in the field of IT of which at least three years must be hands-on development and at least three years must be senior technical staff member (such as architect or principal/senior engineer). Requires a thorough, all-levels knowledge of complex, multi-modular IT systems design, development and integration via various methodologies and technical approaches. Expertise in IT best practices and technology trends.</td>
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<tr>
<td>Functional Responsibilities:</td>
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<tr>
<td>Provides architectural expertise necessary to ensure the optimal technical strategy (short-term and long-term) for a specific program/project, in a specific context. Serves as a senior technical advisor to the client, as well as the technical staff: software engineers, analysts and developers. Provides the client with a comprehensive support pertaining to planning, establishing and sustaining continuous performance of key technological aspects of the program/project.</td>
<td></td>
</tr>
<tr>
<td><strong>Enterprise Systems Architect I</strong></td>
<td>$177.51</td>
</tr>
<tr>
<td>Qualification Requirements:</td>
<td></td>
</tr>
<tr>
<td>Four years of experience (with a graduate/postgraduate degree) or six years of experience (with an undergraduate degree) in the field of IT of which at least two years must be hands-on development and at least two years must be senior technical staff member (such as architect or principal/senior engineer). Requires a thorough, all-levels knowledge of complex, multi-modular IT systems design, development and integration via various methodologies and technical approaches. Expertise in IT best practices and technology trends.</td>
<td></td>
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<tr>
<td>Functional Responsibilities:</td>
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<tr>
<td>Provides architectural expertise necessary to ensure the optimal technical strategy (short-term and long-term) for a specific program/project, in a specific context. Serves as a senior technical advisor to the client, as well as the technical staff: software engineers, analysts and developers. Provides the client with a comprehensive support pertaining to planning, establishing and sustaining continuous performance of key technological aspects of the program/project.</td>
<td></td>
</tr>
<tr>
<td><strong>Systems Software Analyst III</strong></td>
<td>$138.01</td>
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<td>Qualification Requirements:</td>
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<td>Eight years (with a graduate degree) or eleven years (with an undergraduate degree) of specialized experience in the design and analysis of computer information systems and their full lifecycle. Experience in analysis and design of business</td>
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applications for complex large-scale computer systems via different methodologies and approaches to system lifecycle management. Highly proficient in business-casing, business analysis and requirements management.

Functional Responsibilities:

Requires specialized subject matter expertise in operating systems and related system software for computers in a large multi-user environment; The characteristics, capabilities, and uses of operating system components and related vendor supplies and software packages; Software systems including coding and assembly level, procedural and non-procedural, and job control languages; Operating systems and database systems, and teleprocessing systems; As well as extensive directly related and progressive experience; Knowledge is applied to research and evaluation significant impact or consequence involving highly specialized and technical areas impacting recommendations and development of new policies, procedures and services; Has functional or technical supervision over lower level positions of Systems Software Analyst II and I.

Systems Software Analyst II  GSA Rate: $117.30

Qualification Requirements:

Five years (with a graduate degree) or eight years (with an undergraduate degree) of specialized experience in the design and analysis of computer information systems and their full lifecycle. Experience in analysis and design of business applications for complex large-scale computer systems via different methodologies and approaches to system lifecycle management.

Functional Responsibilities:

Requires specialized subject matter expertise in operating systems and related system software for computers in a large multi-user environment; The characteristics, capabilities, and uses of operating system components and related vendor supplies and software packages; Software systems including coding and assembly level, procedural and non-procedural, and job control languages; Operating systems and database systems, and teleprocessing systems; As well as extensive directly related and progressive experience; Knowledge is applied to research and evaluation significant impact or consequence involving highly specialized and technical areas impacting recommendations and development of new policies, procedures and services; Has functional or technical supervision over lower level position of Systems Software Analyst I.

Systems Software Analyst I  GSA Rate: $96.59

Qualification Requirements:

Three years (with a graduate degree) or five years (with an undergraduate degree) of specialized experience in the design and analysis of computer information systems and their full lifecycle. Experience in analysis and design of business applications for complex large-scale computer systems via different methodologies and approaches to system lifecycle management.

Functional Responsibilities:

Requires specialized subject matter expertise in operating systems and related system software for computers in a large multi-user environment; The characteristics, capabilities, and uses of operating system components and related vendor supplies and software packages; Software systems including coding and assembly level, procedural and non-procedural, and job control languages; Operating systems and database systems, and teleprocessing systems; As well as extensive directly related and progressive experience; Knowledge is applied to research and evaluation significant impact or consequence involving highly specialized and technical areas impacting recommendations and development of new policies, procedures and services.

Senior Database Administrator (DBA)  GSA Rate: $120.47

Qualification Requirements:

Five years (with a graduate degree) or eight years (with an undergraduate degree) of general experience in systems analysis or programming including at least three years of specialized experience in database design, development and administration.

Functional Responsibilities:
Provides highly technical expertise and guidance in the design, implementation, operation and maintenance of database management systems (DBMS). Evaluates and recommends available DBMS products after matching requirements with system capabilities. Determines file organization, indexing methods, and security procedures for specific applications. Controls the design and use of databases. Controls the global view of databases, controls the access to the databases, assures the safekeeping of the databases (from accidental or intentional damage or loss), and monitors the use of databases. Must be capable of defining all required database administration policies, procedures, standards, and guidelines. Is an authority on the design of databases and the use of database management systems. Evaluates and recommends available DBMS products after matching requirements with system capabilities. Prepares and delivers presentations on DBMS concepts.

**Principal Software Engineer**

**GSA Rate:** $158.69

**Qualification Requirements:**

Seven years (with a graduate degree) or nine years (with an undergraduate degree) of specialized experience in the engineering (including design, development and implementation) of complex computer information systems and their full lifecycle.

**Functional Responsibilities:**

Requires specialized subject matter expertise in the principles and techniques of systems design, programming, and project management as well as extensive, directly related and progressive experience. Knowledge is applied to research and evaluation involving innovative solutions and alternatives. Make decisions of critical consequence impacting administration and management of major, broad organizational services and long range goals. Has first level supervisory responsibility for managing several project teams/units with subordinate professional supervisors. Most frequently meets with administrators, directors and administrative staff or functional and programmatic subject area specialist to plan and direct activities, implement decisions, justify or defend decisions and negotiate or settle significant and/or controversial issues.

**Senior Software Engineer**

**GSA Rate:** $131.10

**Qualification Requirements:**

Five years (with a graduate degree) or seven years (with an undergraduate degree) of specialized experience in the engineering (including design, development and implementation) of complex computer information systems and their full lifecycle.

**Functional Responsibilities:**

Requires specialized subject matter expertise in the principles and techniques of systems design, programming, and project management as well as extensive, directly related and progressive experience. Knowledge is applied to research and evaluation involving innovative solutions and alternatives. Make decisions of critical consequence impacting administration and management of major, broad organizational services and long range goals. Has first level supervisory responsibility for managing several project teams/units with subordinate professional supervisors. Most frequently meets with administrators, directors and administrative staff or functional and programmatic subject area specialist to plan and direct activities, implement decisions, justify or defend decisions and negotiate or settle significant and/or controversial issues.

**Software Engineer**

**GSA Rate:** $117.30

**Qualification Requirements:**

Three years (with a graduate degree) or five years (with an undergraduate degree) of specialized experience in the engineering (including design, development and implementation) of complex computer information systems and their full lifecycle.

**Functional Responsibilities:**

Requires specialized subject matter expertise in the principles and techniques of systems design, programming, and project management as well as extensive, directly related and progressive experience. Knowledge is applied to research and evaluation involving innovative solutions and alternatives. Make decisions of critical consequence impacting administration and management of major, broad organizational services and long range goals. Has first level supervisory responsibility for
managing several project teams/units with subordinate professional supervisors. Most frequently meets with administrators, directors and administrative staff or functional and programmatic subject area specialist to plan and direct activities, implement decisions, justify or defend decisions and negotiate or settle significant and/or controversial issues.

Software Developer III  
GSA Rate: $124.20

Qualification Requirements:
Six years (with a graduate degree) or eight years (with an undergraduate degree) of hands-on experience consisting with complete Software Development Lifecycle (SDLC), coding application logic via various programming languages and Integrated Development Environments (IDE), and deploying applications via various Application Server platforms. Theoretical and applied knowledge of various development methodologies, approaches and schools of thought.

Functional Responsibilities:
Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and CASE tools. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques.

Software Developer II  
GSA Rate: $98.32

Qualification Requirements:
Four years (with a graduate degree) or six years (with an undergraduate degree) of hands-on experience consisting with complete Software Development Lifecycle (SDLC), coding application logic via various programming languages and Integrated Development Environments (IDE), and deploying applications via various Application Server platforms. Theoretical and applied knowledge of various development methodologies, approaches and schools of thought.

Functional Responsibilities:
Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and CASE tools. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques.

Software Developer I  
GSA Rate: $82.80

Qualification Requirements:
Two years (with a graduate degree) or four years (with an undergraduate degree) of hands-on experience consisting with complete Software Development Lifecycle (SDLC), coding application logic via various programming languages and Integrated Development Environments (IDE), and deploying applications via various Application Server platforms. Theoretical and applied knowledge of various development methodologies, approaches and schools of thought.

Functional Responsibilities:
Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and CASE tools. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques.

Senior Network Engineer  
GSA Rate: $93.14

Qualification Requirements:
Five years of experience (with a graduate/postgraduate degree) or eight years of experience (with an undergraduate degree) in the field of network engineering. Specialized experience includes: supervising the operation and maintenance of communications network systems. General experience includes all aspects of communications networks. Previous
experience in a LAN or WAN Administration/support role in a client environment necessary. Strong engineering skills relating to LAN/WAN design and implementation and experience with the following: switching, routing, bridging, hubs, protocols, troubleshooting, and network implementation. Skilled in hands-on installation and troubleshooting of complex networks.

**Functional Responsibilities:**
Carries schedules conversions and cutovers. Oversees network control center. Supervises maintenance of systems. Coordinates with all responsible users and sites. Supervises staff. Primary responsibility for network work. Generally reports to a Senior Project Manager to work within a team of engineers delivering large implementation projects. Responsible for building, maintaining and administering computer networks. Troubleshooting hardware and software, providing software support and performing system design and analysis.

**Qualification Requirements:**
Three years of experience (with a graduate/postgraduate degree) or five years of experience (with an undergraduate degree) in the field of network engineering. Must experience in computer/network operations, equipment/network maintenance, configuration upgrading or specialized workstation operation activities. Solid engineering skills relating to LAN/WAN design and implementation and normally requires 1 years experience with the following: switching, routing, bridging, hubs, protocols, troubleshooting, and network implementation. Skilled in hands-on installation and troubleshooting of complex networks.

**Functional Responsibilities:**
Carries responsibilities for information systems and network operations, network management and any ancillary ADP support functions. Previous experience in a LAN or WAN Administration/support role in a client environment necessary. Responsible for building, maintaining and administering computer networks. Troubleshooting hardware and software, providing software support and performing system design and analysis.

**Qualification Requirements:**
Eight years of experience (with a graduate/postgraduate degree) or eleven years of experience (with an undergraduate degree) in the field of information technology and business process management. A technical background, whether having worked as a programmer or engineer, or completing a Computer Science degree. Strong knowledge of business analysis methodologies and software development methodologies. Strong affinity towards data analysis and understanding of the capabilities and limitations of technology. Strong interpersonal skills, comfortable dealing with large span of people. Strong communication skills-verbal, written, listening and presentation. Expertise in business process analysis, system analysis and data analysis.

**Functional Responsibilities:**
Carries tasks or contracts for a single customer and is responsible for technical, management, and cost performance. Performs work in a variety of operational areas or in a single consulting area. Performs competitive sourcing, outsourcing methodologies, value chain analysis, strategic planning, process improvement methodologies, change enablement and management, site-selection, consolidation of operations. Develops training curriculum tailored to meet the unique needs of a particular customer's requirement. Provide guidance to stakeholders on devising effective and efficient approaches to achieve the project objectives. The person will facilitate and coordinate communications of high-level and detailed level requirements, specifications, diagrams, as well as data and process models to project team members. The Sr. Business Analyst will also play a key role in the application support activities. Facilitate, track, coordinate and communicate reactive and proactive.

**Qualification Requirements:**
Five years of experience (with a graduate/postgraduate degree) or eight years of experience (with an undergraduate degree) in the field of information technology and business process management. A technical background, whether having worked as a programmer or engineer, or completing a Computer Science degree. Strong knowledge of business analysis methodologies and software development methodologies. Strong affinity towards data analysis and understanding of the capabilities and limitations of technology. Strong interpersonal skills, comfortable dealing with large span of people. Strong communication skills-verbal, written, listening and presentation. Expertise in business process analysis, system analysis and data analysis.
methodologies and software development methodologies. Strong affinity towards data analysis and understanding of the
capabilities and limitations of technology. Strong interpersonal skills, comfortable dealing with large span of people.
Strong communication skills-verbal, written, listening and presentation. Expertise in business process analysis, system
analysis and data analysis.

Functional Responsibilities:
Carries tasks for one or multiple customers. May lead a specific task in support of a particular customer. Facilitates
working groups and sessions, design schedules, conduct analyses, develop models, write reports, prepare presentations and
present results. Responsible for analyzing the business needs of their clients and stakeholders to help identify business
problems and propose solutions.

Business Analyst I GSA Rate: $82.80

Qualification Requirements:
Three years of experience (with a graduate/postgraduate degree) or five years of experience (with an undergraduate degree)
in the field of information technology and business process management. A technical background, whether having worked
as a programmer or engineer, or completing a Computer Science degree. Strong knowledge of business analysis
methodologies and software development methodologies. Strong affinity towards data analysis and understanding of the
capabilities and limitations of technology. Strong interpersonal skills, comfortable dealing with large span of people.
Strong communication skills-verbal, written, listening and presentation. Expertise in business process analysis, system
analysis and data analysis.

Functional Responsibilities:
Carries tasks as required to meet specific customer requirements. Performs similar tasks as the Business
Consultant. Performs data collection and data reduction/consolidation requirements. Responsible for analyzing the
business needs of their clients and stakeholders to help identify business problems and propose solutions

Subject Matter Expert GSA Rate: $200.77

Qualification Requirements:
Ten years of experience (with a graduate/postgraduate degree) in the field of information technology and business
process management. Experience as an SME, or other high-level strategic planning position, within multiple markets, is
required for all levels of education.

Functional Responsibilities:
Carries detailed research analysis of a client's existing position in terms of market demographics, online objective
feasibility, integration of proposed project with existing systems, and other high-level subjects. Organizes and supervises a
project team, consisting of various personnel, to assist in analyzing the various subjects. Conducts interviews with clients,
market specialists, members of the client's market demographics, and other appropriate individuals during the research
process. Organizes research results and conducts formal presentations to clients and other key personnel. Additional duties
as assigned. Independently responsible for researching client market demographics and establishing appropriate content
guidelines to meet those demographics. May also be responsible for establishing guidelines for brand identification and
representation, incorporation of appropriate technologies, general marketing outline, and market positioning

Graphics Designer GSA Rate: $78.66

Qualification Requirements:
Three years of experience (with an undergraduate degree) in the field of graphic design. High School Diploma or
equivalent general experience. A G.E.D., technical trade school certificate, or other degree equivalency program may be
substituted for high school education. A significantly strong portfolio may override education requirements.

Functional Responsibilities:
Carries duties of developing graphical elements following guidelines set forth within the projects requirements document.
Performs verification testing of graphical elements within various browser and system environments. Assures that graphic
elements conform to any project-specific policy requirements, such as 508 compliance. Performs additional duties as
assigned. Responsible for designing graphical elements, per requirements document, for inclusion onto a client's website/internet application. May take direction from project manager, lead graphic designer, and/or client.

**Documentation Specialist**

**GSA Rate:** $103.49

**Qualification Requirements:**
Three years of experience with a Bachelor's degree or equivalent general experience in the field of information technology and business process management. Six years of general experience is considered equivalent to a Bachelor's degree.

**Functional Responsibilities:**
Carries duties of editing functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents. Performs additional duties as assigned. Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and other reports and deliverables.

**Training Specialist**

**GSA Rate:** $72.10

**Qualification Requirements:**
Three years of experience with a Bachelor's degree or equivalent general experience in the field of information technology and business process management. Six years of general experience is considered equivalent to a Bachelor's degree. With a Master's degree, no experience is required.

**Functional Responsibilities:**
Carries duties of developing and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Performs additional duties as assigned. Conducts the research necessary to develop and revise training courses.

**Senior Quality Specialist**

**GSA Rate:** $86.93

**Qualification Requirements:**
Five years of experience (with a graduate/postgraduate degree) or eight years of experience (with an undergraduate degree) in the field of information technology and business process management. Six years of general experience is considered equivalent to a Bachelor's degree.

**Functional Responsibilities:**
Carries duties of conducting formal and informal reviews at pre-determined points throughout the development life cycle. Provides technical and administrative direction for personnel performing systems development tasks, including the review of work products for correctness, for adherence to the design concept and to user standards, for assurance that government standards/requirements are adhered to, and for progress in accordance with schedules. Coordinates with the Project Manager to ensure project solutions and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Performs additional duties as assigned. Establishes and maintains a process for evaluating systems and associated documentation. Determines the resources required for quality control. Works with the project manager to assure that a high-level of quality is achieved throughout the project lifecycle and beyond.

**Quality Specialist**

**GSA Rate:** $75.89

**Qualification Requirements:**
Three years of experience with a Bachelor's degree or equivalent general experience in the field of information technology and business process management. Six years of general experience is considered equivalent to a Bachelor's degree.

**Functional Responsibilities:**
Carries assistance in the development of project Quality Assurance Plans and the implementation of procedures that conform to the requirements of the contract. Provides support in verifying that each functional component of the project follows a defined process that conforms to contractual requirements. Provides additional aid in reporting findings to project
staff, line management, and the customer, as appropriate. Contributes to an overall assessment of how the project's development process is being implemented relative to the defined process and recommends methods to optimize the contractor's process.

Configuration Management Specialist

Qualification Requirements:
Three years of experience with a Bachelor's degree or equivalent general experience in the field of information technology and business process management. Six years of general experience is considered equivalent to a Bachelor's degree.

Functional Responsibilities:
Carries responsibilities for configuration management support. Describes provisions for configuration identification, change control, configuration status accounting, and configuration audits. Responsible for configuration planning. Identifies and maintains the original configuration of requirements documentation, design documentation, software, and related documentation. Responsible for configuration change control. Regulates the change control process so that only approved and validated changes are incorporated into configuration control documents and related software. Responsible for configuration status accounting. Tracks all problems and changes in configuration control documents and software and reports changes and current configuration. Responsible for configuration audits. Supports audits to verify that requirements of all baselines have been met by the as-built software. Supports quality assurance process audits.

Qualification Requirements:
Methodology Specialist

GSA Rate: $86.93

Functional Responsibilities:
Carries duties to formulate/define system scope and objectives, modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time and forms of desired results. Serves as the technical specialist for the organization in the application of advanced theories, concepts, principles and processes. Keeps abreast of new scientific methods and developments affecting the organization.

Qualification Requirements:
Senior Technical Support Specialist

GSA Rate: $53.75

Functional Responsibilities:
Carries duties to Optimize system operation and resource utilization, and performs system capacity analysis and planning. Assists users in accessing and using business systems. Performs additional duties as assigned. Supervises and manages the daily activities of configuration and operation of business systems that may be mainframe, mini, web, or client/server based. Is responsible for direct technical work on projects. Performs a variety of analyses and prepares appropriate documentation. Prepares and makes briefings and presentations. Assists in on-site management of installations. Works independently and installs, operates, maintains, configures, troubleshoots, and repairs IT systems devices, circuits, cables, components, software, and end-user devices, components, software and connectivity. Assists in the development and management of project plans. This includes the review of task performance and work products for correctness, for adherence to design concepts and user requirements, and for progress in accordance with schedules. Coordinates with the Contractor's project manager, GSA COR, and Government user representatives to ensure accurate solutions and user satisfaction on technical matters.
Technical Support Specialist  
GSA Rate: $52.43

Qualification Requirements:
One year of experience (with an undergraduate degree) in the field of information technology. High School Diploma or equivalent general experience. A G.E.D., technical trade school certificate, or other degree equivalency program may be substituted for high school education.

Functional Responsibilities:
Carries duties in performing direct technical work on projects. Works under general supervision and installs, operates, maintains, configures, troubleshoots, and repairs IT systems devices, circuits, cables, components, software, and end-user devices, components, software and connectivity. Coordinates with the Contractor’s project manager, GSA COR, and Government user representatives to ensure accurate solutions and user satisfaction on technical matters.

Project Administrative Assistant  
GSA Rate: $48.43

Qualification Requirements:
One year of experience (with an undergraduate degree) in the field of information technology. High School Diploma or equivalent general experience. A G.E.D., technical trade school certificate, or other degree equivalency program may be substituted for high school education.

Functional Responsibilities:
Carries duties in coordinating and planning administration and support. Provides documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, relocation planning, etc., required in changing office environments. Performs additional duties as assigned. Provides administrative support to technical and management personnel. This includes, but is not limited to, documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, relocation planning, etc.

Senior Business Process Engineer  
GSA Rate: $165.73

Qualification Requirements:
Seven (7) years of experience (with a Bachelor’s degree) in information technology or a related field.

Functional Responsibilities:
Hands-on experience consisting with complete Software Development Lifecycle (SDLC), coding application logic via various programming languages and Integrated Development Environments (IDE), and deploying applications via various Application Server platforms.
Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts. Provides daily supervision and direction to Business Process Consultants.

Business Process Engineer  
GSA Rate: $130.22

Qualification Requirements:
Four (4) years of experience (with a Bachelor’s degree) in information technology or a related field.

Functional Responsibilities:
Hands-on experience which includes: facilitation, training, methodology development and evaluation, process reengineering throughout the software life cycle phases, identifying best practices, change management, business management and performance measurement techniques, organizational development, activity and data modeling, and information systems development methods and practices.
Junior Business Process Engineer

Qualification Requirements:

Two (2) years of experience (with a Bachelor’s degree) in information technology or a related field.

Functional Responsibilities:

Hands-on experience which includes: methodology development and evaluation, process reengineering throughout the software life cycle phases, and BPM development methods and practices

Technical Writer

Qualification Requirements:

One year of experience (with a Bachelor’s degree) in information technology or a related field.

Functional Responsibilities:

Researches, writes, and edits materials for related reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, and/or software and hardware documentation. Obtains technical data from independent observation, review with technical staff members, and/or studies of published materials and existing documentation. Interfaces with users, specialists, analysts, programmers, etc., to obtain background information of technologies, methods, and standards. Revises text and recommends changes in scope, format, and content.