



INTEGRITY

MANAGEMENT CONSULTING

Trusted Partners. Higher Standards. Solid Results.

**GENERAL SERVICES ADMINISTRATION
Federal Acquisition Service**

**Authorized Multiple Award Schedule 70
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES**

**Contract Number
GS-35F-022CA**

Contract Period of Performance
October 15, 2014 through October 14, 2019

Business Size
Small

Integrity Management Consulting, Inc.

2000 Corporate Ridge, Suite 170

McLean, VA 22102

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www.consultwithintegrity.com

Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The Internet address for GSA Advantage! is: <http://www.GSAAdvantage.gov>. For more information on ordering under from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

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About Integrity Management Consulting, Inc.

Integrity Management Consulting, Inc. (Integrity) is an award-winning small business based in McLean, VA, excelling in the delivery of major information technology systems acquisition and contracting support services to Federal customers. We are in our eighth year of providing services support to Federal customers, and have performed work in 13 states. We currently employ approximately 100 full-time employees and 5 subcontractor personnel as required for task orders.

Integrity has been recognized for our commitment to excellence and tremendous growth. For example, we were ranked highly in 2012 by the *Inc. 500* in multiple areas, including: 131st among "America's Fastest-Growing Companies", #7 in the Washington, DC Metropolitan area; and #10 in Government Services nationally. Integrity was ranked #1 Overall on the 2013 "Fantastic 50" List of Fastest Growing Companies in Virginia.

Our successful business model is based on providing highly qualified staff with the breadth and depth of experience to respond to work surges and changing requirements.

Our current clients include:

- Department of Homeland Security, including the Transportation Security Administration (TSA), the U.S. Citizenship and Immigration Service (USCIS), and the Office of Cybersecurity & Communications (CS&C)
- General Services Administration (GSA), including the Federal Acquisition Service (FAS), Public Building Service (PBS), and Assisted Acquisition Service (AAS) nationwide
- Department of Defense (DoD) and Veterans Affairs (VA) Interagency Program Office (IPO)

Integrity's value-added professional services include the following capability areas supporting Federal IT programs:

- Capital Planning and Investment Control (CPIC)
- Budget Analysis, Formulation and Planning
- Organizational Transformation
- Performance Management
- Program Management
- Acquisition Management

Our Mission: Maximize Impact to Your Program

Based on our collective expertise, best practices knowledge, and past performance, our proven methodologies maximize results and facilitate your mission success. From executive involvement to carefully composed teams of practitioners and credentialed subject matter experts, our team collaborates with your staff to optimize outcomes and minimize risk. We leverage strategic alliances, providing our clients with exceptional depth and breadth of resources while operating with the agility of a small business.

Living Up to Our Name

We believe the personal integrity of our leadership has a ripple effect throughout the company, directly affecting customers. Our corporate culture regarding ethics is unwavering and we retain a solid workforce who enthusiastically supports our standards. Those professionals are highly valued and Integrity continues to invest in them, knowing they are vital to our continued success. We think these are all significant factors in our outstanding Past Performance Evaluation score for customer satisfaction and our award-winning growth.

Join our list of satisfied clients. Contact us today to learn more about Integrity Management Consulting. Email impact@integritymc.com or call Linda Baker at 703.349.3394 Ext. 1037.

Customer Information

1. Awarded Special Item Numbers

a) **Special Item Number(s):** 132-51 & 132-51ST-LOC

Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
Program Manager	\$256.79	\$261.93	\$267.17	\$272.51	\$277.96
Technical Subject Matter Expert – Level 4	\$318.52	\$324.89	\$331.39	\$338.02	\$344.78
Technical Subject Matter Expert – Level 3	\$272.11	\$277.55	\$283.10	\$288.76	\$294.54
Technical Subject Matter Expert – Level 2	\$225.96	\$230.48	\$235.09	\$239.79	\$244.59
Technical Subject Matter Expert – Level 1	\$154.41	\$157.50	\$160.65	\$163.86	\$167.14
Senior IT Consultant - Level 2	\$114.39	\$116.68	\$119.01	\$121.39	\$123.82
Senior IT Consultant - Level 1	\$105.89	\$108.01	\$110.17	\$112.37	\$114.62
IT Consultant	\$97.82	\$99.78	\$101.78	\$103.82	\$105.90
IT Analyst	\$93.37	\$95.24	\$97.14	\$99.08	\$101.06
Junior IT Consultant	\$75.29	\$76.80	\$78.34	\$79.91	\$81.51
Junior IT Analyst	\$57.34	\$58.49	\$59.66	\$60.85	\$62.07

b) **Pricing:** Labor Category rates proposed in support of all authorized SINs are valid for all sites.

c) **Labor Categories:** See [Labor Category Descriptions](#) section below (click on the link).

2. Maximum Order: \$500,000

The maximum order limit for this contract is \$500,000. Notwithstanding this limit, agencies may place and Integrity may honor orders exceeding this limit in accordance with FAR 8.405. In accordance with the Maximum Order provisions contained in the Schedule, a delivery order may be placed against the schedule even though it exceeds the maximum order threshold. There is no maximum ceiling for any task order. This maximum order value is the suggested renegotiation point whereby agencies should seek additional concessions if orders exceed this amount. The contractor may 1) offer a new lower price, 2) offer the lowest price available under the contract, or 3) decline the order within seven (7) days, with written notice stating the contractor's intent not to ship the item (or items) called for and the reason. Upon receiving this notice, the Government may acquire the supplies or services from another source. For purchase card orders exceeding the maximum order limit, Integrity will provide written notice within 72 hours after receipt if we intend to decline the order.

3. Minimum Order: \$100

4. Geographic Coverage:

The geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska,

Hawaii, the Commonwealth of Puerto Rico and all U.S. Government installations and/or agencies abroad.

5. Point(s) of production (city, county, and State or foreign country).

Integrity Management Consulting, Inc.
2000 Corporate Ridge, Suite 170
McLean, VA 22102

6. Discount from list Prices or statement of net price

Pricing contained herein is Net discounted.

7. Quantity Discounts

None.

8. Prompt Payment Terms

None. Net 30.

9. a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold

Government purchase cards are accepted at or below the micro-purchase threshold.

b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold

Government purchase cards are accepted above the micro-purchase threshold.

10. Foreign items (list items by country of origin)

N/A

11. a. Time of delivery. (Contractor insert number of days.)

As agreed on each Task/Delivery Order.

b. Expedited delivery

N/A

c. Overnight and 2-day delivery

N/A

d. Urgent Requirements

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies 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 agency, 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.

12. F.O.B. Point(s)

Destination.

13. a. Ordering Address(es)

Integrity Management Consulting, Inc.
Attention: Contracts Manager
2000 Corporate Ridge, Suite 170
McLean, VA 22102

b. Ordering Procedures

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.

14. Payment Address(es)

Check/U.S. Mail:

Integrity Management Consulting, Inc.
Attention: Accounts Receivable
2000 Corporate Ridge, Suite 170
McLean, VA 22102

ACH:

Integrity Management Consulting, Inc.
c/o First Virginia Community Bank
Account Number: 204230
ABA Number: 056009505

15. Warranty provision

N/A

16. Export packing charges, if applicable

N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level)

N/A

18. Terms and conditions of rental, maintenance, and repair (if applicable)

N/A

19. Terms and conditions of installation (if applicable)

N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable)

N/A

a. Terms and conditions for any other services (if applicable)

N/A

21. List of service and distribution points (if applicable)

N/A

22. List of participating dealers (if applicable)

N/A

23. Preventive maintenance (if applicable)

N/A

24. a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants)

N/A

b. 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/.

N/A

25. Data Universal Number System (DUNS) number

621190102

26. Notification regarding registration in System for Award Management (SAM) database

Registered CAGE Code: 4C7A9

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

*****NOTE:** *All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.*

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), insert the following provision:

(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

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science

Labor Category Descriptions

Degree/Experience Equivalency: Our commercial practices allow for the substitution of education, relevant experience, and certifications. Degrees and certifications may be substituted for relevant experience, and relevant experience may be substituted for a degree as show in the table below.

Qualification	Equivalent Qualification
Associates Degree	2 years relevant experience
Associates Degree + 2 years of relevant experience	Bachelor's Degree
Bachelor's Degree	4 years relevant experience
Master's Degree	2 years relevant experience
ITIL Certification	3 years relevant experience
MCSE Certification	3 years relevant experience
Agile CSM Certification	3 years relevant experience

Additionally, successful completion of higher education which has not yet resulted in a degree may be counted as one (1) for one (1) year of experience for each year of college completed.

Program Manager

Functional Responsibility

Possesses extensive program management experience across a wide variety of information technology programs. Oversees all program management activities across multiple programs and clients.

Minimum/General Experience

This position requires a minimum of 15 years of experience with increasing responsibilities managing IT projects.

Minimum Education

A Bachelor's Degree in Computer Science, Engineering, Business Administration or related field from an accredited college or university.

Technical Subject Matter Expert – Level 4

Functional Responsibility

Provides subject matter expertise in one or more highly specialized areas to support information technology requirements. Provides broad leadership to resolve complex technical problems. Provides critical and prominent subject matter input to systems design and architecture and other high-impact decision-making processes. Typically supports multiple engagements concurrently.

Minimum/General Experience

This position requires a minimum of 20 years of relevant IT experience in the subject matter being addressed and a minimum of 5 years of experience applying current information technology to the subject matter. This individual should be highly regarded by the professional community in which he/she practices, with possible university and/or research institute affiliation. Individual should have published professional/technical articles on Information Technology in leading journals, reports, and publications.

Minimum Education

A Bachelor's Degree in Computer Science, Engineering, Business Administration, or related field from an accredited college or university.

Technical Subject Matter Expert – Level 3

Functional Responsibility

Provides subject matter expertise to support information technology requirements based on extensive relevant experience. Provides a high degree of ingenuity and resourcefulness in problem-solving. Achieves objectives and solves problems in creative and innovative ways. Advises clients of technical developments and anticipates requirements to influence outcomes. Typically supports multiple engagements concurrently.

Minimum/General Experience

This position requires a minimum of 18 years of relevant IT experience in the subject matter being addressed and a minimum of 5 years of experience applying current information technology to the subject matter.

Minimum Education

A Bachelor's Degree in Computer Science, Engineering, Business Administration, or related field from an accredited college or university.

Technical Subject Matter Expert – Level 2

Functional Responsibility

Provides subject matter expertise to support information technology requirements based on extensive relevant experience. Provides thought leadership and recommendations in areas of expertise. Additional duties include but are not limited to performing key reviews of systems, and providing recommendations for technology innovations that result in cost savings over the IT life cycle. Typically supports multiple engagements concurrently.

Minimum/General Experience

This position requires a minimum of 15 years of relevant IT in the subject matter being addressed and a minimum of 5 years of experience applying current information technology to the subject matter.

Minimum Education

A Bachelor's Degree in Computer Science, Engineering, Business Administration, or related field from an accredited college or university.

Technical Subject Matter Expert – Level 1

Functional Responsibility

Capable of providing subject matter expertise to support information technology requirements. Performs analysis and provides recommendations in areas of expertise. Additional duties include but are not limited to authoring guidance, strategic technology reviews, and developing or delivering training in the area of expertise.

Minimum/General Experience

This position requires a minimum of 12 years of relevant IT experience in the subject matter being addressed and a minimum of 5 years of experience applying current information technology to the subject matter.

Minimum Education

A Bachelor's Degree in Computer Science, Engineering, Business Administration, or related field from an accredited college or university.

Senior IT Consultant – Level 2

Functional Responsibility

Possesses demonstrated knowledge and extensive experience in the development of technology solutions and implementation of methodologies across multiple tasks. Is responsible for providing leadership for tasks as well as providing recommendations to improve systems performance. Is responsible for specific tasks including but not limited to developing customized training materials and developing technology plans.

Minimum/General Experience

This position requires a minimum of 6 years of relevant IT experience.

Minimum Education

A Bachelor's Degree in Computer Science, Engineering, Business Administration, or related field from an accredited college or university.

Senior IT Consultant – Level 1

Functional Responsibility

Possesses demonstrated knowledge and experience in the development of technology solutions and implementation of methodologies. Is responsible for specific tasks including but not limited to developing customized applications and technology plans.

Minimum/General Experience

This position requires a minimum of 4 years of relevant experience.

Minimum Education

A Bachelor's Degree in Computer Science, Engineering, Business Administration, or related field from an accredited college or university.

IT Consultant

Functional Responsibility

Serves as a lead IT consultant on task or project. Provides support to projects by developing and applying analytic methodologies. Supports project objectives through activities such as conducting interviews, gathering data, analyzing data, and developing recommendations in support of project objectives. Develops project documentation. Typically performs tasks under the direction and guidance of a Senior IT Consultant.

Minimum/General Experience

This position requires a minimum of 4 years of relevant experience.

Minimum Education

An Associate's Degree in Computer Science, Engineering, Business Administration, or related field.

IT Analyst

Functional Responsibility

Provides support to projects by developing and applying analytic methodologies. Supports project objectives through activities such as conducting interviews, gathering data, analyzing data, and developing recommendations in support of project objectives. Develops project documentation. Typically performs tasks under the direction and guidance of a Senior IT Consultant or IT Consultant.

Minimum/General Experience

This position requires a minimum of 2 years of relevant experience.

Minimum Education

An Associate's Degree in Computer Science, Engineering, Business Administration, or related field.

Junior IT Consultant

Functional Responsibility

Provides general administrative and basic analytical support to IT projects. Gathers and consolidates data from multiple sources. Typically performs tasks under the direction and guidance of a Sr. IT Consultant or IT Consultant.

Minimum/General Experience

This position requires a minimum of 2 years of relevant experience.

Minimum Education

High School Diploma or GED Certificate.

Junior IT Analyst

Functional Responsibility

Provides general administrative support to IT projects. Gathers and consolidates data from multiple sources. Typically performs tasks under the direction and guidance of a Sr. IT Consultant or IT Consultant.

Minimum/General Experience

None Required.

Minimum Education

High School Diploma or GED Certificate.

For more information, please visit our web site at www.consultwithintegrity.com.