

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

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

FPDS Code D301 IT Facility Operation and Maintenance  
FPDS Code D302 IT Systems Development Services  
FPDS Code D306 IT Systems Analysis Services  
FPDS Code D307 Automated Information Systems Design and Integration Services  
FPDS Code D308 Programming Services  
FPDS Code D310 IT Backup and Security Services  
FPDS Code D311 IT Data Conversion Services  
FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services  
FPDS Code D316 IT Network Management Services  
FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or  
Other Information Services (All other information services belong under Schedule 76)  
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

**SPECIAL ITEM NUMBER 132-56 – HEALTH INFORMATION TECHNOLOGY (HIT) SERVICES**

**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.



**HIGHRISE CONSULTING, INC.**

[www.highriseconsulting.com](http://www.highriseconsulting.com)

**7104 SAUNDERS CT.**

**BETHESDA, MD 20817**

**TEL: 301-648-3104 FAX:800-604-8845**

**[WWW.HIGHRISECONSULTING.COM](http://WWW.HIGHRISECONSULTING.COM)**

Contract Number:

**GS-35F-0236W**

Period Covered by Contract:

**February 1, 2010 through January 31, 2020**

**Eligible for Cooperative and Recovery Purchasing and the American Recovery And Reinvestment Act**

General Services Administration  
Federal Acquisition Service

Pricelist current through Modification #PO-011 dated 10-18-17

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

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**INFORMATION FOR ORDERING ACTIVITIES  
APPLICABLE TO ALL SPECIAL ITEM NUMBERS**

**SPECIAL NOTICE TO AGENCIES: Small Business Participation**

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

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

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

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

**1. GEOGRAPHIC SCOPE OF CONTRACT:**

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

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

Offerors are requested to check one of the following boxes:

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

**2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:**

**Ordering Address:**      **Highrise Consulting, Inc.**  
**Attention: Daniel Fox Rabinovich/GSA Orders**  
**7104 Saunders Ct.**  
**Bethesda, MD 20817**

**Payment Address:**      **Highrise Consulting, Inc.**  
**Attention: Daniel Fox Rabinovich/Accounts Receivable**  
**7104 Saunders Ct.**  
**Bethesda, MD 20817**

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over

the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

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

**301-648-3104**

**3. LIABILITY FOR INJURY OR DAMAGE**

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

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

Block 9: G. Order/Modification Under Federal Schedule  
Block 16: Data Universal Numbering System (DUNS) Number: **790051457**  
Block 30: Type of Contractor - B. Other Small Business  
Block 31: Woman-Owned Small Business - **Yes**  
Block 36: Contractor's Taxpayer Identification Number (TIN): **20-4825013**

4a. CAGE Code: **4MHL7**

4b. Contractor **has** registered with the System for Award Management (SAM).

**5. FOB DESTINATION**

**6. DELIVERY SCHEDULE**

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

SPECIAL ITEM NUMBER

DELIVERY TIME (Days ARO)

**132-51**

**To be negotiated between Highrise Consulting, Inc. and the ordering activity.**

**132-56**

**To be negotiated between Highrise Consulting, Inc. and the ordering activity.**

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

7. **DISCOUNTS:** Prices shown are NET Prices; Basic Discounts have been deducted.
- a. Prompt Payment: None
  - b. Quantity: None
  - c. Dollar Volume: None
  - d. Government Educational Institutions: Government Educational Institutions are offered the same discounts as all other Government customers.
  - e. Other: None

8. **TRADE AGREEMENTS ACT OF 1979, as amended:**

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

9. **STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:**

None

10. **Small Requirements:** The minimum dollar value of orders to be issued is \$100.

11. **MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)**

The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:

Special Item Number 132-51 - Information Technology Professional Services

Special Item Number 132-56 – Health Information Technology Services

12. **ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

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

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

13. **FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS**

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

13.1 **FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):**

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

Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

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

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

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

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

**16. GSA ADVANTAGE!**

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

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

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

**17. PURCHASE OF OPEN MARKET ITEMS**

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

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

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

**18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
  - (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
  - (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

## **19. OVERSEAS ACTIVITIES**

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

### **Not Applicable**

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

## **20. BLANKET PURCHASE AGREEMENTS (BPAs)**

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

## **21. CONTRACTOR TEAM ARRANGEMENTS**

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

## **22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

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

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



**23. SECTION 508 COMPLIANCE.**

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

**Please contact Highrise Consulting, Inc. directly at 301-530-1741 for information regarding Section 508 compliance.**

The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

**24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.**

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

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

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

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

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

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

- (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
- (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

**26. SOFTWARE INTEROPERABILITY.**

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

**27. ADVANCE PAYMENTS**

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

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

**1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

**2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)**

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

**3. ORDER**

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

**4. PERFORMANCE OF SERVICES**

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

**5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

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

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

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

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

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

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

**6. INSPECTION OF SERVICES**

The Inspection of Services–Fixed Price (AUG 1996) (Deviation 1 – 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 (May 2001) (Deviation 1 – 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 – 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 (OCT 2008) (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 (OCT 2008) (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 SIN 132-51**

<b>Labor Category</b>	<b>02/01/2015-01/31/2016</b>	<b>02/01/2016-01/31/2017</b>	<b>02/01/2017-01/31/2018</b>	<b>02/01/2018-01/31/2019</b>	<b>02/01/2019-01/31/2020</b>
Application Developer 1	\$53.79	\$54.71	\$55.64	\$56.58	\$57.54
Application Developer 2	\$72.65	\$73.88	\$75.14	\$76.42	\$77.72
Application Developer 3	\$86.98	\$88.46	\$89.96	\$91.49	\$93.04
Application Developer 4	\$96.46	\$98.10	\$99.77	\$101.46	\$103.19
BPM Engineer 1	\$134.66	\$136.95	\$139.28	\$141.65	\$144.05
Business Analyst 1	\$124.82	\$126.94	\$129.10	\$131.29	\$133.52
Business Analyst 2	\$131.91	\$134.16	\$136.44	\$138.76	\$141.12
Configuration Manager 1	\$112.07	\$113.97	\$115.91	\$117.88	\$119.88
Configuration Manager 2	\$119.30	\$121.33	\$123.40	\$125.49	\$127.63
Database Administrator 1	\$85.27	\$86.72	\$88.19	\$89.69	\$91.22

Database Administrator 2	\$107.23	\$109.06	\$110.91	\$112.79	\$114.71
Database Administrator 3	\$115.87	\$117.84	\$119.84	\$121.88	\$123.95
Database Administrator 4	\$129.46	\$131.66	\$133.90	\$136.18	\$138.49
Helpdesk Analyst 1	\$38.33	\$38.98	\$39.64	\$40.32	\$41.00
Helpdesk Analyst 2	\$49.78	\$50.62	\$51.48	\$52.36	\$53.25
Helpdesk Analyst 3	\$66.89	\$68.02	\$69.18	\$70.36	\$71.55
PMO Analyst 1	N/A	\$217.63	\$221.33	\$225.09	\$228.92
PMO Analyst 2	N/A	\$256.32	\$260.68	\$265.11	\$269.62
Project Director 1	\$149.86	\$152.41	\$155.00	\$157.64	\$160.32
Project Manager 1	\$124.82	\$126.94	\$129.10	\$131.29	\$133.52
QA Analyst 1	\$90.89	\$92.43	\$94.01	\$95.60	\$97.23
QA Analyst 2	\$97.52	\$99.18	\$100.86	\$102.58	\$104.32
QA Analyst 3	\$107.22	\$109.04	\$110.89	\$112.78	\$114.70
QA Tester 1	\$63.36	\$64.44	\$65.53	\$66.65	\$67.78
QA Tester 2	\$77.59	\$78.91	\$80.25	\$81.61	\$83.00
QA Tester 3	\$82.88	\$84.28	\$85.72	\$87.17	\$88.66
Requirements Analyst 1	\$100.29	\$101.99	\$103.73	\$105.49	\$107.28
Requirements Analyst 2	\$107.23	\$109.06	\$110.91	\$112.79	\$114.71
Security Analyst 1	\$98.39	\$100.06	\$101.76	\$103.49	\$105.25
Security Analyst 2	\$129.84	\$132.05	\$134.29	\$136.58	\$138.90

Software Architect 1	\$117.90	\$119.90	\$121.94	\$124.01	\$126.12
Software Architect 2	\$120.34	\$122.39	\$124.47	\$126.58	\$128.74
Software Developer I	\$99.12	\$100.80	\$102.52	\$104.26	\$106.03
Software Engineer 1	\$105.30	\$107.09	\$108.91	\$110.76	\$112.65
Software Engineer 2	\$121.55	\$123.62	\$125.72	\$127.86	\$130.03
Software Engineer 3	N/A	\$132.17	\$134.42	\$136.70	\$139.03
Subject Matter Expert 1	\$92.16	\$93.73	\$95.32	\$96.94	\$98.59
Subject Matter Expert 2	\$107.23	\$109.06	\$110.91	\$112.79	\$114.71
Subject Matter Expert 3	N/A	\$150.89	\$153.46	\$156.07	\$158.72
Subject Matter Expert 4	N/A	\$184.94	\$188.08	\$191.28	\$194.53
Subject Matter Expert 5	N/A	\$201.88	\$205.31	\$208.80	\$212.35
System Administrator 1	\$49.80	\$50.64	\$51.50	\$52.38	\$53.27
System Administrator 2	\$78.37	\$79.70	\$81.06	\$82.43	\$83.83
System Administrator 3	\$95.53	\$97.15	\$98.80	\$100.48	\$102.19
System Administrator 4	\$114.71	\$116.66	\$118.64	\$120.66	\$122.71
Systems Analyst 1	\$66.93	\$68.07	\$69.23	\$70.40	\$71.60
Systems Analyst 2	\$79.52	\$80.87	\$82.24	\$83.64	\$85.06
Systems Analyst 3	\$101.25	\$102.97	\$104.72	\$106.50	\$108.31
Technical Writer 1	\$67.06	\$68.20	\$69.36	\$70.54	\$71.74
Technical Writer 2	\$74.81	\$76.08	\$77.38	\$78.69	\$80.03
Trainer 1	\$69.26	\$70.44	\$71.63	\$72.85	\$74.09

Trainer 2	\$83.12	\$84.53	\$85.97	\$87.43	\$88.92
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**SIN 132-51 LABOR CATEGORY DESCRIPTIONS**

<b>Labor Category</b>	<b>Minimum/General Experience</b>	<b>Functional Responsibility</b>	<b>Minimum Education</b>
Application Developer 1	2 years work experience	Assists with the analysis of information requirements. Aids in the evaluation of problems with workflow, organization, and planning and helps in the development of appropriate corrective action. Performs software coding under the direction of more senior staff.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
Application Developer 2	3 years work experience	Participates in the design of software tools and subsystems to support reuse and domain analysis. Assists Software Engineer and Applications Developer to interpret software requirements and design specifications to code, and integrate and test software components. Performs software coding.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
Application Developer 3	5 years work experience	Analyzes functional business applications and design specifications for functional areas such as finance, accounting, personnel, manpower, logistics, and contracts. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met. Possesses experience in information system design, including application programming on large-scale Database Management System (DBMS) and the development of complex software to satisfy design objectives.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
Application Developer 4	7 years work experience	Analyzes functional business applications and design specifications for functional areas such as finance, accounting, personnel, manpower, logistics, and contracts. Develops block diagrams and logic flow charts. Translates detailed designs into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met. Possesses experience	Bachelor's degree in technical area. Technical training may be substituted for a degree.

Labor Category	Minimum/General Experience	Functional Responsibility	Minimum Education
		in information system design, including application programming on large-scale DBMS and the development of complex software to satisfy design objectives.	
BPM Engineer 1	3 years work experience	Applies process improvement, reengineering methodologies, and internet-related methodologies and principles to conduct process modernization projects. Responsible for transitioning of existing organizations or project teams in accomplishing the organization's goals or project activities and objectives through improved use of internet and other automated processes. Supports activity and data modeling; development of modern business methods; identification of best practices; and creating and assessing performance measurements. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
Business Analyst 1	4 years work experience including 1 year as a tester or Quality Assurance (QA) team member.	Under general supervision, formulates/defines system scope and objectives for assigned projects. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications from which programs will be written. Provides program design, coding, testing, debugging, and documentation. Has full technical knowledge of all phases of applications systems analysis and programming. Instructs, directs, and checks the work of other systems analysis and programming personnel. Provides QA review. Directs and monitors the work of team members. May be responsible for project completion and user satisfaction. Responsible for the production of inception phase products and by-products, including use-case model, user experience model, client vision, and acceptance criteria.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
Business Analyst 2	6 years work experience	Assists in applying common best practices for the industry to the customer using a knowledge base to create conceptual business models and to identify relevant issues and considerations in selecting application software packages. Assesses the operational and functional baseline of an organization and its organizational components, and helps to define the direction and strategy for an engagement while ensuring the organizational needs are being addressed. Typical areas addressed include Human Resources (HR), Finance, Supply, and operations. Identifies Information Technology (IT) inadequacies and/or deficiencies that affect the functional area's ability	Bachelor's degree in technical area. Technical training may be substituted for a degree.

<b>Labor Category</b>	<b>Minimum/General Experience</b>	<b>Functional Responsibility</b>	<b>Minimum Education</b>
		to support/meet organizational goals. Supports the development of functional area strategies for enhanced IT.	
Configuration Manager 1	2 years work experience	Provides Configuration Management (CM) planning. Describes provisions for configuration identification, change control, configuration status accounting, and configuration audits. Regulates the change process so that only approved and validated changes are incorporated into product documents and related software.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
Configuration Manager 2	5 years work experience in the role of configuration manager or systems analyst or equivalent.	Under little to no direction, is responsible for defining and executing the CM policies and practices, especially as they apply to an iterative and incremental lifecycle such as the Rational Unified Process (RUP). Establishes and executes the Configuration Plan and all assets.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
Database Administrator 1	3 years work experience	Performs routine tasks for maintaining databases, including monitoring logs, performance, and resource utilization. Participates in new releases by executing scripts. Documents database design, including updating Computed Aided Software Engineering (CASE) tools to reflect changes to database design.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
Database Administrator 2	5 years of experience in database design, database implementation and database administration.	With general direction, designs, maintains, and controls corporate databases and data dictionaries on multiple platforms. Troubleshoots and resolves operational problems pro-actively and ensures consistent operational excellence. Performs complete maintenance such as database backups, integrity checks, load monitoring, and performance tuning. Develops, documents, and enforces standards for access to the databases. Analyzes all informational requirements of production systems and develops database specifications. Designs, implements, and periodically tests the database backup and recovery procedures. Defines procedures for testing and implementing new applications in the database environment. Analyzes current and projected future database performance; fine tuning and/or recommends hardware changes when necessary. Interacts with technical support teams and DBMS vendors to schedule installation and maintenance of the DBMS software and upgrades.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
Database Administrator 3	7 years work experience	Analyzes database requirements of assigned projects. Analyzes and determine information needs and elements, database relationships and attributes, proposed manipulation, data flow and	Bachelor's degree in technical area. Technical

Labor Category	Minimum/General Experience	Functional Responsibility	Minimum Education
		storage requirements, and data output and reporting capabilities. Applies knowledge of DBMS to coordinate maintenance and changes to databases. Writes logical and physical database descriptions, including location, space, access method, and security requirements. Provides direction to programmers and analysts, as required, to affect changes to DBMS. Provides answers to database questions. Possesses knowledge of and ability to monitor databases and to analyze and organize data and apply new technology designs and programs.	training may be substituted for a degree.
Database Administrator 4	9 years work experience	Provides highly technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications. Tests and assists in the implementation of changes or new database designs. Monitors database usage and statistics. Possesses knowledge of relational database environment.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
Helpdesk Analyst 1	1 year work experience	Provides phone, email, web, and in-person support to users in the areas of e-mail, directories, computer operating systems, desktop applications for all types of computer systems, and applications developed or deployed under this contract. Serves as the first Point-of-Contact (POC) for troubleshooting Software (SW)/Hardware (HW), all types of computer systems (PC and Mac), and printer problems.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
Helpdesk Analyst 2	2 years work experience	Provides phone, email, web, and in-person support to users in the areas of e-mail, directories, computer operating systems, desktop applications for all types of computer systems, and applications developed or deployed under this contract. Serves as the first POC for troubleshooting HW/SW, all types of computer systems (PC and Mac), and printer problems. This role adds some specific understanding of customer needs and business processes, with an ability to work independently to satisfy customer demands. Participates in documentation activities, including user manuals and knowledge base updates.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
Helpdesk Analyst 3	3 years work experience	Provides phone, email, web, and in-person support to users in the areas of e-mail, directories, computer operating systems, desktop applications for all types of computer systems, and applications developed or deployed under this contract. Serves as the first POC for troubleshooting HW/SW, all	Bachelor's degree in technical area. Technical training may be substituted for a

Labor Category	Minimum/General Experience	Functional Responsibility	Minimum Education
		types of computer systems (PC and Mac), and printer problems. This role adds some specific understanding of customer needs and business processes, with an ability to work independently to satisfy customer demands. This role entails expertise in managing the specific requirement, along with the ability to oversee support staff with the same mission. Participates in documentation activities, including user manuals and knowledge base updates, and conducts training.	degree.
PMO Analyst 1	10 years work experience	Support the Program Management Office (PMO) team including: tracking status of program deliverables and milestones; supporting the adoption of the project lifecycle and deliverables; program level risk and issue coordination; monitoring the status of projects transitioning into normal service; coordination of the regular project and program level reporting cycles; and coordination of project Governance arrangements, Post Project Reviews, and Program-level workshops. Additional responsibilities may include defining and updating the project management processes, standards, and governance, contributing to Quality Reviews and coordinating activities in support of quality objectives. Provides project support, ensuring project plans and project documentation are complete and up-to-date; provides regular project status updates; helps acquire the necessary resources and skills; and contributes to the delivery of business systems to meet identified business requirements.	Bachelor's degree in technical, business, or administration area. Training may be substituted for a degree.
PMO Analyst 2	15 years work experience	Support the PMO team including: tracking status of program deliverables and milestones; supporting the adoption of the project lifecycle and deliverables; program level risk and issue coordination; monitoring the status of projects transitioning into normal service; coordination of the regular project and program-level reporting cycles; and coordination of project Governance arrangements, Post Project Reviews, and Program-level workshops. Additional responsibilities may include defining and updating the project management processes, standards, and governance, contributing to Quality Reviews, and coordinating activities in support of quality objectives. Provides project support, ensuring project plans and project documentation are complete and up-to-date. Additionally, provides regular project status updates; helps acquire the necessary resources and skills; and contributes to	Bachelor's degree in technical, business, or administration area. Training may be substituted for a degree.

Labor Category	Minimum/General Experience	Functional Responsibility	Minimum Education
		the delivery of business systems to meet identified business requirements.	
Project Director 1	10 years work experience	Serves as the Program Manager responsible for organizing, directing, and managing all aspects of contract operational support functions involving multiple complex and interrelated project tasks that often require managing teams of contractor personnel at multiple locations. Provides overall direction of program activities. Manages and maintains contractor interface with the senior levels of the customer's organization. Consults with customer and contractor personnel to formulate and review task plans and deliverables, ensuring conformance with program and project task schedules, costs, and contractual obligations. Establishes and maintains technical and financial reports to show progress of projects to management and customers; organizes and assigns responsibilities to subordinates; oversees the successful completion of all assigned tasks; and assumes the initiative and provides support to marketing personnel in identifying and acquiring potential business.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
Project Manager 1	5 years work experience managing projects	Hands-on expertise in the planning, performance, and quality of assigned projects. Manages and mentors cross-functional teams throughout the full Software Development Cycle (SDLC). Ensures the customer satisfaction of solutions by managing the customer expectations and project deliverables. Provides day-to-day management activities between customer and Number Six personnel. Plans, manages, and tracks project schedules and budgets. Provides periodic project status reports, describing the state of the project, progress, accomplishments, trends, and significant risk items. Ensures environment, materials, and resources are in place for the success of the project. Identifies and evaluates personnel to ensure the efficient operation of the roles within the project. Assigns and monitors project staff, providing task prioritization and direction. Serves as the central point of identification and management of project issues and risk. Proactively pursues account activities to spawn additional projects. Identifies opportunities for process/quality improvements and follows through with implementation and dissemination of improvements	Bachelor's degree in Computer Science. Technical training may be substituted for a degree.
QA Analyst 1	4 years work experience including 2 years as a	With general direction, formulates all quality-related products and by-products of a project.	Bachelor's degree in

<b>Labor Category</b>	<b>Minimum/General Experience</b>	<b>Functional Responsibility</b>	<b>Minimum Education</b>
	tester or QA team member	Develops test plans, procedures, and cases for the RUP lifecycle. Provides production and execution of test plans, procedures, and cases for a given project or system. Maintains testing schedule and assigns functional and technical work flow to test team. Has in-depth knowledge of QA methodology and full SDLC.	technical area. Technical training may be substituted for a degree.
QA Analyst 2	5 years work experience including 3 years as a tester or QA team member	Formulates all quality-related products and by-products of a project. Develops test plans, procedures, and cases for the RUP lifecycle. Provides production and execution of test plans, procedures, and cases for a given project or system. Maintains testing schedule, assigns functional and technical work flow to test team. Has in-depth knowledge of QA methodology and full SDLC.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
QA Analyst 3	6 years work experience	Maintains a process for evaluating software, business services, and associated documentation. Determines the resources required for Quality Control (QC). Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle. Provides daily supervision and direction to support staff.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
QA Tester 1	1 year work experience as a tester or QA team member	Reviews functional and technical requirements developed by functional and technical staff. Participates in review meetings with functional and technical users to understand the requirements. Develops detailed test plans and test scenarios. Reviews test plans with functional users. Conducts functional and technical testing of assigned system modules.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
QA Tester 2	2 years work experience including 1 years as a tester or QA team member	Reviews functional and technical requirements developed by functional and technical staff. Conducts review meetings with functional and technical users. Conducts meetings with users to understand the requirements. Develops detailed test plans and test scenarios. Reviews test plans with functional users. Conducts functional and technical testing of the system.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
QA Tester 3	3 years work experience including 2 years as a tester or QA team member	Reviews functional and technical requirements developed by functional and technical staff. Conducts review meetings with functional and technical users. Conducts meetings with users to understand the requirements. Develops detailed test plans and test scenarios. Reviews test plans with functional users. Conducts functional and technical testing of the system.	Bachelor's degree in technical area. Technical training may be substituted for a degree.

Labor Category	Minimum/General Experience	Functional Responsibility	Minimum Education
Requirements Analyst 1	2 years' experience as a Requirements or Systems Analyst. Strong communication skills and the ability to work directly with customers and management. Strong writing skills.	Under limited direction, establishes software architecture standards and provides architecture support and mentoring to other architects. Introduces new technologies to technical staff to improve overall software development capability and quality. Provides mentoring to customers and the internal team. Makes architectural decisions that reflect an understanding of industry trends and customer needs. Assists the PM in selection, development, and evaluation of technical personnel. Acts as development manager for resources.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
Requirements Analyst 2	3 years' experience as a Requirements or Systems Analyst. Strong communication skills and the ability to work directly with customers and management. Strong writing skills.	With little or no direction, responsible for working with stakeholders to capture, refine, and document all requirements for the system. Experience gathering functional requirements and translating business needs into technical requirements. Experience in analyzing and defining requirements to ensure they are complete, accurate, unambiguous, and feasible. Have a thorough understanding of how web-based systems are formed and work. Also responsible for maintaining the requirements through the complete lifecycle of the project and working with various team members to ensure the requirements are complete and properly implemented. Accurately identifies and manages stakeholder needs. Demonstrates experience in leading requirements gathering/definition sessions with clients and stakeholders. Prioritizes requirement needs in conjunction with development staff and the PM. Drives modeling use-case requirements and activity flows or workflow sequence diagrams using Unified Modeling Language (UML). Defines requirement management processes and identifies opportunities for process/quality improvements; follows through with implementation and dissemination of improvements.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
Security Analyst 1	2 years work experience	Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Participates in audits and gathering of compliance evidence. Documents existing controls.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
Security Analyst 2	3 years work experience	Analyzes and defines security requirements for MLS issues. Designs, develops, engineers, and implements solutions to MLS requirements. Participates in audits and gathering of compliance	Bachelor's degree in technical area. Technical



Labor Category	Minimum/General Experience	Functional Responsibility	Minimum Education
		evidence. Performs risk analyses, which also includes risk assessment.	training may be substituted for a degree.
Software Architect 1	3 years work experience	Provides technical direction for individual IT projects. Performs market research and alternatives analysis for new technical initiatives. Analyzes emerging trends in software development. Participates in process of code review. Maintains standards documentation.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
Software Architect 2	7 years work experience in developing overall software architecture and design of software solutions.	Under general direction, responsible for providing guidance and insight into the use of various technologies in systems. Understands how to apply technologies and design patterns to ensure quality of service in client systems. Evaluates and makes effective use of component technologies to solve problems in system architecture. Engineers software systems using appropriate software development techniques and design patterns. Provides input to project management on technical risks and scheduling of architectural tasks. Works with Requirements Analysts to identify and understand requirements. Identifies architecturally significant requirements. Identifies tradeoffs and selects the architecture that best meets customer needs. Communicates the software architecture using a combination of visual models, presentations, oral, and written communication. Under limited direction, establishes software architecture standards and provides architecture support and mentoring to other architects. Introduces new technologies to technical staff to improve overall software development capability and quality. Provides mentoring to customers and internal team. Makes architectural decisions that reflect an understanding of industry trends and customer needs. Assists the PM in selection, development, and evaluation of technical personnel. Acts as Development Manager for resources.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
Software Developer 1	2 years of technical analysis, software development or related experience.	Under general direction, analyzes requirements, and designs/develops computer software for simple to moderately complex computer systems or portions of large integrated systems. Experience in software development, installation, integration, evaluation, enhancement, maintenance, testing, or problem diagnosis/resolution.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
Software Engineer 1	3 years' experience of professional application	Under general supervision, responsible for implementing, testing, and documenting components based on the solution design and	Bachelor's degree in technical area.

Labor Category	Minimum/General Experience	Functional Responsibility	Minimum Education
	development.	interacting with the customer and team. Understands the syntax and semantics of applicable programming languages. Provides input to project management on implementation progress. Understands where software engineering activities fit in the development process lifecycle. Establishes software programming standards and provides programming support and mentoring to other Software Engineers. Has an understanding of how software applications are formed, designed, implemented, and work. Possesses knowledge of two or more systems, platforms, and programming languages. Familiar with UML and has ability to read and implement UML diagrams or requirements documentation. Demonstrates understanding of relational databases and Structured Query Language (SQL).	Technical training may be substituted for a degree.
Software Engineer 2	4 years work experience	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. Has the ability to produce quality software with minimal supervision. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises Software Configuration Management (SCM).	Bachelor's degree in technical area. Technical training may be substituted for a degree.
Software Engineer 3	5 years work experience	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, and other, accepted design techniques and CASE tools. Estimates software development costs and schedule. Has the ability to produce quality software with minimal supervision. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises SCM.	Bachelor's degree in technical, business, or administration area. Training may be substituted for a degree.
Subject Matter Expert 1	4 years work experience	Provide consultation and domain knowledge in a specialized business area. Typical support includes assistance with long-term strategy development and making policy recommendations. Participates in conversations about program priorities and business strategies.	Bachelor's degree in technical area. Technical training may be substituted for a

<b>Labor Category</b>	<b>Minimum/General Experience</b>	<b>Functional Responsibility</b>	<b>Minimum Education</b>
			degree.
Subject Matter Expert 2	6 years related experience, including 2 years as business or systems analyst, having deep expertise of client business process and requirements.	Provides technical subject matter expertise and guidance and high-level technical direction in support of functions such as technical planning at both the strategic and tactical levels and the implementation of systems at the enterprise level.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
Subject Matter Expert 3	7 years work experience	Provides technical subject matter expertise and guidance and high-level technical direction in support of functions such as technical planning at both the strategic and tactical levels and the implementation of systems at the enterprise-level.	Bachelor's degree in technical, business, or administration area. Training may be substituted for a degree.
Subject Matter Expert 4	8 years work experience	Provides technical subject matter expertise and guidance and high-level technical direction in support of functions such as technical planning at both the strategic and tactical levels and the implementation of systems at the enterprise level.	Bachelor's degree in technical, business, or administration area. Training may be substituted for a degree.
Subject Matter Expert 5	9 years work experience	Provides technical subject matter expertise and guidance and high-level technical direction in support of functions such as technical planning at both the strategic and tactical levels and the implementation of systems at the enterprise level.	Bachelor's degree in technical, business, or administration area. Training may be substituted for a degree.
System Administrator 1	2 years work experience	Assists with the daily activities of configuration and operation of web-based systems. Assists with the optimizing system operation and resource utilization, and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
System Administrator 2	3 years work experience	Performs the daily activities of configuration and operation of systems which may be mainframe, mini, or client/server-based. Performs the optimizing system operation and resource utilization, and performs system capacity analysis and planning. Provides assistance to users in	Bachelor's degree in technical area. Technical training may be substituted for a

Labor Category	Minimum/General Experience	Functional Responsibility	Minimum Education
		accessing and using business systems.	degree.
System Administrator 3	4 years work experience	Supervises and manages the daily activities of configuration and operation of systems which may be mainframe, mini, or client/server-based. Plans and monitors the optimizing of system operation and resource utilization, and performs systems capacity analysis and planning. Plans and monitors assistance to users in accessing and using business systems.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
System Administrator 4	5 years work experience	Manages computer operations. Ensures production schedules are met. Ensures computer system resources are used effectively. Coordinates the resolution of production-related problems. Ensures proper relationships are established between customers, teaming partners, and vendors to facilitate the delivery of IT services. Provides users with computer output. Supervise staff operations.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
Systems Analyst 1	3 years work experience	Provides analysis and design of business systems for different applications such as: financial, accounting, HR, and other enterprise systems. Handles test scripts and service requirements; works closely with end users on project development and implementation. Analysts should have a working knowledge of relational database environments, structured analysis, data modeling, information engineering, mathematical model building, sampling, and cost accounting to plan the system. Specifies the inputs to be accessed by the system, designs the processing steps, and formats the output to meet the users' needs. Prepares cost-benefit and Return-On-Investment (ROI) analyses to help management decide whether implementing the proposed system will be financially feasible. Possesses excellent verbal and written communications skills.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
Systems Analyst 2	5 years work experience	Applies process improvement, reengineering methodologies, and internet-related methodologies and principles to conduct process modernization projects. Assists senior staff with effective transitioning of existing organizations or project teams in accomplishing the organization's goals or project activities and objectives through improved use of internet and other automated processes. Supports activity and data modeling, development of modern business methods, identification of best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, training, and additional forms of	Bachelor's degree in technical area. Technical training may be substituted for a degree.

Labor Category	Minimum/General Experience	Functional Responsibility	Minimum Education
		knowledge transfer.	
Systems Analyst 3	7 years work experience	Applies process improvement, reengineering methodologies, and internet-related methodologies and principles to conduct process modernization projects. Responsible for transitioning of existing organizations or project teams in accomplishing the organization's goals or project activities and objectives through improved use of internet and other automated processes. Supports activity and data modeling, development of modern business methods, identification of best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer. May provide daily supervision and direction to other contractor Business Reengineering Specialists and Web Architects.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
Technical Writer 1	1 year work experience	Assists in writing and/or editing technical documents, including business proposals, reports, user manuals, briefings and presentations, functional descriptions, system specifications, guidelines, special reports, and other project deliverables to meet contract requirements. Develops outlines and drafts for review and approval by technical specialists and project management ensuring that final documents meet applicable contract requirements and regulations. Researches and gathers technical and background information for inclusion in project documentation and deliverables. Consults relevant information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information, and verify pertinent guidelines and regulations governing project deliverables.	Bachelor's degree in any area. Technical training may be substituted for a degree.
Technical Writer 2	2 years work experience	Writes and/or edits technical documents, including business proposals, reports, user manuals, briefings and presentations, functional descriptions, system specifications, guidelines, special reports, and other project deliverables to meet contract requirements. Develops outlines and drafts for review and approval by technical specialists and project management ensuring that final documents meet applicable contract requirements and regulations. Researches and gathers technical and background information for inclusion in project documentation and deliverables. Consults relevant information sources, including library resources, technical and financial documents, and client and project	Bachelor's degree in any area. Technical training may be substituted for a degree.

Labor Category	Minimum/General Experience	Functional Responsibility	Minimum Education
		personnel, to obtain background information, and verify pertinent guidelines and regulations governing project deliverables.	
Trainer 1	3 years work experience	Conducts the research necessary to develop and revise training courses. Develops and revises courses and prepares appropriate training catalogs. Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops and seminars. Prepares reports and monitor training tasks in support of the goals of the Contractor Program Manager and the government sponsor(s) using standard training standards and SW/HW programs such as modeling and simulation and prototyping efforts. Provides input to the Project Lead and the Contractor Program Manager on which decisions for training validation and or modifications of specified items or systems can be corrected.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
Trainer 2	6 years work experience	Conducts the research necessary to develop and revise training courses. Develops and revises courses and prepare 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. Prepares reports and monitors training tasks in support of the goals of the Contractor Program Manager and the government sponsor(s) using standard training standards and SW/HW programs such as modeling and simulation and prototyping efforts. Provides input to the Project Lead and the Contractor Program Manager on which decisions for training validation and or modifications of specified items or systems can be corrected.	Bachelor's degree in technical area. Technical training may be substituted for a degree.

**TERMS AND CONDITIONS APPLICABLE TO HEALTH INFORMATION  
TECHNOLOGY (IT) PROFESSIONAL SERVICES  
(SPECIAL ITEM NUMBER 132-56)**

*Vendor suitability for offering services through the new Health IT SIN must be in accordance with the following laws and standards when applicable to the specific task orders, including but not limited to:*

- Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH)
- The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- National Institute of Standards and Technology (NIST) Federal Information Processing Standards (FIPS) and Special Publications
- Federal Information Security Management Act (FISMA) of 2002

**1. SCOPE**

- a. The labor categories, prices, terms and conditions stated under Special Item Number 132-56 Health Information Technology Services apply exclusively to Health IT Services within the scope of this Information Technology Schedule.
- b. This SIN is limited to Health IT Services only. Software and hardware products are out of scope. Hardware and software can be acquired through different Special Item Numbers on IT Schedule 70 (e.g. 132-32, 132-33, 132-8).
- c. This SIN provides ordering activities with access to Health IT services.
- d. Health IT Services provided under this SIN shall comply with all Healthcare certifications and industry standards as applicable at the task order level.
- e. The Contractor shall provide services at the Contractor's facility and/or at the

**2. ORDER**

- a. Agencies may use written orders, Electronic Data Interchange (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**

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.

**5. 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.

**6. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

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

**7. INDEPENDENT CONTRACTOR**

All Health IT Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

**8. 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.

**9. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for IT Services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

**10. RESUMES**

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



**11. 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.

**12. 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.

**13. DESCRIPTION OF IT SERVICES AND PRICING**

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT 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 Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.

<b>Labor Category</b>	<b>02/01/2015-01/31/2016</b>	<b>02/01/2016-01/31/2017</b>	<b>02/01/2017-01/31/2018</b>	<b>02/01/2018-01/31/2019</b>	<b>02/01/2019-01/31/2020</b>
HIT Application Developer 1	N/A	N/A	\$55.64	\$56.58	\$57.54
HIT Application Developer 2	N/A	N/A	\$75.14	\$76.42	\$77.72
HIT Application Developer 3	N/A	N/A	\$89.96	\$91.49	\$93.04
HIT Application Developer 4	N/A	N/A	\$99.77	\$101.46	\$103.19
HIT BPM Engineer 1	N/A	N/A	\$139.28	\$141.65	\$144.05
HIT Business Analyst 1	N/A	N/A	\$129.10	\$131.29	\$133.52
HIT Business Analyst 2	N/A	N/A	\$136.44	\$138.76	\$141.12
HIT Configuration Manager 1	N/A	N/A	\$115.91	\$117.88	\$119.88
HIT Configuration Manager 2	N/A	N/A	\$123.40	\$125.49	\$127.63
HIT Database Administrator 1	N/A	N/A	\$88.19	\$89.69	\$91.22
HIT Database Administrator 2	N/A	N/A	\$110.91	\$112.79	\$114.71

HIT Database Administrator 3	N/A	N/A	\$119.84	\$121.88	\$123.95
HIT Database Administrator 4	N/A	N/A	\$133.90	\$136.18	\$138.49
HIT Helpdesk Analyst 1	N/A	N/A	\$39.64	\$40.32	\$41.00
HIT Helpdesk Analyst 2	N/A	N/A	\$51.48	\$52.36	\$53.25
HIT Helpdesk Analyst 3	N/A	N/A	\$69.18	\$70.36	\$71.55
HIT PMO Analyst 1	N/A	N/A	\$221.33	\$225.09	\$228.92
HIT PMO Analyst 2	N/A	N/A	\$260.68	\$265.11	\$269.62
HIT Project Director 1	N/A	N/A	\$155.00	\$157.64	\$160.32
HIT Project Manager 1	N/A	N/A	\$129.10	\$131.29	\$133.52
HIT QA Analyst 1	N/A	N/A	\$94.01	\$95.60	\$97.23
HIT QA Analyst 2	N/A	N/A	\$100.86	\$102.58	\$104.32
HIT QA Analyst 3	N/A	N/A	\$110.89	\$112.78	\$114.70
HIT QA Tester 1	N/A	N/A	\$65.53	\$66.65	\$67.78
HIT QA Tester 2	N/A	N/A	\$80.25	\$81.61	\$83.00
HIT QA Tester 3	N/A	N/A	\$85.72	\$87.17	\$88.66
HIT Requirements Analyst 1	N/A	N/A	\$103.73	\$105.49	\$107.28
HIT Requirements Analyst 2	N/A	N/A	\$110.91	\$112.79	\$114.71
HIT Security Analyst 1	N/A	N/A	\$101.76	\$103.49	\$105.25
HIT Security Analyst 2	N/A	N/A	\$134.29	\$136.58	\$138.90
HIT Software Architect 1	N/A	N/A	\$121.94	\$124.01	\$126.12

HIT Software Architect 2	N/A	N/A	\$124.47	\$126.58	\$128.74
HIT Software Developer I	N/A	N/A	\$102.52	\$104.26	\$106.03
HIT Software Engineer 1	N/A	N/A	\$108.91	\$110.76	\$112.65
HIT Software Engineer 2	N/A	N/A	\$125.72	\$127.86	\$130.03
HIT Software Engineer 3	N/A	N/A	\$134.42	\$136.70	\$139.03
HIT Subject Matter Expert 1	N/A	N/A	\$95.32	\$96.94	\$98.59
HIT Subject Matter Expert 2	N/A	N/A	\$110.91	\$112.79	\$114.71
HIT Subject Matter Expert 3	N/A	N/A	\$153.46	\$156.07	\$158.72
HIT Subject Matter Expert 4	N/A	N/A	\$188.08	\$191.28	\$194.53
HIT Subject Matter Expert 5	N/A	N/A	\$205.31	\$208.80	\$212.35
HIT System Administrator 1	N/A	N/A	\$51.50	\$52.38	\$53.27
HIT System Administrator 2	N/A	N/A	\$81.06	\$82.43	\$83.83
HIT System Administrator 3	N/A	N/A	\$98.80	\$100.48	\$102.19
HIT System Administrator 4	N/A	N/A	\$118.64	\$120.66	\$122.71
HIT Systems Analyst 1	N/A	N/A	\$69.23	\$70.40	\$71.60
HIT Systems Analyst 2	N/A	N/A	\$82.24	\$83.64	\$85.06
HIT Systems Analyst 3	N/A	N/A	\$104.72	\$106.50	\$108.31
HIT Technical Writer 1	N/A	N/A	\$69.36	\$70.54	\$71.74
HIT Technical Writer 2	N/A	N/A	\$77.38	\$78.69	\$80.03
HIT Trainer 1	N/A	N/A	\$71.63	\$72.85	\$74.09
HIT Trainer 2	N/A	N/A	\$85.97	\$87.43	\$88.92

**LABOR CATEGORY DESCRIPTIONS SIN 132-56**

<b>Labor Category</b>	<b>Minimum/General Experience</b>	<b>Functional Responsibility</b>	<b>Minimum Education</b>
HIT Application Developer 1	2 years work experience	Assists with the analysis of Health Information Technology (HIT) information requirements. Aids in the evaluation of problems with workflow, organization, and planning and help in the development of appropriate corrective action. Performs software coding under the direction of more senior staff.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
HIT Application Developer 2	3 years work experience	Participates in the design of HIT software tools and subsystems to support reuse and domain analysis. Assists Software Engineer and Applications Developer to interpret software requirements and design specifications to code, integrate, and test software components. Performs software coding.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
HIT Application Developer 3	5 years work experience	Analyzes functional business applications and design specifications for HIT functional areas. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required HIT documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met. Possesses experience in HIT information system design, including application programming on large-scale DBMS and the development of complex software to satisfy design objectives.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
HIT Application Developer 4	7 years work experience	Analyzes functional business applications and design specifications for HIT functional areas. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required HIT documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met. Possesses experience in HIT information system design, including application programming on large-scale DBMS and the development of complex software to satisfy design objectives.	Bachelor's degree in technical area. Technical training may be substituted for a degree.

Labor Category	Minimum/General Experience	Functional Responsibility	Minimum Education
HIT BPM Engineer 1	3 years work experience	Applies process improvement, reengineering methodologies, and internet-related methodologies and principles to conduct HIT process modernization projects. Responsible for transitioning of existing organizations or project teams in accomplishing the organization's goals or HIT project activities and objectives through improved use of internet and other automated processes. Supports HIT activity and data modeling; development of modern business methods; identification of best practices; and creating and assessing performance measurements. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
HIT Business Analyst 1	4 years work experience including 1 year as a tester or QA team member.	Under general supervision, formulates/defines HIT system scope and objectives for assigned projects. Devises or modifies procedures to solve complex HIT problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications from which programs will be written. Provides program design, coding, testing, debugging, and documentation. Has full technical knowledge of all phases of HIT applications systems analysis and programming. Instructs, directs, and checks the work of other systems analysis and programming personnel. Provides QA review. Directs and monitors the work of team members. May be responsible for HIT project completion and user satisfaction. Responsible for the production of inception phase products and by-products, including use-case model, user experience model, client vision, and acceptance criteria.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
HIT Business Analyst 2	6 years work experience	Assists in applying common best practices for the HIT industry to the customer using a knowledge base to create conceptual business models and to identify relevant issues and considerations in selecting application software packages. Assesses the operational and functional baseline of an organization and its organizational components and helps to define the direction and strategy for a HIT engagement while ensuring the organizational needs are being addressed. Typical areas addressed include Health IT-focused HR, Finance, Supply, and operations. Identifies IT inadequacies and/or deficiencies that affect the functional area's ability to support/meet organizational goals. Supports the development of functional area strategies for enhanced Health IT.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
HIT Configuration	2 years work experience	Provides CM planning. Describes provisions for	Bachelor's

<b>Labor Category</b>	<b>Minimum/General Experience</b>	<b>Functional Responsibility</b>	<b>Minimum Education</b>
Manager 1		configuration identification, change control, configuration status accounting, and configuration audits. Regulates the change process so that only approved and validated changes are incorporated into HIT product documents and related software.	degree in technical area. Technical training may be substituted for a degree.
HIT Configuration Manager 2	5 years work experience in the role of configuration manager or systems analyst or equivalent.	Under little to no direction, is responsible for defining and executing the HIT CM policies and practices, especially as they apply to an iterative and incremental lifecycle such as RUP. Establishes and executes the Configuration Plan and all assets.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
HIT Database Administrator 1	3 years work experience	Performs routine tasks, as they pertain to Health IT, for maintaining databases, including monitoring logs, performance, and resource utilization. Participates in new releases by executing scripts. Documents database design, including updating CASE tools to reflect changes to database design.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
HIT Database Administrator 2	5 years of experience in database design, database implementation and database administration.	With general direction, designs, maintains, and controls HIT databases and data dictionaries on multiple platforms. Troubleshoots and resolves operational problems pro-actively and ensures consistent operational excellence. Performs complete HIT Database maintenance such as database backups, integrity checks, load monitoring, and performance tuning. Develops, documents, and enforces standards for access to the databases. Analyzes all HIT informational requirements of production systems and develops database specifications. Designs, implements, and periodically tests the database backup and recovery procedures. Defines procedures for testing and implementing of HIT applications in the database environment. Analyzes current and projected future database performance, fine tuning, and/or recommends hardware changes when necessary. Interacts with technical support teams and DBMS vendors to schedule installation and maintenance of the DBMS software and upgrades.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
HIT Database Administrator 3	7 years work experience	Analyzes database requirements of assigned HIT projects. Analyzes and determines HIT information needs and elements; database relationships and attributes; proposed manipulation; data flow and storage requirements; and data output and reporting capabilities. Applies knowledge of DBMS to coordinate maintenance and changes to databases. Writes logical and	Bachelor's degree in technical area. Technical training may be substituted for a degree.

Labor Category	Minimum/General Experience	Functional Responsibility	Minimum Education
		physical database descriptions, including location, space, access method, and security requirements. Provides direction to Programmers and Analysts, as required, to affect changes to database management systems. Provides answers to HIT data-related questions. Possesses knowledge of, and ability to, monitor databases, analyze and organize data, and apply new technology designs and programs.	
HIT Database Administrator 4	9 years work experience	Provides highly technical expertise in the use of HIT DBMS. Evaluates and recommends available HIT DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific HIT user applications. Tests and assists in the implementation of changes or new database designs. Monitors database usage and statistics. Possesses knowledge of HIT relational database environment.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
HIT Helpdesk Analyst 1	1 year work experience	Provides phone, email, web, and in-person support to users in the areas of e-mail, directories, computer operating systems, desktop applications for all types of HIT computer systems, and applications developed or deployed under this contract. Serves as the first POC for troubleshooting Hardware (HW)/Software (SW), all types of HIT computer systems (PC and Mac), and printer problems.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
HIT Helpdesk Analyst 2	2 years work experience	Provides phone, email, web, and in-person support to users in the areas of e-mail, directories, computer operating systems; Health IT applications for all types of computer systems; and Health IT applications developed or deployed under this contract. Serves as the first POC for troubleshooting HW/SW, all types of HIT computer systems (PC and Mac), and printer problems. This role adds some specific understanding of HIT customer needs and business processes, with an ability to work independently to satisfy customer demands. Participates in documentation activities, including user manuals and knowledge base updates.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
HIT Helpdesk Analyst 3	3 years work experience	Provides phone, email, web, and in-person support to users in the areas of e-mail, directories, computer operating systems, HIT applications for all types of computer systems, and Health IT applications developed or deployed under this contract. Serves as the first POC for troubleshooting HW/SW, all types of HIT computer systems (PC and Mac), and printer	Bachelor's degree in technical area. Technical training may be substituted for a degree.

Labor Category	Minimum/General Experience	Functional Responsibility	Minimum Education
		<p>problems. This role adds some specific understanding of HIT customer needs and business processes, with an ability to work independently to satisfy customer demands. This role entails expertise in managing the specific HIT requirement, along with the ability to oversee support staff with the same mission. Participates in documentation activities, including user manuals and knowledge base updates, and conducts training.</p>	
HIT PMO Analyst 1	10 years work experience	<p>Support the HIT PMO team including: tracking status of program deliverables and milestones; supporting the adoption of the project lifecycle and deliverables; program level risk and issue coordination; monitoring the status of HIT projects transitioning into normal service; coordination of the regular project and program level reporting cycles; and coordination of HIT project Governance arrangements, Post Project Reviews, and Program level workshops. Additional responsibilities may include defining and updating the HIT project management processes, standards, and governance, contributing to Quality Reviews, and coordinating activities in support of quality objectives. Provides project support, ensuring project plans and project documentation are complete and up-to-date; provides regular project status updates; helps acquire the necessary resources and skills; and contributes to the delivery of HIT business systems to meet identified business requirements.</p>	Bachelor's degree in technical, business, or administration area. Training may be substituted for a degree.
HIT PMO Analyst 2	15 years work experience	<p>Support the HIT PMO team including: tracking status of program deliverables and milestones; supporting the adoption of the project lifecycle and deliverables; program level risk and issue coordination; monitoring the status of HIT projects transitioning into normal service; coordination of the regular project and program level reporting cycles; and co-ordination of HIT project Governance arrangements, Post Project Reviews, and Program level workshops. Additional responsibilities may include defining and updating the HIT project management processes, standards and governance, contributing to Quality Reviews, and coordinating activities in support of quality objectives. Provides project support, ensuring project plans and project documentation are complete and up-to-date; provides regular project status updates; helps acquire the necessary resources and skills; and contributes to the delivery of HIT business</p>	Bachelor's degree in technical, business, or administration area. Training may be substituted for a degree.



Labor Category	Minimum/General Experience	Functional Responsibility	Minimum Education
HIT Project Director 1	10 years work experience	<p>systems to meet identified business requirements.</p> <p>Serves as the HIT program manager responsible for organizing, directing, and managing all aspects of contract operational support functions involving multiple complex and interrelated HIT project tasks that often require managing teams of contractor personnel at multiple locations. Provide overall direction of HIT program activities. Manages and maintains contractor interface with the senior levels of the customer's organization. Consults with customer and contractor personnel to formulate and review task plans and deliverables, ensuring conformance with program and project task schedules, costs, and contractual obligations. Establishes and maintain technical and financial reports to show progress of projects to management and customers; organizes and assigns responsibilities to subordinates; oversees the successful completion of all assigned tasks; and assumes the initiative and provide support to marketing personnel in identifying and acquiring potential business.</p>	Bachelor's degree in technical area. Technical training may be substituted for a degree.
HIT Project Manager 1	5 years work experience managing projects	<p>Hands-on expertise in the planning, performance, and quality of HIT projects. Manages and mentors cross-functional teams throughout the full software development cycle. Ensures the customer satisfaction of HIT solutions by managing the customer expectations and project deliverables. Provides day-to-day management activities between customer and Highrise personnel. Plans, manages, and tracks project schedules and budgets. Provides periodic project status reports describing the state of the project, progress and accomplishments, trends and significant risk items. Ensures environment, materials, and resources are in place for the success of the project. Identifies and evaluates personnel to ensure the efficient operation of the roles within the project. Assigns and monitors project staff, providing task prioritization and direction. Serves as the central point of identification and management of project issues and risk. Proactively pursues HIT account activities to spawn additional projects. Identifies opportunities for process/quality improvements and follows through with implementation and dissemination of improvements</p>	Bachelor's degree in Computer Science. Technical training may be substituted for a degree.
HIT QA Analyst 1	4 years work experience including 2 years as a tester or QA team member	<p>With general direction, formulates all HIT quality-related products and by-products of a project. Develops test plans, procedures, and cases for the RUP lifecycle. Provides production and execution</p>	Bachelor's degree in technical area. Technical

Labor Category	Minimum/General Experience	Functional Responsibility	Minimum Education
		of test plans, procedures, and cases for a given project or system. Maintains testing schedule, assigns functional and technical work flow to test team. Has in-depth knowledge of HIT QA methodology and full software development lifecycle.	training may be substituted for a degree.
HIT QA Analyst 2	5 years work experience including 3 years as a tester or QA team member	Formulates all HIT quality-related products and by-products of a project. Develops test plans, procedures, and cases for RUP lifecycle. Provides production and execution of test plans, procedures and cases for a given project or system. Maintains testing schedule, assigns functional and technical work flow to test team. Has in-depth knowledge of HIT QA methodology and full SDLC.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
HIT QA Analyst 3	6 years work experience	Maintains a process for evaluating HIT software, business services, and associated documentation. Determines the HIT resources required for QC. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle. Provides daily supervision and direction to support staff.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
HIT QA Tester 1	1 year work experience as a tester or QA team member	Reviews functional and technical HIT requirements developed by functional and technical staff. Participates in review meetings with functional and technical users to understand the HIT requirements. Develops detailed test plans and test scenarios. Reviews test plans with functional users. Conducts functional and technical testing of assigned HIT system modules.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
HIT QA Tester 2	2 years work experience including 1 year as a tester or QA team member	Reviews functional and technical HIT requirements developed by functional and technical staff. Conducts review meetings with functional and technical users. Conducts meetings with users to understand the HIT requirements. Develops detailed test plans and test scenarios. Review test plans with functional users. Conducts functional and technical testing of the HIT system.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
HIT QA Tester 3	3 years work experience including 2 years as a tester or QA team member	Reviews functional and technical HIT requirements developed by functional and technical staff. Conducts review meetings with functional and technical users. Conducts meetings with users to understand the HIT requirements. Develops detailed test plans and test scenarios. Reviews test plans with functional users. Conducts functional and technical testing of the HIT system.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
HIT Requirements Analyst 1	2 years' experience as a Requirements or Systems Analyst.	Under limited direction, establishes HIT software architecture standards and provides architecture support and mentoring to other architects.	Bachelor's degree in technical area.

Labor Category	Minimum/General Experience	Functional Responsibility	Minimum Education
	Strong communication skills and the ability to work directly with customers and management. Strong writing skills.	Introduces new HIT technologies to technical staff to improve overall software development capability and quality. Provides mentoring to customers and internal team. Makes architectural decisions that reflect an understanding of HIT industry trends and customer needs. Assists the HIT Project Manager (PM) in selection, development, and evaluation of technical personnel. Acts as Development Manager for resources.	Technical training may be substituted for a degree.
HIT Requirements Analyst 2	3 years' experience as a Requirements or Systems Analyst. Strong communication skills and the ability to work directly with customers and management. Strong writing skills.	With little or no direction, responsible for working with stakeholders to capture, refine, and document all HIT requirements for the system. Experience gathering functional requirements and translating HIT business needs into technical requirements. Experience in analyzing and defining requirements to ensure they are complete, accurate, unambiguous, and feasible. Has a thorough understanding of how HIT systems are formed and how they work. Also responsible for maintaining the requirements through the complete lifecycle of the project and working with various team members to ensure the requirements are complete and properly implemented. Accurately identifies and manages stakeholder needs. Demonstrates experience in leading HIT requirements gathering/definition sessions with clients and stakeholders. Prioritizes requirement needs in conjunction with development staff and HIT PM. Drives modeling use-case requirements and activity flows or workflow sequence diagrams using UML. Defines requirement management processes and identifies opportunities for process/quality improvements; follows through with implementation and dissemination of improvements.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
HIT Security Analyst 1	2 years work experience	Analyzes and defines HIT security requirements for MLS issues. Designs, develops, engineers, and implements solutions to MLS requirements. Participates in HIT audits and gathering of compliance evidence. Documents existing controls.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
HIT Security Analyst 2	3 years work experience	Analyzes and defines HIT security requirements for MLS issues. Designs, develops, engineers, and implements solutions to MLS requirements. Participates in HIT audits and gathering of compliance evidence. Performs risk analyses, which also includes risk assessment.	Bachelor's degree in technical area. Technical training may be substituted for a degree.

Labor Category	Minimum/General Experience	Functional Responsibility	Minimum Education
HIT Software Architect 1	3 years work experience	Provides technical direction for individual HIT projects. Performs market research and alternatives analysis for new technical initiatives. Analyzes emerging trends in software development. Participates in process of code review. Maintains standards documentation.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
HIT Software Architect 2	7 years work experience in developing overall software architecture and design of software solutions.	Under general direction, responsible for providing guidance and insight into the use of various HIT technologies in systems. Understands how to apply HIT technologies and design patterns to ensure quality of service in client systems. Evaluates and makes effective use of component technologies to solve HIT problems in system architecture. Engineers HIT software systems using appropriate software development techniques and design patterns. Provides input to HIT project management on technical risks and scheduling of architectural tasks. Works with Requirements Analysts to identify and understand requirements. Identifies architecturally significant requirements. Identifies tradeoffs and selects the architecture that best meets customer needs. Communicates the HIT software architecture using a combination of visual models, presentations, oral, and written communication. Under limited direction, establishes software architecture standards and provides architecture support and mentoring to other architects. Introduces new HIT technologies to technical staff to improve overall software development capability and quality. Provides mentoring to customers and internal team. Makes architectural decisions that reflect an understanding of HIT industry trends and customer needs. Assists the HIT PM in selection, development, and evaluation of technical personnel. Acts as development manager for resources.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
HIT Software Developer 1	2 years of technical analysis, software development or related experience.	Under general direction, analyzes requirements and designs/develops HIT computer software for simple to moderately complex computer systems or portions of large integrated systems. Experience in software development, installation, integration, evaluation, enhancement, maintenance, testing, or problem diagnosis/resolution.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
HIT Software Engineer 1	3 years' experience of professional application development.	Under general supervision, responsible for implementing, testing, and documenting components based on the solution design and interacting with the customer and team. Understands the syntax and semantics of	Bachelor's degree in technical area. Technical training may be

Labor Category	Minimum/General Experience	Functional Responsibility	Minimum Education
		applicable programming languages. Provides input to HIT project management on implementation progress. Understands where software engineering activities fit in the development process lifecycle. Establishes software programming standards and provides programming support and mentoring to other software engineers. Has an understanding of how HIT software applications are formed, designed, implemented, and work. Possesses knowledge of two or more HIT systems, platforms, and programming languages. Familiar with UML and has ability to read and implement UML diagrams or requirements documentation. Demonstrates understanding of relational databases and SQL.	substituted for a degree.
HIT Software Engineer 2	4 years work experience	Analyzes and studies complex Health IT 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, and other, accepted design techniques and CASE tools. Estimates software development costs and schedule. Has the ability to produce quality software with minimal supervision. Reviews existing HIT programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises SCM.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
HIT Software Engineer 3	5 years work experience	Analyzes and studies complex Health IT 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, and other, accepted design techniques and CASE tools. Estimates software development costs and schedule. Has the ability to produce quality software with minimal supervision. Reviews existing HIT programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises SCM.	Bachelor's degree in technical, business, or administration area. Training may be substituted for a degree.
HIT Subject Matter Expert 1	4 years work experience	Provide consultation and domain knowledge in a specialized HIT business area. Typical support includes assistance with long-term strategy development and making HIT policy recommendations. Participates in conversations about program priorities and business strategies.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
HIT Subject Matter	6 years related experience, including 2	Provides HIT subject matter expertise, guidance, and high-level technical direction in support of	Bachelor's degree in

<b>Labor Category</b>	<b>Minimum/General Experience</b>	<b>Functional Responsibility</b>	<b>Minimum Education</b>
Expert 2	years as Business Analyst or Systems Analyst, having deep expertise of client business process and requirements.	HIT functions such as technical planning at both the strategic and tactical levels. Additionally, supports the implementation of systems at the enterprise level.	technical area. Technical training may be substituted for a degree.
HIT Subject Matter Expert 3	7 years work experience	Provides HIT subject matter expertise, guidance, and high-level technical direction in support of HIT functions such as technical planning at both the strategic and tactical levels. Additionally, supports the implementation of systems at the enterprise level.	Bachelor's degree in technical, business, or administration area. Training may be substituted for a degree.
HIT Subject Matter Expert 4	8 years work experience	Provides HIT subject matter expertise, guidance, and high-level technical direction in support of HIT functions such as technical planning at both the strategic and tactical levels. Additionally, supports the implementation of systems at the enterprise level.	Bachelor's degree in technical, business, or administration area. Training may be substituted for a degree.
HIT Subject Matter Expert 5	9 years work experience	Provides HIT subject matter expertise, guidance, and high-level technical direction in support of HIT functions such as technical planning at both the strategic and tactical levels. Additionally, supports the implementation of systems at the enterprise level.	Bachelor's degree in technical, business, or administration area. Training may be substituted for a degree.
HIT System Administrator 1	2 years work experience	Assists with the daily activities of configuration and operation of HIT systems. Assists with the optimizing system operation and resource utilization, and performs system capacity analysis and planning. Provide assistance to users in accessing and using HIT business systems.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
HIT System Administrator 2	3 years work experience	Performs the daily activities of configuration and operation of Health IT systems which may be mainframe, mini, or client/server-based. Performs the optimizing system operation and resource utilization, and performs system capacity analysis and planning. Provides assistance to users in accessing and using HIT business systems.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
HIT System	4 years work experience	Supervises and manages the daily activities of configuration and operation of HIT systems which	Bachelor's degree in

Labor Category	Minimum/General Experience	Functional Responsibility	Minimum Education
Administrator 3		may be mainframe, mini, or client/server-based. Plans and monitors the optimizing of system operation and resource utilization, and performs systems capacity analysis and planning. Plans and monitors assistance to users in accessing and using HIT business systems.	technical area. Technical training may be substituted for a degree.
HIT System Administrator 4	5 years work experience	Manages HIT systems operations. Ensures production schedules are met. Ensures HIT system resources are used effectively. Coordinates the resolution of production-related problems. Ensures proper relationships are established between customers, teaming partners, and vendors to facilitate the delivery of IT services. Provides users with computer output. Supervise HIT staff operations.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
HIT Systems Analyst 1	3 years work experience	Provides analysis and design of HIT business systems for different applications such as: financial, accounting, HR, and other enterprise systems. Handles test scripts and service requirements; works closely with end users on HIT project development and implementation. Analysts should have a working knowledge of relational database environments, structured analysis, data modeling, information engineering, mathematical model building, sampling, and cost accounting to plan the system. Specifies the inputs to be accessed by the HIT system, design the processing steps, and formats the output to meet the users' needs. Prepares cost-benefit and ROI analyses to help management decide whether implementing the proposed HIT system will be financially feasible. Possesses excellent verbal and written communications skills.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
HIT Systems Analyst 2	5 years work experience	Applies process improvement, reengineering methodologies, and internet-related methodologies and principles to conduct HIT process modernization projects. Assists senior staff with effective transitioning of existing organizations or project teams in accomplishing the organization's goals or HIT project activities and objectives through improved use of internet and other automated processes. Supports activity and data modeling, development of modern business methods, identification of best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
HIT Systems Analyst 3	7 years work experience	Applies process improvement, reengineering methodologies, and internet-related methodologies and principles to conduct HIT process	Bachelor's degree in technical area.

Labor Category	Minimum/General Experience	Functional Responsibility	Minimum Education
		modernization projects. Responsible for transitioning of existing organizations or project teams in accomplishing the organization's goals or HIT project activities and objectives through improved use of internet and other automated processes. Supports activity and data modeling, development of modern business methods, identification of best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer. May provide daily supervision and direction to other contractor HIT Business Reengineering Specialists and Web Architects.	Technical training may be substituted for a degree.
HIT Technical Writer 1	1 year work experience	Assists in writing and/or editing HIT technical documents, including business proposals; reports; user manuals; briefings and presentations; functional descriptions; system specifications, guidelines; special reports; and other project deliverables to meet contract requirements. Develops outlines and drafts for review and approval by technical specialists and project management, ensuring that final documents meet applicable contract requirements and regulations. Researches and gathers HIT technical and background information for inclusion in project documentation and deliverables. Consults relevant HIT information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information, and verify pertinent guidelines and regulations governing project deliverables.	Bachelor's degree in any area. Technical training may be substituted for a degree.
HIT Technical Writer 2	2 years work experience	Writes and/or edits HIT technical documents, including business proposals; reports; user manuals; briefings and presentations; functional descriptions; system specifications; guidelines; special reports; and other project deliverables to meet contract requirements. Develops outlines and drafts for review and approval by technical specialists and project management ensuring that final documents meet applicable contract requirements and regulations. Researches and gathers HIT technical and background information for inclusion in project documentation and deliverables. Consults relevant HIT information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information, and verify pertinent guidelines and regulations governing project deliverables.	Bachelor's degree in any area. Technical training may be substituted for a degree.



<b>Labor Category</b>	<b>Minimum/General Experience</b>	<b>Functional Responsibility</b>	<b>Minimum Education</b>
HIT Trainer 1	3 years work experience	Conducts the research necessary to develop and revise HIT training courses. Develops and revises HIT courses and prepares appropriate training catalogs. Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains HIT personnel by conducting formal classroom courses, workshops, and seminars. Prepares reports and monitors training tasks in support of the goals of the Contractor HIT Program Manager and the government sponsor(s) using standard training standards and SW/HW programs such as modeling and simulation and prototyping efforts. Provides input to the HIT Project Lead and the Contractor HIT Program Manager on which decisions for training validation and or modifications of specified items or systems can be corrected.	Bachelor's degree in technical area. Technical training may be substituted for a degree.
HIT Trainer 2	6 years work experience	Conducts the research necessary to develop and revise HIT training courses. Develops and revises HIT courses and prepares appropriate training catalogs. Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains HIT personnel by conducting formal classroom courses, workshops, and seminars. Prepares reports and monitors training tasks in support of the goals of the Contractor HIT Program Manager and the government sponsor(s) using standard training standards and SW/HW programs such as modeling and simulation and prototyping efforts. Provides input to the HIT Project Lead and the Contractor HIT Program Manager on which decisions for training validation and/or modifications of specified items or systems can be corrected.	Bachelor's degree in technical area. Technical training may be substituted for a degree.

**USA COMMITMENT TO PROMOTE  
SMALL BUSINESS PARTICIPATION  
PROCUREMENT PROGRAMS**

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact:

**Highrise Consulting, Inc.**  
**Attention: Daniel Fox Rabinovich**  
**E-mail: [dfox@highriseconsulting.com](mailto:dfox@highriseconsulting.com)**