FEDERAL SUPPLY SERVICE
AUTHORIZED INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE AND SERVICES

Category Code
SIN 132-51 - INFORMATION TECHNOLOGY PROFESSIONAL SERVICES
FPDS Class D302 IT Systems Development Services (Database Planning and Design)
FPDS Class D308-1 Programming Services
FPDS Class D308-2 Millennium Conversion Services (Y2K)
FPDS Class D311 IT Data Conversion Services
FPDS Class D316 IT Network Services' Project Management
FPDS Class D399 Other Information Technology Services, Not Elsewhere Classified

SSB, INC.
3702 PENDER DRIVE, SUITE 402
FAIRFAX, VA 22030
703-277-1070
FAX: 703-277-1077
http://www.ssbinc.com

Contract Number:GS-35F-0256J

Period Covered by Contract: March 2, 2009 thru March 1, 2014
General Services Administration
Federal Supply Service

Products and ordering information in this Authorized INFORMATION TECHNOLOGY Schedule Pricelist are also available on GSA Advantage! System. Agencies can browse GSA Advantage! By accessing GSA's Home Page via Internet at www.gsa.gov.

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INFORMATION FOR ORDERING OFFICES

1. Geographic Scope of Contract:

The geographic scope of the contract includes the 48 contiguous states and the District of Columbia.

2. Contractor's Ordering Address and Payment Information:

Ordering Address & Payment Address:
SSB, INC.
3702 Pender Drive, Suite 402
Fairfax, VA 22030

Government commercial Credit Cards will be acceptable for payment. In addition, bank account information for wire transfer payments will be shown on the invoice.

Below is the telephone number that can be used by ordering agencies to obtain technical and/or ordering assistance.

703-277-1070

3. RESERVED.

4. Statistical Data for Government Ordering Office Completion of Standard Form 279:

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Contractor Establishment Code (DUNS): 939001012
Block 30: Type of Contractor - B. Other Small Business
Block 31: Small Business - Yes
Block 34: RESERVED
Block 36: Contractor's Taxpayer Identification Number (TIN): 54-1719032

4a. Cage Code: 05BD8

5. FOB: Destination

6. COMMERCIAL DELIVERY SCHEDULE (MULTIPLE AWARD SCHEDULES)

(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. Offerors shall insert in the "time of Delivery (days ARO)" column in the Schedule of Items a definite number of calendar days within which delivery will be made. In no case shall the offered delivery time exceed the contractor's normal commercial practice.

ITEMS OR GROUPS OF ITEMS (SIN or Nomenclature)	DELIVERY TIME (DAYS ARO)
132-51	As mutually agreed to

(b) EXPEDITED DELIVERY TIMES. For those items that can be delivered quicker than the delivery times in paragraph (a), above, the offeror is requested to insert below, a time (hours/days ARO) that delivery can be made when expedited delivery is requested.

ITEMS OR GROUPS OF ITEMS (SIN or Nomenclature)	EXPEDITED DELIVERY TIME (HOURS/DAYS ARO)
132-51	As mutually agreed to

(c) OVERNIGHT AND 2-DAY DELIVERY TIMES. Schedule customers may require overnight or 2-day delivery. The offeror is requested to annotate in its pricelist or by separate attachment the items that can be delivered overnight or within 2 days. Contractors offering such delivery service will be required to state in the FSS pricelist details concerning this service.

(d) URGENT REQUIREMENTS

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

7. Discounts:

a. Prompt Payment: None
b. Quantity: None
c. Dollar Volume: None
d. Government Educational Institutions: None
e. Discount for use of Government commercial Credit Card: None
f. Other: None

8. Production Points and Statement Concerning Foreign Produced Items: Not Applicable

9. Statement Concerning Availability of Export Packing: Not Applicable

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

11a. Maximum Order: (All dollar amounts are exclusive of any discount for prompt payment.)

a. Special Item 132-51 - Information Technology Professional Services

The maximum dollar value per order will be $500,000 for all Information Technology Services.

11b. Orders That Exceed the Maximum Order (I-FSS-125)(AUG 1995)

(a) In accordance with FAR 8.404 there may be circumstances where an ordering activity finds it advantageous to request a price reduction such as where a quantity of an individual order clearly indicates the potential for obtaining a reduced price.

To assist the customer agencies to determine when they should seek a price decrease, a level called a maximum order has been established under the contract. When an agency order exceeds this amount it is recommended that the ordering activity contact the contractor for a reduced price.

(b) Contractor may:
(1) offer a new lower price for this requirement (the Price reduction clause is not applicable to orders placed over the Maximum Order in FAR 52.216-19.);

(2) offer the lowest price available under the contract; or

(3) decline the order, orders must be returned in accordance with FAR 52.216-19.

(c) A delivery order for quantities that exceed the maximum order may be placed with the contractor selected in accordance with FAR 8.404. The order will be placed under the current contract.

(d) Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-72.

12. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS: Federal departments and agencies 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 offices, shall be responded to promptly by the Contractor.

12.1 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.

12.2 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 Supply 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 Technology, Gaithersburg, MD 20899, telephone number 201.975.2833

13. Security Requirements. In the event security requirements are necessary, the ordering activities may incorporate, in their delivery order(s), a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will be negotiated with the Schedule Contractor on an open market basis, outside the scope of the contract.

14. CONTACT ADMINISTRATION FOR ORDERING OFFICES: Any ordering office, 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 52.249-1, 52.249-2, and 52.249-8.

15. GSA Advantage!

The 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 category(ies).

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

16. Use of FSS ITS Schedule Contracts. In accordance with FAR 8.404:

a. Ordering activities can place orders of $2,500 or less with any GSA Federal Supply Schedule contractor. GSA has already determined the prices of items under these contracts to be fair and reasonable.

b. To reasonably ensure that a selection represents the best value and meets the agency's needs at the lowest overall cost, before placing an order of more than $2,500, an ordering activity should—

(1) Consider reasonably available information about products offered under Multiple Award Schedule (MAS) contracts; this standard is met if the ordering activity does the following:

(i) Considers products and prices contained in any GSA MAS automated information system (e.g., GSA Advantage!);or

(ii) If automated information is not available, reviews at least three (3) pricelists.

(2) In selecting the best value item at the lowest overall cost (the price of the item plus administrative costs), the ordering activity may consider such factors as—

(i) Special features of one item not provided by comparable items which are required in effective program performance;

(ii) Trade-in considerations;

(iii) Probable life of the item selected as compared with that of a comparable item;

(iv) Warranty conditions; and

(v) Maintenance availability.

(3) Give preference to the items of small business concerns when two or more items at the same delivered price will meet an ordering activity's needs.

c. MAS contractors will not be required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order. There may be circumstances where an ordering activity finds that a schedule product is available elsewhere at a lower price, or where the quantity of an individual order clearly indicates the potential for obtaining a reduced price.

d. Ordering activities should document orders of $2,500 or less by identifying the contractor the item was purchased from the item purchased, and the amount paid. For orders over $2,500, MAS ordering files should be documented in accordance with internal agency practices. Agencies are encouraged to keep documentation to a minimum.

17. 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 enlarge the scope of this schedule contract for individual orders. Terms and conditions of any orders are limited strictly to those specified in the schedule contract and pricelist and agreed to by GSA.

18. 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 Government may provide the contractor with logistics support, as available, in accordance with all applicable Government regulations. Such Government 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 (Purchase, Maintenance, and Repair Service).

19. YEAR 2000 WARRANTY - COMMERCIAL SUPPLY ITEMS

Note: Contractors should identify products that apply to the following warranty in their Authorized Pricelist.

The contractor warrants that each hardware, software, and firmware product delivered under this contract and listed below shall be able to accurately process date data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, including leap year calculations, when used in accordance with the product documentation provided by the contractor, provided that all listed or unlisted products (e.g. hardware, software, firmware) used in combination with such listed product properly exchange date data with it. If the contract requires that specific listed products must perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those listed products as a system. The duration of this warranty and the remedies available to the Government for breach of this warranty shall be as defined in, and subject to, the terms and limitations of the contractor's standard commercial warranty or warranties contained in this contract, provided that notwithstanding any provision to the contrary in such commercial warranty or warranties, the remedies available to the Government under this warranty shall include repair or replacement of any listed product whose non-compliance is discovered and made known to the contractor in writing within ninety (90) days after acceptance. Nothing in this warranty shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

Terms and Conditions Applicable to Information Technology Professional Services (Special Item 132-51)

1. Order

Agencies may use written orders, EDI orders, credit card orders, blanket purchase orders, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Orders shall not extend beyond the end of the contract period.

2. Invoices and Payment

Invoices for Information Technology Services shall be submitted by the contractor as soon as possible after completion of the work. Payment under blanket purchase orders will be made quarterly or monthly, except where cash payment procedures are used. Invoices shall be submitted separately to each Government office ordering services under the contract. PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

3. Performance of Services

a. The Contractor shall commence performance of services on the date agreed to by the contractor and the Government.

b. The Contractor agrees to render services only during normal working hours unless otherwise agreed to by the contractor and the Government.

c. All services rendered shall be performed by persons who are adequately trained, skilled and equipped to perform such services in a safe, workmanlike manner, consistent with good work practices.

4. Compliance with the laws

SSB, INC. shall comply with all applicable Federal, State, and Local laws and all rules and regulations during the performance of this contract.

5. Independent Contractor

SSB,INC in all matters is, and shall be, deemed to be an independent contractor, and the employees or agents of SSB,INC shall not be deemed to be employees or agents of the Government for any purpose under Federal, State, or local unemployment law, regulation, or otherwise.

6. Warranty of Services

The Contractor warrants that all services performed under this contract will conform to the requirements of any and all statements of work and standards of quality and performance issued under this contract.

7. Travel

Any travel required by an ordering agency, in the performance of information technologies professional services under this contract, will be reimbursed by the ordering agency. Contractor travel will be in accordance with the Federal Travel Regulations or Joint Travel Regulations, as applicable. Established Federal Government per diem rates will apply to contractor travel.

8. Other Direct Costs (ODC'S)

Other direct costs (ODC'S) are available outside the scope of this contract. The cost will be negotiated separately with the ordering agency per the guidelines set forth in FAR.

9. Resumes

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

Description of Information Technology Professional Services

This section briefly describes SSB,INC. methodologies for the professional services. These services include: Program/Project Management, Business Process Reengineering, Training, Software Support Services, Software Engineering Metrics, Independent Verification and Validation, LAN/WAN Administration, Development and Administration, Customer Support, and Human Factors Engineering. Brief narratives of each professional service area are presented in the following paragraphs:

Program/Project Management

SSB, INC. provides program and project management services to support both government and commercial organizations. Our approach to program and project management begins with an understanding of the mission and goals of the organization, and the specific objectives of its programs and projects. The SSB, INC. approach consists of all actions needed to:

1. Plan and manage all program and project activities, including: project definition, development of a management structure, requirements definition, resource estimation and planning, work planning (e.g., Via work breakdown structure) and scheduling, project staffing, and quality and cost control;

2. Organize formal and informal communication mechanisms within the program/project to maximize the effectiveness and efficiency of tasks performed;

3. Assess risks and generate plans for the mitigation of potential risk;

4. Determine how program/project success will be measured; and

5. Develop measures of the effectiveness for the activity as a whole, and accomplishment-oriented metrics (e.g., For progress, quality, performance) for each of its parts.

Our approach ensures effective communication concerning project progress, milestones and areas of concern between the client (Government project manager, Contracting Officer, Contracting Officer's Technical Representative) and the program/project staff.

Database Design, Development and Administration

SSB, INC. database designers/developers/administrators provide a complete range of database services across all phases of the project. The activities performed under each phase are as follows:

1. Database Design: SSB, INC. database designers consult with users to establish a set of requirements, develop a data dictionary, and create and normalize a database structure. They use logical and physical data modeling techniques and a variety of design methodologies, which result in entity-relationship, data flow, and other graphical representations of the data, and leave a clear record of the design process. The design may be tailored to various data sources, to one or multiple platforms, or to a client -server or mainframe environment.

2. Database Development: SSB, INC. database administrators specify database structures and designs to meet changing scope and functionality requirements, implementation plans, and maintenance needs. SSB, INC. database developers/administrators are familiar with table properties, SQL transactions, table and row locking functions, searching and sorting techniques, validation capabilities, error handling, import/export features, and query and reporting tools.

3. Database Administration: SSB, INC. database administrators perform the ongoing tasks of administering a database including: monitoring data access and tuning database performance; reorganizing data and regenerating indices; controlling batch processes to manage table and row access; managing storage space; and executing backup and recovery procedures for both the data and the database structure. They are familiar with the use of database and system utilities that support the database management system.

Internet and Intranet Application Development

SSB, INC. Internet and Intranet application developers provide a full range of web-based applications to their clients. Our web developers work closely with our clients to accomplish web-based applications by employing the following techniques and practices:

1. Understanding the client's requirements, business processes, network architecture, and existing resources;

2. Recommending and developing client-specific web-based applications;

3. Optimizing the client's existing resources by integrating their existing databases and their existing hardware and software when at all feasible; and

4. Centralizing the client's data to dramatically increase the data accessibility by all of the client's authorized network users.

SSB, INC. web developers have a 15 year history of designing and delivering high quality, cost effective web-based application. They have delivered numerous web-based systems and Home Pages to their clients. Our staff's experience includes the following web related development tools/environments: .NET, J2EE, ColdFusion, ASP, HTML, PHP, CGI Scripting, Perl, IconAuthor, AuthorWare, CBT Express, Director, and FrontPage. Our staff also has experience with a variety of browsers including: Netscape Navigator, Microsoft Internet Explorer, MACWEB, Omni Web, and Net Surfer.

Business Process Reengineering

SSB, INC. Reengineering Methodology has been developed by its Business Process Reengineering (BPR) Team over the past nine years. It differentiates itself from all other methodologies because of its thoroughness; it has been used successfully in reinventing government, in redesigning financial, manufacturing, and educational institutions, and it incorporates information technology components at the outset, rather than having them tacked on as afterthought at the end of the process.

There are over one hundred components in our BPR Toolbox. Some major steps in the process are as described in the following:

1. Executives of the institution to be redesigned select a team of six to serve on the Steering Committee. The Committee *Charters the Project* by defining what is in bounds, what is out of bounds, and what the goals are for the project as they relate to cycle time, dollars affecting the value stream, and the morale of the staff after the redesign.

2. A Core Team is formed to *Develop the Strategy* based upon the framework provided by the Steering Committee. They define how to reach the goals established by the Steering Committee.

3. The Core Team then begins the process to *Define the "As Is" Model* to establish a baseline for the rest of the project. Metrics are designed for all key processes so that the values of all current tasks can be compared to those in the redesigned value stream.

4. The Core Team then proceeds to *Validate the "As Is" Model* with key stakeholders. The team must determine if the values that have been established for each component in the value stream are owned by each stakeholder. It is critical at this point that there be consensus regarding the value of the work that has been accomplished.

5. The next step, *Challenge the Existing Processes*, allows individual organizational beliefs to be questioned. Everything within the value stream is aggressively questioned and, if the group has been properly prepared, many strongly held beliefs become vulnerable to change.

6. Next, the team will *Redesign the Process* based upon the data provided in all the proceeding steps. The change that is redesigned into the process is radical rather than incremental. For example, if the procurement cycle for a large agency is currently six months, the redesigned model should reduce it to less than six days.

7. After the process has been redesigned, the team will *Assess the Impact of the Redesign* to identify areas where resources need to be directed due to the resistance to change which is likely to occur.

8. Finally, the team will *Develop an Implementation Plan* for actual implementation of the redesigned value stream.

Computer Programming and Testing

SSB, INC. provides computer programming and testing through software development professional services which include requirements definition, design, program coding, test and implementation. Our expertise in these services includes both standard and iterative prototyping approaches which incorporate elements of the following processes:

1. Requirements Definition: SSB, INC. performs detailed evaluation of information system requirements with the assigned functional proponent, examines the existing software structures, and documents the required changes to on-line screens, output reports, data base tables, files and internal procedures. We capture the business rules and document findings in an approved tool and format. We employ the techniques of activity modeling, state transition development and function point analysis.

2. Software Design: Our software development staff prepare system/subsystem design specifications, conduct software design specification walkthroughs/reviews, and identify the modules, processes and programs to be developed, modified or converted. We prepare appropriate documentation including detailed structured charts and expanded functional and data descriptions.

3. Program Coding: SSB, INC. professionals review software design documentation and prepare a plan for software modification/development. We develop unit test plans according to project standards, develop/modify program code, prepare and conduct code and test plan walkthroughs, and perform unit test of modules.

4. Testing: SSB,INC. analysts prepare test plans based upon functional requirements and approved system specifications, and obtain approval from functional proponent for the test plans, acceptance criteria, scenarios and test cases. We perform string, integration and system tests; analyze test results; and document and track defects.

5. Implementation: SSB, INC. Staff prepare implementation plans to migrate new and modified software into the production environment. The plans are created to support the production schedule, timed release requirements and user requirements.

Software Support Services

SSB, INC. supports large software development efforts with controlled, repeatable processes and the application of standard software engineering practices that reduce risk. These practices include:

1. Configuration Management: SSB, INC. employs configuration management procedures for all significant products to avoid the common risks of software development. We provide techniques and tools for disciplined control of documentation, software units, test data, and databases.

2. Traceability: The requirements of the product are traced from initial statement to the end product. This includes definition of test cases during analysis to ensure requirements are understood and testable. SSB, INC. chairs configuration control boards that map enhancements to specific maintenance releases to eliminate scope creep.

3. Prototyping and Rapid Development: SSB, INC. employs prototyping and rapid application development to produce tangible components of the system that serve as building blocks and validate user requirements. We work jointly with the customer to identify a core piece of functionality or operational component of the system, quickly produce a prototype for customer review, and then refine the product concept and subject it to the life cycle development discipline.

4. Integration of Commercial Off-the shelf (COTS) products: Our professional staff uses COTS products as integrated components of software solutions provided to our clients. We determine product requirements, identify candidate COTS products, evaluate their strengths and weaknesses against the requirements, and determine how the most effective candidate can best be employed.

Distance Learning

SSB, INC. courses are designed with the help of educational designers, the appropriate materials and methods to help students achieve the course objectives in a distance learning format.

Training

SSB, INC. can prepare and provide hardware and software maintenance training and operator and user training on all deliverables. Working within the Instructional Systems Development (ISD) framework, SSB, INC. is fully capable of preparing comprehensive training curriculums aimed at hardware and software maintenance personnel as well as users.

Once in motion, SSB, INC. will prepare and manage a comprehensive Training Plan for all programs in accordance with the guidelines of the ISD. The Training Plan is divided into the following three sections: curriculum, course plan, and procedures on course modifications.

All training curriculum and associated lesson plans contained in the Training Plan are prepared in accordance with ISD guidelines. This plan covers orientation/overview, and the operation and maintenance of the systems. All courses are designed to train both Government and contractor personnel including supervisory personnel, technicians, engineers, programmers, and operators that are responsible for the operation and maintenance of equipment and systems that are specified.

Course objectives for curriculum relate directly to the job skill levels of the students attending the course. The following major points are considered in all course material preparation:

- General course objectives
- Objective and criteria associated with each particular training course
- The role that each instructional phase performs in achieving course
- The facts, principles, and technical material each student is expected to learn by the end of the course
- Student performance measurement

Each course is composed of a theory and practical application phase. The theory phase is designed to impart the knowledge and skills that the student requires to operate and maintain the systems. The practical application phase of instruction is designed to reinforce the student's knowledge, skills, and ability regarding the subject matter presented.

Both the sequence and level of instruction associated with the course are contained in the course outline. This first step to develop a course ensures that the course will be comprehensive and accurate.
The lesson plan portion of the Training Plan is subdivided into two sections. The first section contains the daily subject matter presented. The second section defines the activities each student performs during this time period. This section contains the following information:

- Course title
- Course number
- Lesson number
- Title of the lesson
- Subject matter associated with the lesson
- Time allotted for the lesson

The lesson plan also includes a lesson guide section describing the strategy the instructor uses when presenting course material. It serves as the instructor's primary guide for topic sequencing, objective accomplishment, and presentation detail during the training phase conducted in the classroom.
Throughout the course a series of real time laboratory exercises are performed by the student. These consist of practice sessions enabling each student to address relevant operations, checkouts, and hardware/software maintenance.

We maintain a matrix containing the training requirements applicable to each course in the training curriculum. These include the following

- Performance goals associated with the course
- Resources required to develop and implement the course
- Training equipment required

SSB, INC. responsibilities include developing a milestone schedule depicting how the training is developed and implemented, interaction of key elements, documentation dates, and any delivery dates. In addition to the milestone schedule, a matrix is developed to identify the required training courses, course development and resource implementation, and any special training required.

Independent Verification and Validation

SSB, INC. provides Independent Verification and Validation (IV&V) services to federal clients that improve the quality and performance of the end product. We have a senior staff of systems analysts who are experienced in providing the following IV&V services:

1. System Test Support: SSB, INC. IV&V staff develop test plans, scripts and data; prepare test management plans: analyze test outputs; review the test results with users; and document the test conduct in formal Test Analysis Reports.

2. System Configuration Validation: Our IV&V professionals prepare configuration management plans; implement systems for automating configuration management (e.g., ENDEVOR); verify on-line processes, batch procedures and batch reports; conduct library reviews; and validate software release packages.

3. System Status Reporting: SSB, INC. IV&V managers and senior staff prepare and maintain project status reports and independent audits, meeting minutes, action item logs, correspondence control files and problem tracking reports.

4. Software Problem Report Tracking: Our technical support staff perform entry and tracking of system problems in a problem tracking database; prepare independent verification of problem report closures; and identify and analyze system problem trends and failure points.

5. System Implementation Support: SSB, INC. IV&V staff review technical documentation, validate data model changes, verify security profiles, perform stress testing, prepare training evaluations, and provide general user support as needed.

LAN/WAN Administration

SSB, INC. provides local area network (LAN) and wide area network (WAN) administrators to serve our clients networking needs. Our LAN/WAN administrators set up networks by performing tasks which involve analyzing user requirements, developing system specifications, researching hardware and software options, performing cost-benefit analyses, selecting effective alternatives, and presenting recommendations to management. They ensure that physical setup (hardware and cabling) is performed properly, connect all workstations, and configure software. Our approach to network administration incorporates:

1. System Performance: SSB, INC. staff set up new user accounts, monitor and tune system performance, ensure optimum connectivity between workstations and network facilities such as printers, fax modems, and Internet gateways.

2. System Maintenance: Our network administrators manage data integrity and system maintenance functions, establish and execute data backup schedules, install and test hardware and software, administer virus protection programs, and establish emergency recovery procedures.

3. Hardware Upgrades: Our LAN/WAN administrators perform hardware upgrades, such as storage media installation/replacement; recommend and install software; and perform software upgrades.

4. Diagnostic Services: SSB, INC. provides diagnostic services such as troubleshooting system malfunctions; managing system maintenance and repair; and communicating system management issues to both enterprise management and system end users.

Network administrators provide secure Intranet and Internet access and maintenance services, including installation of Web-browsing software, arranging Internet access with a service provider, installing and configuring hardware, installing and testing security firewalls, and establishing and maintaining user accounts. Intranet services include planning and execution of data management procedures, and establishment of a system of access privileges.

Consolidated Logistic Services

SSB, INC. provides complete logistic services to federal clients, the following paragraphs describe how our experienced personnel approach each area:

Shipping Coordination: This service analyzes each shipping requirement as it is received to determine the most cost effective method of transportation meeting operational needs and required delivery dates. This service requires personnel ready to respond to shipping request(s) quickly and on time.

A unique mixture of commercial and military channels have been used to satisfy transportation requirements for operational and time critical needs. These same channels would be utilized to arrange worldwide door to door shipping and return services for any material regardless of classification, volatility or size. This service would include proper marking, certification and labeling in accordance with IATA, MAC and DOT regulations.

Packing Services: All material prepared for shipping would be preserved and packed using Value Engineered Packing methods in accordance with DOT, IATA and Mil-Standard regulations to adequately protect military material. This would include using pre-engineered cases, tri-wall constructed corrugated boxes, and as-built wooden crates.

Services include the generation of all appropriate documentation and labeling, MSL (military shipping label), Customs declarations, Bill of lading, TCMD (transportation control and movement document), air and weight bills and hazardous material markings, in accordance with state, federal and DOD regulations.

Transportation: A mixture of transportation methods are utilized to satisfy the various unique requirements that may be presented by the customer. This service would coordinate contracts with commercial land, sea and air carriers and military channels. This unique mixture of resources would provide the most time and cost effective method for meeting critical time lines and mission requirements.

Surface: This service arranges door to door surface transportation CONUS and OCONUS via commercial and/or military channels as the needs arise. All resources available to the organization either by association or contract would be used to meet the required delivery dates and operational needs. Standard methods of surface transport includes government sponsored UPS and FedEx accounts, trucking, rail and sea movement.

Air: Air transport would be provided via commercial and AMC channels.

Sea: Principal methods of sea transport are Military Sealift Command and commercial shipping lines. Military Sealift would be utilized when scheduling meets program requirements. Limitations with Sealift include points of entry and destination served as well as frequency of sailings. Commercial shipping would be used via international freight forwarders when requirements can be met via these channels. This method offers a significant cost benefit for the movement of out-sized material and large quantity items.

Courier Service: The primary courier functions are coordinated with the resident courier service.

Diplomatic Service: Material destined for controlled access spaces OCONUS are coordinated with the Department of State. This service coordinates and prepares material for diplomatic pouching and transport into areas as needed. This mixture of resources provides the mission critical rapid response needed.

Multi Media Design and Development

SSB, Inc provides graphics artists and multi-media specialists to assist our clients in the development and delivery of various multi-media products. Our staff is experienced in the design, generation, development and delivery of various products from high-end video to lower end Flash products. The staff is skilled with many products in the Macromedia and Adobe family and can assist in various multi-media efforts.

Customer Support

SSB, INC. provides customer support specialists to staff the clients' Help Desks and to provide roving support to computer systems users. The customer support specialists support both Commercial Off-The-Shelf (COTS) applications and proprietary client applications. They develop detailed, technical understanding of all of the necessary client applications, databases, and networks in order to provide comprehensive, responsive help to the clients' users.

SSB, INC. provides both traditional Help Desk support and Roving Customer Support as described below:

1. Traditional Help Desk Support: SSB, INC. customer support specialists answer user's phone calls regarding application, database, or network administrators, and application developers regarding user's problems; and make corresponding recommendations.

2. Roving Customer Support: SSB, INC. customer support specialists literally "rove" among the client's users providing whatever type of support the clients require, thereby providing clients with immediate, proactive user support.

Labor Category Descriptions

The following paragraphs describe SSB's labor categories. Each section describes the experience and education required, and the functional responsibilities associated with the labor category. Unless otherwise stated, three years of professional experience in a related field may be substituted for a Bachelor's degree.

Senior Program Manager 2

Minimum/General Experience: Fifteen years of progressively responsible experience, including seven years of experience managing programs of similar size and complexity. Demonstrated ability to plan and execute program level responsibilities effectively.

Functional Responsibility: Oversees the execution of multiple concurrent projects or task orders. Develops an understanding of the mission and goals of the client organization, and works with the client to develop and communicate appropriate management objectives for the program. Formulates critical success factors for the program. Leads the planning effort for the program and its possible contingencies. Establishes the program management structure, and assigns project managers and task leaders. Obtains and commits corporate resources. Provides executive-level review of plans, progress and products. Establishes quality standards and cost controls.

Minimum Education: Master's degree.

Program Manager 2

Minimum/General Experience: Ten years of progressively responsible experience, including five years of experience managing programs of similar size and complexity. Demonstrated ability to plan and execute program level responsibilities effectively.

Functional Responsibility: Oversees the execution of multiple concurrent projects or task orders. Develops an understanding of the mission and goals of the client organization, and works with the client to develop and communicate appropriate management objectives for the program. Formulates critical success factors for the program. Leads the planning effort for the program and its possible contingencies. Establishes the program management structure, and assigns project managers and task leaders. Obtains and commits corporate resources. Provides executive-level review of plans, progress and products. Establishes quality standards and cost controls.

Minimum Education: Master's degree. A Bachelor's degree and 15 years of relevant experience, including seven years of program management experience may be substituted.

Senior Project Manager 3

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Engineering, or other related discipline. Twelve years of experience, including eight years with progressively more responsibility in managing programs of similar size, type and complexity. Demonstrated ability to plan and execute program level responsibilities effectively.

With a Master's Degree in Computer Science, Information Systems, Engineering, or other related discipline, ten years of experience with six years of experience managing programs of similar size, type and complexity.

With fifteen years of experience, eight of which included managing programs of similar size, type and complexity, a degree is not required.

Functional Responsibility: Oversees the execution of multiple concurrent projects or task orders. Develops an understanding of the mission and goals of the client organization, and works with the client to develop and communicate appropriate objectives for the program. Formulates critical success factors for the program. Leads the planning effort for the program and its possible contingencies. Obtains and commits corporate resources. Provides executive-level review of plans, progress and products. Establishes quality standards and cost controls. Manages the implementation of the identified objectives for the projects and task orders.

Project Manager 2

Minimum/General Experience: Five years of applicable experience, including three years of specialized experience in supervision of projects of similar size and complexity.

Functional Responsibility: Plans, organizes, and controls the overall activities of the project—i.e., project management, staffing, requirements definition, technical work, quality of products, and costs associated with the project. Ensures that all activities conform to the terms and conditions of the contract. Provides administrative oversight, handles contractual matters, and serves as liaison between the Contracting Officer's Technical Representative (COTR), the Contracting Officer (CO), and corporate management. Consults with COTR and users to reduce costs and maximize efficiency in achieving the stated requirements. Coordinates activities and seeks resolution of contractual and technical problems while working with the CO, the COTR, and the Government project manager.

Minimum Education: Bachelor's degree. A master's degree and four years of applicable experience may be substituted. With ten years of general experience of which five years is specialized, a degree is not required.

Senior Database Engineer 1

Qualifications: A Bachelor's Degree in Computer Science, Engineering, Information Systems, or other related discipline. Eight years experience of which six are specialized in database analysis and design, database administration, and/or database applications development. Experience with design methodologies, data modeling techniques, and case tools necessary to analyze and model business processes and data flow, and create database structures.

With a Master's Degree in Computer Science, Information Systems, Engineering, or other related discipline, six years of experience including four years of experience with DBMS concepts as defined above is required.

With twelve years of experience, ten of which are specialized in DBMS concepts as defined above, a degree is not required.

Functional Responsibility: Responsible for requirements gathering, installation, design, and implementation of the DBMS and the database structure. This includes requirements analysis, design, development, and subsequent support and maintenance of both logical and physical database models. Responsible for optimizing database performance, sizing hardware to meet database requirements, establishing and implementing backup and recovery plans, and planning for future enhancements. Responsible for providing supervision and direction to the support database staff.

Senior Database Engineer 2

Minimum/General Experience: Ten years experience with database analysis and design, database administration, and/or database applications development. Experience with design methodologies, data modeling techniques, and case tools necessary to analyze and model business processes and data flow, and create database structures.

Functional Responsibility: Responsible for requirements gathering, design, and implementation of the database structure. This includes requirements analysis, design, development, and subsequent support and maintenance of both logical and physical database models. Responsible for optimizing database performance, sizing hardware to meet database requirements, and planning for future enhancements.

Minimum Education: Master's degree. A Bachelor's degree with twelve years relevant experience may be substituted.

Senior Database Engineer 3

Qualifications: A Bachelor's Degree in Computer Science, Engineering, Information Systems, or other related discipline. Twelve years experience of which nine are specialized in database analysis and design, database administration, and/or database applications development. Experience with design methodologies, data modeling techniques, and case tools necessary to analyze and model business processes and data flow, and create database structures.

With a Master's Degree in Computer Science, Information Systems, Engineering, or other related discipline, ten years of experience including eight years of experience with DBMS concepts as defined above is required.

With 15 years of experience, twelve of which are specialized in DBMS concepts as defined above, a degree is not required.

Functional Responsibility: Responsible for requirements gathering, installation, design, and implementation of the DBMS and the database structure. This includes requirements analysis, design, development, and subsequent support and maintenance of both logical and physical database models. Responsible for optimizing database performance, sizing hardware to meet database requirements, establishing and implementing backup and recovery plans, and planning for future enhancements. Responsible for providing supervision and direction to the support database staff.

Database Engineer 1

Qualifications: A Bachelor's Degree in Computer Science, Information Systems or other related discipline. Two years experience of which one year is with database analysis and design, database administration, and/or database applications development.

With a Master's Degree in Computer Science, Information Systems or other related discipline, one year of experience is required.

With six years of experience in the DBMS concepts as defined above, no degree is required.

Functional Responsibility: Manages and maintains the application database. Develops, implements and maintains the physical database, including creation of the database structure, implementation of the data dictionary, reorganization of the database to meet development and maintenance needs, performance monitoring, timing, and storage-space management, and the backup and recovery of both the structure and the data. Installs vendor products and optimizes database engine parameters. Has knowledge of SQL and other database programming tools.

Database Engineer 2

Qualifications: A Bachelor's Degree in Computer Science, Information Systems or other related discipline. Four years of experience of which two years are specialized experience with database analysis and design, database administration, and/or database applications development.

With a Master's Degree in Computer Science, Information Systems or other related discipline, two year of specialized experience in the DBMS concepts as defined above is required.

With eight years of experience, six of which is specialized in the DBMS concepts as defined above, no degree is required.

Functional Responsibility: Manages and maintains the application database. Develops, implements and maintains the physical database, including creation of the database structure, implementation of the data dictionary, reorganization of the database to meet development and maintenance needs, performance monitoring, timing, and storage-space management, and the backup and recovery of both the structure and the data. Installs vendor products and optimizes database engine parameters. Has knowledge of SQL and other database programming tools.

Database Engineer 3

Minimum/General Experience: Five years total experience with database analysis, with three years specialized knowledge of the design methodology, data modeling technique, and CASE tool used to analyze and model the business processes and data flow.

Functional Responsibility: Responsible for requirements gathering, design, and implementation of the database structure under the guidance of a Senior Database Engineer. Gathers user requirements and information about the user's business processes and aids in the requirements analysis and in the design and development of a logical database model.

Minimum Education: Bachelor's degree. With ten years relevant experience of which seven is specialized, a degree is not required.

Junior Database Engineer 3

Minimum/General Experience: At least two years of experience with database structures, database tools and database administration.

Functional Responsibility: Gathers user requirements and information about the user's business processes, under the close supervision of a senior database engineer, and aids in the requirements analysis and in the design and development of a logical database model. Works closely with senior database engineers to populate, manage and maintain the application database.

Minimum Education: Bachelor's degree.

Senior Systems Engineer 1

Qualifications: A Bachelor's Degree in Computer Science, Information Systems or other related discipline. Eight years of experience with six years of systems/network analysis and systems/network integration experience.

With a Master's Degree in Computer Science, Information Systems or other related discipline, six years of experience with four specialized as defined above.

With twelve years of experience of which eight are specialized as defined above, no degree is required.

Functional Responsibility: Analyzes system/network requirements to determine current capabilities and system functions. Analyzes high-level mission requirements, interviews end-users, and reviews business process documentation to determine system/networking requirements. Uses current information about system/network technology to generate detailed sets of system requirements in graphical and textual format. May serve as lead analyst, providing supervision and technical guidance to other project members for particular tasks. In network emphasis, analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cutovers of network components and capabilities. Coordinates requirements with users and suppliers. In systems emphasis, performs activity and data modeling, transaction flow analysis, internal control and risk analysis -and applies modern business methods and performance measurement techniques. Assists in establishing standards for information systems procedures. Constructs sound, logical business improvement opportunities consistent with corporate information management guiding principles, cost savings, and open system architecture objectives.

Senior Systems Engineer 2

Qualifications: A Bachelor's Degree in Computer Science, Information Systems or other related discipline. Ten years of experience with eight years of systems/network analysis and systems/network integration experience.

With a Master's Degree in Computer Science, Information Systems or other related discipline, eight years of experience with six specialized as defined above.

With fourteen years of experience of which ten are specialized as defined above, no degree is required.

Functional Responsibility: Analyzes system/network requirements to determine current capabilities and system functions. Analyzes high-level mission requirements, interviews end-users, and reviews business process documentation to determine system/networking requirements. Uses current information about system/network technology to generate detailed sets of system requirements in graphical and textual format. Serve as lead analyst, providing supervision and technical guidance to other project members for particular tasks. In network emphasis, analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cutovers of network components and capabilities. Coordinates requirements with users and suppliers. In systems emphasis, performs activity and data modeling, transaction flow analysis, internal control and risk analysis -and applies modern business methods and performance measurement techniques. Assists in establishing standards for information systems procedures. Constructs sound, logical business improvement opportunities consistent with corporate information management guiding principles, cost savings, and open system architecture objectives.

Systems Engineer 3

Minimum/General Experience: Five years of systems analysis and systems integration experience.

Functional Responsibility: Analyzes system requirements to determine current capabilities and system functions. Interviews end-users and reviews business process documentation to determine system requirements. Uses current information system technology to generate detailed sets of system requirements in graphical and textual format suitable for use by programmers.

Minimum Education: Bachelor's degree. With eight years of general experience of which five is specialized, a degree is not required.

Senior Systems Analyst 1

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Engineering, or other related discipline. Eight years of experience with six years of specialized experience in software system analysis to include analysis of data and functional requirements and system design. Experience in use of CASE tools and methods and in documentation preparation. Demonstrated ability to analyze and formulate plans, directions, and solutions for large-scale information and system problems. General experience includes increasing responsibilities in assignments of a technical nature. Proven ability to work independently and to provide direction to more junior staff on complex application problems involving all phases of systems analysis is required.

With a Master's Degree in Computer Science, Information Systems or other related discipline, six years of experience with four specialized as defined above.

With twelve years of experience of which ten are specialized as defined above, no degree is required.

Functional Responsibility: Analyzes and studies complex information system requirements. Designs solutions and manages their implementation. Manages information systems development and support using formal specifications, data flow diagrams, and other accepted design techniques. Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Project and/or Program Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems

installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.

Senior Systems Analyst 2

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Engineering, or other related discipline. Ten years of experience with eight years of specialized experience in software system analysis to include analysis of data and functional requirements and system design. Experience in use of CASE tools and methods and in documentation preparation. Demonstrated ability to analyze and formulate plans, directions, and solutions for large-scale information and system problems. General experience includes increasing responsibilities in assignments of a technical nature. Proven ability to work independently and provide direction on complex application problems involving all phases of systems analysis is required.

With a Master's Degree in Computer Science, Information Systems or other related discipline, eight years of experience with six specialized as defined above.

With fourteen years of experience of which twelve are specialized as defined above, no degree is required.

Functional Responsibility: Analyzes and studies complex information system requirements. Designs solutions and manages their implementation. Manages information systems development and support using formal specifications, data flow diagrams, and other accepted design techniques. Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Project and/or Program Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.

Systems Analyst 1

Qualifications: A Bachelor's Degree in Computer Science, Information Systems or other related discipline. Two years of experience with one year specialized in analysis and design of business applications and complex systems. Must demonstrate the ability to work under general direction on requirements that are moderately complex to analyze, plan, program, and implement.

With a Master's Degree in Computer Science, Information Systems or other related discipline, one year of experience is required.

With six years of experience of which four are specialized as defined above, no degree is required.

Functional Responsibilities: Analyzes information requirements. Evaluates analytically and systematically problems of workflows, organization, and planning and assists Senior Systems Analyst and Systems Analyst develop appropriate corrective action. Helps develop plans for automated information systems from project inception to conclusion. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Under the supervision of a Senior Systems Analyst or a Systems Analyst, coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

Systems Analyst 2

Qualifications: A Bachelor's Degree in Computer Science, Information Systems or other related discipline. Four years of experience with two years specialized in analysis and design of business applications and complex systems. Demonstrated ability to formulate specifications for use in solving systems problems. General experience includes increasing responsibilities in information systems design and management. Must demonstrate the ability to work under only general direction on requirements that are moderately complex to analyze, plan, program, and implement.

With a Master's Degree in Computer Science, Information Systems or other related discipline, two years of experience with two specialized as defined above.

With eight years of experience of which eight are specialized as defined above, no degree is required.

Functional Responsibilities: Analyzes and develops information systems possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces, workloads, and proposed system modifications. Defines problems and develops requirements and program specifications from which detailed flow charts, programs, and tests can be developed. Coordinates closely with information professionals and programmers to ensure proper implementation of program design and system specifications. Develops, in conjunction with functional users, system alternative solutions.

Systems Analyst 3

Qualifications: A Bachelor's Degree in Computer Science, Information Systems or other related discipline. Six years of experience with four years specialized in analysis and design of business applications and complex systems. Demonstrated ability to formulate specifications for use in solving systems problems. General experience includes increasing responsibilities in information systems design and management. Must demonstrate the ability to work independently or under only general direction on requirements that are moderately complex to analyze, plan, program, and implement.

With a Master's Degree in Computer Science, Information Systems or other related discipline, four years of experience with two specialized as defined above.

With ten years of experience of which eight are specialized as defined above, no degree is required.

Functional Responsibilities: Analyzes and develops information systems possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces, workloads, and proposed system modifications. Defines problems and develops requirements and program specifications from which detailed flow charts, programs, and tests can be developed. Coordinates closely with information professionals and programmers to ensure proper implementation of program design and system specifications. Develops, in conjunction with functional users, system alternative solutions.

Junior Systems Analyst 3

Minimum/General Experience: Two years experience in systems analysis.

Functional Responsibility: Performs the work necessary to complete the task, works with available resources, and maintains schedules. Works closely with the System Analyst to identify problems, and

works to mitigate anticipated problems. Completes tasks within estimated time frames and budget constraints.

Minimum Education: Bachelor's degree.

Senior Web Developer 1

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Computer Graphics Design, or other related discipline. Eight years of experience with five years of web-based application development using at least four different development tools/environments.

With a Master's Degree in Computer Science, Information Systems or other related discipline, six years of experience.

With Twelve years of experience where three is specialized in the web-based concepts as defined above, no degree is required.

Functional Responsibility: Responsible for all aspects of web-based applications and their operation on either the Internet or on a client's Intranet. Works with clients to define their requirements, determines how to optimize the client's existing resources in order to meet their requirements, designs web-based applications using advanced web design tools and techniques, and significantly increases the client's operating efficiency via web-based data centralization and data accessibility. May provide direction to junior web developers.

Senior Web Developer 2

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Computer Graphics Design, or other related discipline. Ten years of experience with six years of web-based application development using at least five different development tools/environments.

With a Master's Degree in Computer Science, Information Systems or other related discipline, eight years of experience, four of which are specialized as defined above.

With thirteen years of experience where four is specialized in the web-based concepts as defined above, no degree is required.

Functional Responsibility: Responsible for all aspects of web-based applications and their operation on either the Internet or on a client's Intranet. Works with clients to define their requirements, determines how to optimize the client's existing resources in order to meet their requirements, designs web-based applications using advanced web design tools and techniques, and significantly increases the client's operating efficiency via web-based data centralization and data accessibility. May provide direction to junior web developers.

Web Developer 1

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Computer Graphics Design, or other related discipline. Two years of experience with one year of web-based application development using at least two different development tools/environments.

With a Master's Degree in Computer Science, Information Systems or other related discipline, one years of experience.

With six years of experience where three is specialized in the web-based concepts as defined above, no degree is required.

Functional Responsibility: Responsible for all aspects of web-based applications and their operation on either the Internet or on a client's Intranet. Works with clients to define their requirements, determines how to optimize the client's existing resources in order to meet their requirements, designs web-based applications using advanced web design tools and techniques, and significantly increases the client's operating efficiency via web-based data centralization and data accessibility. May provide direction to junior web developers.

Web Developer 2

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Computer Graphics Design, or other related discipline. Four years of experience with two years of web-based application development using at least three different development tools/environments.

With a Master's Degree in Computer Science, Information Systems or other related discipline, two years of experience, one of which are specialized as defined above.

With eight years of experience where four is specialized in the web-based concepts as defined above, no degree is required.

Functional Responsibility: Responsible for all aspects of web-based applications and their operation on either the Internet or on a client's Intranet. Works with clients to define their requirements, determines how to optimize the client's existing resources in order to meet their requirements, designs web-based applications using advanced web design tools and techniques, and significantly increases the client's operating efficiency via web-based data centralization and data accessibility. May provide direction to junior web developers.

Web Developer 3

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Computer Graphics Design, or other related discipline. Six years of experience with four years of web-based application development using at least five different development tools/environments.

With a Master's Degree in Computer Science, Information Systems or other related discipline, four years of experience, two of which are specialized as defined above.

With ten years of experience in the web-based concepts as defined above, no degree is required.

Functional Responsibility: Responsible for all aspects of web-based applications and their operation on either the Internet or on a client's Intranet. Works with clients to define their requirements, determines how to optimize the client's existing resources in order to meet their requirements, designs web-based applications using advanced web design tools and techniques, and significantly increases the client's operating efficiency via web-based data centralization and data accessibility. May provide direction to junior web developers.

Logistics Analyst 3

Minimum/General Experience: Five years experience in programmatic logistics support including development of ILSPs, support documents, configuration management, and life cycle analysis.

Functional Responsibility: Analyzes organization's logistics' requirements to determine the most cost effective methods of inventory management, property control and transportation to meet operational needs within required delivery dates. Oversees the generation of all appropriate documentation and labeling, MSL (military shipping label), Customs declarations, Bill of lading, TCMD (transportation control and movement document), air and weight bills and hazardous material markings, in accordance with state, federal and DOD regulations. Supports configuration management of organization's assets.

Minimum Education: Bachelor's degree. With eight years of general experience of which four years is specialized, a degree is not required.

Administrative Assistant

Minimum/General Experience: Two years of experience in office automation.

Functional Responsibility: Directly supports Program Manager, Project Manager, or Task Manager by maintaining personnel and other project files, preparing correspondence and schedules, and coordinating travel. Assists in the preparation of presentation graphics and supports the development and reproduction of contract deliverables and reports. Uses office automation software such as word processors, spreadsheets, graphics programs, and project management packages.

Minimum Education: High School Diploma.

SSB, INC.

Labor Category Prices

SSB Approved GSA Labor Category	3/1/2012-2/28/2013	3/1/2013-2/28/2014
Admin Support	$43.12	$44.41
DB Engineer 1	$72.49	$74.67
DB Engineer 2	$85.67	$88.24
DB Engineer 3	$101.08	$104.12
JR DB Eng 3	$62.09	$63.95
Jr. Systems Analyst 3	$62.09	$63.95
Logistics Analyst 3	$92.06	$94.82
Program Manager 2	$108.52	$111.78
Project Manager 2	$84.50	$87.04
SR DB Engineer 1	$118.60	$122.16
Sr DB Engineer 2	$131.46	$135.40
Sr DB Engineer 3	$171.32	$176.46
Sr Program Manager 2	$131.57	$135.52
Sr Project Manager 3	$144.96	$149.31
Sr Systems Analyst 1	$118.60	$122.16
Sr Systems Analyst 2	$144.96	$149.31
Sr Systems Engineer 1	$118.60	$122.16
Sr Systems Engineer 2	$144.96	$149.31
Sr Web Developer 1	$118.60	$122.16
Sr Web Developer 2	$144.96	$149.31
Systems Analyst 1	$72.49	$74.67
Systems Analyst 2	$85.67	$88.24
Systems Analyst 3	$98.83	$101.79
Systems Engineer 3	$95.02	$97.87
Web Developer 1	$72.49	$74.67
Web Developer 2	$85.67	$88.24
Web Developer 3	$98.83	$101.79