

GENERAL SERVICES ADMINISTRATION**FEDERAL SUPPLY SCHEDULE****AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST**

Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through *GSA Advantage!*[®], a menu-driven database system. The INTERNET address for *GSA Advantage!*[®] is: GSAAvantage.gov.

MULTIPLE AWARD SCHEDULE

FSC GROUP, PART, AND SECTION OR STANDARD INDUSTRIAL GROUP (AS APPLICABLE):
FSC CLASS(ES)/PRODUCT CODE(S) AND/OR SERVICE CODES (AS APPLICABLE):

SIN CATEGORY 54151S (FORMERLY 132-51) - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

NOTE: SUBJECT TO COOPERATIVE PURCHASING

CONTRACT NUMBER: **GS-35F-0276U**

For more information on ordering from the Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

CONTRACT PERIOD: **2/27/2018 – 2/26/2023** (OPTION PERIOD 2)

Pricelist current through Modification #PS-A821, dated June 15, 2020.

GANNETT FLEMING, INC. DBA GEODECISIONS

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Business Size/Status: Large

TABLE OF CONTENTS

Customer Information	2
Terms and Conditions Applicable to IT Professional Services (SIN 54151S)	6
Description of IT Services	10
GSA Labor Rates	12
Role Descriptions	13

Customer Information

1a. SIN 54151S - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

- FPDS Code D302 IT Systems Development Services
- FPDS Code D306 IT Systems Analysis Services
- FPDS Code D307 Automated Information Systems Design and Integration Services
- FPDS Code D308 Programming Services
- FPDS Code D311 IT Data Conversion Services
- FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
- FPDS Code D316 IT Network Management Services
- FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

1b. Not applicable

1c. Refer to [GSA Labor Rates](#) and [Role Descriptions](#) sections

2. MAXIMUM ORDER: The Maximum Order value for Special Item Number (SIN) 54151S – Information Technology (IT) Professional Services the \$500,000. (All dollar amounts are exclusive of any discount for prompt payment.)

3. MINIMUM ORDER: The minimum dollar value of orders to be issued is \$100.

4. GEOGRAPHIC COVERAGE: *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.

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.

5. POINT(s) of PRODUCTION: Services will be performed at any one of GeoDecisions office locations, or client sites as required by individual contracts. At this time, GeoDecisions has offices in Camp Hill, PA; Philadelphia, PA; Pittsburgh, PA; State College, PA; Newport News, VA; Scott Air Force Base, IL; St. Louis, MO; Raleigh, NC; Richmond, VA; and Madison, WI.

6. DISCOUNTS: Prices shown are NET Prices; Basic Discounts have been deducted.

7. QUANTITY DISCOUNTS: Not applicable.

8. PROMPT PAYMENT TERMS: Net 30 days.

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. GOVERNMENT PURCHASE CARDS:

- a. Government purchase cards are NOT accepted at or below the micro-purchase threshold.
- b. Government purchase cards are NOT accepted above the micro-purchase threshold.

10. FOREIGN ITEMS: Not Applicable

11a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO) as defined in the order.

11b. Expedited, Overnight/2nd day, and Urgent Requirements are not available for services.

12. FOB DESTINATION: Not Applicable

13. ORDERING ADDRESS AND PROCEDURES:

207 Senate Avenue
Camp Hill, PA 17011

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a Blanket Purchase Agreement (BPA) for supplies or services:

- 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.
- c. FAR 8.405-3 Blanket Purchase Agreements

14. PAYMENT ADDRESS:

Gannett Fleming Companies
P.O. Box 829160
Philadelphia, PA 19182-9160

15. WARRANTY PROVISION:

- 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.

16. EXPORT PACKING CHARGES: Not Applicable**17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARDS ACCEPTANCE:** Contractors must accept the credit card for payments equal to or less than the micro-purchase threshold for oral or written orders under this contract. 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, Office: (717) 763-7211.

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR: Not Applicable**19. TERMS AND CONDITIONS OF INSTALLATION:** Not Applicable**20. TERMS AND CONDITIONS OF REPAIR PARTS:** Not Applicable**20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES:**

- 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 (IFF) 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 at time and a half of the labor rate).

21. LIST OF SERVICE AND DISTRIBUTION POINTS: Not Applicable

22. LIST OF PARTICIPATING DEALERS: Not Applicable

23. PREVENTIVE MAINTENANCE: Not Applicable

24a. SPECIAL ATTRIBUTES: Not Applicable

24b. SECTION 508 COMPLIANCE: Not Applicable

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS): 626408186

26. SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE: Gannett Fleming, Inc. dba as GeoDecisions is ACTIVE in the SAM database:

DUNS: 626408186

CAGE: 4LVT4

Federal ID Number 25-1613591

Terms and Conditions Applicable to IT Professional Services (SIN 54151S)

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 54151S 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 Professional Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

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

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

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

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

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

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

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

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data - General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

"Contractor" means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

"Contractor and its affiliates" and "Contractor or its affiliates" refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An "Organizational conflict of interest" exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor's or its affiliates' objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31 (Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements – Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

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

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

Description of IT Services

GeoDecisions serves the transportation, military, local government, and private/commercial markets. For each of these industries, we offer the following services:

Strategic Planning. GeoDecisions provides an innovative approach to strategic planning through the use of visionary workshops, educational workshops, and follow-up interviews. The result of these efforts is a road map of prioritized spatial applications that establish a plan for moving an agency towards its overall objectives.

GeoDecisions has an extensive working knowledge of ESRI, Intergraph, Oracle, DB2, SQL Server and other mainstream IT and database software packages. We can therefore work with clients to develop and implement cost-effective strategic plans that make the most effective use of existing technology and client assets. With the rapid rate of change in information technologies, spatial IT projects must also evolve to keep pace. To prevent technological projects from being antiquated before they are completed, we develop realistic strategic plans to make certain that new technologies remain innovative.

Needs Analysis and Requirements Definitions. GeoDecisions works with our clients to clearly define their unique needs through Joint Application Design (JAD) sessions, interviews, and online surveys. The information gathered is used in conjunction with the experience gained from other successful projects to form the foundation on which a successful project can be completed. The requirements establish the core objectives that are tracked throughout the entire project life cycle.

Project Management Oversight (PMO). Our clients have engaged GeoDecisions as a trusted business advisor because of our strong track record in implementing geospatial IT solutions. From project inception through project closeout, our PMO capabilities include the monitoring of a major capital project's schedule, budget, conformance with design criteria, completion to specifications, and efficient and effective implementation. The application of management activities – planning, coordinating, measuring, monitoring, controlling and reporting – make certain that the deployment of major programs and the development of software is systematic, disciplined, and measured.

Database Design and Development. Technology is a crucial component of an application, but it is the accuracy and consistency of the information provided that determines its success. Whether designing a data warehouse or integrating legacy systems, GeoDecisions provides industry-certified database administrators and database professionals to manage enterprise data. In addition, spatial database components, such as Oracle Spatial, have been implemented in many of our client sites and in our web-based applications.

Systems Integration. GeoDecisions has worked with many agencies to integrate data from their various legacy data sources. GeoDecisions has the expertise to provide solutions that ease access to information, regardless of data format.

Custom Application Development. GeoDecisions uses the latest software development tools and the most current programming techniques and object architectures to provide working solutions that meet the needs of each of our clients.

GeoDecisions has capitalized on our knowledge of the IT industry and the expansive possibilities created by the Internet to build numerous web-based IT applications. Our solutions allow more users to access data easily and quickly so that better decisions can be made. Examples of the types of functions provided by GeoDecisions' applications include oversize and overweight truck routing, asset management, integrated management systems, intelligent transportation systems, straight-line diagramming, and real-time applications.

Integration of Wireless Technologies. Wireless technologies are the fastest emerging market in the spatial information industry. GeoDecisions focuses on providing wireless and PDA solutions to our clients. Our developers have deployed data transfer, field analysis, data collection, and location-based solutions running on Palm OS and Window Mobile, as well as Windows 2000/XP. Using standard communication protocols such as Code Division Multiple Access (CDMA) and Transfer Control Protocol/Internet Protocol (TCP/IP), GeoDecisions has enabled our customers to reap the benefits of location-based technology and to obtain the ability to access real-time information when and where it is needed.

Image Processing/Remote Sensing. Image processing and remote sensing are critical components to all of our planning and environmental assessment projects. GeoDecisions uses revolutionary satellite technology and advanced image processing tools to determine the extent of features, such as land use/cover, flood inundation, wildlife habitat, development and redevelopment potential, and pollution/containment extent. Assessment of the change-over-time of these features and three-dimensional renderings are examples of the products available from our vector and raster-based processes.

Linear Referencing System (LRS) Design and Implementation. Transportation and local government agencies have the unique challenge of using data that is often collected using different linear referencing methods. GeoDecisions has expertise with the LRS tools provided by the leading vendors, and can assist clients in designing and implementing a linear referencing system that accommodates all of their collection techniques.

Web Design and Hosting. GeoDecisions offers a comprehensive, scalable set of services, including web design, hosting, and maintenance. Our web design and graphics departments have collaborated in designing many large- and small-scale websites for client use. Many of our clients are publicly funded entities, and the Internet provides a fast and easy way for them to keep the public updated and involved throughout the life of a project. Project updates, schedule information, team information, and live construction feeds and video can be delivered via the World Wide Web. This is also a valuable way to gather feedback from the public in the form of online surveys, message boards, and other interactive methods of communication.

Custom Application Training. GeoDecisions employs professional and certified trainers that provide training on custom applications as well as on standard IT products. Because we are a vendor-independent firm, GeoDecisions offers customized training and support on a variety of different software packages, including the major packages developed by ESRI and Intergraph. We also offer training services for computer aided design and drafting CADD software such as AutoCAD and MicroStation. We can design and customize on-site training and include comprehensive manuals, online tutorials, and other site-specific materials.

GSA Labor Rates

	Option Period 2 2/27/18 through 2/26/23	
	Offerer Site w/ IFF*	Other than Offerer Site w/ IFF*
Project Principal	\$ 205.80	\$ 220.20
Project Director	\$ 162.70	\$ 174.10
Senior Project Manager	\$ 160.60	\$ 171.90
Project Manager	\$ 124.30	\$ 133.10
Senior Technical Architect	\$ 171.10	\$ 183.10
Technical Architect	\$ 162.70	\$ 178.20
Lead Programmer/ Development Manager	\$ 136.00	\$ 151.50
Senior Programmer	\$ 124.30	\$ 139.90
Programmer	\$ 97.90	\$ 113.50
Database Administrator	\$ 103.30	\$ 118.90
Application Architect	\$ 150.30	\$ 165.80
Network Administrator	\$ 103.30	\$ 118.90
Lead Analyst	\$ 105.70	\$ 121.30
Senior Analyst	\$ 82.90	\$ 98.40
Analyst	\$ 70.80	\$ 86.30
Interactive Media Specialist	\$ 114.00	\$ 129.50
Senior Multimedia Analyst	\$ 93.20	\$ 108.80
Multimedia Analyst	\$ 67.40	\$ 82.90
Documentation Specialist	\$ 72.60	\$ 88.00

*The current IFF is 0.75%.

Role Descriptions

Project Principal

Education: Bachelor's degree or equivalent experience

Experience: 15 years of experience and officer of Company

A project principal provides oversight and direction in all aspects of our business including matters involving contracts and negotiations. As a specialist in his/her field, the project principal brings years of knowledge to assist all levels of staff involved with a project. This knowledge allows the principal to offer ultimate solutions when developing, strategizing, and completing a project.

Project Director

Education: Bachelor's degree or equivalent experience

Experience: 15 years of experience, with 5 years of Senior Management experience

The project director is the liaison between the project team and GeoDecisions and is responsible for conducting quality reviews. Additional responsibilities include staff supervision relative to project production, and budget and schedule preparation and adherence.

Senior Project Manager

Education: Bachelor's degree or equivalent experience, and PMP or equivalent certification

Experience: 10 years of experience, with 5 years of PM experience

The senior project manager oversees the daily activities of the project team. This individual is responsible for all aspects of the project, including serving as the primary point of contact with the client, handling contractual matters, preparing project status reports, reviewing and approving deliverables prior to submission, and supervising the work of all project staff. Experienced at managing large, multi-phased assignments with multiple subconsultants.

Project Manager

Education: Bachelor's degree or equivalent experience

Experience: 5 years

The project manager is responsible for the daily activities of the project team. This individual is responsible for all aspects of the project, including serving as the primary point of contact with the client, handling contractual matters, preparing project status reports, reviewing and approving deliverables prior to submission, and supervising the work of all project staff.

Senior Technical Architect

Education: Bachelor's degree or equivalent experience

Experience: 10 years of application development experience, with 5 years of staff management experience

In addition to the responsibilities of the technical architect, the senior technical architect makes certain that the latest technological advances and methodologies are used effectively on assignments. Key responsibilities include research and development on technical issues and tracking new technologies before they are released into the market. The senior technical architect provides direction to the application design team.

Technical Architect

Education: Bachelor's degree or equivalent experience

Experience: 7 years of application development experience and 2 years of management experience

The technical architect oversees all technical aspects of a project. This individual is responsible for determining the technical architecture for an application, including hardware, software, and networking that will be used, and then overseeing the technical team as this architecture is deployed. The database administrator(s), data analysts, network administrators, and network analysts report to the technical architect.

Lead Programmer/Development Manager

Education: Bachelor's degree or equivalent experience

Experience: 7 years of application development experience and 2 years of management experience

The lead programmer/development manager is an experienced programmer who oversees a development team or group. This individual consults with clients to learn and define their business requirements or problem areas, and uses technical expertise to provide solutions to clients' needs. Prepares program specifications and testing plans, and helps with user documentation and with system implementation. Analyzes, designs, develops, implements, and maintains applications for various systems. Depending on the size of the project, this individual may or may not be involved in any actual development of code.

Senior Programmer

Education: Bachelor's degree or equivalent experience

Experience: 5 years

A senior programmer develops program specifications for application software development under general supervision. This individual defines the logic, performs the coding, tests, and debugs the programs. Prepares system and program specifications and documentation that includes designing report formats, record layouts, and screen layouts. Documents program and system logic.

Programmer

Education: Bachelor's degree or equivalent experience

Experience: 1 year

A programmer participates as a member of the development team. This individual is expected to review and ask questions to make certain of the understanding of the technical design, code-specific, well-defined components of an application, and fixes identified application defects.

Database Administrator

Education: Bachelor's degree or equivalent experience, DBA Certification

Experience: 3 years

Develops and maintains a database system for a project. Technical skills include analysis and problem solving, planning and organization, database administration expertise, strong ETL (export/transform/load) skills, and troubleshooting/debugging.

Application Architect

Education: Bachelor's degree or equivalent experience

Experience: 8 years

The application architect is the liaison between the functional analysts, the database team, and the developers. This individual has the overall responsibility for developing a thorough requirements definition and then making certain that the application is built to these specifications. The application architect

generally remains on the project for the entire life cycle and is often used as an assistant project manager for large projects.

Network Administrator

Education: Bachelor's degree or equivalent experience

Experience: 10 years

The network administrator is responsible for developing and maintaining the appropriate network infrastructure and software for a project. This individual maintains communications between the client site and the GeoDecisions' offices that are participating on a project. Responsible for designing, configuring, testing, implementing, and maintaining wide area network/local area network operations support activities, and supports the application programmers working in that environment. Provides technical support in evaluating and resolving network and processor problems. Evaluates network performance using hardware and software diagnostic tools. Participates in planning and installation of new networks. Evaluates network changes for operational impact.

Lead Analyst

Education: Bachelor's degree or equivalent experience

Experience: 7 years

The lead analyst is responsible for the daily activities of the project team performing data analysis and development. This individual is the primary technical point of contact with the client and provides expert knowledge to the project. A lead analyst employs specialized knowledge of data availability and development, uses analytical tools for modeling and reporting, and develops data maintenance plans. The lead analysts are responsible for overall quality assurance and control. As a specialist in data, individuals in this position have some limited involvement in application development. Lead analysts perform work directly at the client site.

Senior Analyst

Education: Bachelor's degree or equivalent experience

Experience: 5 years

Senior analysts employ expert knowledge on data availability and development, and use analytical tools for modeling and reporting. This individual is a secondary technical point of contact with the client and provides quality assurance and review. A senior analyst is responsible for the development and analysis of project datasets, and has limited participation in application development projects.

Analyst

Education: Associates degree or equivalent experience

Experience: 1 year

An analyst has a working knowledge of the various development tools. This individual's primary activity is data development and analysis. An analyst can acquire data from multiple sources, and develop it using multiple technologies, such as global position and CADD.

Interactive Media Specialist

Education: Bachelor's degree or equivalent experience

Experience: 8 years

The interactive media specialist uses multimedia hardware and software to produce all types of digital media, including client and company websites, animations, video, proposals, training seminars, CD-ROMs, and client presentations. Develops and designs specialized graphics, cascading style sheets (CSS), and

multimedia effects. Integrates graphical interfaces with customized web solutions. Provides technical support for a wide variety of problems related to graphics and multimedia; researches new media technologies for company use.

Senior Multimedia Analyst

Education: Associates degree or advanced education relative to graphic design/development

Experience: 5 years

The senior multimedia analyst is highly proficient in using multimedia hardware and software necessary to produce digital and print media, including websites, animations, video, proposals, training seminars, CD-ROMs, and presentations. This individual specializes in developing and designing graphics, brochures, posters, displays, logos, and desktop publishing projects. Provides technical support for a wide variety of problems related to graphics and multimedia; researches new media technologies for company use.

Multimedia Analyst

Education: Associates degree or advanced education relative to graphic design/development

Experience: 1 year

The multimedia analyst has a working knowledge of multimedia hardware and software necessary to produce digital and print media, including websites, animations, video, proposals, training seminars, CD-ROMs, and presentations. This individual is skilled in developing and designing graphics, brochures, posters, displays, logos, and desktop publishing projects. Provides technical support for a wide variety of problems related to graphics and multimedia; researches new media technologies for company use.

Documentation Specialist

Education: Associates degree or equivalent experience

Experience: 4 years

The documentation specialist uses technical material prepared by programmers or analysts, and prepares the technical, user, and help documentation that is delivered on a project and/or provided. The data is entered into a word processor or desktop publishing system. He/she proofreads the entered materials and corrects errors. The documentation specialist must be familiar with existing standards for document preparation.