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

Special Item No. 132-45 Highly Adaptive Cybersecurity Services (HACS)
Special Item No. 132-51 Information Technology Professional Services
Special Item No. 70 500 Order-Level Materials (OLMs)

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

Advanced Software Systems, Inc. dba ASSYST
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Sterling, VA 20166
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www.assyst.net

CONTRACT NUMBER: GS-35F-0278L
PERIOD COVERED BY CONTRACT: March 7, 2016 through March 6, 2021
PRICELIST CURRENT THOUGH MODIFICATION #PS-0022 July 15, 2019

GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE

Products and ordering information in this Authorized FAS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Ordering activities can browse GSA Advantage! by accessing the Federal Acquisition Service’s Home Page via the Internet at http://www.gsa.gov/fas/
SIN 132-45 AND 132-51 – HIGHLY ADAPTIVE CYBERSECURITY SERVICES (HACS) AND INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D301  IT Facility Operation and Maintenance
FPDS Code D302  IT Systems Development Services
FPDS Code D306  IT Systems Analysis Services
FPDS Code D307  Automated Information Systems Design and Integration Services
FPDS Code D308  Programming Services
FPDS Code D310  IT Backup and Security Services
FPDS Code D311  IT Data Conversion Services
FPDS Code D316  IT Network Management Services
FPDS Code D317  Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services
FPDS Code D399  Other Information Technology Services, Not Elsewhere Classified
<table>
<thead>
<tr>
<th>Table of Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFORMATION FOR ORDERING ACTIVITIES..................................................................4</td>
</tr>
<tr>
<td>TERMS AND CONDITIONS APPLICABLE TO HIGHLY ADAPTIVE CYBERSECURITY SERVICES (HACS) (SPECIAL ITEM NUMBERS 132-45) .................................................................7</td>
</tr>
<tr>
<td>TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) ................................................................................10</td>
</tr>
<tr>
<td>ADVANCED SOFTWARE SYSTEMS, INC. DBA ASSYST LABOR CATEGORY DESCRIPTIONS ...............13</td>
</tr>
<tr>
<td>ADVANCED SOFTWARE SYSTEMS, INC. DBA ASSYST PRICELIST .........................................20</td>
</tr>
</tbody>
</table>
INFORMATION FOR ORDERING ACTIVITIES

1a. AUTHORIZED SPECIAL ITEM NUMBERS (SINs):

<table>
<thead>
<tr>
<th>SIN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>132-45</td>
<td>Highly Adaptive Cybersecurty Services (HACS)</td>
</tr>
<tr>
<td>132-51</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>70 500</td>
<td>Order-Level Materials (OLMs)</td>
</tr>
</tbody>
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1b. Lowest Priced Model Number and Price for each SIN: Not Applicable

1c. SERVICES OFFERED: See Price List

2. MAXIMUM ORDER PER SIN:

<table>
<thead>
<tr>
<th>SIN</th>
<th>MAXIMUM ORDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>132-45</td>
<td>$500,000 per SIN/Order</td>
</tr>
<tr>
<td>132-51</td>
<td>$500,000 per SIN/Order</td>
</tr>
<tr>
<td>70 500</td>
<td>$100,000 per SIN/Order</td>
</tr>
</tbody>
</table>

This maximum order threshold is a dollar amount at which it is suggested that the ordering agency request higher discounts from the contractor before issuing the order. The contractor may: (1) Offer a new lower price, (2) Offer the lowest price available under the contract, or (3) Decline the order within five (5) days. In accordance with the Maximum Order provisions contained in the Schedule, a delivery order may be placed against the Schedule contract even though it exceeds the maximum order threshold.

3. MINIMUM ORDER LIMITATION: $100

4. GEOGRAPHIC COVERAGE (DELIVERY AREA): The geographic scope of this contract is the 48 contiguous states

5. POINT OF PRODUCTION: United States

6. BASIC DISCOUNT: Prices listed are net, discounts have been deducted and the industrial funding fee has been added

7. QUANTITY DISCOUNT: None Offered

8. PROMPT PAYMENT TERMS: 0%, Net 30

9a. GOVERNMENT PURCHASE CARDS ARE ACCEPTED UP TO THE MICRO-PURCHASE THRESHOLD.

9b. GOVERNMENT PURCHASE CARDS ARE NOT ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD.

10. FOREIGN ITEMS: None

11a. TIME OF DELIVERY: 132-45: As negotiated with the Ordering Agency
           132-51: As negotiated with the Ordering Agency

11b. EXPEDITED DELIVERY: Contact Contractor
11c. OVERNIGHT AND 2-DAY DELIVERY: Contact Contractor

11d. URGENT REQUIREMENTS: Contact Contractor

12. F.O.B. POINT: FOB Destination

13a. ORDERING ADDRESS: Advanced Software Systems, Inc. dba ASSYST
                  22866 Shaw Rd.
                  Sterling, VA 20166

13b. ORDERING PROCEDURES: For supplies and service the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA may be found at the GSA/FSS Schedule homepage (gss.gsa.gov/schedule).

14. PAYMENT ADDRESS: Same as Ordering Address

15. WARRANTY PROVISION: Standard Commercial Warranty

16. EXPORT PACKING CHARGES: Not Applicable

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: ASSYST will accept credit cards for payments equal to or less than the micro purchase threshold for oral or written delivery orders. Government purchase cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice. Will be accepted above the micro-purchase threshold.

18. TERMS AND CONDITIONS OF RENTAL: 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: Not Applicable

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 INFORMATION: Not Applicable

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER: 969115112

26. CONTRACTOR HAS REGISTERED IN THE SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE.
Vendor suitability for offering services through the Highly Adaptive Cybersecurity Services (HACS) SINs must be in accordance with the following laws and standards when applicable to the specific task orders, including but not limited to:

- Federal Acquisition Regulation (FAR) Part 52.204-21
- OMB Memorandum M-06-19 - Reporting Incidents Involving Personally Identifiable Information and Incorporating the Cost for Security in Agency Information Technology Investments
- OMB Memorandum M-07-16 - Safeguarding Against and Responding to the Breach of Personally Identifiable Information
- OMB Memorandum M-16-03 - Fiscal Year 2015-2016 Guidance on Federal Information Security and Privacy Management Requirements
- OMB Memorandum M-16-04 – Cybersecurity Implementation Plan (CSIP) for Federal Civilian Government
- The Cybersecurity National Action Plan (CNAP)
- NIST SP 800-14 - Generally Accepted Principles and Practices for Securing Information Technology Systems
- NIST SP 800-27A - Engineering Principles for Information Technology Security (A Baseline for Achieving Security)
- NIST SP 800-30 - Guide for Conducting Risk Assessments
- NIST SP 800-35 - Guide to Information Technology Security Services
- NIST SP 800-44 - Guidelines on Securing Public Web Servers
- NIST SP 800-48 - Guide to Securing Legacy IEEE 802.11 Wireless Networks
- NIST SP 800-53 – Security and Privacy Controls for Federal Information Systems and Organizations
- NIST SP 800-61 - Computer Security Incident Handling Guide
- NIST SP 800-64 - Security Considerations in the System Development Life Cycle
- NIST SP 800-82 - Guide to Industrial Control Systems (ICS) Security
- NIST SP 800-86 - Guide to Integrating Forensic Techniques into Incident Response
- NIST SP 800-115 - Technical Guide to Information Security Testing and Assessment
- NIST SP 800-137 - Information Security Continuous Monitoring (ISCM) for Federal Information Systems and Organizations
- NIST SP 800-153 - Guidelines for Securing Wireless Local Area Networks (WLANs)
- NIST SP 800-171 - Protecting Controlled Unclassified Information in non-federal Information Systems and Organizations

1. **SCOPE**
a. The labor categories, prices, terms and conditions stated under Special Item Numbers 132-45 High Adaptive Cybersecurity Services apply exclusively to High Adaptive Cybersecurity Services within the scope of this Information Technology Schedule.

b. Services under these SINs are limited to Highly Adaptive Cybersecurity Services only. Software and hardware products are under different Special Item Numbers on IT Schedule 70 (e.g. 132-32, 132-33, 132-8), and may be quoted along with services to provide a total solution.

c. These SINs provide ordering activities with access to Highly Adaptive Cybersecurity services only.
d. Highly Adaptive Cybersecurity Services provided under these SINs shall comply with all Cybersecurity certifications and industry standards as applicable pertaining to the type of services as specified by ordering agency.

e. **Scope:** 132-45 Highly Adaptive Cybersecurity Services (HACS) - SUBJECT TO COOPERATIVE PURCHASING - includes proactive and reactive cybersecurity services that improve the customer’s enterprise-level security posture.

The scope of this category encompasses a wide range of fields that include, but are not limited to, Risk Management Framework (RMF) services, information assurance (IA), virus detection, network management, situational awareness and incident response, secure web hosting, and backup and security services.

The seven-step RMF includes preparation, information security categorization; control selection, implementation, and assessment; system and common control authorizations; and continuous monitoring. RMF activities may also include Information Security Continuous Monitoring Assessment (ISCMA) which evaluate organization-wide ISCM implementations, and also Federal Incident Response Evaluations (FIREs), which assess an organization’s incident management functions.

The scope of this category also includes Security Operations Center (SOC) services. The SOC scope includes services such as: 24x7x365 monitoring and analysis, traffic analysis, incident response and coordination, penetration testing, anti-virus management, intrusion detection and prevention, and information sharing.

HACS vendors are able to identify and protect a customer’s information resources, detect and respond to cybersecurity events or incidents, and recover capabilities or services impaired by any incidents that emerge.

Sub-Categories - (not all vendors have been placed within the following subcategories. To view a complete list of vendors, click on the SIN)

- High Value Asset (HVA) Assessments include Risk and Vulnerability Assessment (RVA) which assesses threats and vulnerabilities, determines deviations from acceptable configurations, enterprise or local policy, assesses the level of risk, and develops and/or recommends appropriate mitigation countermeasures in operational and non-operational situations. The services offered in the RVA subcategory include Network Mapping, Vulnerability Scanning, Phishing Assessment, Wireless Assessment, Web Application Assessment, Operating System Security Assessment (OSSA), Database Assessment, and Penetration Testing. Security Architecture Review (SAR) evaluates a subset of the agency’s HVA security posture to determine whether the agency has properly architected its cybersecurity solutions and ensures that agency leadership fully understands the risks inherent in the implemented cybersecurity solution. The SAR process utilizes in-person interviews, documentation reviews, and leading practice evaluations of the HVA environment and supporting systems. SAR provides a holistic analysis of how an HVA’s individual security components integrate and operate, including how data is protected during operations. Systems Security Engineering (SSE) identifies security vulnerabilities and minimizes or contains risks associated with these vulnerabilities spanning the Systems Development Life Cycle. SSE focuses on but is not limited to the following security areas: perimeter security, network security, endpoint security, application security, physical security, and data security.
- Risk and Vulnerability Assessment (RVA) assesses threats and vulnerabilities, determines deviations from acceptable configurations, enterprise or local policy, assesses the level of risk, and develops and/or recommends appropriate mitigation countermeasures in operational and non-operational situations. The services offered in the RVA sub-category include Network Mapping, Vulnerability Scanning, Phishing Assessment, Wireless Assessment, Web Application Assessment, Operating System Security Assessment (OSSA), Database Assessment, and Penetration Testing.
- Cyber Hunt activities respond to crises or urgent situations within the pertinent domain to mitigate immediate and potential threats. Cyber Hunts start with the premise that threat actors known to target some organizations in a specific industry or with specific systems are likely to also target other organizations in the same industry or with the same systems.
- Incident Response services help organizations impacted by a cybersecurity compromise determine the extent of the incident, remove the adversary from their systems, and restore their networks to a more secure state.
- Penetration Testing is security testing in which assessors mimic real-world attacks to identify methods for circumventing the security features of an application, system, or network. f. 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. ORDER
   a. Agencies may use written orders, Electronic Data Interchange (EDI) orders, Blanket Purchase Agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
   b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

3. PERFORMANCE OF SERVICES
   a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity. All Contracts will be fully funded.
   b. The Contractor agrees to render services 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 Highly Adaptive Cybersecurity 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. All travel will be agreed upon with the client prior to the Contractor’s travel.

4. INSPECTION OF SERVICES
   Inspection of services is in accordance with 552.212-4 - CONTRACT TERMS AND CONDITIONS – COMMERCIAL ITEMS (Jan 2017) & (ALTERNATE I-Jan 2017) for Time-and-Materials and Labor-Hour orders placed under this contract.
5. RESPONSIBILITIES OF THE CONTRACTOR
The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (MAY 2014) Rights in Data – General, may apply.

The Contractor shall comply with contract clause (52.204-21) to the Federal Acquisition Regulation (FAR) for the basic safeguarding of contractor information systems that process, store, or transmit Federal data received by the contract in performance of the contract. This includes contract documents and all information generated in the performance of the contract.

6. RESPONSIBILITIES OF THE ORDERING ACTIVITY
Subject to the ordering activity’s security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite Highly Adaptive Cybersecurity Services.

7. INDEPENDENT CONTRACTOR
All Highly Adaptive Cybersecurity Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

8. ORGANIZATIONAL CONFLICTS OF INTEREST
   a. Definitions.
      “Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract. “Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor. An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.
   
   b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

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

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

11. 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.
12. DESCRIPTION OF HIGHLY ADAPTIVE CYBERSECURITY SERVICES AND PRICING

a. The Contractor shall provide a description of each type of Highly Adaptive Cybersecurity Service offered under Special Item Number 132-45 for Highly Adaptive Cybersecurity Services and it should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all Highly Adaptive Cybersecurity Services shall be in accordance with the Contractor’s customary commercial practices; e.g., hourly rates, minimum general experience and minimum education.
1. **SCOPE**
   a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT 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**
   a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.
   
b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
   
c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

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

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

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

(1) Cancel the stop-work order; or

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

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

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

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

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

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

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

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

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

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

12. PAYMENTS
For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract.

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

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

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

16. DESCRIPTION OF IT SERVICES AND PRICING
Please refer to the labor category descriptions and pricing incorporated into this GSA Pricelist.
LABOR CATEGORY DESCRIPTION

**Labor Category: Applications Systems Analyst I**

**Functional Responsibility:** Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Little creativity is required. Typically reports to a project leader or manager.

**Minimum Education:** Bachelor's degree in a related area

**Minimum Experience:** No minimum experience required

**Labor Category: Applications Systems Analyst II**

**Functional Responsibility:** Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. May be expected to write documentation to describe program development, logic, coding, and corrections. Writes manual for users to describe installation and operating procedures. Familiar with relational databases and client-server concepts. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required.

**Minimum Education:** Bachelor's degree in a related area

**Minimum Experience:** Requires at least 2 years of experience in the field or in a related area.

**Labor Category: Applications Systems Analyst III**

**Functional Responsibility:** Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. May be expected to write documentation to describe program development, logic, coding, and corrections. Writes manuals for users to describe installation and operating procedures. Must have a working knowledge of relational databases and client-server concepts. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

**Minimum Education:** Bachelor's degree in a related area

**Minimum Experience:** Requires at least 4 years of experience in the field or in a related area.

**Labor Category: Client/Server Programmer I**

**Functional Responsibility:** Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's client/server software applications. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Little creativity is required. Typically reports to a project leader or manager.

**Minimum Education:** Bachelor's degree in a related area

**Minimum Experience:** No minimum experience required
**Labor Category: Client/Server Programmer II**

**Functional Responsibility:** Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's client/server software applications. Familiar with relational database concepts, and client-server concepts. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required.

**Minimum Education:** Bachelor's degree in a related area

**Minimum Experience:** Requires at least 2 years of experience in the field or in a related area.

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**Labor Category: Client/Server Programmer III**

**Functional Responsibility:** Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's client/server software applications. Familiar with relational database concepts, and client-server concepts. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

**Minimum Education:** Bachelor's degree in a related area

**Minimum Experience:** Requires at least 4 years of experience in the field or in a related area.

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**Labor Category: Data Architect I**

**Functional Responsibility:** Designs and builds relational databases. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Cleans and maintains the database by removing and deleting old data. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Little creativity is required. Typically reports to a supervisor or manager.

**Minimum Education:** Bachelor's degree in a related area

**Minimum Experience:** No minimum experience required

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**Labor Category: Data Architect II**

**Functional Responsibility:** Designs and builds relational databases. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Cleans and maintains the database by removing and deleting old data. Must have a working knowledge designing, developing and manipulating Oracle databases, data warehouses and multidimensional databases. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required.

**Minimum Education:** Bachelor's degree in a related area

**Minimum Experience:** Requires at least 2 years of experience in the field or in a related area.

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**Labor Category: Data Architect III**

**Functional Responsibility:** Designs and builds relational databases. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Cleans and maintains the database by removing and deleting old data. Must be able to design, develop and manipulate Oracle databases, data warehouses and multidimensional databases. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

**Minimum Education:** Bachelor's degree in a related area

**Minimum Experience:** Requires at least 4 years of experience in the field or in a related area.
**Labor Category: Data Security Specialist I**

**Functional Responsibility:** Maintains systems to protect data from unauthorized users. Identifies, reports, and resolves security violations. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

**Minimum Education:** Bachelor's degree in a related area

**Minimum Experience:** No minimum experience required

**Labor Category: Data Security Specialist II**

**Functional Responsibility:** Maintains systems to protect data from unauthorized users. Identifies, reports, and resolves security violations. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

**Minimum Education:** Bachelor's degree in a related area

**Minimum Experience:** Requires at least 2 years of experience in the field or in a related area.

**Labor Category: Data Warehousing Specialist I**

**Functional Responsibility:** Develops and implements information management strategies. Coordinates and manages information management solutions. Scopes, plan, and prioritizes multiple projects. And manages all aspects of the warehouses such as data sourcing, migration, quality, design, and implementation. Generally, manages a team of exempt and nonexempt employees. Relies on instructions and pre-established guidelines to perform the functions of the job. Typically reports to supervisor or manager.

**Minimum Education:** Bachelor's degree in a related area

**Minimum Experience:** Requires at least 2 years of experience in the field or in a related area.

**Labor Category: Data Analyst I**

**Functional Responsibility:** Reviews, evaluates, designs, implements and maintains company database[s]. Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams and documents the process. Writes codes for database access, modifications, and constructions including stored procedures. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Little creativity is required. Typically reports to a project leader or manager.

**Minimum Education:** Bachelor's degree in a related area

**Minimum Experience:** No minimum experience required

**Labor Category: Data Analyst II**

**Functional Responsibility:** Reviews, evaluates, designs, implements and maintains company database[s]. Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams and documents the process. Writes codes for database access, modifications, and constructions including stored procedures. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required

**Minimum Education:** Bachelor's degree in a related area

**Minimum Experience:** Requires at least 2 years of experience in the field or in a related area.
Labor Category: Data Analyst III
Functional Responsibility: Reviews, evaluates, designs, implements and maintains company database[s]. Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams and documents the process. Writes codes for database access, modifications, and constructions including stored procedures. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.
Minimum Education: Bachelor's degree in a related area
Minimum Experience: Requires at least 4 years of experience in the field or in a related area.

Labor Category: ERP Package Expert I
Functional Responsibility: Assists with the development and maintenance of the Enterprise Resource Planning (ERP) program. Customizes and configures workflow to allow the integration of client/server applications. Tests ERP layout to ensure the system is meeting corporate needs. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.
Minimum Education: Bachelor's degree in a related area
Minimum Experience: No minimum experience required

Labor Category: ERP Package Expert II
Functional Responsibility: Assists with the development and maintenance of the Enterprise Resource Planning (ERP) program. Customizes and configures workflow to allow the integration of client/server applications. Tests ERP layout to ensure the system is meeting corporate needs. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.
Minimum Education: Bachelor's degree in a related area
Minimum Experience: Requires at least 2 years of experience in the field or in a related area.

Labor Category: ERP Package Expert III
Functional Responsibility: Develops, plans, and implements the Enterprise Resource Planning (ERP) system. Sets deadlines, assigns responsibilities, and monitors progress for the ERP system. Evaluates and recommends changes to current and future ERP system requirements to meet organizational needs. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs a group of ERP Analysts. A wide degree of creativity and latitude is expected. Typically reports to top management.
Minimum Education: Bachelor's degree in a related area
Minimum Experience: Requires at least 8 years of experience in the field or in a related area.

Labor Category: Intranet Applications Manager
Functional Responsibility: Develops and implements policies and procedures for an organization's intranet applications unit. Generally, manages a group of applications specialists. Relies on experience and judgment to plan and accomplish goals. Typically reports to an executive.
Minimum Education: Bachelor's degree in a related area
Minimum Experience: Requires at least 7 years of experience in the field or in a related area.
**Labor Category: Intranet Applications Specialist**

**Functional Responsibility:** Develops, implements, and maintains web-based application systems for an organization. Troubleshoots issues with existing or developed systems and works with the appropriate resources to resolve them. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

**Minimum Education:** Bachelor's degree in a related area

**Minimum Experience:** Requires at least 2 years of experience in the field or in a related area (i.e., HTML, Java, etc.).

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**Labor Category: Intranet Applications Specialist, Senior**

**Functional Responsibility:** Develops, implements, and maintains web-based application systems for an organization. Troubleshoots issues with existing or developed systems and works with the appropriate resources to resolve them. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

**Minimum Education:** Bachelor's degree in a related area

**Minimum Experience:** Requires at least 4 years of experience in the field or in a related area.

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**Labor Category: Mainframe Programmer I**

**Functional Responsibility:** Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing for a large-scale mainframe computer system. Maintains and develops on-line and batch application programs. Develops and implements a disaster recovery plan. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Little creativity is required. Typically reports to a project leader or manager.

**Minimum Education:** Bachelor's degree in a related area

**Minimum Experience:** No minimum experience required

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**Labor Category: Mainframe Programmer II**

**Functional Responsibility:** Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing for a large-scale mainframe computer system. Maintains and develops on-line and batch application programs. Develops and implements a disaster recovery plan. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required.

**Minimum Education:** Bachelor's degree in a related area

**Minimum Experience:** Requires at least 2 years of experience in the field or in a related area.

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**Labor Category: Mainframe Programmer III**

**Functional Responsibility:** Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing for a large-scale mainframe computer system. Maintains and develops on-line and batch application programs. Develops and implements a disaster recovery plan. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

**Minimum Education:** Bachelor's degree in a related area

**Minimum Experience:** Requires at least 4 years of experience in the field or in a related area.
Labor Category: Midrange Programmer I

**Functional Responsibility:** Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's business applications. Gathers requirements from users and creates specifications and develops code. Designs and writes codes to support existing application. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Little creativity is required. Typically reports to a project leader or manager.

**Minimum Education:** Bachelor's degree in a related area

**Minimum Experience:** No minimum experience required

Labor Category: Midrange Programmer II

**Functional Responsibility:** Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's business applications. Gathers requirements from users and creates specifications and develops code. Designs and writes codes to support existing application. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is expected.

**Minimum Education:** Bachelor's degree in a related area

**Minimum Experience:** Requires at least 2 years of experience in the field or in a related area.

Labor Category: Midrange Programmer III

**Functional Responsibility:** Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's business applications. Gathers requirements from users and creates specifications and develops code. Designs and writes codes to support existing application. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

**Minimum Education:** Bachelor's degree in a related area

**Minimum Experience:** Requires at least 4 years of experience in the field or in a related area.

Labor Category: Network Administrator

**Functional Responsibility:** Installs, configures and maintains organization's network. Builds networks and maintains external and internal web presence, administers the networks. Performs system backups on its internal and external web network servers. Designs and supports server system(s) and supporting software. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Little creativity is required. Typically reports to a project leader or manager.

**Minimum Education:** Bachelor's degree in a related area

**Minimum Experience:** No minimum experience required

Labor Category: Network Administrator, Senior

**Functional Responsibility:** Installs, configures and maintains organization's network. Builds networks and maintains external and internal web presence, administers the networks. Performs system backups on its internal and external web network servers. Designs and supports server system(s) and supporting software. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required.

**Minimum Education:** Bachelor's degree in a related area

**Minimum Experience:** Requires at least 2 years of experience in the field or in a related area.
Labor Category: Programmer I  
**Functional Responsibility:** Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Little creativity is required. Typically reports to a project leader or manager.  
**Minimum Education:** Bachelor's degree in a related area  
**Minimum Experience:** No minimum experience required  

Labor Category: Programmer II  
**Functional Responsibility:** Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required.  
**Minimum Education:** Bachelor's degree in a related area  
**Minimum Experience:** Requires at least 2 years of experience in the field or in a related area.  

Labor Category: Programmer III  
**Functional Responsibility:** Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to a project lead or manager. A wide degree of creativity and latitude is expected.  
**Minimum Education:** Bachelor's degree in a related area  
**Minimum Experience:** Requires at least 5 years of experience in the field or in a related area.  

Labor Category: Project Lead - App Systems and Programming  
**Functional Responsibility:** Designs, plans, and coordinates work teams. Provides technical support to project team members. Handles complex application features and technical designs. Designs and implements the components required for complex application features. Generally, manages a group of applications systems analysts. Relies on experience and judgment to plan and accomplish goals. Typically reports to a senior manager.  
**Minimum Education:** Bachelor's degree in a related area  
**Minimum Experience:** Requires at least 7 years of experience in the field or in a related area.  

Labor Category: Project Lead - Business Systems  
**Functional Responsibility:** Investigates, analyzes, designs, develops and implements cost effective solutions to business issues. Investigates, plans, analyzes, designs, codes, tests, implements, trains and supports quality systems. Analyzes, investigates and helps to develop a proposed solution to business sponsored initiative. Provides technical support to project team members. Generally, manages a group of business systems analysts. Relies on experience and judgment to plan and accomplish goals. Typically reports to a senior manager.  
**Minimum Education:** Bachelor's degree in a related area  
**Minimum Experience:** Requires at least 7 years of experience in the field or in a related area.
Labor Category: Software Engineer I
**Functional Responsibility:** Designs, modifies, develops, writes and implements software programming applications. Supports and/or installs software applications. Participates in the testing process through test review and analysis, test witnessing and certification of software. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Little creativity is required. Typically reports to a manager.

**Minimum Education:** Bachelor's degree in a related area
**Minimum Experience:** No minimum experience required

Labor Category: Software Engineer II
**Functional Responsibility:** Designs, modifies, develops, writes and implements software programming applications. Supports and/or installs software applications. Participates in the testing process through test review and analysis, test witnessing and certification of software. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.

**Minimum Education:** Bachelor's degree in a related area
**Minimum Experience:** Requires at least 2 years of experience in the field or in a related area

Labor Category: Software Engineer III
**Functional Responsibility:** Designs, modifies, develops, writes and implements software programming applications. Supports and/or installs software applications. Participates in the testing process through test review and analysis, test witnessing and certification of software. Familiar with a variety of the field’s concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to a project lead or manager. A wide degree of creativity and latitude is expected.

**Minimum Education:** Bachelor's degree in a related area
**Minimum Experience:** Requires at least 4 years of experience in the field or in a related area

Labor Category: Software Engineer Manager
**Functional Responsibility:** Manages a team of software engineers to architect, design enterprise software products. Writes product requirement documents, implements and tracks development timelines, negotiates feature sets with the development leads and product. Knowledge of e-commerce infrastructure, customer relationship management, data warehousing, and business intelligence. Generally, manages a group of software developers/engineers. Relies on experience and judgment to plan and accomplish goals. Typically reports to a senior manager.

**Minimum Education:** Bachelor's degree in a related area
**Minimum Experience:** Requires at least 7 years of experience in the field or in a related area

Labor Category: System Administrator
**Functional Responsibility:** Installs new software releases, system upgrades, evaluates and installs patches and resolves software related problems. Performs system backups and recovery. Maintains data files and monitors system configuration to ensure data integrity. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Little creativity is required. Typically reports to a project leader or manager.

**Minimum Education:** Bachelor's degree in a related area
**Minimum Experience:** Requires at least 2 years of experience in the field or in a related area
**Labor Category: System Administrator, Senior**

**Functional Responsibility:** Installs new software releases, system upgrades, evaluates and installs patches and resolves software related problems. Performs system backups and recovery. Maintains data files and monitors system configuration to ensure data integrity. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required.

Minimum Education: Bachelor's degree in a related area

Minimum Experience: Requires at least 3 years of experience in the field or in a related area.

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**Labor Category: UNIX Administrator**

**Functional Responsibility:** Installs, configures and maintains an organization's operating systems. Analyzes and resolves problems associated with server hardware UNIX, applications software. Detects, diagnoses, and reports UNIX related problems on servers. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Little creativity is required. Typically reports to a project leader or manager.

Minimum Education: Bachelor's degree in a related area

Minimum Experience: No minimum experience required

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**Labor Category: Web Designer**

**Functional Responsibility:** Designs and constructs web pages/sites including incorporating graphic user interface (GUI) features and other techniques. Maintains and provides ongoing design of the website, promos and ad banners, seasonal content specials and custom chat launcher design for partners. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.

Minimum Education: Bachelor's degree in a related area

Minimum Experience: Requires at least 2 years of experience in the field or in a related area.

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**Labor Category: Web Designer, Senior**

**Functional Responsibility:** Designs and constructs web pages/sites including incorporating graphic user interface (GUI) features and other techniques. Maintains and provides ongoing design of the website, promos and ad banners, seasonal content specials and custom chat launcher design for partners. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

Minimum Education: Bachelor's degree in a related area

Minimum Experience: Requires at least 2 years of experience in the field or in a related area.

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**Labor Category: Web Software Developer**

**Functional Responsibility:** Designs, develops, and implements software packages for web sites. Troubleshoots, debugs and implements software code. Has knowledge of standard concepts, practices, and procedures within a particular field (i.e., SQL, C++, HTML, CGI and JavaScript). Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude required.

Minimum Education: Bachelor's degree in a related area

Minimum Experience: Requires at least 2 years of experience in the field or in a related area.
**Labor Category: Web Software Developer, Senior**  
**Functional Responsibility:** Consults with clients and other project team members to design, build and manage web sites.  
Develops installation programs for websites. May negotiate contracts/agreements with software vendors and other internet companies. Has knowledge of a variety of concepts, practices, and procedures within a particular field (i.e., SQL, C++, HTML, CGI and JavaScript). Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.  
**Minimum Education:** Bachelor's degree in a related area  
**Minimum Experience:** Requires at least 3 years of experience in the field or in a related area.

**Labor Category: Webmaster**  
**Functional Responsibility:** Develops and maintains the company's portal. Performs backups and ensure user accessibility to the site. Monitors site traffic and helps scale site capacity to meet traffic demands performance. Improves the company's efficiency and designs the look and feel for the site. Must have a working knowledge of HTML, JavaScript, and SQL.  
Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.  
**Minimum Education:** Bachelor's degree in a related area  
**Minimum Experience:** Requires at least 2 years of experience in the field or in a related area.

**Labor Category: Program Manager**  
**Functional Responsibility:** Key coordinator between multiple project teams. May work independently and supervise junior staff. Analyzes management, business, and technical issues related to program management and information systems.  
Provides guidance the business implications of various systems. Collaborates on feasibility studies and systems planning.  
Assists in formulating systems scope and objectives. Devises and/or modifies procedures for managing complex programs.  
**Minimum Education:** BS/BA in Computer Science, Information Systems, Engineering, Business, Physical Science, or other technology  
**Minimum Experience:** Requires at least 10 years of experience in the field or in a related area.

**Labor Category: Subject Matter Expert (SME)**  
**Functional Responsibility:** Establishes system information requirements to develop large scale information systems.  
Designs architecture to include the software, hardware, and communications. Ensures compatibility, compliance, and regulatory requirements. Evaluates work flows, organization, and planning. Develops corrective action when necessary.  
**Minimum Education:** MS/MA in Information Technology Management, Business, or task order specific discipline.  
**Minimum Experience:** Requires at least 10 years of experience in the field or in a related area.

**Labor Category: Configuration Management - Journeyman**  
**Functional Responsibility:** Provides configuration management planning. Describes provisions for configuration identification, change control, configuration status accounting, and configuration audits. Regulates the change process so that only approved and validated changes are incorporated into product documents and related software.  
**Minimum Education:** Bachelor's degree in a related area  
**Minimum Experience:** No minimum experience required.
**Labor Category: Configuration Management - Senior**

**Functional Responsibility:** Provides configuration management planning. Describes provisions for configuration identification, change control, configuration status accounting, and configuration audits. Regulates the change process so that only approved and validated changes are incorporated into product documents and related software.

**Minimum Education:** Bachelor's degree in a related area

**Minimum Experience:** Requires at least 2 years of experience in the field or in a related area.

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**Labor Category: Configuration Management - Master**

**Functional Responsibility:** Provides configuration management planning. Describes provisions for configuration identification, change control, configuration status accounting, and configuration audits. Regulates the change process so that only approved and validated changes are incorporated into product documents and related software.

**Minimum Education:** Bachelor's degree in a related area

**Minimum Experience:** Requires at least 4 years of experience in the field or in a related area.

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**Labor Category: System Engineer**

**Functional Responsibility:** Provides analysis related to the design, development, and integration of hardware, software, man-machine interfaces and all system level requirements to provide an integrated IT solution. Develops integrated system test requirement, strategies, devices and systems. Directs overall system level testing.

**Minimum Education:** Bachelor's degree in a related area

**Minimum Experience:** Requires at least 4 years of experience in the field or in a related area.

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**Labor Category: Application Developer - Senior**

**Functional Responsibility:** Designs, develops, enhances, debugs, and implements software. Troubleshoots production problems related to software applications. Researches, tests, builds, and coordinates the conversion and/or integration of new products based on client requirements. Designs and develops new software products or major enhancements to existing software. Addresses problems of systems integration, compatibility, and multiple platforms. Consults with project teams and end users to identify application requirements. Performs feasibility analysis on potential future projects to management. Assists in the evaluation and recommendation of application software packages, application integration and testing tools. Resolves problems with software and responds to suggestions for improvements and enhancements. Acts as team leader on projects. Instructs, assigns, directs, and checks the work of other software developers on development team. Participates in development of software user manuals.

**Minimum Education:** Bachelor's degree in a related area

**Minimum Experience:** Requires at least 2 years of experience in the field or in a related area.

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**Labor Category: Application Developer - Master**

**Functional Responsibility:** Designs, develops, enhances, debugs, and implements software. Troubleshoots production problems related to software applications. Researches, tests, builds, and coordinates the conversion and/or integration of new products based on client requirements. Designs and develops new software products or major enhancements to existing software. Addresses problems of systems integration, compatibility, and multiple platforms. Consults with project teams and end users to identify application requirements. Performs feasibility analysis on potential future projects to management. Assists in the evaluation and recommendation of application software packages, application integration and testing tools. Resolves problems with software and responds to suggestions for improvements and enhancements. Acts as team leader on projects. Instructs, assigns, directs, and checks the work of other software developers on development team. Participates in development of software user manuals.

**Minimum Education:** Bachelor's degree in a related area

**Minimum Experience:** Requires at least 4 years of experience in the field or in a related area.
**Labor Category: Lead Business Analyst**

**Functional Responsibility:** The Business Analyst is responsible for defining and capturing the business needs for new and/or enhanced products, services, or optimized business processes. The Business Analyst will provide and apply functional and technical expertise towards the development and/or redesign of current business processes to ensure effective and efficient use of core Business and IT competencies. The Business Analyst will apply principles and methods of the subject matter to specialized solutions. Other areas of expertise may include, but is not limited to, requirements engineering, business process reengineering, statistical process control, individual and organizational assessment and evaluation, process modeling and simulation, strategic and business planning, change management, organizational development, and the development of leadership/management skills.

**Minimum Education:** BS/BA in Computer Science, Information Systems, Engineering, Business, Physical Science, or other technology.

**Minimum Experience:** Requires at least 7 years of experience in the field or in a related area.

**Labor Category: Software Architect**

**Functional Responsibility:** Designs and develops new software products or major enhancements to existing software. Addresses problems of systems integration, compatibility, and multiple platforms. Performs feasibility analysis on potential future projects to management.

**Minimum Education:** BS/BA in Computer Science, Information Systems, Engineering, Business, Physical Science, or other technology.

**Minimum Experience:** Requires at least 10 years of experience in the field or in a related area.

**Labor Category: Lead Developer**

**Functional Responsibility:** The Development Lead will be responsible for leading the Developers in the design, development, testing, and implementation of new systems/projects and enhancements. The Development Lead will work closely with the Project Manager, Technical Lead, and Business Analysts to ensure that all development deliverables meet the requirements.

**Minimum Education:** BS/BA in Computer Science, Information Systems, Engineering, Business, Physical Science, or other technology.

**Minimum Experience:** Requires at least 7 years of experience in the field or in a related area.

**Labor Category: Documentation Specialist**

**Functional Responsibility:** Develops design documents and program specifications. Participates in all program development activities, including program and system testing.

**Minimum Education:** Bachelor's degree in a related area

**Minimum Experience:** Requires at least 3 years of experience in the field or in a related area.

**Labor Category: Senior Test Engineer**

**Functional Responsibility:** Ensures that all information systems products and services meet company, client, and end-user requirements. Tests software to ensure proper operation and freedom from defects and/or supports testing. Reviews all documentation for completeness, accuracy, and correctness. Organizes and maintains all quality assurance documentation. Reports progress on problem resolution to management. Devises improvements to current procedures and develops models of possible future configurations. Performs work flow analysis and recommends quality improvements.

**Minimum Education:** BS/BA in Computer Science, Information Systems, Engineering, Business, Physical Science, or other technology.

**Minimum Experience:** Requires at least 7 years of experience in the field or in a related area.
**Labor Category: Architect/ SME**  
**Functional Responsibility:** For IT systems, design and review architecture/platform; identify integration issues; determine security requirements by evaluating business strategies and requirements; research information security standards; prepare security standards, policies, and procedures; test security systems, conduct system security and vulnerability analysis and risk assessments and mentor team members.  
**Minimum Education:** BS/BA in Computer Science, Information Systems, Engineering, Business, Physical Science, or other technology.  
**Minimum Experience:** Requires at least 10 years of applicable experience

**Labor Category: Applications Administrator Level 3**  
**Functional Responsibility:** Installs new software releases, system upgrades, evaluates and installs patches and resolves software related problems. Performs system backups and recovery. Maintains data files and monitors system configuration to ensure data integrity. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required.  
**Minimum Education:** Bachelor's degree in a related area  
**Minimum Experience:** Requires at least 4 years of experience in the field or in a related area.

**Labor Category: Configuration Specialist**  
**Functional Responsibility:** Provides configuration management planning for cyber security aspects of IT systems. Evaluate, identify, security configurations, manage security baseline, manage change control related to the security configurations of IT assets. Describe provisions for configuration status accounting, and configuration audits. Regulate the change process so that only approved and validated changes are incorporated into product documents and related software.  
**Minimum Education:** Bachelor's degree in a related area  
**Minimum Experience:** Requires at least 3 years of experience in the field or in a related area.

**Labor Category: Database Engineer Level 3**  
**Functional Responsibility:** Provides all activities related to the administration of computerized databases. Projects long-range requirements for database administration and design in conjunction with other managers in the information systems function. Designs, creates, and maintains databases in a client/server environment. Conducts quality control and auditing of databases in a client/server environment to ensure accurate and appropriate use of data. Advises users on access to various client/server databases. Designs, implements, and maintains complex databases with respect to JCL, access methods, access time, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Applies knowledge and experience with database technologies, development methodologies, and front-end/back-end programming languages. Performs database programming and supports systems design. Includes maintenance of database dictionaries, overall monitoring of standards and procedures, file design and storage, and integration of systems through database design.  
**Minimum Education:** Bachelor's degree in a related area  
**Minimum Experience:** Requires at least 4 years of experience in the field or in a related area.
**Labor Category:** Database Engineer Level 4  
**Functional Responsibility:** Provides all activities related to the administration of computerized databases. Projects long-range requirements for database administration and design in conjunction with other managers in the information systems function. Designs, creates, and maintains databases in a client/server environment. Conducts quality control and auditing of databases in a client/server environment to ensure accurate and appropriate use of data. Advises users on access to various client/server databases. Designs, implements, and maintains complex databases with respect to JCL, access methods, access time, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Applies knowledge and experience with database technologies, development methodologies, and front-end/back-end programming languages. Performs database programming and supports systems design. Includes maintenance of database dictionaries, overall monitoring of standards and procedures, file design and storage, and integration of systems through database design.  
**Minimum Education:** Bachelor's degree in a related area  
**Minimum Experience:** Requires at least 8 years of experience in the field or in a related area.

**Labor Category:** Developer Level 1  
**Functional Responsibility:** Designs, develops, enhances, debugs, and implements software. Troubleshoots production problems related to software applications. Researchers, tests, builds, and coordinates the conversion and/or integration of new products based on client requirements. Designs and develops new software products or major enhancements to existing software. Addresses problems of systems integration, compatibility, and multiple platforms. Consults with project teams and end users to identify application requirements. Performs feasibility analysis on potential future projects to management. Assists in the evaluation and recommendation of application software packages, application integration and testing tools. Resolves problems with software and responds to suggestions for improvements and enhancements. Acts as team leader on projects. Instructs, assigns, directs, and checks the work of other software developers on development team. Participates in development of software user manuals.  
**Minimum Education:** Bachelor's degree in a related area  
**Minimum Experience:** No minimum experience required

**Labor Category:** Developer Level 2  
**Functional Responsibility:** Designs, develops, enhances, debugs, and implements software. Troubleshoots production problems related to software applications. Researchers, tests, builds, and coordinates the conversion and/or integration of new products based on client requirements. Designs and develops new software products or major enhancements to existing software. Addresses problems of systems integration, compatibility, and multiple platforms. Consults with project teams and end users to identify application requirements. Performs feasibility analysis on potential future projects to management. Assists in the evaluation and recommendation of application software packages, application integration and testing tools. Resolves problems with software and responds to suggestions for improvements and enhancements. Acts as team leader on projects. Instructs, assigns, directs, and checks the work of other software developers on development team. Participates in development of software user manuals.  
**Minimum Education:** Bachelor's degree in a related area  
**Minimum Experience:** Requires at least 2 years of experience in the field or in a related area.
**Labor Category:** Developer Level 3  
**Functional Responsibility:** Designs, develops, enhances, debugs, and implements software. Troubleshoots production problems related to software applications. Researches, tests, builds, and coordinates the conversion and/or integration of new products based on client requirements. Designs and develops new software products or major enhancements to existing software. Addresses problems of systems integration, compatibility, and multiple platforms. Consults with project teams and end users to identify application requirements. Performs feasibility analysis on potential future projects to management. Assists in the evaluation and recommendation of application software packages, application integration and testing tools. Resolves problems with software and responds to suggestions for improvements and enhancements. Acts as team leader on projects. Instructs, assigns, directs, and checks the work of other software developers on development team. Participates in development of software user manuals.  
**Minimum Education:** Bachelor's degree in a related area  
**Minimum Experience:** Requires at least 4 years of experience in the field or in a related area.

**Labor Category:** Developer Level 4  
**Functional Responsibility:** Designs, develops, enhances, debugs, and implements software. Troubleshoots production problems related to software applications. Researches, tests, builds, and coordinates the conversion and/or integration of new products based on client requirements. Designs and develops new software products or major enhancements to existing software. Addresses problems of systems integration, compatibility, and multiple platforms. Consults with project teams and end users to identify application requirements. Performs feasibility analysis on potential future projects to management. Assists in the evaluation and recommendation of application software packages, application integration and testing tools. Resolves problems with software and responds to suggestions for improvements and enhancements. Acts as team leader on projects. Instructs, assigns, directs, and checks the work of other software developers on development team. Participates in development of software user manuals.  
**Minimum Education:** Bachelor's degree in a related area  
**Minimum Experience:** Requires at least 8 years of experience in the field or in a related area.

**Labor Category:** ISSO Level 1  
**Functional Responsibility:** Provides support for a program, organization, system, or enclaves information assurance program. Provides support for proposing, coordinating, implementing, and enforcing information systems security policies, standards, and methodologies. Maintains operational security posture for an information system or program to ensure information systems security policies, standards, and procedures are established and followed. Assists with the management of security aspects of the information system and perform day-to-day security operations of the system. Evaluates security solutions to ensure they meet security requirements for processing classified information. Performs vulnerability/risk assessment analysis to support certification and accreditation. Provides configuration management for information system security software, hardware, and firmware. Manages changes to system and assess the security impact of those changes.  
**Minimum Education:** Bachelor's degree in a related area  
**Minimum Experience:** No minimum experience required.
**Labor Category: ISSO Level 2**

**Functional Responsibility:** Provides support for a program, organization, system, or enclaves information assurance program. Provides support for proposing, coordinating, implementing, and enforcing information systems security policies, standards, and methodologies. Maintains operational security posture for an information system or program to ensure information systems security policies, standards, and procedures are established and followed. Assists with the management of security aspects of the information system and perform day-to-day security operations of the system. Evaluates security solutions to ensure they meet security requirements for processing classified information. Performs vulnerability/risk assessment analysis to support certification and accreditation. Provides configuration management for information system security software, hardware, and firmware. Manages changes to system and assess the security impact of those changes.

**Minimum Education:** Bachelor's degree in a related area

**Minimum Experience:** Requires at least 2 years of experience in a related area.

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**Labor Category: ISSO Level 3**

**Functional Responsibility:** Provides support for a program, organization, system, or enclaves information assurance program. Provides support for proposing, coordinating, implementing, and enforcing information systems security policies, standards, and methodologies. Maintains operational security posture for an information system or program to ensure information systems security policies, standards, and procedures are established and followed. Assists with the management of security aspects of the information system and perform day-to-day security operations of the system. Evaluates security solutions to ensure they meet security requirements for processing classified information. Performs vulnerability/risk assessment analysis to support certification and accreditation. Provides configuration management for information system security software, hardware, and firmware. Manages changes to system and assess the security impact of those changes.

**Minimum Education:** Bachelor's degree in a related area

**Minimum Experience:** Requires at least 4 years of experience in a related area.

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**Labor Category: ISSO Level 4**

**Functional Responsibility:** Provides support for a program, organization, system, or enclaves information assurance program. Provides support for proposing, coordinating, implementing, and enforcing information systems security policies, standards, and methodologies. Maintains operational security posture for an information system or program to ensure information systems security policies, standards, and procedures are established and followed. Assists with the management of security aspects of the information system and perform day-to-day security operations of the system. Evaluates security solutions to ensure they meet security requirements for processing classified information. Performs vulnerability/risk assessment analysis to support certification and accreditation. Provides configuration management for information system security software, hardware, and firmware. Manages changes to system and assess the security impact of those changes.

**Minimum Education:** Bachelor's degree in a related area

**Minimum Experience:** Requires at least 8 years of experience in a related area.
**Labor Category:** Programmer Level 3  
**Functional Responsibility:** Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to a project lead or manager. A wide degree of creativity and latitude is expected.  
Minimum Education: Bachelor's degree.  
Minimum Experience: Requires at least 5 years of experience in the field or in a related area.

**Labor Category:** Quality Assurance Level 2  
**Functional Responsibility:** Provides development of project Software Quality Assurance Plan and the implementation of procedures that conforms to the requirements of the contract. Provides an independent assessment of how the project's software development process is being implemented relative to the defined process and recommends methods to optimize the organization's process. May be responsible for all activities involving quality assurance and compliance with applicable regulatory requirements. Conducts audits and reviews/analyzes data and documentation. Develops and implements procedures and test plans for assuring quality in a system development environment which supports large databases and applications.  
Minimum Education: Bachelor's degree  
Minimum Experience: Requires at least 2 years of experience.

**Labor Category:** SME General  
**Functional Responsibility:** Provide technical and process recommendations to enhance security controls to protect against outside threats. Implement the Risk Management Framework (RMF) and Assessment & Authorization (A&A) for the Sponsored IT systems. Determine the overall effectiveness of the security controls; ensure operation as intended and produce the desired outcome with respect to meeting the security requirements for the system. Provide an assessment of the severity of weaknesses or deficiencies discovered in the information system and its environment of operation and recommend corrective actions to address identified vulnerabilities. Work with senior analysts and engineers to improve reporting to include the provision of metrics that accurately reflect the value and results of the reporting performed.  
Minimum Experience: Requires at least 1-year minimum relevant experience.

**Labor Category:** Test Engineer Level 2  
**Functional Responsibility:** Evaluates, recommends, and implements automated test tools and strategies. Designs, implements, and conducts test and evaluation procedures to ensure system requirements are met. Develops, maintains, and upgrades automated test scripts and architectures for application products. Also writes, implements, and reports status for system test cases for testing. Analyzes test cases and provides regular progress reports. Serves as subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware applications. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection.  
Minimum Education: Bachelor's degree in a related area  
Minimum Experience: Requires at least 2 years of experience in a related area.
**Labor Category:** Test Engineer Level 3

**Functional Responsibility:** Evaluates, recommends, and implements automated test tools and strategies. Designs, implements, and conducts test and evaluation procedures to ensure system requirements are met. Develops, maintains, and upgrades automated test scripts and architectures for application products. Also writes, implements, and reports status for system test cases for testing. Analyzes test cases and provides regular progress reports. Serves as subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware applications. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection.

**Minimum Education:** Bachelor's degree in a related area

**Minimum Experience:** Requires at least 4 years of experience in a related area.

**SUBSTITUTIONS**
Advanced Software Systems, Inc. dba ASSYST reserves the right to make the following substitutions in the education and/or experience requirements of any of the service skill categories set forth herein.

1. One year of experience is the equivalent of one year of education.
2. One year of education is the equivalent of one year of experience.
3. Certification related to the technology is equivalent to two years of experience or education requirement.
# ADVANCED SOFTWARE SYSTEMS, INC. DBA ASSYST
## GSA On-Site Rates

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