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## Terms and Conditions

### 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 incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

### 3. ORDER

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

### 4. PERFORMANCE OF SERVICES

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

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

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

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

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

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

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

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

## **6. INSPECTION OF SERVICES**

The Inspection of Services--Fixed Price (AUG 1996) (Deviation -- 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**

Provided are descriptions of each type of IT Service offered under Special Item Number 132-51.

## Labor Categories

### ***Administrative Support 1***

Functional Responsibility: Provides administrative support to technical and management-level personnel. This includes, but is not limited to, documentation planning and support, general office support, executive secretarial support, human resource planning, event planning, data entry, and telephone communications, etc. May perform other duties as assigned. Works under immediate supervision.

Minimum Experience: 1 year

Minimum Education: High School/GED

### ***Administrative Support 2***

Functional Responsibility: Provides administrative-type support to technical and management-level personnel. This includes, but is not limited to, documentation planning and support, general office support, executive secretarial support, human resource planning, event planning, data entry, and telephone communications, etc. May perform other duties as assigned. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

Minimum Experience: 1 year

Minimum Education: Associates

### ***Administrative Support 3***

Functional Responsibility: Performs analytical and specialized administrative support functions to technical and management-level personnel. This includes, but is not limited to, documentation planning and support, general office support, executive secretarial support, human resource planning, event planning, data entry, and telephone communications, etc. May perform other duties as assigned. May direct/coordinate work of other personnel and coordinate projects by analyzing project, determining approach, compiling/analyzing data, and preparing report/recommendations using PC skills, knowledge of administrative systems, and understanding of policies and procedures.

Minimum Experience: 3 years

Minimum Education: Bachelors

### ***Database Developer 1***

Functional Responsibility: Designs and builds relational databases. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Must be able to design, develop, administer and manipulate databases, data warehouses and multidimensional databases. Writes codes for database access, modifications, and constructions including stored procedures. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.

Minimum Experience: 1 year

Minimum Education: Bachelors

### ***Database Developer 2***

Functional Responsibility: Designs and builds relational databases. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Must be able to design, develop, administer and manipulate databases, data warehouses and multidimensional databases. Writes codes for database access, modifications, and constructions including stored 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 Experience: 3 years

Minimum Education: Bachelors

### ***Database Developer 3***

Functional Responsibility: Reviews, evaluates, designs, relational databases. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Must be able to design, develop, administer and manipulate databases, data warehouses and multidimensional databases. Writes codes for database access, modifications, and constructions including stored procedures. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Minimum Experience: 5 years

Minimum Education: Bachelors

### ***Instructional System Designer 1***

Functional Responsibility: Develops associated media products needed to support courseware products. Could include graphics, animation, audio, digital video, still images, etc. Conducts field production and postproduction to produce video elements of a curriculum development program. May design and develop computer based training, electronic performance support systems and other technology-based learning solutions. Develops appropriate training objectives and test methods and design instructionally valid training materials. Performs the storyboarding of technology-based training solutions. Primary job functions do not typically require exercising independent judgment.

Minimum Experience: 1 year

Minimum Education: Bachelors

### ***Instructional System Designer 2***

Functional Responsibility: Develops associated media products needed to support courseware products. Could include graphics, animation, audio, digital video, still images, etc. Conducts field production and postproduction to produce video elements of a curriculum development program. Designs and develops computer based training, electronic performance support systems and other technology-based learning solutions. Develops appropriate training objectives and test methods and design instructionally valid training materials. Works on complex instructional systems design projects. May act as a technical task lead

Minimum Experience: 3 years

Minimum Education: Bachelors

### ***Instructional System Designer 3***

Functional Responsibility: Develops associated media products needed to support courseware products. Could include graphics, animation, audio, digital video, still images, etc. Conducts field production and postproduction to produce video elements of a curriculum development program. Designs and develops computer based training, electronic performance support systems and other technology-based learning solutions. Develops appropriate training objectives and test methods and design instructionally valid training materials. Works on complex instructional systems design projects. Acts as a technical task lead. May supervise the work of lower-level training personnel.

Minimum Experience: 5 years

Minimum Education: Bachelors

### ***Military Analyst 1***

Functional Responsibility: Serves as an investigator and researcher for a

specific project and is utilized in conjunction with other IT labor categories to provide enduser case studies and requirements analyses. Has completed military service, security studies education, training in the application of information technology to military analysis, or related field. Provides analytical insight on technical issues, such as current military systems, operational environments, trends analysis, war fighting concepts and doctrine, and tactics, techniques, and procedures (TTPs) development. Supports design of computer based tools to conduct and support military analyses in the utilization of visualization technology to develop and deploy advanced visualization solutions that provide web-based tools to visualize complex data, products and processes. These visualization solutions provide users with an "at a glance" understanding of complex data to aide in decision support and power business intelligence. Reports directly to a project manager or other IT contract lead.

Minimum Experience: 1 year

Minimum Education: Bachelors

### ***Military Analyst 2***

Functional Responsibility: Serves as an investigator and researcher for a specific project and is utilized in conjunction with other IT labor categories to provide enduser case studies and requirements analyses. Has completed military service, security studies education, training in the application of information technology to military analysis or related field. Must possess a bachelor's degree and at least (3) years of experience in technical military analysis. May lead and direct the work of others. Has completed defense analysis and doctrine courses. Provides analytical insight and recommendations on current technical issues, such as current military systems, operational environments, requirements and trends analysis, operational history, war fighting concepts and doctrine, and tactics, techniques, and procedures (TTPs) development. Makes significant contributions to the design and development of computer based tools to conduct and support military analyses in the utilization of visualization technology to develop and deploy advanced visualization solutions that provide web-based tools to visualize complex data, products and processes. These visualization solutions provide users with an "at a glance" understanding of complex data to aide in decision support and power business intelligence. Reports directly to a project manager or other IT contract lead. A certain degree of creativity and latitude is expected.

Minimum Experience: 3 years

Minimum Education: Bachelors

### ***Military Analyst 3***

Functional Responsibility: Serves as an investigator and researcher for a specific project and is utilized in conjunction with other IT labor categories to

provide enduser case studies and requirements analyses. Has completed military service, security studies education, training in the application of information technology to military analysis or related field. Has completed defense policy and doctrine courses. Must possess a bachelor's degree and at least (5) years of experience in military analysis, and (3) years of project management experience. Leads and directs the work of others. Provides analytical insight and recommendations on current technical issues, such as current military systems, command and control architectures, operational environments, requirements and trends analysis, operational history, war fighting concepts and doctrine, and tactics, techniques, and procedures (TTPs) development. . Designs and develops computer based tools to conduct and support military analyses in the utilization of visualization technology to develop and deploy advanced visualization solutions that provide web-based tools to visualize complex data, products and processes. These visualization solutions provide business users with an "at a glance" understanding of complex data to aide in decision support and power business intelligence. Performs the functions of a project manager or other contract lead. Coordinates with user community representatives throughout all phases of development concerning project requirements definition, clarification, prioritization, and alternatives. Assesses the impact of programmatic and technical options. Reports directly to a project manager or other IT contract lead. A wide degree of creativity and latitude is expected.

Minimum Experience: 5 years

Minimum Education: Bachelors

### ***Multimedia Engineer 1***

Functional Responsibility: Establishes plans, directs and implements the design and development of multimedia and content used in software products. Creates content consisting of 2D and 3D graphics and animations including HTML design and production by developing code, images and copy for interactive html pages and menus for information technology solutions Designs and implements common user interface standards, system usability guidelines, design guidelines, GUI prototypes, HTML page design and management, and development methodologies. Has knowledge of commonly-used concepts, practices, and procedures. Well versed in a variety of software applications including Photoshop, Illustrator, AfterEffects Production Bundle, Premiere, Sound Forge, Acid Music, Microsoft Office, Lightwave 3D. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment.

Minimum Experience: 1 year

Minimum Education: Bachelors

## ***Multimedia Engineer 2***

Functional Responsibility: Establishes plans, directs and implements the design and development of multimedia and content used in software products. Creates content consisting of 2D and 3D graphics and animations including HTML design and production by developing code, images and copy for interactive html pages and menus for information technology solutions. Designs and implements common user interface standards, system usability guidelines, design guidelines, GUI prototypes, HTML page design and management, and development methodologies. Works with the client and product development team to produce multimedia content for software products. Has knowledge of commonly-used concepts, practices, and procedures. Well versed in a variety of software applications including Photoshop, Illustrator, AfterEffects Production Bundle, Premiere, Sound Forge, Acid Music, Microsoft Office, Lightwave 3D. 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 Experience: 3 years

Minimum Education: Bachelors

## ***Multimedia Engineer 3***

Functional Responsibility: Establishes plans, directs and implements the design and development of multimedia and content used in software products. Creates content consisting of 2D and 3D graphics and animations including HTML design and production by developing code, images and copy for interactive html pages and menus for information technology solutions. Designs and implements common user interface standards, system usability guidelines, design guidelines, GUI prototypes, HTML page design and management, and development methodologies. Works with the client and product development team to produce multimedia content for software products. Has knowledge of commonly-used concepts, practices, and procedures. Well versed in a variety of software applications including Photoshop, Illustrator, AfterEffects Production Bundle, Premiere, Sound Forge, Acid Music, Microsoft Office, Lightwave 3D. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected.

Minimum Experience: 5 years.

Minimum Education: Bachelors

## ***Multimedia Specialist 1***

Functional Responsibility: Develops highly complex and visually stimulating multimedia/graphic oriented products used in software deliverables. Create content consisting of 2D and 3D graphics and animations using tools such as LightWave, 3D Studio Max, Photoshop, Illustrator, Premiere, AfterEffects,

3Scape, Flash, Illusion, Poser 5. Creates storyboards and original artwork to be used in conceptual and final designs. Contributes to project planning, problem definition, and implementation activities. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment.

Minimum Experience: 1 year

Minimum Education: Bachelors

## ***Multimedia Specialist 2***

Functional Responsibility: Develops highly complex and visually stimulating multimedia/graphic oriented products used in software deliverables. Creates content consisting of 2D and 3D graphics and animations using tools such as LightWave, 3D Studio Max, Photoshop, Illustrator, Premiere, AfterEffects, 3Scape, Flash, Illusion, Poser 5. Create storyboards and original artwork to be used in conceptual and final designs. Contributes to project planning, problem definition, and implementation activities. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do typically require exercising some independent judgment. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree creativity and latitude is required.

Minimum Experience: 3 year

Minimum Education: Bachelors

## ***Multimedia Specialist 3***

Functional Responsibility: Develops highly complex and visually stimulating multimedia/graphic oriented products used in software deliverables. Create content consisting of 2D and 3D graphics and animations using tools such as LightWave, 3D Studio Max, Photoshop, Illustrator, Premiere, AfterEffects, 3Scape, Flash, Illusion, Poser 5. Creates storyboards and original artwork to be used in conceptual and final designs. Contribute to project planning, problem definition, and implementation activities. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do typically require exercising independent judgment. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a manager. A wide degree of creativity and latitude is expected.

Minimum Experience: 5 year

Minimum Education: Bachelors

### ***Project Manager 1***

Functional Responsibility: Serves as the overall manager for a specific technical projects. Authority to coordinate all activities of the project to meet deadlines and budgets and to resolve conflicting demands of users. Establishes costs and determines resource requirements. Responsible for the administrative, contractual, and financial aspects of projects. Oversees the quality assurance efforts of the contract or project. May lead and direct the work of others. Directly reports to a program manager or other contract lead. A certain degree of creativity and latitude is expected.

Minimum Experience: 3 years

Minimum Education: Bachelors

### ***Project Manager 2***

Functional Responsibility: Serves as the overall manager for a contract and lead for complex technical projects. Authorized single point of responsibility and authority to coordinate all activities of the project to meet deadlines and budgets and to resolve conflicting demands of users. Establishes costs and determines resource requirements. Responsible for the administrative, contractual, and financial aspects of projects. Oversees the quality assurance efforts of the contract or project. May lead and direct the work of others. Directly reports to a program manager. A wide degree of creativity and latitude is expected.

Minimum Experience: 5 years.

Minimum Education: Bachelors

### ***Project Manager 3***

Functional Responsibility: Directs the performance of a variety of related projects, which may be organized by technology, program, or client. Oversees the technology development and/or application, marketing, and resource allocation within program client base. Program areas typically represents more than three functional areas that may include engineering, systems analysis, quality control, administration, etc. Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of all contractual items. Operates within client guidance, contractual limitations, and Company business and policy directives. Serves as focal point-of-contact with client regarding program activities. Ensures that all required resources including manpower, production standards, computer time, and facilities are available for program implementation. Manages program consisting of multiple projects including project identification, design, development, and delivery. Maintains the development and execution of business opportunities based on broad, general guidance. Confers with project manager to provide technical advice and to assist with problem resolution. May perform other duties as assigned.

Minimum Experience: 8 years

Minimum Education: Bachelors

### ***Quality Assurance Specialist 1***

Functional Responsibility: Provides quality control methods and tools based on experience in software testing and integration, and a familiarity of system and project life cycles. Broad based expertise in software testing and integration and a demonstrated knowledge of system and project life cycles. Must be capable of evaluating software and associated documentation and/or content. Participates in formal and informal reviews to determine quality and in the development of software quality assurance plans. Supports examination and evaluation of the SQA process.

Minimum Experience: 3 years

Minimum Education: Bachelors

### ***Quality Assurance Specialist 2***

Functional Responsibility: Provides quality control methods and tools based on experience in software testing and integration, and a familiarity of system and project life cycles. Comprehensive expertise in verification and validation, software testing and integration, and software metrics, and their application to software quality assessment. Must be capable of maintaining and establishing a process for evaluating software and associated documentation and/or content. Must be able to determine the resources required for quality control. Must be able to maintain the level of quality throughout the software life cycle. Develops software quality assurance plans. Conducts formal and informal reviews at predetermined points throughout the development life cycle.

Minimum Experience: 5 years.

Minimum Education: Bachelors

### ***Software Architect 1***

Functional Responsibility: Functions as a senior technical authority on a given project, serving as a gate-keeper for critical technology decisions related to a specific project. Also responsible for providing technical leadership during crucial, early phases of an information technology or software development initiative, focusing particularly on requirements gathering, technology selection, and initial systems design. Requires an understanding and mastery of the software development lifecycle, as well as planning and estimating experience required on complex design and development projects. Supervises broad team of engineers. Responsible for highly complex technical/engineering areas. May perform other duties, as assigned.

Minimum Experience: 3 years

Minimum Education: Bachelors

## **Software Architect 2**

Functional Responsibility: Functions a senior technical authority on all software projects assigned, serving as a final gate-keeper for all critical technology decisions. Also responsible for providing technical leadership during crucial, early phases of an information technology or software development initiative, focusing particularly on requirements gathering, technology selection, and initial systems design. Requires a complete understanding and mastery of the software development lifecycle, as well as planning and estimating experience required on complex design and development projects. Supervises broad team of engineers. Responsible for highly complex technical/engineering areas. May perform other duties, as assigned.

Minimum Experience: 5 years

Minimum Education: Bachelors

## **Software Architect 3**

Functional Responsibility: Functions as the most senior technical authority on all software projects, serving as the final gate-keeper for all critical technology decisions. Also responsible for providing technical leadership during crucial, early phases of an information technology or software development initiative, focusing particularly on requirements gathering, technology selection, and initial systems design. Requires a complete understanding and mastery of the software development lifecycle, as well as planning and estimating experience required on complex design and development projects. Supervises broad team of engineers. Responsible for highly complex technical/engineering areas. May perform other duties, as assigned.

Minimum Experience: 8 years

Minimum Education: Bachelors

## **Software Engineer 1**

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. Primary job functions do not typically require exercising independent judgment. Typically reports to a manager.

Minimum Experience: 1 year

Minimum Education: Bachelors

## ***Software Engineer 2***

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 Experience: 3 years

Minimum Education: Bachelors

## ***Software Engineer 3***

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 Experience: 5 years

Minimum Education: Bachelors

## ***Software Programmer 1***

Functional Responsibility: Supports installation, generation, maintenance, testing and debugging system software programs. Helps develop instructions for use of operating systems software and maintains system software packages. Works with applications dealing with the overall operating system. Supports engineering of highly complex software as may relate to operating systems, their performance, or controlled devices. Prepares and edits documentation incorporating information provided by user, specialist, analyst, programmer, and operations personnel. Interprets technical documentation standards and prepares documentation according to supplied standards. Other duties may include writing, editing and/or graphic presentation of technical information for both technical and non-technical personnel. Primary job functions do not typically require exercising independent judgment. Typically reports to a manager.

Minimum Experience: 1 year

Minimum Education: Bachelors

## ***Software Programmer 2***

Functional Responsibility: Installs, generates, maintains, tests and debugs system software programs. Develops instructions for use of operating systems software and modifies/maintains system software packages via releases. Supports optimizing systems software performance. Works with applications dealing with the overall operating system, and is responsible for applications dealing with sophisticated file maintenance routines, networks, Computer Aided Design (CAD) or Geographic Information System (GIS) system software, or mathematical/scientific software packages. Supports engineering of highly complex software as may relate directly to operating systems, their performance, or controlled devices. Prepares and edits FIP documentation incorporating information provided by user, specialist, analyst, programmer, and operations personnel. Interprets technical documentation standards and prepares documentation according to supplied standards. Other duties may include presentation of technical information for both technical and non-technical personnel. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.

Minimum Experience: 3 years

Minimum Education: Bachelors

## ***Software Programmer 3***

Functional Responsibility: Installs, generates, maintains, tests and debugs system software programs. Develops instructions for use of operating systems software and modifies/maintains system software packages via releases. Optimizes systems software performance and works with applications dealing with the overall operating system. Responsible for applications dealing with sophisticated file maintenance routines, networks, CAD or GIS system software, or mathematical/scientific software packages. Writes highly complex software as may relate directly to operating systems, their performance, or controlled devices. Prepares and edits documentation incorporating information provided by user, specialist, analyst, programmer, and operations personnel. Interprets technical documentation standards and prepares documentation according to supplied standards. Other duties may include presentation of technical information for both technical and non-technical personnel. May work under general supervision. A significant degree of creativity and latitude is required.

Minimum Experience: 5 years

Minimum Education: Bachelors

## ***Subject Matter Expert Junior***

Functional Responsibility: Expert in a single technical discipline. Provides guidance and insight into specific information technologies and their application and independently performs a variety of technology utility and

application assessments and tasks where a specific subject matter expertise is necessary. Plans and performs research, design assessment, development, integration and other assignments in a specific information technology or related technical area. Provides oversight for broad teams of engineers implementing multifaceted information technology solutions . Responsible for highly complex information technology and related technical areas.

Minimum Experience: 5 years.

Minimum Education: Bachelors Degree.

### ***Subject Matter Expert 1***

Functional Responsibility: Expert in single or multiple technical disciplines. Provides expert guidance and insight into specific information technologies and their application and independently performs a variety of technology utility and application assessments and system design and integration tasks where a specific subject matter expertise in information technology or related technical area is necessary. Plans and performs research, design assessment, development, integration and other assignments in a specific information technology or related technical area. Supervises broad team of engineers developing and implementing multifaceted information technology solutions. Responsible for highly complex information technology and related technical/engineering areas.

Minimum Experience: 10 years.

Minimum Education: Bachelors Degree.

### ***Subject Matter Expert 2***

Functional Responsibility: Expert in single or multiple technical disciplines. Provides expert guidance and insight into specific information technologies and their application and independently performs a variety of technology utility and application assessments and system design and integration tasks where a specific subject matter expertise in information technology or related technical area is necessary. Plans and performs research, design assessment, development, integration and other assignments in a specific information technology or related technical area. Supervises broad team of engineers designing, developing and implementing multifaceted information technology solutions. Responsible for highly complex information technology and related technical/engineering areas.

Minimum Experience: 15 years.

Minimum Education: Bachelors Degree.

### ***Subject Matter Expert 3***

Functional Responsibility: Expert in single or multiple technical disciplines. Provides expert guidance and insight into specific information technologies

and their application and independently performs a variety of technology utility and application assessments and system design and integration tasks where a specific subject matter expertise in information technology or related technical area is necessary. Plans and performs research, design assessment, development, integration and other assignments in a specific information technology or related technical area. Supervises broad team of engineers designing, developing and implementing multifaceted information technology solutions. Responsible for highly complex information technology and related technical/engineering areas.

Minimum Experience: 20 years.

Minimum Education: Bachelors Degree.

### ***Subject Matter Expert 4***

Functional Responsibility: Expert in single or multiple technical disciplines. Provides expert guidance and insight into specific information technologies and their application and independently performs a variety of technology utility and application assessments and system design and integration tasks where a specific subject matter expertise in information technology or related technical area is necessary. Plans and performs research, design assessment, development, integration and other assignments in a specific information technology or related technical area. Supervises broad team of engineers designing, developing and implementing multifaceted information technology solutions. Responsible for highly complex information technology and related technical/engineering areas.

Minimum Experience: 25 years.

Minimum Education: Bachelors Degree.

### ***Technical Writer 1***

Functional Responsibility: Writes a variety of technical documentation including system requirements, functional requirements and other related reports associated with designing, developing and implementing computer based systems and information technology solutions. Also produces reports, brochures, and/or manuals for documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document in both electronic and paper media. Familiar with standard concepts, practices, and procedures within a particular information technology or related technical field. Performs a variety of tasks. Works under direct supervision.

Minimum Experience: 1 year

Minimum Education: Bachelors

### ***Web Developer 1***

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., XML, SQL, C++, HTML, 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 Experience: 1 year

Minimum Education: Associates

## ***Web Developer 2***

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., XML, SQL, C++, HTML, and JavaScript). Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Under general supervision, defines and executes development activities within a project. A certain degree of creativity and latitude is expected.

Minimum Experience: 3 years

Minimum Education: Bachelors

## ***Web Developer 3***

Functional Responsibility: Consults with clients and other project team members to design, build and manage web sites. Develops installation programs for websites. Has knowledge of standard concepts, practices, and procedures within a particular field (i.e., XML, SQL, C++, HTML, 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 Experience: 5 years

Minimum Education: Bachelors

## ***Wargame Specialist 1***

Functional Responsibility: Designs, develops and executes policy, acquisition, intelligence, and operational wargames. Acts as principal conceptual analyst and lead facilitator for all wargame activities. This includes recommending information technology support requirements and solutions in terms of data bases, web based services, and collaborative analytic and communications tools and technology. Is expert in all forms of group based discussions, including Delphi techniques, facilitation methodologies, and group dynamics. Relies on experience and judgment to plan and accomplish goals. Works closely with the entire IT professional services team. Reports

directly to a project manager or other IT contract lead.

Minimum Experience: 10 years

Minimum Education: Bachelors

**Note:** Each additional year of experience beyond the minimum requirement is equivalent to one year of additional education. In addition, each additional year of education beyond the minimum requirement is equivalent to one year of additional experience.

## Price List

<b>GSA Labor Category</b>	<b>GSA Rate Year 1</b>	<b>GSA Rate Year 2</b>	<b>GSA Rate Year 3</b>	<b>GSA Rate Year 4</b>	<b>GSA Rate Year 5</b>
Administrative Support 1	\$40.46	\$41.67	\$42.92	\$44.21	\$45.54
Administrative Support 2	\$52.91	\$54.50	\$56.13	\$57.82	\$59.55
Administrative Support 3	\$57.22	\$58.94	\$60.70	\$62.53	\$64.40
Database Developer 1	\$61.83	\$63.68	\$65.60	\$67.56	\$69.59
Database Developer 2	\$84.15	\$86.67	\$89.27	\$91.95	\$94.71
Database Developer 3	\$107.15	\$110.36	\$113.68	\$117.09	\$120.60
Instructional System Designer 1	\$62.78	\$64.66	\$66.60	\$68.60	\$70.66
Instructional System Designer 2	\$91.18	\$93.92	\$96.73	\$99.63	\$102.62
Instructional System Designer 3	\$107.96	\$111.20	\$114.53	\$117.97	\$121.51
Military Analyst 1	\$89.87	\$92.57	\$95.34	\$98.20	\$101.15
Military Analyst 2	\$105.74	\$108.91	\$112.18	\$115.54	\$119.01
Military Analyst 3	\$121.60	\$125.25	\$129.01	\$132.88	\$136.86
Multimedia Engineer 1	\$65.72	\$67.69	\$69.72	\$71.81	\$73.97
Multimedia Engineer 2	\$82.02	\$84.48	\$87.02	\$89.63	\$92.31
Multimedia Engineer 3	\$88.58	\$91.24	\$93.97	\$96.79	\$99.70
Multimedia Specialist 1	\$81.93	\$84.39	\$86.92	\$89.53	\$92.21
Multimedia Specialist 2	\$84.85	\$87.40	\$90.02	\$92.72	\$95.50
Multimedia Specialist 3	\$117.82	\$121.35	\$125.00	\$128.75	\$132.61
Project Manager 1	\$105.73	\$108.90	\$112.17	\$115.53	\$119.00
Project Manager 2	\$109.95	\$113.25	\$116.65	\$120.15	\$123.75
Project Manager 3	\$117.23	\$120.75	\$124.37	\$128.10	\$131.94
Quality Assurance Specialist 1	\$66.07	\$68.05	\$70.09	\$72.20	\$74.36
Quality Assurance Specialist 2	\$76.06	\$78.34	\$80.69	\$83.11	\$85.61
Software Architect 1	\$101.16	\$104.19	\$107.32	\$110.54	\$113.86
Software Architect 2	\$123.70	\$127.41	\$131.23	\$135.17	\$139.23
Software Architect 3	\$128.58	\$132.44	\$136.41	\$140.50	\$144.72
Software Engineer 1	\$92.65	\$95.43	\$98.29	\$101.24	\$104.28
Software Engineer 2	\$109.00	\$112.27	\$115.64	\$119.11	\$122.68
Software Engineer 3	\$117.82	\$121.35	\$125.00	\$128.75	\$132.61
Software Programmer 1	\$65.28	\$67.24	\$69.26	\$71.33	\$73.47
Software Programmer 2	\$104.01	\$107.13	\$110.34	\$113.65	\$117.06
Software Programmer 3	\$118.95	\$122.52	\$126.19	\$129.98	\$133.88
Subject Matter Expert JR	\$68.71	\$70.77	\$72.89	\$75.08	\$77.33
Subject Matter Expert 1	\$183.98	\$189.50	\$195.18	\$201.04	\$207.07
Subject Matter Expert 2	\$195.39	\$201.25	\$207.29	\$213.51	\$219.91
Subject Matter Expert 3	\$206.17	\$212.36	\$218.73	\$225.29	\$232.05
Subject Matter Expert 4	\$214.30	\$220.73	\$227.35	\$234.17	\$241.20
Technical Writer	\$68.71	\$70.77	\$72.89	\$75.08	\$77.33
Wargame Specialist 1	\$136.85	\$140.96	\$145.18	\$149.54	\$154.03

Web Developer 1	\$60.15	\$61.95	\$63.81	\$65.73	\$67.70
Web Developer 2	\$67.90	\$69.94	\$72.04	\$74.20	\$76.42
Web Developer 3	\$75.87	\$78.15	\$80.49	\$82.91	\$85.39