GS-35F-0388V

GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

MAS SCHEDULE
Supplement 2020.03 (effective October 20, 2020)

Contract Number: GS-35F-0388V
Contract Period: April 23, 2019 – April 22, 2024
Effective as of Modification: PA-0022, Dated: December 1, 2020
Business Size: Small Business, Alaska Native Owned
Price list number: 2020.04

Bowhead Logistics Management, LLC
6564 Loisdale Court Suite 900 Springfield, Virginia 22150-1822
Phone: 410-297-4161 Fax: 703-379-6826
jc.bott@bowheadsupport.com
www.bowheadsupport.com

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!™, a menu-driven database system. The internet address for GSA Advantage!™ is: GSAAdvantage.gov. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov
SECTION I
CUSTOMER INFORMATION

1a. Table of Awarded Special Item Numbers (SINs)

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Information Technology Professional Services</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.
Not applicable.

1c. Labor Category Descriptions
See Page 6

2. Maximum Order
$500,000

3. Minimum Order
The minimum dollar value of orders to be issued is $100.

4. Geographic Coverage
The geographic scope of this contract is domestic only.

5. Point(s) of Production (City, County, and State or Foreign Country)
Various CONUS and OCONUS locations as specified in resulting orders.

6. Statement on Net Price
Prices shown in pricelist are net. Discounts have already been deducted.

7. Quantity Discount
As negotiated on individual orders

8. Prompt Payment Terms
NET 30

9. Foreign Items (List items by country)
None

10a. Time of Delivery
To be negotiated per each delivery order between contracting activity and contractor.

10b. Expedited Delivery
To be negotiated per each delivery order between contracting activity and contractor.

10c. Overnight and 2-day delivery
As negotiated on individual orders.
10d. **Urgent Requirements**
Contact Bowhead Logistics Management, LLC for urgent requirements.

11. **FOB Point(s)**
Destination

12a. **Ordering Address**
Bowhead Logistics Management, LLC  
6564 Loisdale Court  
Suite 900  
Springfield, Virginia 22150-1822  
Phone: 410-297-4161  
Fax: 703-379-6826  
Email jc.bott@bowheadsupport.com  
www.bowheadsupport.com

12b. **Order Procedures**
For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3

13. **Payment Address**
Bowhead Logistics Management, LLC  
6564 Loisdale Court  
Suite 900  
Springfield, Virginia 22150-1822

14. **Warranty Provision**
Standard Commercial Warranty

15. **Export Packing Changes**
Not Applicable

16. **Terms and conditions of rental, maintenance, and repair**
Not Applicable

17. **Terms and conditions of installation**
Not applicable

18a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices**
Not applicable

18b. **Terms and conditions for any other services:**
Not applicable
19. **List of service and distribution points**
   Not applicable

20. **List of participating dealers**
    Not applicable

21. **Preventive maintenance**
    Not applicable

22a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).**
    Not Applicable

22b. **Section 508 Compliance**
    Not Applicable

23. **Unique Entity Identifier (UEI) number**
    07-689-1170

24. **Notification regarding registration in System for Award Management (SAM)**
    Bowhead Logistics Management, LLC is registered in the System for Award Management (SAM) Database.
Section II
Terms and Conditions for all IT Contractors

1. 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

2. Services Performed
   a) All 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.

   b) The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

   c) The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

3. Travel
   Any Contractor travel required in the performance of services must comply with the Pub. L. 99-234 and FAR Part 31.205-46, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel.
4. Warranty

a) Unless otherwise specified in this contract, the Contractor's standard commercial warranty as stated in the contract's commercial pricelist will apply to this contract.

b) The Contractor's commercial guarantee/warranty shall be included in the Commercial Supplier Agreement to include Enterprise User License Agreements or Terms of Service (TOS) agreements, if applicable.

c) Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

<table>
<thead>
<tr>
<th>Regulation Number</th>
<th>Regulation Title/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>52.222-46</td>
<td>EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES (FEB 1993)</td>
</tr>
<tr>
<td>52.222-48</td>
<td>EXEMPTION FROM APPLICATION OF THE SERVICE CONTRACT LABOR STANDARDS TO CONTRACTS FOR MAINTENANCE, CALIBRATION, OR REPAIR OF CERTAIN EQUIPMENT CERTIFICATION (MAY 2014)</td>
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<tr>
<td>52.223-19</td>
<td>COMPLIANCE WITH ENVIRONMENTAL MANAGEMENT SYSTEMS (MAY 2011)</td>
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<tr>
<td>52.223-2</td>
<td>AFFIRMATIVE PROCUREMENT OF BIOBASED PRODUCTS UNDER SERVICE AND CONSTRUCTION CONTRACTS (SEP 2013)</td>
</tr>
<tr>
<td>52.229-1</td>
<td>STATE AND LOCAL TAXES (APR 1984)</td>
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<tr>
<td>52.222-62</td>
<td>PAID SICK LEAVE UNDER EXECUTIVE ORDER 13706 (JAN 2017)</td>
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<td>52.223-13</td>
<td>ACQUISITION OF EPEAT - REGISTERED IMAGING EQUIPMENT (JUN 2014)</td>
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<td>52.223-14</td>
<td>ACQUISITION OF EPEAT® - REGISTERED TELEVISIONS (JUN 2014)</td>
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<td>52.223-16</td>
<td>ACQUISITION OF EPEAT® - REGISTERED PERSONAL COMPUTER PRODUCTS (OCT 2015)</td>
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<tr>
<td>552.238-115</td>
<td>SPECIAL ORDERING PROCEDURES FOR THE ACQUISITION OF ORDER-LEVEL MATERIALS (MAY 2019)</td>
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<tr>
<td>552.238-107</td>
<td>TRAFFIC RELEASE (SUPPLIES) (MAY 2019)</td>
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<tr>
<td>552.238-73</td>
<td>IDENTIFICATION OF ELECTRONIC OFFICE EQUIPMENT PROVIDING ACCESSIBILITY FOR THE HANDICAPPED (MAY 2019)</td>
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<tr>
<td>552.238-86</td>
<td>DELIVERY SCHEDULE (MAY 2019)</td>
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<td>552.238-89</td>
<td>DELIVERIES TO THE U.S. POSTAL SERVICE (MAY 2019)</td>
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<td>552.238-90</td>
<td>CHARACTERISTICS OF ELECTRIC CURRENT (MAY 2019)</td>
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<tr>
<td>552.238-91</td>
<td>MARKING AND DOCUMENTATION REQUIREMENTS FOR SHIPPING (MAY 2019)</td>
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<td>552.238-92</td>
<td>VENDOR MANAGED INVENTORY (VMI) PROGRAM (MAY 2019)</td>
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<td>552.238-93</td>
<td>ORDER ACKNOWLEDGMENT (MAY 2019)</td>
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<tr>
<td>552.238-94</td>
<td>ACCELERATED DELIVERY REQUIREMENTS (MAY 2019)</td>
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## SECTION II
### PRICING AND LABOR CATEGORIES

<table>
<thead>
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<tr>
<td>Escalation Rate</td>
<td>3.50%</td>
<td>3.50%</td>
<td>3.50%</td>
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<td>Administrative Assistant</td>
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<td>$187.61</td>
<td>$194.18</td>
<td>$200.97</td>
<td>$208.01</td>
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<tr>
<td>Business System Integration and Solution Consultant I</td>
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<td>$375.36</td>
<td>$388.49</td>
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<td>$187.61</td>
<td>$194.18</td>
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<td>Subject Matter Expert I</td>
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<td>$306.59</td>
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<td>$339.93</td>
</tr>
</tbody>
</table>
The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated (**) SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

<table>
<thead>
<tr>
<th>SCLS Eligible Contract Labor Category</th>
<th>SCLS Equivalent Code Title</th>
<th>WD Number Revision 12 12/26/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant</td>
<td>01311 SECRETARY I</td>
<td>Revision 12 - 12/26/2018</td>
</tr>
</tbody>
</table>
SECTION IV
LABOR CATEGORY DESCRIPTIONS

PROGRAM MANAGER II

Minimum/General Experience
Fifteen (15) years of experience in the following principal areas: Strategy, Project Management, Information Systems, Process Redesign, Reengineering, Solution Design, Solution Integration/Development, Commercial Off the Shelf (COTS) Software Implementation, and Change Management. The Program Manager has extensive experience planning and managing large-scale or complex programs and have demonstrated the ability to set and maintain overall direction for a program; to control overall scope, budget and schedule for complex, multi-project programs; and the ability to communicate with executive management to ensure that critical program related issues are addressed.

Functional Responsibility
A Program Manager has overall responsibility for contract performance to include client engagement, solution delivery, scope and financial management of or customer relationship management processes. Program Managers provide thought leadership to engagement teams and collaboratively work with those teams to deliver leading edge solutions for their clients. They provide overall direction to the program, works directly with the project/task managers on each project within the program to ensure that the program is executed on schedule and within budget. The Program Manager also provides expert functional and management guidance in such IT and Business areas as Core Enterprise Applications, Enterprise Resource Planning (ERP), Enterprise Application Integration (EAI), Customer Relationship Management (CRM), IT Strategic Planning, Systems Analysis and Business Process Reengineering to the project.

Minimum Education
Master’s Degree or Bachelor’s Degree

PROGRAM MANAGER II

Minimum/General Experience
Twelve (12) years of experience in the following principal areas: Strategy, Project Management, Information Systems, Process Redesign, Reengineering, Solution Design, Solution Integration/Development, Commercial Off the Shelf (COTS) Software Implementation, and Change Management. The Program Manager has extensive experience planning and managing large-scale or complex programs and have demonstrated the ability to set and maintain overall direction for a program; to control overall scope, budget and schedule for complex, multi-project programs; and the ability to communicate with executive management to ensure that critical program related issues are addressed.
Functional Responsibility
A Program Manager has overall responsibility for contract performance to include client engagement, solution delivery, scope and financial management of/or customer relationship management processes. Program Managers provide thought leadership to engagement teams and collaboratively work with those teams to deliver leading edge solutions for their clients. They provide overall direction to the program, works directly with the project/task managers on each project within the program to ensure that the program is executed on schedule and within budget. The Program Manager also provides expert functional and management guidance in such IT and Business areas as Core Enterprise Applications, Enterprise Resource Planning (ERP), Enterprise Application Integration (EAI), Customer Relationship Management (CRM), IT Strategic Planning, Systems Analysis and Business Process Reengineering to the project.

Minimum Education
Bachelor’s Degree

PROJECT MANAGER II
Minimum/General Experience
Ten (10) years of experience focused in managing and consulting for organizations using Information Technologies that include information systems, change management efforts, business process redesign and/or customer relationship management operations. Must also extensive experience planning and managing large-scale and complex projects and have the demonstrated ability to manage projects teams and consultants to achieve the desired results on schedule and within budget.

Functional Responsibility
The Project Manager is responsible for providing project leadership, development and management of implementation plans, and directing systems integration efforts in such areas as Core Enterprise Applications, Enterprise Resource Planning (ERP), Enterprise Application Integration (EAI), Customer Relationship Management (CRM), IT Strategic Planning, Systems Analysis and Business Process Reengineering. The Project Manager is responsible for developing the overall project work plan and monitors the execution of the project against the work plan. They provide technical and functional guidance to the project team, monitors the progress of tasks and deliverables, tracks and reports project status to clients and ensures that all critical project issues are addressed.

Minimum Education
Bachelor’s Degree

PROJECT MANAGER I
Minimum/General Experience
Eight (8) years of experience focused in managing and consulting for organizations using Information Technologies that include information systems, change management efforts, business
process redesign and/or customer relationship management operations. Must also extensive experience planning and managing large-scale and complex projects and have the demonstrated ability to manage projects teams and consultants to achieve the desired results on schedule and within budget.

Functional Responsibility
The Project Manager is responsible for providing project leadership, development and management of implementation plans, and directing systems integration efforts in such areas as Core Enterprise Applications, Enterprise Resource Planning (ERP), Enterprise Application Integration (EAI), Customer Relationship Management (CRM), IT Strategic Planning, Systems Analysis and Business Process Reengineering. The Project Manager is responsible for developing the overall project work plan and monitors the execution of the project against the work plan. They provide technical and functional guidance to the project team, monitors the progress of tasks and deliverables, tracks and reports project status to clients and ensures that all critical project issues are addressed.

Minimum Education
Bachelor’s Degree

SOLUTION ARCHITECT
Minimum/General Experience
Twelve (12) years of experience with related IT projects and the planning and deployment of enterprise wide architecture solutions. Demonstrated ability to develop architectures to help organizations align their business processes, people, and technologies with their business strategies.

Functional Responsibility
Responsible for providing enterprise architecture plans and leadership for the Solution Delivery component of a COTS implementation project. Analyze current business and IT strategies, design a business architecture to support the organizations vision, and develop transition plans for designing and deploying an enterprise application and technology architecture that will achieve client goals and identified standards.

Minimum Education
Maters Degree or Bachelor’s Degree

SUBJECT MATTER EXPERT II, I
Minimum/General Experience
The continual evolution of new technologies and specialized skills minimize the emphasis placed upon the relevant experience the person may possess.

Functional Responsibility
Provides technical and managerial expert consultative support to a functional are of the project.
Provide extremely high-level functional system development or analysis. Position incorporates the design, integration, documentation, implementation and analysis on complex problems requiring knowledge of the technical subject matter. Makes recommendations and advises on organizational-wide systems improvements, optimization or maintenance efforts for a technical functional area which may include: Core Enterprise Applications, Enterprise Resource Planning (ERP), Supply Chain Management (SCM), Enterprise Application Integration (EAI), Enterprise Architecture & Security, Business Intelligence (BI), Customer Relationship Management (CRM), Web Services Development, Distributed Systems Development, Intranet, E-Commerce, Client-Server Development, Database Design and Development, Integration Services, IT Strategic Planning, Systems Analysis and Needs Assessment, and Business Process Reengineering.

Minimum Education
Specific skills and education that pertain to specialized requirements of the project.

BUSINESS SYSTEM INTEGRATION & SOLUTION CONSULTANT III

Minimum/General Experience
Nine (9) years business experience in information systems implementation, change management or business process design.

Functional Responsibility
Business System Integration and Solution Consultant support the Solution and Business Architect in the delivery of COTS centric business solutions by applying their broad management skills and specialized functional expertise in delivery industry leading solutions to clients. Solution Consultants provide subject matter expertise to clients in areas such as process or business process design, COTS software configuration, integration, testing, and delivery. The Solution Consultant is qualified to perform tasks such as:

- Managing the work activities of project teams
- Conceptual design of business architecture in order to develop technical requirements
- Design and implementation of change management
- Design, development and delivery of Training curriculum
- Serve as principal COTS Implementation resource with activities ranging from managing work teams to performing configuration and integration activities.

Minimum Education
Bachelor’s Degree

BUSINESS SYSTEM INTEGRATION & SOLUTION CONSULTANT II

Minimum/General Experience
Six (6) years business experience in information systems implementation, change management or business process design.

Functional Responsibility
Business System Integration and Solution Consultant II apply their strong analytical and technical skills to assist in implementing business solutions. Business System Integration & Solution Consultants II are directed to exercise core skills on projects, or they may direct small teams. They perform such tasks as:

- Document an organization’s current business process flows.
- Lead clients through reengineering and transforming business processes.
- Design, code and test functional components of information systems according to project specifications.
- Identify and document functional requirements for information systems.
- Develop project documentation and user training materials according to program specifications.
- Conduct user training sessions.
- Produce database extracts.
- Provide technical support to software development teams.
- Perform program management support tasks to include status reporting and work plan maintenance and executing project budgets.

Minimum Education
Bachelor’s Degree

BUSINESS SYSTEM INTEGRATION & SOLUTION CONSULTANT I

Minimum/General Experience
Three (3) to Five (5) years business experience in information systems implementation, change management or business process design.

Functional Responsibility
Business System Integration and Solution Consultant I apply their strong analytical and technical skills to assist in implementing business solutions. Business System Integration & Solution Consultants I are directed to exercise core skills on projects, or they may direct small teams. They perform such tasks as:

- Document an organization’s current business process flows.
- Design and implement new organization structures.
- Design, code and test functional components of information systems according to project specifications.
- Identify and document functional requirements for information systems.
- Develop project documentation and user training materials according to program specifications.
- Conceptual design and development of training curricula.
- Produce database extracts.
- Provide technical support to software development teams.
• Perform program management support tasks to include status reporting and work plan maintenance and executing project budgets.

Minimum Education
Bachelor’s Degree

IMPLEMENTATION SPECIALIST III, II, I

General Experience
Implementation Specialist III possess at least 7 years, Implementation Specialist II possess at least 5 and Implementation Specialist I possess at least 3 years of experience in information systems implementation, change management efforts or business process redesign, including at least 6 months experience in premium technologies. Experience is in one or more of the following areas: Core Enterprise Applications, Enterprise Resource Planning (ERP), Supply Chain Management (SCM), Enterprise Application Integration (EAI), Enterprise Architecture & Security, Business Intelligence (BI), Customer Relationship Management (CRM), Web Services Development, Distributed Systems Development, Intranet, E-Commerce, Client-Server Development, Database Design and Development, Integration Services, IT Strategic Planning, Systems Analysis and Needs Assessment, and Business Process Reengineering.

Functional Responsibility
System Implementation Specialists possess special skills in premium technologies, such as packaged enterprise software tools (e.g., Baan, SAP, PeopleSoft, Oracle, Manugistics, i2) and other premium market-driven technologies. A Systems Implementation Specialist is qualified to perform tasks such as:

• Develop functional and technical information system designs.
• Supervise business integration analysts in the development of software designs, computer programming, system testing or training curricula
• Lead business process redesign teams in the development of new business process architectures.
• Design training programs for information systems users
• Participate in quality reviews to ensure work complies with specified standards
• Develop teamwork plans
• Perform workflow analyses
• Design and manage databases
• Define information systems requirements
• Assist in project budget preparation.

Minimum Education
Bachelor’s
PROGRAMMER II, I

General Experience
Programmer II possess at least 5 years of experience and Programmer I possess at least 3 years of experience in the use of systems development methodology. Programmers have demonstrated the ability to successfully turn requirements specification packages into unit-tested code. Programmers are specialized in developing code related to the following areas: Core Enterprise Applications, Enterprise Resource Planning (ERP), Supply Chain Management (SCM), Enterprise Application Integration (EAI), Enterprise Architecture & Security, Business Intelligence (BI), Customer Relationship Management (CRM), Web Services Development, Distributed Systems Development, Intranet, E-Commerce, Client-Server Development, Database Design and Development.

Functional Responsibility
Under the direction of systems analysts and team leaders, our Programmers analyze functional and technical requirements, prepare systems designs and specifications, and perform systems development, testing, conversion, and production support tasks. They also develop required systems and operation documentation.

Minimum Education
Bachelor’s Degree

ANALYST II, I

Functional Responsibility
The analyst uses core analytical and technical skills to assist teams in implementing new information technologies and/or COTS Solutions. The Analyst performs tasks such as: project management support, technical support to implementation teams, analyze business processes and information systems to provide recommendations for improvement. The analyst also assists with defining requirements and designing new processes and systems to enable the implementation of requirements. They may also assist with COTS solution configuration, integration, testing and deployment activities.

Minimum/General Experience
Analyst II: Possesses three (4) or more years of experience in information systems implementations, business process redesign, or data analysis.

Analyst I: Possesses one (1) or more years of experience in information systems implementations, business process redesign, or data analysis.

Minimum Education
Bachelor’s Degree

ADMINISTRATIVE ASSISTANT

General Experience/Functional Responsibility
Provides executive administrative-type support to business and management-level personnel. Progressive experience in office automation tools as well as participating on projects. Knowledgeable in computer based documentation and presentation techniques, technical typing, and word processing.

Minimum Education/Experience
High School Diploma with experience working in a professional office environment.