



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

AMDEX Corporation believes emphatically in the importance of responsiveness and technical competence. We recognize that the client satisfaction is very vital to our continued success. Our company's vision is "The Best Reward for Work Well Done is the Opportunity to Do More," all of our business decisions revolve around the premise that satisfied clients will ultimately result in significant corporate growth. We recognize, therefore, the importance of responsive staffing, responsive technical quality performance, and responsive project management.

SPECIAL ITEM NUMBER 132-51 - 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 D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) 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 (All other information services belong under Schedule 76)
- FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

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Contract Number: GS-35F-0463K

Period Covered by Contract: June 16, 2000 – June 13, 2020

General Services Administration
Federal Acquisition Service

Pricelist current through Modification # PS-0030, dated June 14, 2015.

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsaadvantage.gov>).



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INFORMATION FOR ORDERING ACTIVITIES

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!TM on-line shopping service (www.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage!TM and the Federal Acquisition Service Home Page (www.gsa.gov/fas) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT:

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- The Geographic Scope of Contract will be domestic and overseas delivery.
- The Geographic Scope of Contract will be overseas delivery only.
- The Geographic Scope of Contract will be domestic delivery only.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

AMDEX Corporation,
8403 Colesville Road, Suite 850,
Silver Spring, Maryland 20910

Contractor accepts credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number can be used by ordering activities to obtain technical and/or ordering assistance:

Phone number: 301-588-4000

3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.



4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:

Block 9: G. Order/Modification Under Federal Schedule Contract
Block 16: Data Universal Numbering System (DUNS) Number: 788299782
Block 30: Type of Contractor: A. Small Disadvantaged Business
Block 31: Woman-Owned Small Business - YES
Block 37: Contractor's Taxpayer Identification Number (TIN): 52-1513944
Block 40: Veteran Owned Small Business (VOSB): No

- 4a. CAGE Code: 09NL6
- 4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

- a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER

DELIVERY TIME (Days ARO)

132-51

As agreed upon between AMDEX Corporation and Agency

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

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

- a. Prompt Payment: None
- b. Quantity
- c. Dollar Volume
- d. Government Educational Institutions: Government Educational Institutions are offered the same discounts as all other Government customers.
- e. Other

8. TRADE AGREEMENTS ACT OF 1979, as amended:

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:

None

- 10. Small Requirements: The minimum dollar value of orders to be issued is \$ 100.00.

11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:
Special Item Number 132-51 - Information Technology Professional Services

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS

REQUIREMENTS: ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 **FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):** Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)

- (a) **Security Clearances:** The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) **Travel:** The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) **Certifications, Licenses and Accreditations:** As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code

classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES: Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

16. GSA ADVANTAGE!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

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

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, only if-

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

None

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

23. SECTION 508 COMPLIANCE.

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

Not applicable

The EIT standard can be found at: www.Section508.gov/.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)



**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)**

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER

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

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT 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 1 – 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 (May 2001) (Deviation 1 – 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 (Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

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

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING



Communications/Networks



Labor Category: Communications Engineer I

Description: Provides technical direction and engineering knowledge for communications activities including planning, designing, installing and maintaining large communications networks. Develops, operates, and maintains voice, wireless, video, and data communications systems. Provides complex engineering or analytical tasks and activities associated with one or more technical areas within the communications function. 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 Education: Requires a Bachelor's degree in engineering.

Minimum/General Experience: Requires 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures.



Labor Category: Communications Engineer II

Description: Provides technical direction and engineering knowledge for communications activities including planning, designing, installing and maintaining large communications networks. Develops, operates, and maintains voice, wireless, video, and data communications systems. Provides complex engineering or analytical tasks and activities associated with one or more technical areas within the communications function. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected.

Minimum Education: Requires a Bachelor's degree in engineering.

Minimum/General Experience: Requires 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures.



Labor Category: Communication Engineer III

Description: Provides technical direction and engineering knowledge for communications activities including planning, designing, installing and maintaining large communications networks. Develops, operates, and maintains voice, wireless, video, and data communications systems. Provides complex

engineering or analytical tasks and activities associated with one or more technical areas within the communications function. 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.

Minimum Education: Requires a Bachelor's degree in engineering.

Minimum/General Experience: Requires at least 8-10 years of experience in the field or in a related area. Demonstrates expertise in a variety of the field's concepts, practices, and procedures.



Labor Category Offered: Communication Manager I

Description: Manages all aspects of communication operations including computer and telecommunications/communications operations, data entry, data control, operations support, operating systems programming, system security policy procedures, and/or web strategy and operations. Recommends changes when necessary and assists in implementation of new processes.

Minimum Education: Requires a Bachelor's degree in a related area.

Minimum/General Experience: Requires at least 8 years of experience in the field.



Labor Category: Communication Specialist III

Description: Develops and implements solutions coordinating applications across the enterprise or its units/departments. Evaluates existing components or systems to determine integration requirements and to ensure final solutions meet organizational needs. Reuses components when possible and assists management in buy/build decisions. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Minimum Education: May require a Bachelor's degree.

Minimum/General Experience: Requires 3-5 years of experience in the field or in a related area. Familiar with the standard concepts, practices, and procedures.



Labor Category: Communications Network Analyst

Description: The Communications Network Analyst is responsible for providing systems monitoring activities in the area of network operations. This function entails constant monitoring of all systems and the ability to anticipate, evaluate, and resolve problems of a complex nature by minimizing downtime and the duration of a system performance degradation. The Communications Network Analyst should be able to coordinate network WAN engineering support, assist in DROC Certification and Accreditation coordinate and support the VHF Radio communications with the Tactical Communications.

Minimum Education: Bachelor's or higher degree in computer systems or related field.

Minimum/General Experience: Minimum four (4) years of experience with experience in networks, LAN, WAN and MAN architectures.

Labor Category: Electronic Data Interchange (EDI) Specialist

Description: Analyzes, designs, and develops specifications for enhancements and extensions with EDI application interfaces and maps. Coordinates EDI testing and trading partner implementation initiatives. 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: May require a Bachelor's degree in a related area.

Minimum/General Experience: Requires 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field.

Labor Category: Information Assurance Network Specialist

Description: Analyzes general information assurance-related technical problems and provides basic engineering and technical support in solving these problems. Designs, develops, engineers, and implements solutions that meet network security requirements. Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle.

Minimum Education: May require a Bachelor's degree in a related area.

Minimum/General Experience: Requires 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field.

Labor Category: Information Assurance Systems/Network Specialist

Description: Installs, configures and maintains organization's operating systems. Analyzes and resolves problems associated with server hardware, NT, applications software. Detects, diagnoses, and reports NT related problems on both NT server and NT desktop systems. Performs a wide variety of tasks in software/hardware maintenance and operational support of NT Server systems.

Minimum Education: May require a Bachelor's degree in a related area.

Minimum/General Experience: Requires 4-6 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field.

Labor Category: Input/Output Technician

Description: Decollate and meter invoices and courtesy notices for domestic and international shipping, implement the contractor's control system for handling and distribution of all hard copy reports, invoices and mailings and ensure quality of product. Other duties include maintaining distribution processing equipment and interfacing with vendors to ensure timely resolution of equipment failures. Support disaster recovery activities when required. Excellent communications skills. Microsoft Office products (Excel, Word, and Access) are a plus.

Minimum Education: May require a Bachelor's degree in a related area.

Minimum/General Experience: Requires 4-6 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field.



Labor Category: LAN Administrator

Description: Provide design, installation, configuration, and support of an agency's LAN system. Provide support in maintaining network hardware and software, analyzing problems, and monitoring the network to ensure availability to system users. Provide support in the planning, coordination, and implementation of network security measures. Establish and maintain network, email and internet/intranet access. Troubleshoot all system problems. Provide user training. Participate in migrations and upgrades. Must have experience in several of the following areas: Novell Administration, Windows NT Workstation, Protocol Analyzers, PC Hardware and Peripherals and MS or Corel Suite of Office products.

Minimum Education: May require an Associate's degree in a related area.

Minimum/General Experience: Requires 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field.

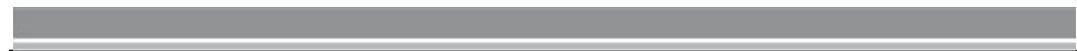


Labor Category: LAN Support Technician I

Description: Provide support to monitor, install and perform maintenance on personal computers, laptop computers, software, and the networks. Provide support in responding to system user requests for assistance. Provide support for on-the-spot diagnostic evaluations, implementation of corrections, and training users in proper operation of systems and programs. Provide support to: install and provide basic support for approved PC software; perform upgrades to all computer platforms, train office staff on computers, maintain logs and inventory of equipment repairs, assist in administering all computer platforms as directed and assist in resolving any operations problems.

Minimum Education: May require a Bachelor's degree in a related area.

Minimum/General Experience: Typically requires at least 2 years of experience in data communications troubleshooting.



Labor Category: LAN Support Technician II

Description: Under general supervision, monitors and responds to technical control facility hardware and software problems utilizing hardware and software testing tools and techniques. May interface with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance. May assist with installation of terminals and associated hardware. May provide LAN server support. Requires strong knowledge of PC/LAN communications hardware/software, in a multi-protocol environment, and network management software.

Minimum Education: May require a Bachelor's degree in a related area.

Minimum/General Experience: Typically requires at least 4 years of experience in data communications troubleshooting.



Labor Category: LAN Support Technician III

Description: Under general direction monitors and responds to complex technical control facility hardware and software problems utilizing a variety of hardware and software testing tools and techniques.

Provides primary interface with vendor support service groups or provides internal analysis and support to ensure proper escalation during outages or periods of degraded system performance. May provide LAN server support. Requires extensive knowledge of PC/LAN communications hardware/software in a multi-protocol environment and network management software. May function as lead position providing guidance and training for less-experienced technicians.

Minimum Education: May require a Bachelor's degree in a related area.

Minimum/General Experience: Typically requires at least 6 years of experience in data communications troubleshooting.

Labor Category: LAN/WAN Integrator

Description: Responsible for the overall plan, design, installation, maintenance, management, and coordination of LAN/WAN integration into the network. Analyzes LAN/WAN and recommends upgrades/changes and security procedures and policies; assesses organization's current and future LAN/WAN needs. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of unit/department.

Minimum Education: Requires a Bachelor's degree.

Minimum/General Experience: Requires at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures.

Labor Category: LAN/WAN/MAN Administrator

Description: Monitors LAN, WAN, MAN, and servers. Provides batch monitoring, tape back-up, and restoration. Responsibilities include performing data configuration and installation of routers and firewalls. Administers mail system and implements new database architecture. Monitors and conducts performance evaluation of networks. Supports, installs, maintains, and troubleshoots all local area and wide area networking devices and related software for branch offices and internal and external networks.

Minimum Education: Requires a Bachelor's degree in area of specialty.

Minimum/General Experience: Requires 2-5 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures.

Labor Category: Network Engineer I

Description: Assists in the development and maintenance of network communications. Uses knowledge of LAN/WAN systems to help design and install internal and external networks. Tests and evaluates network systems to eliminate problems and make improvements. 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.

Minimum Education: Requires a Bachelor's degree in area of specialty.

Minimum/General Experience: Requires 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field.

Labor Category: Network Engineer II

Description: Assists in the development and maintenance of network communications. Uses knowledge of LAN/WAN systems to help design and install internal and external networks. Tests and evaluates network systems to eliminate problems and make improvements. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

Minimum Education: Requires a Bachelor's degree in area of specialty.

Minimum/General Experience: Requires at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures.

Labor Category: Network Engineer III

Description: Assists in the development and maintenance of network communications. Uses knowledge of LAN/WAN systems to help design and install internal and external networks. Tests and evaluates network systems to eliminate problems and make improvements. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager.

Minimum Education: Requires a Bachelor's degree in area of specialty.

Minimum/General Experience: Requires 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures.

Labor Category: Network Planning Manager

Description: Responsible for long-term strategic planning to ensure network capacity meets current and future network requirements including planning for remote hardware and communications facilities, development and implementation of methodologies for system analysis, installation, and support. Defines and develops methodology to ensure compatibility of all software and hardware products at each facility. Provides ongoing coordination in the analysis, acquisition, and installation of remote hardware and software. Frequently reports to a Telecommunications Department Director/Manager or Planning and Engineering Manager.

Minimum Education: Requires a Bachelor's degree in area of specialty.

Minimum/General Experience: Requires 6-8 years of experience.

Labor Category: Network Support Technician

Description: Monitors and maintains the company's network systems. Troubleshoots network systems when necessary and makes improvements to the network. 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 Education: May require an Associate's degree in a related area.

Minimum/General Experience: Requires at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures.



Labor Category: Network Systems Administrator

Description: Provides system administration of Network, Web, and/or communication systems, including Local Area Network (LAN) and Wide Area Network (WAN) systems, involving network security. Prepares technical implementation plans that provide integrated solutions including actions, milestones, timelines and critical paths required for complete solutions.

Minimum Education: May require a Bachelor's degree in area of specialty.

Minimum/General Experience: Requires 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures.



Labor Category: Network Systems Manager

Description: Supervises all personnel (non-government) engaged in the operation and support of network facilities, including all communications equipment in large scale or multi-shift operations. Supervises complex operations that involve two or more additional functions such as, but not limited to, network operations, systems security, systems software support, and production support activities.

Minimum Education: Requires a Bachelor's degree in area of specialty.

Minimum/General Experience: Requires at least 8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures.



Labor Category: Operations/Technical Support Analyst

Description: Provides technical guidance for directing and monitoring information systems operations. Implements machine modifications to increase the capacity of the system. Directs compilation of records and reports concerning production, machine malfunctioning and maintenance.

Minimum Education: May require a Bachelor's degree in a related area.

Minimum/General Experience: Requires at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures.



Labor Category: PC/LAN Management Analyst I

Description: Under general supervision, works closely with business and management and staff on LAN support, network design, and configuration in a multi-server environment. Responsible for the installation/configuration and support of client servers, application support software, and implementation of new business software applications. Participates with client in the installation/configuration of equipment and software. Analyzes and coordinates resolution of network problems. Provides technical support and guidelines to client and systems areas through documentation.

Minimum Education: May require an Associate's degree in a related area.

Minimum/General Experience: Requires at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures.

Labor Category: PC/LAN Management Analyst II

Description: Under general direction, provides consultation to business area management and staff at the highest technical level for all aspects of PC/LAN design and configuration in a multi-server environment. Plans and coordinates the installation of new or modified Local Area Networks and installs and coordinates the resolution of network problems or malfunctions. Provides technical support and guidelines to client and systems areas through documentation.

Minimum Education: May require an Associate's degree in a related area.

Minimum/General Experience: Requires at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures.

Labor Category: Telecommunication Network Help Desk

Description: Responds to user complaints to research complex problems associated with the organization's telecommunications networks (voice and/or data). Diagnoses problem source through discussions with users. Coordinates with internal company support and operations groups and/or with vendors to resolve problems. Follows up with users to ensure problem has been resolved. Develops supporting documentation of all activities.

Minimum Education: May require an Associate's degree in a related.

Minimum/General Experience: Requires 2-4 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field.

Labor Category: Telecommunication/Communications Integration Engineer

Description: Provides technical direction and analysis for telecommunication activities, including planning, designing, integrating, installing and maintaining large-scale telecommunications/communications networks and services with computer systems. Applies telecommunications/communications engineering principles and theory to propose design and configuration alternatives. Analyzes network performance, usage and traffic flows, accesses and interfaces, transmission techniques, and protocols to interface with computer systems.

Minimum Education: May require a Bachelor's degree.

Minimum/General Experience: Requires 3-5 years of experience in the field or in a related area. Familiar with the standard concepts, practices, and procedures.

Labor Category: Voice Communications Technician

Description: Monitors and responds to complex technical control facility hardware and software problems. Interfaces with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance. Makes suggestions to end users regarding voice communications software and hardware solutions, and offers support and troubleshooting. Ensures

uninterrupted access to all voice telecommunication features, including voicemail, ACD or PBX systems. May research and recommend vendors. Reports on system specifications to support upgrades and to ensure proper integration. Coordinates upgrade schedules with internal or external programmers.

Minimum Education: May require a Bachelor's degree in area of specialty.

Minimum/General Experience: Requires 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field.

Compliance Support

Labor Category: Compliance Specialist I

Description: Responsible for the coordination and completion of all government, regulatory, and compliance documents for all business units in an organization. He/she must be 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. May lead and direct the work of others (non-government). A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Minimum Education: Requires a Bachelor's degree in area of specialty.

Minimum/General Experience: Requires 4 years of experience in the field or in a related area.

Labor Category: Environmental Compliance Specialist I

Description: Conducts required environmental tests, analysis and observations. Evaluates results and makes recommendations as necessary for maintaining compliance with regulatory agencies. 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.

Minimum Education: Requires a Bachelor's degree in a related area from an accredited University.

Minimum/General Experience: Requires 2-4 years of experience in the field or in a related area.

Labor Category: Environmental Compliance Specialist II

Description: Conducts required environmental tests, analysis and observations. Evaluates results and makes recommendations as necessary for maintaining compliance with regulatory agencies. 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.

Minimum Education: Requires a Master's degree in a related area from an accredited University.

Minimum/General Experience: Requires 7 years of experience in the field or in a related area.

Labor Category: Grant Administrator Support

Description: Assist management with the daily administrative tasks of grants and contract financial and reporting management in several capacities to include; both before and after award process: assistance with proposal preparation, budget application requirements, daily management of project expenditures, assistance with reporting requirements and additional request related to sponsors, monthly reconciliations, and project closeout. Contractor shall assist with establishing standards and deadlines for proposals, review proposals for completeness, and ensure compliance with organizational or foundation standards.

Minimum Education: Requires a Bachelor's degree from an accredited University.

Minimum/General Experience: Requires 4 years of experience in the field or in a related area.

Labor Category: Grant Management Specialist

Description: Support the management and coordination of complex grants portfolio including inter-agency agreements, cooperative agreements, and highly technical special projects. May serve as expert for the planning, implementation and evaluation of grant proposals and provide guidance on cooperative agreements, cost share agreements, participating agreements, collection agreements, interagency and intra-agency agreements and memoranda of understanding. Ensure that awardees are in compliance with established administrative and financial policies, procedures, and sound business practices. Post-award – monitors all phases of award and closing, including assessment of technical progress and performance. The position's knowledge and skill in applying analytical and evaluative techniques to the identification and resolution of grants administration issues and knowledge of laws, regulations, agency policy, precedent cases, and other requirements that affect grant program administration.

Minimum Education: Requires a Bachelor's degree from an accredited University. Non-business degree must have 24 hours of business related courses in Management; Accounting; Finance; Organization Behavior or Marketing.

Minimum/General Experience: Requires 8 years of experience in the field or in a related area.

Computer Operations

Labor Category Offered: Computer Operations Manager

Description: Provides assistance and oversight for all information systems operations activities, including computer and telecommunications/communications operations, data entry, data control, operations support, operating systems programming, system security policy procedures, and/or web strategy and operations. Provides input to policy level discussions regarding standards and budget constraints.

Minimum Education: Requires a Bachelor's degree in a related area.

Minimum/General Experience: Requires 6-8 years of experience.

Labor Category: Computer Operator I

Description: Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage. 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 Education: May require an Associate's degree or its equivalent.

Minimum/General Experience: Requires 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field.

Labor Category: Computer Operator II

Description: Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage. 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: May require an Associate's degree or its equivalent.

Minimum/General Experience: Requires 2-5 years of experience as a computer operator. Familiar with standard concepts, practices, and procedures within a particular field.

Labor Category: Data Entry Supervisor

Description: Supervises all data entry activities. Assigns work to personnel and directs activities. Reviews and evaluates work and prepares performance reports. Frequently reports to a Manager.

Minimum Education: Requires a High school diploma or its equivalent.

Minimum/General Experience: Requires at least 5 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures.

Labor Category: Duty Scheduler

Description: Plans and establishes production schedules. Monitors materials inventories, tracks progress of production, and reviews factors which affect schedules. Relies on 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: Requires a minimum of a High school diploma.

Minimum/General Experience: Requires 4-6 years experience. Familiar with standard concepts, practices, and procedures within a particular field.

Labor Category: Operations Specialist

Description: Through the use of relational databases and other reporting tools, compiles data pertaining to the effectiveness and efficiency of the organization's internal processes. Prepares reports for management review. 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.

Minimum Education: May require a Bachelor's degree.

Minimum/General Experience: Requires 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field.

Labor Category: Operations Systems Manager

Description: Provides assistance and oversight for all information systems operations activities, including computer and telecommunications/communications operations, data entry, data control, operations support, operating systems programming, system security policy procedures, and/or web strategy and operations. Provides input to policy level discussions regarding standards and budget constraints.

Minimum Education: Requires a Bachelor's degree.

Minimum/General Experience: Requires at least 8 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures.

Labor Category: Operations/Technical Support Manager

Description: Manages technical service-related operations for an organization. Oversees the work of engineering, IT or maintenance staff to ensure that all jobs are completed on time, within budget, and to customer specifications. Ensures that physical inventory levels are monitored and replenished as needed. Responsible for designing and implementing improved process or operational policies. Recommends changes to products or services to fulfill customer needs. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Minimum Education: Requires a Bachelor's degree.

Minimum/General Experience: Requires at least 6 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures.

Configuration Management

Labor Category: Configuration Management Specialist III

Description: Responsible for writing plans and procedures, performing inspections, audits, and reviews, and determining or confirming the adherence to project specific and/or corporate technical standards and

operational procedures. Supports Quality Assurance and Configuration Management throughout a project life-cycle and/or validates deliverables prior to release. Establishes, produces, manages, and maintains Quality Assurance and/or Configuration Management forms, records, files, reports, and automated information databases. Uses applicable methodologies, tools, applications, systems, software, or databases to perform assigned tasks.

Minimum Education: Requires Bachelor's degree in Business, Computer Science, Information Sciences or other related discipline.

Minimum/General Experience: Requires 9 years of experience in Quality Assurance or Configuration Management, with 2 years of experience in process, application, system, or software development.

Consultants

Labor Category: EC/EDI Consultant I

Description: Responsible for establishing and maintaining EDI (Electronic Data Interchange) between the federal customer and other federal business partners, as well as coordination, development, testing and implementation of the exchange of currently supported EDI documents and new documents with existing trading partners. Provides on-going production support for users and trading partners. Monitoring, identifying and resolving day-to-day EDI systems/interface, connectivity and operations issues. Implementation and maintenance of all translator mappings. Reviews Trading Partner's EDI specifications and design new transaction sets. Installing and configuring the EDI systems. Maintaining Trading Partner relationships and providing technical support to Trading Partners and Application Support personnel regarding EDI Transmission, mapping and EDI Network issues. Maintain and review EDI system: acknowledgements, communication, translation and performance. Develop and implement test plan and procedures for production control. Work closely with Infrastructure personnel to ensure effective infrastructure support is provided to facilitate the successful execution of EDI Projects.

Minimum Education: Requires a Bachelor's degree in MIS, Computer Science or related business/technical degree or relevant related experience with professional training in EDI transaction processing.

Minimum/General Experience: Requires 1 year experience with EDI software. Must have the ability and experience in analyzing EDI requirements and developing EDI maps based upon requirements. Strong knowledge of EDI principles, technologies, standards and systems development life cycle (SDLC) methodology. Proven ability to apply EDI standards to business requirements. 2 years experience using ANSI X12 and EDIFACT standards. Experience in coordinating EDI development and managing a production EDI environment. Must be analytical, detail-oriented, and able to multi-task, work independently, and manage complex processes.

Labor Category: EC/EDI Consultant II

Description: Responsible for establishing and maintaining EDI (Electronic Data Interchange) between the federal customer and other federal business partners, as well as coordination, development, testing and implementation of the exchange of currently supported EDI documents and new documents with existing trading partners. Provides on-going production support for users and trading partners. Monitoring, identifying and resolving day-to-day EDI systems/interface, connectivity and operations issues. Implementation and maintenance of all translator mappings. Reviews Trading Partner's EDI specifications and design new transaction sets. Installing and configuring the EDI systems. Maintaining Trading Partner relationships and providing technical support to Trading Partners and Application Support personnel regarding EDI Transmission, mapping and EDI Network issues. Maintain and review EDI system: acknowledgements, communication, translation and performance. Develop and implement test plan and procedures for production control. Work closely with Infrastructure personnel to ensure effective infrastructure support is provided to facilitate the successful execution of EDI Projects.

Minimum Education: Requires a Bachelor's degree in MIS, Computer Science or related business/technical degree or relevant related experience with professional training in EDI transaction processing.

Minimum/General Experience: Requires 3 years experience with EDI software. Must have the ability and experience in analyzing EDI requirements and developing EDI maps based upon requirements. Strong knowledge of EDI principles, technologies, standards and systems development life cycle (SDLC) methodology. Proven ability to apply EDI standards to business requirements. 2 years experience using ANSI X12 and EDIFACT standards. Experience in coordinating EDI development and managing a production EDI environment. Must be analytical, detail-oriented, and able to multi-task, work independently, and manage complex processes.

Labor Category: EC/EDI Consultant III

Description: Responsible for establishing and maintaining EDI (Electronic Data Interchange) between the federal customer and other federal business partners, as well as coordination, development, testing and implementation of the exchange of currently supported EDI documents and new documents with existing trading partners. Provides on-going production support for users and trading partners. Monitoring, identifying and resolving day-to-day EDI systems/interface, connectivity and operations issues. Implementation and maintenance of all translator mappings. Reviews Trading Partner's EDI specifications and design new transaction sets. Installing and configuring the EDI systems. Maintaining Trading Partner relationships and providing technical support to Trading Partners and Application Support personnel regarding EDI Transmission, mapping and EDI Network issues. Maintain and review EDI system: acknowledgements, communication, translation and performance. Develop and implement test plan and procedures for production control. Work closely with Infrastructure personnel to ensure effective infrastructure support is provided to facilitate the successful execution of EDI Projects.

Minimum Education: Requires a Bachelor's degree in MIS, Computer Science or related business/technical degree or relevant related experience with professional training in EDI transaction processing.

Minimum/General Experience: Requires 5 years experience with EDI software. Must have the ability and experience in analyzing EDI requirements and developing EDI maps based upon requirements. Strong knowledge of EDI principles, technologies, standards and systems development life cycle (SDLC) methodology. Proven ability to apply EDI standards to business requirements. 2 years experience using ANSI X12 and EDIFACT standards. Experience in coordinating EDI development and managing a production EDI environment. Must be analytical, detail-oriented, and able to multi-task, work independently, and manage complex processes.

Labor Category: Risk Assessment Consultant I

Description: Manages the identification and reporting on risk assessments and updates evaluations in order to determine and forecast operational needs and changes. Provides presentations on reporting and operational enhancements and metrics with special focus on variance analysis. Establish risk management policies and procedures, and guidelines on risk limits. Provides fraud expertise on services to internal and external customers. Develops system enhancements and meaningful reporting and operational management reporting tools and web-based tools and programs to manage, prevent, and mitigate risks. Identifies problems and recommends solutions to risk assessments.

Minimum Education: Requires a Bachelor's degree in Business, Engineering, Computer Science, Information Systems, or other related discipline. A Master's degree is preferred.

Minimum/General Experience: Requires specialized experience should include at least 4 years' experience in IT risk assessment. General experience will include at least 6 years of risk assessment experience.

Labor Category: Risk Assessment Consultant II

Description: Manages the identification and reporting on risk assessments and updates evaluations in order to determine and forecast operational needs and changes. Provides presentations on reporting and operational enhancements and metrics with special focus on variance analysis. Establish risk management policies and procedures, and guidelines on risk limits. Provides fraud expertise on services to internal and external customers. Develops system enhancements and meaningful reporting and operational management reporting tools and web-based tools and programs to manage, prevent, and mitigate risks. Identifies problems and recommends solutions to risk assessments.

Minimum Education: Requires a Bachelor's degree in Business, Engineering, Computer Science, Information Systems, or other related discipline. A Master's degree is preferred.

Minimum/General Experience: Requires specialized experience should include at least 6 years experience in IT risk assessment. General experience will include at least 8 years of risk assessment experience.

Labor Category: Risk Assessment Consultant III

Description: Manages the identification and reporting on risk assessments and updates evaluations in order to determine and forecast operational needs and changes. Provides presentations on reporting and operational enhancements and metrics with special focus on variance analysis. Establish risk management policies and procedures, and guidelines on risk limits. Provides fraud expertise on services to internal and external customers. Develops system enhancements and meaningful reporting and operational management reporting tools and web-based tools and programs to manage, prevent, and mitigate risks. Identifies problems and recommends solutions to risk assessments.

Minimum Education: Requires a Bachelor's degree in Business, Engineering, Computer Science, Information Systems or other related discipline. A Master's degree is preferred.

Minimum/General Experience: Requires specialized experience should include at least 8 years experience in IT risk assessment. General experience will include at least 10 years of risk assessment experience.

Labor Category: Technical Consultant I

Description: Provides expertise in the most current principles and practices of architecture data management systems and experience in large system design, and with data modeling in the information management arena. Provides expertise in modeling and organizing information to facilitate support of projects or information architectures. Provides guidance on how and what to data and process model. Primarily deals with transition planning from legacy to modern systems by concentrating on information flows, data exchange, and data translation standardization services.

Minimum Education: Requires a Bachelor's degree in Engineering, Computer Science, Mathematics or other related discipline. A Master's Degree is preferred.

Minimum/General Experience: Requires at least 10 years of experience planning, designing, building, and implementing systems. Requires at least 7 years of the required 10 years of experience must be in the direct supervision and management of major projects that involve providing professional support services and/or the integration, implementation and transition of large complex system and subsystem architectures. Must have led or been chief architect in major implementation efforts. Must demonstrate a

broad understanding of client environmental issues and solutions. Must demonstrate advanced abilities to team and mentor and possess demonstrated excellence in written and verbal communication skills.

Labor Category: Technical Consultant II

Description: Provides expertise in the most current principles and practices of architecture data management systems and experience in large system designs, and with data modeling in the information management arena. Provides expertise in modeling and organizing information to facilitate support of projects or information architectures. Provides guidance on how and what to data and process model. Primarily deals with transition planning from legacy to modern systems by concentrating on information flows, data exchange, and data translation standardization services.

Minimum Education: Bachelor's Degree in Engineering, Computer Science, Mathematics or other related discipline. A Master's degree preferred

Minimum/General Experience: At least fifteen (15) years of experience planning, designing, building, and implementing IT systems. At least seven (7) years of the required 20 years of experience must be in the direct supervision and management of major projects that involve providing professional support services and/or the integration, implementation and transition of large complex system and subsystem architectures. Must have led or been chief architect in major IT implementation efforts. Must demonstrate a broad understanding of client IT environmental issues and solutions. Must demonstrate advanced abilities to team and mentor and possess demonstrated excellence in written and verbal communication skills.

Labor Category: Technical Consultant III

Description: Provides expertise in the most current principles and practices of architecture data management systems and experience in large system designs, and with data modeling in the information management arena. Provides expertise in modeling and organizing information to facilitate support of projects or information architectures. Provides guidance on how and what to data and process model. Primarily deals with transition planning from legacy to modern systems by concentrating on information flows, data exchange, and data translation standardization services

Minimum Education: Bachelor's Degree in Engineering, Computer Science, Mathematics or other related discipline. A Master's degree preferred.

Minimum/General Experience: At least Twenty (20) years of experience planning, designing, building, and implementing IT systems. At least seven (7) years of the required 20 years of experience must be in the direct supervision and management of major projects that involve providing professional support services and/or the integration, implementation and transition of large complex system and subsystem architectures. Must have led or been chief architect in major IT implementation efforts. Must demonstrate a broad understanding of client IT environmental issues and solutions. Must demonstrate advanced abilities to team and mentor and possess demonstrated excellence in written and verbal communication skills.

Labor Category Offered: Management Consultant I

Description: Demonstrate working experience in Project Management as a Program Manager in Software Development and/or Maintenance Task using a Structured Development Methodology. Knowledge of software/systems development and familiarity with the Capability Maturity Model (CMM) highly desirable in information technology areas.

Minimum Education: Master's degree in Information Sciences or other related area.

Minimum/General Experience: Five (5) years of experience required. Serve as a conduit to interface with the Contractor's Management Team to ensure problem resolution and customer satisfaction for individual delivery orders. The experience should include in-depth knowledge of project planning, including Precedence Network Scheduling, Earned Value Management (EVM), and resource loading/analysis. Develop detailed Project Work Plans, Supervisory and administrative direction for administrative personnel. Review work products for correctness, adherence to the design/concept and to user standards, and be responsible for progress in accordance with schedules.

Labor Category: Management Consultant II

Description: Serve as a conduit to interface with the Contractor's Management Team to ensure problem resolution and customer satisfaction for individual delivery orders. The experience should include in-depth knowledge of project planning, including Precedence Network Scheduling, Earned Value Management (EVM), and resource loading/analysis. Develop detailed Project Work Plans. Provide supervisory and administrative direction for administrative personnel. Review work products for correctness, adherence to the design/concept and to user standards, and be responsible for progress in accordance with schedules. Demonstrate working experience in Project Management as a Program Manager in Software Development and/or Maintenance tasks using a Structured Development Methodology. Knowledge of software/systems development and familiarity with the Capability Maturity Model (CMM) highly desirable in information technology areas.

Minimum Education: Requires a Master's degree in Information Sciences or other related discipline.

Minimum/General Experience: Requires 7 years related experience.

Database Support

Labor Category: Database Administrator I

Description: Under general direction, designs, implements, and maintains moderately complex databases with respect to the operating system, access methods, access time, device allocation, validation checks, organization, and statistical methods. Maintains database dictionaries and integrated system through database design.

Minimum Education: Requires a Bachelor's degree in Computer Science or related field.

Minimum/General Experience: Requires 4 years of technical experience in administration, analysis, and programming of computerized databases. Competent to work in most phases of database management.

Labor Category: Database Administrator II

Description: Under general direction, designs, implements, and maintains moderately complex databases with respect to the operating system, access methods, access time, device allocation, validation checks, organization, and statistical methods. Maintains database dictionaries and integrated system through database design.

Minimum Education: Requires a Bachelor's degree in Computer Science or related field.

Minimum/General Experience: Requires 6 years of technical experience in administration, analysis, and programming of computerized databases. Competent to work in most phases of database management.



Labor Category: Database Administrator III

Description: Under general direction, designs, implements, and maintains moderately complex databases with respect to the operating system, access methods, access time, device allocation, validation checks, organization, and statistical methods. Maintains database dictionaries and integrated system through database design.

Minimum Education: Requires a Bachelor's degree in Computer Science or related field.

Minimum/General Experience: Requires 8 years of technical experience in administration, analysis, and programming of computerized databases. Competent to work in most phases of database management.



Labor Category: Senior Database Management Specialist

Description: Manages the development of database projects. Plans and budgets staff and database resources. When necessary, reallocates resources to maximize benefits. Prepares and delivers presentations on database management systems (DBMS) concepts. Provides daily supervision and direction to support staff. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Minimum Education: Requires a Bachelor's degree.

Minimum/General Experience: Requires at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures.



Labor Category: Database Analyst I

Description: Reviews, evaluates, designs, implements and maintains 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. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.

Minimum Education: Bachelor's Degree in Computer Sciences or in a related field.

Minimum/General Experience: Two (2) years of experience in the field or in a related area. 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.



Labor Category: Database Analyst II

Description: 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. 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/General Experience: Six (6) years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals.

Minimum Education: Bachelor's Degree in Computer Sciences or in a related field.

Labor Category: Database Analyst III

Description: 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. Performs a variety of 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 Computer Sciences or in a related field.

Minimum/General Experience: Eight (8) years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals.

Labor Category: Database Analyst IV

Description: 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. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Minimum Education: Bachelor's Degree in Computer Sciences or in a related field.

Minimum/General Experience: (10) years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals.

Document/Technical Writer

Labor Category: Technical Writer II

Description: Assist in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.

Minimum Education: A Specialized degree is not required.

Minimum/General Experience: Requires a minimum of 3 years experience. Must have specialized experience in the technical writing of technical/scientific documents. Specialized experience includes demonstrated experience in editing documents, including technical documents and ability to work independently or under only general direction.

Labor Category: Technical Writer III

Description: Assist in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.

Minimum Education: A Specialized degree is not required.

Minimum/General Experience: Requires a minimum 5 years experience. Must have specialized experience in the technical writing of technical/scientific documents. Specialized experience includes demonstrated experience in editing documents, including technical documents and ability to work independently or under only general direction.

Information Assurance

Labor Category: Chief Information Security Officer

Description: Responsible for determining enterprise information security standards. Develops and implements information security standards and procedures. Ensures that all information systems are functional and secure. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Minimum Education: Requires a Bachelor's degree.

Minimum/General Experience: Requires at least 12 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures.

Labor Category: Data Security Administration Manager

Description: Directs and implements the necessary controls and procedures to cost-effectively protect information systems assets from intentional or inadvertent modification, disclosure, or destruction. Provides guidance and direction for the physical protection of information systems assets to other functional units. Provides reports to superiors regarding effectiveness of data security and makes recommendations for the adoption of new procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Minimum Education: May require a Bachelor's Degree in area of specialty.

Minimum/General Experience: Requires at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures.

Labor Category: Information Assurance Development Engineer

Description: Analyzes and defines security requirement for computer systems which may include mainframes, workstations, and personal computers. Designs, develops, engineers, and implements

solutions that meet security requirements. Provides integration and implementation of the computer system security solution.

Minimum Education: Requires a Bachelor's degree.

Minimum/General Experience: Requires at least 3 years experience and be familiar with standard concepts, practices, and procedures within the particular field. Relies on experience and judgment to plan and accomplish goals.

Labor Category: Information Assurance Engineer

Description: Establishes and satisfies complex system-wide information security requirements based upon the analysis of user, policy, regulatory, and resource demands. Be able to support customers at the highest levels in the development and implementation of doctrine and policies. Applies know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures.

Minimum Education: Requires a Bachelor's Degree or equivalent from an accredited institution.

Minimum/General Experience: Requires 4 years of experience in the field or in a related area. Be knowledgeable with standard concepts, practices, and procedures within the particular field.

Labor Category: Information Engineer

Description: The qualified candidate will support the security engineering team in the specification, development, and application of computer security technologies and Information Assurance management techniques to Intelligence Community systems. Responsibilities will be to maintain Certification and Accreditation requirements for Intelligence System. Investigate and evaluate existing technologies and propose approaches for implementing security architectures. Maintain and report ongoing security accreditation activities to program management.

Minimum Education: Requires a Bachelor's Degree in an Engineering or Scientific field or equivalent.

Minimum/General Experience: Requires familiarity with 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. A wide degree of creativity and latitude is expected.

Labor Category: Information Systems Auditor I

Description: Under general supervision, audits moderately complex new and existing information systems applications to ensure that appropriate controls exist, that processing is efficient and accurate, and that systems and procedures are in compliance with corporate standards. Competent to work on most phases of information systems auditing.

Minimum Education: Requires Graduate-level degree in Computer Science or equivalent.

Minimum/General Experience: Requires 3 years of system application security experience.

Labor Category: Information Systems Auditor II

Description: Under general direction, audits the most complex new and existing information systems applications to ensure that appropriate controls exist, that processing is efficient and accurate, and that information systems procedures are in compliance with corporate standards. Competent to work at the highest level of all phases of information systems auditing.

Minimum Education: Requires Graduate-level degree in Computer Science or equivalent.

Minimum/General Experience: Requires 7 years of system application security experience.

Labor Category: Personnel Analyst

Description: Performs professional, analytical personnel work in one of the following specialty areas: equal employment opportunity, training, benefits, compensation and classification, employment or other human resource area. Be able to carry out a combination of specialty functions in the area of transactions/records which may include leave records and dissemination of employee information. Performs work of moderate difficulty. Predominantly involves technical support in a specialty area or combination of specialty areas including an analytical component or the areas of transactions, reporting and benefits. Audits personnel records to ensure that the records are properly documented. Assist managers in the hiring process. Develops training plans to ensure implementation of training programs and improves skill levels by conducting needs assessments and coordinating or conducting workshops. Provides technical guidance to others in recordkeeping matters to ensure consistency and accuracy of records.

Minimum Education: Requires Bachelor's Degree in a related area from an accredited University.

Minimum/General Experience: Requires 4 years of experience in the personnel administration, human resources, or a related field.

Labor Category: Security Assistant

Description: Responsible for reviewing specific government forms regarding personnel and facility work clearances. Reviews requests and takes appropriate action, e.g. forward action for processing, reject action for deficient information. Sorts and routes hardcopy documentation of security clearance forms to the appropriate persons.

Minimum Education: Requires a High school diploma or equivalent is required.

Minimum/General Experience: Three (3) years of experience in the related field. Possess basic PC skills. General knowledge of personnel or facility security would be beneficial and considered an advantage.

Labor Category: Security Analyst

Description: Establishes, plans, and administers the overall policies, goals and procedures for the information security function. Initiates, implements and develops information security and disaster discovery programs in accordance with organizational information security standards. Performs and evaluates information risk on a regular time schedule and promotes information security awareness within



the organization. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.

Minimum Education: Requires a Bachelor's Degree in a related area with at least 8 years of experience in the field.

Minimum/General Experience: Requires being familiar with a variety of the field's concepts, practices, and procedures.



Infrastructure Support



Labor Category: Electrician I

Description: This position requires a technical background focused on HVAC systems, Uninterruptible Power Supply (UPS), Power Distribution Unit (PDU), transformers and generators. Provides support in maintenance and compliance with OEM recommended maintenance practices and optimal equipment operational levels. Facilitate systems maintenance of the Fire Suppression, HVAC, Emergency Generators, Electrical and Fuel Provisioning. Report to management on metrics associated with capacity, issue remediation, maintenance concerns, and trending associated with all factors of success related to delivery of data center services. Provide assistance to engineers to deploy new equipment and install electrical cabling. Ability to read, analyze and interpret Technical Procedures. Perform other duties as assigned.

Minimum Education: Requires a minimum of a High school diploma.

Minimum/General Experience: Requires 2 years experience working in job related field.



Labor Category: Electrician II

Description: This position requires a technical background focused on HVAC systems, Uninterruptible Power Supply (UPS), Power Distribution Unit (PDU), transformers and generators. Provides support in maintenance and compliance with OEM recommended maintenance practices and optimal equipment operational levels. Facilitate systems maintenance of the Fire Suppression, HVAC, Emergency Generators, Electrical and Fuel Provisioning. Report to management on metrics associated with capacity, issue remediation, maintenance concerns, and trending associated with all factors of success related to delivery of data center services. Provide assistance to engineers to deploy new equipment and install electrical cabling. Ability to read, analyze and interpret Technical Procedures. Perform other duties as assigned.

Minimum Education: Requires a minimum of a High school diploma.

Minimum/General Experience: Requires 3 years experience working in job related field.



Labor Category: Electrician III

Description: This position requires a technical background focused on HVAC systems, Uninterruptible Power Supply (UPS), Power Distribution Unit (PDU), transformers and generators. Provides support in maintenance and compliance with OEM recommended maintenance practices and optimal equipment operational levels. Facilitate systems maintenance of the Fire Suppression, HVAC, Emergency



Generators, Electrical and Fuel Provisioning. Report to management on metrics associated with capacity, issue remediation, maintenance concerns, and trending associated with all factors of success related to delivery of data center services. Provide assistance to engineers to deploy new equipment and install electrical cabling. Ability to read, analyze and interpret Technical Procedures. Perform other duties as assigned.

Minimum Education: Requires a minimum of a High school diploma.

Minimum/General Experience: Requires 5 years experience working in job related field.



Labor Category: Electrician IV

Description: This position requires a technical background focused on HVAC systems, Uninterruptible Power Supply (UPS), Power Distribution Unit (PDU), transformers and generators. Provides support in maintenance and compliance with OEM recommended maintenance practices and optimal equipment operational levels. Facilitate systems maintenance of the Fire Suppression, HVAC, Emergency Generators, Electrical and Fuel Provisioning. Report to management on metrics associated with capacity, issue remediation, maintenance concerns, and trending associated with all factors of success related to delivery of data center services. Provide assistance to engineers to deploy new equipment and install electrical cabling. Ability to read, analyze and interpret Technical Procedures. Perform other duties as assigned.

Minimum Education: Requires a minimum of a High school diploma.

Minimum/General Experience: Requires 7 years experience working in job related field.



Process Improvement



Labor Category: Process Improvement Specialist I

Description: Provides support to write plans and procedures, perform inspections, audits, and reviews and determine or confirm adherence to project specific and/or corporate technical standards and operational procedures. Supports Quality Assurance and Configuration Management throughout a project life-cycle and/or validates deliverables prior to release. Establishes, produces, manages, and maintains Quality Assurance and/or Configuration Management forms, records, files, reports, and automated information databases. Uses applicable methodologies, tools, applications, systems, software, or databases to perform assigned tasks.

Minimum Education: Requires a Bachelor's degree in Business, Computer Science, Information Sciences or other related discipline.

Minimum/General Experience: Requires 4 years of experience in Quality Assurance or Configuration Management, with 2 years of experience in process, application, system, or software development.



Labor Category: Process Improvement Specialist II

Description: Provides support to write plans and procedures, perform inspections, audits, and reviews and determine or confirm adherence to project specific and/or corporate technical standards and operational procedures. Supports Quality Assurance and Configuration Management throughout a project

life-cycle and/or validates deliverables prior to release. Establishes, produces, manages, and maintains Quality Assurance and/or Configuration Management forms, records, files, reports, and automated information databases. Uses applicable methodologies, tools, applications, systems, software, or databases to perform assigned tasks.

Minimum Education: Requires a Bachelor's Degree in Business, Computer Science, Information Sciences or other related discipline.

Minimum/General Experience: Requires 8 years of experience in Quality Assurance or Configuration Management, with 2 years of experience in process, application, system, or software development.



Labor Category: Process Improvement III

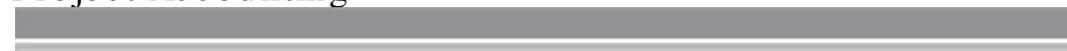
Description: Provides support to write plans and procedures, perform inspections, audits, and reviews and determine or confirm adherence to project specific and/or corporate technical standards and operational procedures. Supports Quality Assurance and Configuration Management throughout a project life-cycle and/or validates deliverables prior to release. Establishes, produces, manages, and maintains Quality Assurance and/or Configuration Management forms, records, files, reports, and automated information databases. Uses applicable methodologies, tools, applications, systems, software, or databases to perform assigned tasks.

Minimum Education: Requires a Bachelor's Degree in Business, Computer Science, Information Sciences or other related discipline. Master's degree preferred.

Minimum/General Experience: Requires 10 years, in which time this individual has implemented software development processes that resulted in an organization achieving CMM level two or three.



Project Accounting

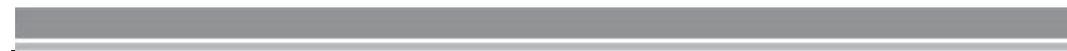


Labor Category: Accounting Clerk I

Description: Performs routine accounting activities such as maintenance of the general ledger, preparation of various accounting statements and financial reports and accounts payable or receivable functions. 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 supervisor or manager.

Minimum Education: Requires a high school diploma or its equivalent.

Minimum/General Experience: Requires 0-2 years of experience in the field or in a related area.



Labor Category: Accounting Clerk II

Description: Performs routine accounting activities such as maintenance of the general ledger, preparation of various accounting statements and financial reports and accounts payable or receivable functions. 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. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Minimum Education: Requires a high school diploma or its equivalent.

Minimum/General Experience: Requires 2-5 years of related experience.

Labor Category: Accounting Clerk III

Description: Performs routine accounting activities such as maintenance of the general ledger, preparation of various accounting statements and financial reports and accounts payable or receivable functions. 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 tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

Minimum Education: Requires a high school diploma or its equivalent.

Minimum/General Experience: Requires at least 5 years of related experience.

Labor Category: Budget Analyst I

Description: Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also review operating budgets periodically in order to analyze trends affecting budget 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.

Minimum Education: Requires a Bachelor's Degree in a related field or discipline.

Minimum/General Experience: Requires 0-2 years of experience in the field or in a related area.

Labor Category: Budget Analyst II

Description: Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also review operating budgets periodically in order to analyze trends affecting budget 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.

Minimum Education: Requires a Bachelor's Degree in a related field or discipline.

Minimum/General Experience: Requires 2-4 years of experience in the field or in a related area.

Labor Category: Budget Analyst III

Description: Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also review operating budgets periodically in order to analyze trends affecting budget 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.

Minimum Education: Requires a Bachelor's Degree in a related field or discipline.

Minimum/General Experience: Requires 4-6 years of experience in the field or in a related area.

Labor Category: Budget Analyst IV

Description: Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also review operating budgets periodically in order to analyze trends affecting budget 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.

Minimum Education: Requires a Bachelor's Degree in a related field or discipline.

Minimum/General Experience: Requires 6-8 years of experience in the field or in a related area.

Labor Category: Staff Accountant

Description: The Staff Accountant provides support to the General Accounting Department. Prepares and processes receivables and payables. Prepares standard and miscellaneous monthly journal entries. Completes routine work assignments based on established procedures and general instructions for new effort. Prepares account reconciliations as assigned. Prepares schedules for Year End and Tax Package. Supports additional clerical duties as assigned.

Minimum Education: Requires a Bachelor's Degree in accounting.

Minimum/General Experience: Requires 5 years of direct hands-on experience.

Project Management and Support

Labor Category: Acquisition Specialist I

Description: Assist with developing and administer all contract types; Perform "cradle-to-grave" acquisition functions. Review procurement requests to ensure compliance with procedures and regulations and sufficiency of technical specifications or purchase description and supporting information. Determine the suitability of set-asides in accordance with applicable laws. Review justifications for other than full and open competition and make recommendations on approval/disapproval. Assist with

development of contractual documentation (i.e., D F's; justifications, solicitation amendments, supporting memoranda).

Minimum Education: Requires a Bachelor's from an accredited University Non-business degree. Must have 24 hours of business related courses in Management; Accounting; Finance; Organization Behavior; or Marketing.

Minimum/General Experience: Requires 2-4 years of direct hands-on experience.

Labor Category: Acquisition Specialist II

Description: Provide cradle to grave support. Serve as a point of contact for program officials on acquisition and administrative matters affecting major procurement of supplies and services using source selection procedures; the evaluation of contract price proposals; and, the administration or termination and closeout of major contracts. Provide authoritative recommendations to improve procurement operations and customer service. Analyze and evaluate contractor price/cost proposals for new procurements, changes, and follow on procurements which may result in new contracts or the issuance of modifications or the termination of existing contracts. Coordinate the extension of periods of performance, resolves delivery and acceptance disputes, approves partial payments and final payments, and performs closeout or any necessary contract cancellations due to non performance. Assist customers in developing statements of work and procurement strategy; and, develops evaluation plans, pricing methodologies, and major contract administration. Demonstrated ability to multi-task and set priorities within a team environment required excellent oral and verbal communication skills. Knowledgeable with Microsoft tools (Outlook, Excel, Word, and PowerPoint).

Minimum Education: Requires strong knowledge of Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation (DFAR) and acquisition planning required.

Minimum/General Experience: Requires 4-6 years of progressive Contract and management experience.

Labor Category: Administrative Assistant I

Description: Provides administrative support to an individual or office. Supplies information, maintains files, schedules appointments, produces correspondence and otherwise relieves officials of minor administrative and business detail. Relies on 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: Requires a High school diploma or equivalent.

Minimum/General Experience: Requires 0-1 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field.

Labor Category: Administrative Assistant II

Description: Provides administrative support to an individual or office. Supplies information, maintains files, schedules appointments, produces correspondence and otherwise relieves officials of minor administrative and business detail. Relies on 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: Requires a High school diploma or equivalent.

Minimum/General Experience: Requires 1-2 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field.

Labor Category Offered: Administrative Assistant IV

Description: Conducts a variety of clerical and other administrative tasks. Types correspondence and other documents and forms as directed. Maintains project files both manually and electronically. Maintains the calendar for the office staff. Plans and coordinates project meetings as directed. Makes travel arrangements for staff. Attends project meetings, recording meeting minutes and action items. Assists in the development of project reports and briefing, including writing initial drafts for review from notes and verbal direction and providing graphical representation of project status. Prepares budget, cost, and other spreadsheets. Provides word processing support as needed for data conversion, records or data management, and non-technical documentation.

Minimum Education: Requires a High School Diploma.

Minimum/General Experience: Five (5) years of experience in general office practices. Proficiency with word processing, spreadsheets, database, and other office software.

Labor Category: E-Business Manager

Description: Sets direction and guides action plans and priorities of electronic commerce, marketing and communications. Develops and facilitates organizational models and structure changes needed to meet the evolving electronic business strategies. Establishes and implements enterprise-wide business systems. Strong computer skills. Must be creative, able to handle stress, mature, highly motivated, self disciplined and decisive. Possess solid oral and written communication skills and must be able to build a good rapport with co-workers and clients. Strong attention to detail and a willingness to work independently. Using sound judgment and tact, along with strong leadership skills, is critical.

Minimum Education: Requires a Bachelor's or Master's degree in a field such as computer information systems, business administration, software engineering or computer science.

Minimum/General Experience: Requires 8-10 years of experience working in a results-driven marketing environment.

Labor Category: Event Coordinator I

Description: Coordinates conferences and workshops for the agency. Responsible for most aspects of the conference/workshop programs including the program budget, selection and design, as well as the registration and payment processes. Reserves locations and arranges for any extra necessities including meals, lodging, or transportation. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks.

Minimum Education: Requires a Bachelor's Degree in an area of specialty.

Minimum/General Experience: Requires 2-4 years of experience in a related area.



Labor Category: Event Coordinator II

Description: Conducts client interviews, preplans, develops agendas, and facilitates meetings. Manages all tasks associated with a meeting or event, and the development and implementation of mechanisms to improve coordination and communication. Arranges the details and logistics of meetings and conferences. Contacts hotels and other facilities to obtain meeting rooms and accommodations. Negotiates contracts with hotels and facilities. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve onsite problems in person. Tracks expenditures to ensure meeting/conference is done within budget. Reviews billing information from meeting locations, travel vouchers from speakers/consultants, and supervises the development of a meeting report, if required. Assists in the development of written materials and presentations.

Minimum Education: Requires a Bachelor's Degree in the Arts or Science or a High School diploma.

Minimum/General Experience: Requires 8 years of experience in the field or in a related area with degree or 12 years of experience in the field or in a related area with a High School diploma.



Labor Category: Executive Assistant I

Description: Conducts a variety of clerical and other administrative tasks. Types correspondence and other documents and forms as directed. Maintains project files both manually and electronically. Maintains the calendar for the office staff. Plans and coordinates project meetings as directed. Makes travel arrangements for staff. Attends project meetings, recording meeting minutes and action items. Assists in the development of project reports and briefing, including writing initial drafts for review from notes and verbal direction and providing graphical representation of project status. Prepares budget, cost, and other spreadsheets. Provides word processing support as needed for data conversion, records or data management, and non-technical documentation. Proficiency with word processing, spreadsheets, database, and other office software.

Minimum Education: Requires a High school diploma.

Minimum/General Experience: Requires 5 years of experience in general office practices.



Labor Category: Executive Assistant II

Description: Conducts a variety of clerical and other administrative tasks. Types correspondence and other documents and forms as directed. Maintains project files both manually and electronically. Maintains the calendar for the office staff. Plans and coordinates project meetings as directed. Makes travel arrangements for staff. Attends project meetings, recording meeting minutes and action items. Assists in the development of project reports and briefing, including writing initial drafts for review from notes and verbal direction and providing graphical representation of project status. Prepares budget, cost, and other spreadsheets. Provides word processing support as needed for data conversion, records or data management, and non-technical documentation. Proficiency with word processing, spreadsheets, database, and other office software.

Minimum Education: Requires a High school diploma.

Minimum/General Experience: Requires 8 years of experience in general office practices.



Labor Category: Program Analyst I

Description: Develops position papers and planning documents in specific areas for purposes of analysis and reporting. Serves as an advisor and identifies significant research advances and trends. Conversant with relevant computer skills in field.

Minimum Education: Requires a Bachelor's degree in a related area from an accredited University.

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



Labor Category: Program Analyst II

Description: Develops position papers and planning documents in specific areas for purposes of analysis and reporting. Serves as an advisor and identifies significant research advances and trends. Conversant with relevant computer skills in field.

Minimum Education: Requires a Bachelor's Degree in a related area from an accredited University

Minimum/General Experience: Requires 7 years of experience in the field or in related area.



Labor Category: Program Analyst III

Description: Has advanced knowledge of public policy, public administration, or other areas. Develops position papers and planning documents in specific areas for purposes of analysis and reporting. Serves as an advisor and identifies significant research advances and trends. Conversant with relevant computer skills in field.

Minimum Education: Requires an Advanced Degree; doctorate desirable.

Minimum/General Experience: Requires 10 years of experience in the field or in a related area.



Labor Category: Project Coordinator I

Description: Develop estimate-to-complete reports for current work assignments. Develop resource cost estimates for inclusion in Work Assignments. Support project/program forecasting process. Develop a variety of financial; resourcing and program reports for internal and external customers. Coordinate onboarding of new staff assigned to the project Coordinate resources for staff. Serve as liaison between Agency and client Contracts. Assist assigned Project Manager with the organization of meetings (agenda, logistics, etc.) Assist assigned Project Manager with note taking for meetings. Assist assigned Project Manager develop weekly and monthly status reports. Assist assigned Project Manager to develop information and decision presentations.

Minimum Education: Requires a Bachelor's degree in a related from an accredited University.

Minimum/General Experience: Requires 2 - 3 years of experience in the field or in a related area.

Labor Category Offered: Project Coordinator II

Description: Develop estimate-to-complete reports for current work assignments. Develop resource cost estimates for inclusion in Work Assignments. Support project/program forecasting process. Develop a variety of financial; resourcing and program reports for internal and external customers. Coordinate on-boarding of new staff assigned to the project Coordinate resources for staff. Serve as liaison between Agency and client Contracts. Assist assigned Project Manager with the organization of meetings (agenda, logistics, etc.) Assist assigned Project Manager with note taking for meetings. Assist assigned Project Manager develop weekly and monthly status reports. Assist assigned Project Manager to develop information and decision presentations.

Minimum Education: Requires a Bachelor's degree in a related from an accredited University.

Minimum/General Experience: Requires 7 years of experience in the field or in a related area.

Labor Category: Facility Coordinator

Description: Performs facility management activities in support of projects and tasks. Responsible for technical, performance, cost, and schedule on orders. Manages and coordinates assignment of tasks. Organizes, directs, and coordinates planning, execution, and evaluation of all project / technical support activities. Ensures integration between projects and maintains continuity, efficiency, and optimization at the program level. Facilitates work through early problem identification and resolution, risk identification and mitigation, action plans, workarounds, and conflict resolution/dispute procedures. Supports the development and execution of related activities and program management best practices. Includes all aspects of risk management. Establishes program control structure and processes. Employs earned value management techniques to manage projects. Employs cost control strategies to complete work within budget. Monitors and tracks costs, action items, and issues. Develops and prepares reports on program status and cost.

Minimum Education: A high school diploma or equivalent is required.

Minimum/General Experience: Five (5) years of experience in job related field. Provide administrative facility support. Ensure an adaptable and flexible environment. Support multiple tasks concurrently while adapting to new assignments and tools

Labor Category: Project Management Specialist I

Minimum/General Experience: Two years of experience assisting a Project/Program Manager in the management of a contract, project, or task. Demonstrate working experience in ADP project planning in a structured development environment. Able to lead or support various tasks and work closely with management, users and team members to accomplish tasks. Experience with automated project management planning and tracking tools a must.

Functional Responsibility: Responsible for identifying planning requirements for client projects, setting up planning processes, policies and procedures; and tools for project planning, tracking, cost control, risk analysis, and performance measures. Must collect, analyze, and disseminate project planning information in the form of strategic, operational or annual plans. Required to provide management briefings and status reports on project performance.

Minimum Education: Bachelor's Degree in a related field.

Labor Category: Project Management Specialist II

Description: Responsible for identifying planning requirements for client projects, setting up planning processes, policies and procedures; and tools for project planning, tracking, cost control, risk analysis, and performance measures. Must collect, analyze, and disseminate project planning information in the form of strategic, operational or annual plans. Required to provide management briefings and status reports on project performance.

Minimum Education: Requires a Bachelor's degree in a related field.

Minimum/General Experience: Requires 7 years of progressive experience in supervision and day-to-day management of significant projects and processes. Has experience in the application of automated and manual project management techniques, progress tracking, work assignment and monitoring, and providing timely feedback to project sponsors.

Labor Category: Project Management Specialist III

Description: Responsible for planning and executing a project. Prepares and maintains the project schedule and budget. Prepares and delivers status reports to the customer. Primary point of contact for the customer. Oversees all work and takes corrective action as necessary to ensure project success. Manages staffing, budget, prioritization, and other personnel matters. May serve as technical lead for the project.

Minimum Education: Requires a Bachelor's degree in Computer Science or a Related Field, or in the project's functional area.

Minimum/General Experience: Requires a combination of 10 years information technology experience, including 3 years of experience in a management or supervisory capacity, plus 3 years of experience in the functional area of the project to be managed.

Labor Category: Project Manager I

Description: The Project Manager is assigned the management of a specific project. Performs day-to-day management of the project. Responsible for ensuring that products are delivered on time and on budget, and that a system under development is successfully deployed and managed. Provides unbiased technical solutions to improve efficiency (e.g., reduce costs while maintaining or improving performance levels). Identifies critical paths, tasks, dates, testing, and acceptance criteria. Monitors issues and resolutions for up-to-date status reports. Demonstrates excellent writing and oral communications skills.

Minimum Education: Requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Minimum/General Experience: Requires a minimum of 8 years experience, of which at least 5 years must be specialized. Specialized experience includes: project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing projects of various types and complexity. General experience includes increasing responsibilities in information systems design and/or management.

Labor Category: Project Manager II

Description: The Project Manager is assigned the management of a specific project. Performs day-to-day management of the project. Responsible for ensuring that products are delivered on time and on budget, and that a system under development is successfully deployed and managed. Provides unbiased technical solutions to improve efficiency (e.g., reduce costs while maintaining or improving performance levels). Identifies critical paths, tasks, dates, testing, and acceptance criteria. Monitors issues and resolutions for up-to-date status reports. Demonstrates excellent writing and oral communications skills.

Minimum Education: Requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Minimum/General Experience: Requires a minimum of 10 years experience, of which at least 7 years must be specialized. Specialized experience includes: project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing projects of various types and complexity. General experience includes increasing responsibilities in information systems design and/or management.

Quality Assurance

Labor Category: Quality Assurance Consultant I

Description: Provides quality management for information systems using the standard methodologies, techniques, and metrics for assuring product quality and key activities in quality management. Establish capable processes, monitoring and control of critical processes and product mechanisms for feedback of performance, implementation of an effective root cause analysis and corrective action system, and continuous process improvement. Provides strategic quality plans in targeted areas of the organization. Provides quality assurance (QA) strategies to ensure continuous regulations and customer requirements. Develops and implements life cycle and QA methodologies, and educates and implements QA metrics.

Minimum Education: Requires a Bachelor's Degree in Business, Engineering, Computer Science, Information Systems or other related discipline. A Master's degree preferred.

Minimum/General Experience: Requires specialized experience and should include at least 3 years experience working with statistical methods and quality standards. Must have good QA/process knowledge and possess superior written and verbal communication skills. General experience will include at least 5 years information systems quality assurance experience.

Labor Category: Quality Assurance Consultant II

Description: Provides quality management for information systems using the standard methodologies, techniques, and metrics for assuring product quality and key activities in quality management. Establish capable processes, monitoring and control of critical processes and product mechanisms for feedback of performance, implementation of an effective root cause analysis and corrective action system, and continuous process improvement. Provides strategic quality plans in targeted areas of the organization. Provides quality assurance (QA) strategies to ensure continuous regulations and customer requirements. Develops and implements life cycle and QA methodologies, and educates and implements QA metrics.

Minimum Education: Requires a Bachelor's Degree in Business, Engineering, Computer Science, Information Systems or other related discipline. A Master's degree preferred.

Minimum/General Experience: Requires specialized experience and should include at least 6 years experience working with statistical methods and quality standards. Must have good QA/process knowledge and possess superior written and verbal communication skills. General experience will include at least 8 years information systems quality assurance experience.

Labor Category: Quality Assurance Consultant III

Description: Specialized experience working with statistical methods and quality standards. Must have good QA/process knowledge and possess superior written and verbal communication skills. Provides quality management for information systems using the standard methodologies, techniques, and metrics for assuring product quality and key activities in quality management. Establish capable processes, monitoring and control of critical processes and product mechanisms for feedback of performance, implementation of an effective root cause analysis and correct action system, and continuous process improvement. Provides strategic quality plans in targeted areas of the organization. Provides quality assurance (QA) strategies to ensure continuous regulations and customer requirements. Develops and implements life cycle and QA methodologies, and educates and implements QA metrics.

Minimum Education: Requires a Bachelor's Degree in Business, Engineering, Computer Science, Information Systems or other related discipline.

Minimum/General Experience: Requires 10 years of related experience required.

Labor Category: Quality Assurance Consultant IV

Description: Specialized experience working with statistical methods and quality standards. Must have good QA/process knowledge and possess superior written and verbal communication skills. Provides quality management for information systems using the standard methodologies, techniques, and metrics for assuring product quality and key activities in quality management. Establish capable processes, monitoring and control of critical processes and product mechanisms for feedback of performance, implementation of an effective roof cause analysis and corrective action system, and continuous process improvement. Provides strategic quality plans in targeted areas of the organization. Provides Quality Assurance (QA) strategies to ensure continuous regulations and customer requirements. Develops and implements life cycle and QA methodologies, and educates and implements QA metrics.

Minimum Education: Requires a Bachelor's Degree in Business, Engineering, Computer Science, Information Systems or other related discipline.

Minimum/General Experience: Requires 15 years of related experience required.

Labor Category: Test Engineer

Description: Interacts with other engineering groups to define, document, analyze, perform, and interpret tests for products, systems, components, or modifications. Identifies functional problems and suggests resolutions. Assists in the definition of internal quality control standards and the maintenance of reliability programs. Analyzes test cases and provides regular progress reports. 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: Requires a Bachelor's Degree in area of specialty.

Minimum/General Experience: Requires 0-2 years of experience in the field or in a related area.



Scientist I



Labor Category: Scientist I

Description: Carries out research and development activities. Makes detailed observations, analyzes data, and interprets results. 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 supervisor or manager.

Minimum Education: Requires a Bachelor's Degree in related field of science. Master's degree preferred.

Minimum/General Experience: Requires 3 -5 years relevant experience in the related field of science.



Labor Category: Scientist II

Description: Carries out research and development activities. Makes detailed observations, analyzes data, and interprets results. Relies on limited experiences and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to a project supervisor or project manager. A wide degree of creativity and latitude is expected.

Minimum Education: Requires a Master's Degree in the related field of science.

Minimum/General Experience: Requires 6 - 8 years of direct experience in the field. Familiarity with a variety of the field's concepts, practices, and procedures.



Labor Category: Scientist III

Description: Carries out research and development activities. Makes detailed observations, analyzes data, and interprets results. Relies on experiences and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to a project supervisor or project manager. A wide degree of creativity and latitude is expected.

Minimum Education: Requires a Master's Degree in the related field of science. Ph.D. preferred.

Minimum/General Experience: Requires 8 -10 years of direct experience in the field. Familiarity with a variety of the field's concepts, practices, and procedures.

Labor Category: Scientist IV

Description: Carries out research and development activities. Makes detailed observations, analyzes data, and interprets results. Relies on experiences and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to a project supervisor or project manager. A wide degree of creativity and latitude is expected.

Minimum Education: Requires a Master's Degree in the related field of science. Ph.D. preferred.

Minimum/General Experience: Requires 10 - 15 years of direct experience in the field. Familiarity with a variety of the field's concepts, practices, and procedures.

Subject Matter Experts Architects

Labor Category: Auto-CAD Specialist

Description: Under general direction prepares wiring diagrams, electronic schematics, and engineering drawings using software-driven graphics programs. Utilizing automated drafting and drawing system, produces engineering drawings and 2D/3D graphics with animation for training programs and simulators.

Minimum Education: Bachelor's Degree specializing in drafting, art, computer graphics, or a related field.

Minimum/General Experience: Three (3) years of experience preparing drawings, schematics, etc., using computer hardware and software related to Computer Aided Design (CAD) products.

Labor Category: Data Architect

Description: Designs and builds relational databases for data storage or processing. Develops strategies for warehouse implementation, data acquisition, and archive recovery. Cleans and maintains the database by removing and deleting old data. May evaluate new data sources for adherence to the organization's quality standards and ease of integration. 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: Requires a Bachelor's degree in a related area.

Minimum/General Experience: Requires 2-4 years of experience in the field or in a related area.

Labor Category: Information Technology Architect I

Description: Provides expertise in the most current principles and practices of architecture data management systems and experience in large system designs, and with data modeling in the information management arena. Provides expertise in modeling and organizing information to facilitate support of projects or information architectures. Provides guidance on how and what to data and process model. Primarily deals with transition planning from legacy to modern systems by concentrating on information flows, data exchange, and data translation standardization services. Must demonstrate a broad

understanding of client IT environmental issues and solutions and abilities to team and mentor and possess demonstrated excellence in written and verbal communication skills.

Minimum Education: Requires a Bachelor's Degree in Engineering, Computer Science, Mathematics or other related discipline. A Master's degree preferred.

Minimum/General Experience: Requires at least 5 years experience planning, designing, building, and implementing IT systems. At least 2 years of the required 5 years of experience must be in the direct supervision and management of major projects that involve providing professional support services and/or the integration, implementation and transition of large complex system and subsystem architectures.

Labor Category: Information Technology Architect II

Description: Provides expertise in the most current principles and practices of architecture data management systems and experience in large system designs, and with data modeling in the information management arena. Provides expertise in modeling and organizing information to facilitate support of projects or information architectures. Provides guidance on how and what to data and process model. Primarily deals with transition planning from legacy to modern systems by concentrating on information flows, data exchange, and data translation standardization services. Must demonstrate a broad understanding of client IT environmental issues and solutions and abilities to team and mentor and possess demonstrated excellence in written and verbal communication skills.

Minimum Education: Requires a Bachelor's Degree in Engineering, Computer Science, Mathematics or other related discipline. A Master's degree preferred.

Minimum/General Experience: Requires at least 8 years experience planning, designing, building, and implementing IT systems. At least 5 years of the required 8 years of experience must be in the direct supervision and management of major projects that involve providing professional support services and/or the integration, implementation and transition of large complex system and subsystem architectures.

Labor Category: Information Technology Architect III

Description: Provides expertise in the most current principles and practices of architecture data management systems and experience in large system designs, and with data modeling in the information management arena. Provides expertise in modeling and organizing information to facilitate support of projects or information architectures. Provides guidance on how and what to data and process model. Primarily deals with transition planning from legacy to modern systems by concentrating on information flows, data exchange, and data translation standardization services. Must demonstrate a broad understanding of client IT environmental issues and solutions and abilities to team and mentor and possess demonstrated excellence in written and verbal communication skills.

Minimum Education: Requires a Bachelor's Degree in Engineering, Computer Science, Mathematics or other related discipline. A Master's degree preferred.

Minimum/General Experience: Requires at least 10 years experience planning, designing, building, and implementing IT systems. At least 7 years of the required 10 years of experience must be in the direct supervision and management of major projects that involve providing professional support services and/or the integration, implementation and transition of large complex system and subsystem architectures. Must have led or been chief architect in major IT implementation efforts.

Labor Category: Subject Matter Specialist I

Description: Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases.

Minimum Education: Requires a Bachelor's Degree in area of specialty.

Minimum/General Experience: Requires least 5 years of experience in the field or in a related area.

Labor Category: Policy Analyst I

Description: Develops position papers and planning documents in specific areas for purposes of analysis and reporting. Serves as an advisor and identifies significant research advances and trends. Conversant with relevant computer skills in field.

Minimum Education: Requires a Bachelor's degree in a related area from an accredited University.

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

Labor Category: Policy Analyst II

Description: Develops position papers and planning documents in specific areas for purposes of analysis and reporting. Serves as an advisor and identifies significant research advances and trends. Conversant with relevant computer skills in field.

Minimum Education: Requires a Bachelor's degree in a related area from an accredited University

Minimum/General Experience: Requires 7 years of experience in the field or in a related area.

Labor Category: Policy Analyst III

Description: Has advanced knowledge of public policy, public administration, or other areas. Develops position papers and planning documents in specific areas for purposes of analysis and reporting. Serves as an advisor and identifies significant research advances and trends. Conversant with relevant computer skills in field.

Minimum Education: Requires an Advanced degree; doctorate desirable.

Minimum/General Experience: Requires 10 years of experience in the field or in a related area.

Labor Category: Software Architect

Description: Works independently designing and developing new software products or major enhancements to existing software. May lead a large development team in the design of highly complex software systems. Acts as highest-level technical expert, addressing problems of systems integration, compatibility, and multiple platforms. Responsible for project completion. Performs feasibility analysis on potential future projects to management.

Minimum Education: Requires a Bachelor's Degree and may be expected to have an advanced degree in area of specialty.

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

Labor Category: Subject Matter Expert I

Description: Provides special purpose consultation and support on technical matters.

Minimum Education: Requires a Master's degree or Ph.D. in related field or equivalent work related experience and a relevant subject matter certification.

Minimum/General Experience: Requires 4 years of related experience and/or training; or equivalent combination of education and experience in a related field.

Labor Category: Subject Matter Expert II

Description: Provides special purpose consultation and support on technical matters.

Minimum Education: Requires a Master's degree or Ph.D. in related field or equivalent work related experience and a relevant subject matter certification.

Minimum/General Experience: Requires 6 years of related experience and/or training; or equivalent combination of education and experience in a related field.

Labor Category: Subject Matter Expert III

Description: Provides special purpose consultation and support on technical matters.

Minimum Education: Requires a Master's degree or Ph.D. in related field or equivalent work related experience and a relevant subject matter certification.

Minimum/General Experience: Requires 8 years of related experience and/or training; or equivalent combination of education and experience in a related field.

Labor Category: Subject Matter Expert IV

Description: Provides special purpose consultation and support on technical matters.

Minimum Education: Requires a Master's degree or Ph.D. in related field or equivalent work related experience and a relevant subject matter certification.

Minimum/General Experience: Requires 10 years of related experience and/or training; or equivalent combination of education and experience in a related field.

Labor Category: Systems Architect II

Description: Devises or modifies the procedures to solve complex problems considering computer equipment capacity and limitations. Prepares detailed specifications from which programs will be written. May be involved in related areas such as database design/management, evaluation of Commercial off-the-shelf (COTS) products, and analysis of network hardware/software issues. Also has a good understanding of the business or function for which the application is being designed. May direct the work of other systems analysts and programmers.

Minimum Education: Requires a Bachelor's Degree in a field applicable to this position or equivalent

Minimum/General Experience: Requires 10 years experience in application software development in systems analysis and technical lead to a team of senior analysts and senior programmers.

Labor Category: Systems Architect III

Description: Provides expertise in the most current principles and practices of architecture data management systems and experience in large system designs, and with data modeling in the information management arena. Provides expertise in modeling and organizing information to facilitate support of projects or information architectures. Provides guidance on how and what to data and process model. Primarily deals with transition planning from legacy to modern systems by concentrating on information flows, data exchange, and data translation standardization services. Must demonstrate a broad understanding of client IT environmental issues and solutions. Must demonstrate advanced abilities to team and mentor and possess demonstrated excellence in written and verbal communication skills. Must have led or been chief architect in major IT implementation efforts.

Minimum Education: Requires a Bachelor's Degree in Engineering, Computer Science, Mathematics or other related discipline. A Master's degree preferred.

Minimum/General Experience: Requires 10 years experience planning, designing, building, and implementing IT systems. At least 7 years of the required 10 years of experience must be in the direct supervision and management of major projects that involve providing professional support services and/or the integration, implementation and transition of large complex system and subsystem architectures.

Systems Engineering

Labor Category: Programmer I

Description: 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. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.

Minimum Education: May require an Associate's degree in a related area

Minimum/General Experience: Requires 0-2 years of experience in the field or in a related area.

Labor Category: Programmer II

Description: 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 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: May require an Associate's degree in a related area.

Minimum/General Experience: Requires 2-5 years of experience in the field or in a related area.

Labor Category: Programmer III

Description: 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: May require a Bachelor's degree.

Minimum/General Experience: Requires 5-6 years of experience in the field or in a related area.

Labor Category: Project Engineer

Description: Manages long-term IT engineering projects. Performs engineering design evaluations and works to complete projects within budget and scheduling restraints. Develops, implements, and monitors information systems policies and controls to ensure data accuracy, security, and regulatory compliance. Reviews reports of computer and peripheral equipment production, malfunction, and maintenance to determine and address problems.

Minimum Education: Requires a Bachelor's degree.

Minimum/General Experience: Requires 10 years of experience in the field or in a related.

Labor Category: Systems Engineer II

Description: Assist in assessing existing technology and evaluate alternative hardware or software architectures. Assist in migrating existing applications from a mainframe environment to internet, or to an interned, client/server or GUI environment, redesign or modify existing LAN-based applications, evaluate commercial off-the-self (COTS) software, or develop new software in anticipation of future requirements. Design, Develop and maintain web applications.

Minimum Education: Requires a Bachelor's Degree in Computer Science or equivalent.

Minimum/General Experience: Requires a minimum of 3 years experience. Demonstrated experience in information systems development. Including experience in LAN/WAN technologies which includes design, development and implementation of mid-size applications. Demonstrate ability to perform or experience in the following: Developing Graphical User Interface (GUI) for Windows Applications; C programming language Experience in Evaluating and Implementing COTS Software; PC Development Projects with Multi-Platform Integration Requirements Including IBM or IBM Compatible, UNIX Operation Environment, and Novell NetWare LAN Architecture; and Developing HTML Scripts.

Labor Category: Systems Engineer III

Description: Assist in assessing existing technology and evaluate alternative hardware or software architectures. Assist in migrating existing applications from a mainframe environment to internet, or to an interned, client/server or GUI environment, redesign or modify existing LAN-based applications, evaluate commercial off-the-self (COTS) software, or develop new software in anticipation of future requirements. Design, Develop and maintain web applications.

Minimum Education: Requires a Bachelor's Degree in Computer Science or equivalent.

Minimum/General Experience: Requires a minimum of 5 years experience. Demonstrated experience in information systems development. Including experience in LAN/WAN technologies which includes design, development and implementation of mid-size applications. Demonstrate ability to perform or experience in the following: Developing Graphical User Interface (GUI) for Windows Applications; C programming language Experience in Evaluating and Implementing COTS Software; PC Development Projects with Multi-Platform Integration Requirements Including IBM or IBM Compatible, UNIX Operation Environment, and Novell NetWare LAN Architecture; and Developing HTML Scripts.

Labor Category: Software Systems Engineer I

Description: Designs, modifies, develops, writes and implements software system applications. Supports and/or installs software applications/operating systems. 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 Education: Requires a Bachelor's degree in a related area.

Minimum/General Experience: Requires 0-2 years of experience in the field or in a related area.



Labor Category: Software Systems Engineer II

Description: Designs, modifies, develops, writes and implements software system applications. Supports and/or installs software applications/operating systems. 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 Education: Requires a Bachelor's degree in a related area.

Minimum/General Experience: Requires 2-4 years of experience in the field or in a related area.



Labor Category: Software Systems Engineer III

Description: Designs, modifies, develops, writes and implements software system applications. Supports and/or installs software applications/operating systems. 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 Education: Requires a Bachelor's degree in a related area.

Minimum/General Experience: Requires 4-6 years of experience in the field or in a related area.



Labor Category: SAP Software Engineer/R3

Description: Install, configure, and administrate SAP R/3 and New Dimension Products. This includes. Manage and monitor TMS. Client maintenance and administration. System monitoring and tuning using CCMS and other tools. Define and maintain operation modes and system profiles. Perform SAP R/3 maintenance (support package application, kernel and executable upgrades). Provide SAP R/3 technical support to business process and development teams.

Minimum Education: Bachelor's Degree and SAP Certification.

Minimum/General Experience: Minimum of seven (7) years of specialized experience in SAP applications including: OS Administration (AIX/Solaris). Familiarity with UNIX, AIX, Solaris. Experience with very large heterogeneous TCP/IP network environments. HACMP understanding and integration into SAP's BACKINT. Familiarity with O.S. Migrations.



Labor Category: Software Tester I

Description: Tests assigned software products and user documentation for consistency, accuracy and overall performance to ensure a high level of product quality (Windows 95/98/NT) platform

Minimum Education: Requires a Bachelor's in Information Systems, Health Information Management, or Computer Science.

Minimum/General Experience: Requires a minimum of 2 years experience in problem solving and possess excellent interpersonal skills. Experience with MS-Windows applications, environment and tools required. Familiarity with automated testing tools, quality assurance and programming a plus.

Labor Category: Software Tester II

Description: The Software tester will be responsible for quality assurance of software developed by other groups; tests documents the result of the quality assurance activities; writes test plans for each project and participates in user walk-through. Must possess good communication and writing skills.

Minimum Education: Requires a Bachelor's degree.

Minimum/General Experience: Requires at least 5 years experience in formal software testing including requirement analysis, test readiness, writing test plans, and quality assurance. Experience with process, application and system development needed. Must be familiar with SQL (or any data query language), Roscoe, TSO, and IBM Mainframe environment.

Systems Support

Labor Category: Business Systems Analyst I

Description: Under general supervision, formulates and defines systems scope and objectives through research and fact-finding combined with an understanding of applicable business systems and industry requirements. With this knowledge, develops or modifies moderately complex information systems. Includes analysis of business and user needs, documenting requirements, and revising existing system logic difficulties as necessary. Guides and advises less-experienced Business Systems Analysts. Competent to work in some phases of systems analysis and considers the business implications of the application of technology to the current business environment.

Minimum Education: May require an Associate's degree in a related area.

Minimum/General Experience: Requires 0-2 years of experience in the field or in a related area and has knowledge of commonly-used concepts, practices, and procedures within a particular field.

Labor Category: Business Systems Analyst II

Description: Under general supervision, formulates and defines systems scope and objectives through research and fact-finding combined with an understanding of applicable business systems and industry requirements. With this knowledge, develops or modifies moderately complex information systems. Includes analysis of business and user needs, documenting requirements, and revising existing system logic difficulties as necessary. Guides and advises less-experienced Business Systems Analysts. Competent to work in some phases of systems analysis and considers the business implications of the application of technology to the current business environment.

Minimum Education: May require an Associate's degree in a related area.

Minimum/General Experience: Requires 2-4 years of experience in the field or in a related area. Familiar with relational database concepts, and client-server concepts.

Labor Category: Business Systems Analyst III

Description: Under general supervision, formulates and defines systems scope and objectives through research and fact-finding combined with an understanding of applicable business systems and industry requirements. With this knowledge, develops or modifies moderately complex information systems. Includes analysis of business and user needs, documenting requirements, and revising existing system logic difficulties as necessary. Guides and advises less-experienced Business Systems Analysts. Competent to work in some phases of systems analysis and considers the business implications of the application of technology to the current business environment.

Minimum Education: May require an Associate's degree in a related area.

Minimum/General Experience: Requires 4 - 6 years of experience in the field or in a related area. Familiar with relational database concepts, and client-server concepts.

Labor Category: Groupware Specialist

Description: Oversees the development and deployment of the organization's groupware initiative. Defines business requirements and selects collaborative software to meet these requirements. Implements hardware or software, troubleshoots, and may train end-users. Typically oversees internet access, document sharing, email or other messaging systems. Coordinates with end-users to define needs or areas for improvement. Ensures that all updates or upgrades are appropriately integrated into existing networks. Provides technical support, troubleshooting and training on groupware systems and makes suggestions regarding future groupware needs. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Minimum Education: May require a Bachelor's degree in area of specialty.

Minimum/General Experience: Requires 2-4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures.

Labor Category: Information Systems Training Specialist I

Description: Under general supervision, organizes and conducts moderately complex training and educational programs for information systems or user personnel. Maintains records of training activities, employee progress, and program effectiveness. Competent to work on most phases of information systems training.

Minimum Education: Requires a Bachelor's degree.

Minimum/General Experience: Requires 2-3 years of experience in the field or in a related area.

Labor Category: Information Systems Training Specialist II

Description: Under general direction, organizes, prepares, and conducts complex training and educational programs for information systems or user personnel. May design and develop in-house programs. Maintains records of training activities, employee progress, and program effectiveness. Competent to work at the highest level of all phases of information systems training.

Minimum Education: Requires a Bachelor's degree.

Minimum/General Experience: Requires 3-4 years of experience in the field or in a related area.

Labor Category: Systems Administrator I

Description: 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. Must be 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: Requires a Bachelor's degree in Computer Science, Engineering, Information Technology, or a related field.

Minimum/General Experience: Requires 2-3 years of experience in the field or in a related area.

Labor Category: Systems Administrator II

Description: 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.

Minimum Education: This position requires a bachelor's degree in Computer Science, Engineering, Information Technology, or a related field.

Minimum/General Experience: Three (3) years of experience in the field or in a related area. Must be 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.

Labor Category: Systems Administrator III

Description: 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. Must be 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: Requires a Bachelor's degree in Computer Science, Engineering, Information Technology, or a related field.

Minimum/General Experience: Requires 4-5 years of experience in the field or in a related area.

Labor Category: Systems Analyst III

Description: Analyze user requirements, procedures and problems to automate processing or to improve existing computer system: confer with personnel of organizational units involved to analyze current operational procedures, identify problems, and specific input and output requirements, such as forms of data input, how data is to be summarized, and format for reports. Write detailed description of user needs, program functions, and steps required to develop or modify computer program. Reviews computer system capabilities, workflow, and scheduling limitations to determine if requested program or program change is possible within existing system. Study existing information processing systems to evaluate effectiveness and develop new systems to improve production or work flow as required. Prepare work flow charts and diagrams to specify in detail operations to be performed by equipment and computer programs and operations to be performed by personnel in system. Conduct studies pertaining to development of new information systems to meet current and projected needs. Plan and prepare technical report, memoranda, and instructional manuals as documentation of program development. Upgrade system and correct errors to maintain after implementation. Prepare time and cost estimates for completing projects.

Minimum Education: Requires a Bachelor's degree in Computer Science or related field.

Minimum/General Experience: Requires 5 - 7 years of experience in a related area. Demonstrated experience in an area of specialization associated with the requirement. Experience with government or industry standards, processes, procedures, methodologies, or tools that support analysis as relative to the requirement.

Labor Category: Systems Analyst IV

Description: Responsible for planning, designing, building, and implementing systems. Provides expertise in the most current principles and practices of architecture data management systems and experience in large system designs, and with data modeling in the information management arena. Working independently analyzes user requirements, procedures and problems to automate processing or to improve existing computer system. Products functional requirements and system design documents from the user requirements. Confers with personnel of organizational units involved to analyze current operational procedures, identify problems, and specific input and output requirements, such as forms of data input, how data is summarized, and formats for reports. Writes detailed description of user needs, program functions, and steps required to develop or modify computer programs. Reviews computer system capabilities, workflow and scheduling limitations to determine if requested program or program change is possible within the existing system. Studies existing information processing systems to evaluate effectiveness and develops new systems to improve production of workflow as required. Prepares work flow charts and diagrams to specify in detail operations to be performed by equipment and computer programs and operations to be performed by personnel in system. Conducts studies pertaining to development of new information systems to meet current and projected needs. Provides expertise in modeling and organizing information to facilitate support of project or information architectures. Provides guidance on how and what to data and process model. Primarily deals with transition planning from legacy to modern systems by concentrating on information flows, data exchange, and data translation standardization services. Must demonstrate a broad understanding of client environmental issues and solutions and advanced abilities to team and mentor and possess demonstrated excellence in written and verbal communication skills.

Minimum Education: Requires a Bachelor's Degree in related field.

Minimum/General Experience: Requires 10 years of experience in a related area. At least 7 years experience in the direct supervision and management of major projects involving professional support services and/or the integration, implementation and transition of large complex system and subsystem architectures. Experience in the direct supervision and management of major projects that involve providing professional support services and/or integration, implementation and transition of large complex system and subsystem architectures.

User Support Specialist s (Help Desk)

Labor Category: Help Desk Manager I

Description: Has overall responsibility for help desk operations associated with the identification, prioritization and resolution of reported problems. Ensures that all phases of help desk support are properly coordinated, monitored, logged, tracked and resolved appropriately. May maintain responsibility for development, maintenance and integrity of help desk software.

Manages a team of support personnel who troubleshoot IT issues. Implements policies and procedures regarding how problems are identified, received, documented, distributed, and corrected. Ensures maximum issue resolutions in minimum time. Evaluates new information systems products or services and suggests changes to existing products or services to better aide the end user. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to head of a unit/department.

Minimum Education: Requires a Bachelor's degree.

Minimum/General Experience: Requires 3 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals

Labor Category: Help Desk Manager II

Description: Has overall responsibility for help desk operations associated with the identification, prioritization and resolution of reported problems. Ensures that all phases of help desk support are properly coordinated, monitored, logged, tracked and resolved appropriately. May maintain responsibility for development, maintenance and integrity of help desk software.

Manages a team of support personnel who troubleshoot IT issues. Implements policies and procedures regarding how problems are identified, received, documented, distributed, and corrected. Ensures maximum issue resolutions in minimum time. Evaluates new information systems products or services and suggests changes to existing products or services to better aide the end user. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to head of a unit/department.

Minimum Education: Requires a Bachelor's degree.

Minimum/General Experience: Requires 5 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.



Labor Category: Help Desk Specialist I

Description: Processes orders, prepares correspondence, and fulfills customer needs to ensure customer satisfaction. Familiar with standard concepts, practices, and procedures within a particular field. Relies on considerable 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: Requires a High School diploma or equivalent.

Minimum/General Experience: Requires 1 year of experience in the field or in a related area.



Labor Category: Help Desk Specialist II

Description: Supervises the day-to-day operations of the help desk. Identifies, researches, and resolves complex technical problems. Creates and manages escalation procedures and ensures service levels are maintained. Documents, tracks, and monitors problems to ensure resolution in a timely manner. A level III specialist has full authority and may be considered lower middle management. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Minimum Education: May require a Bachelor's degree in area of specialty.

Minimum/General Experience: Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.



Labor Category: Help Desk Specialist III

Description: 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 tasks. Some creativity and latitude is expected

Minimum Education: Requires an Associate's degree in a related area.

Minimum/General Experience: Requires a minimum of 2 years of experience in the help desk support area.



Labor Category Offered: User Support Specialist I

Description: Processes orders, prepares correspondence, and fulfills customer needs to ensure customer satisfaction. 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: Requires a High School diploma or equivalent.

Minimum/General Experience: Requires 0-1 years of experience in the field or in a related area.

Labor Category: User Support Specialist II

Description: Processes orders, prepares correspondence, and fulfills customer needs to ensure customer satisfaction. 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: Requires a High School diploma or equivalent.

Minimum/General Experience: Requires 2 - 3 years of experience in the field or in a related area.

Labor Category: User Support Specialist III

Description: Processes orders, prepares correspondence, and fulfills customer needs to ensure customer satisfaction. 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: Requires a High School diploma or equivalent.

Minimum/General Experience: Requires 3 - 4 years of experience in the field or in a related area.

Web and Agile Technology Support

Labor Category: Designer/Illustrator I

Description: Provides day-to-day web site design, creation, on-the-job training for the development, maintenance, and updating of Web pages. The web individual also works to coordinate and/or facilitate maintenance requests, meeting with Client staff to identify site enhancements, reporting team status to project management, and maintaining requests/progress in issue tracking list or tool.

Minimum Education: Requires a Bachelor's degree in the Arts or Science.

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

Labor Category: Designer/Illustrator II

Description: Provides day-to-day web site design, creation, on-the-job training for the development, maintenance, and updating of Web pages. The web individual also works to coordinate and/or facilitate

maintenance requests, meeting with Client staff to identify site enhancements, reporting team status to project management, and maintaining requests/progress in issue tracking list or tool.

Minimum Education: Requires a Bachelor's degree in the Arts or Science.

Minimum/General Experience: Requires 4 years of experience in the field or in a related area.

Labor Category: Designer/Illustrator III

Description: Provides day-to-day web site design, creation, on-the-job training for the development, maintenance, and updating of Web pages. The web individual also works to coordinate and/or facilitate maintenance requests, meeting with Client staff to identify site enhancements, reporting team status to project management, and maintaining requests/progress in issue tracking list or tool.

Minimum Education: Requires a Bachelor's degree in the Arts or Science.

Minimum/General Experience: Requires 6 years of experience in the field or in a related area.

Labor Category: Graphics Specialist

Description: Responsible for graphics design and use, operation, and setup of computer graphic systems for business communications. Executes graphic projects and assists in coordination of all graphic production scheduling. Coordinates production support with outside vendors, as needed. Ensures that graphic projects are completed on time, within budget, and to user's satisfaction. Interfaces with users to determine scope of project and best graphic medium. Trains other personnel in proper use of computer graphic equipment. Troubleshoots computer equipment problems and performs minor preventive maintenance. Frequently reports to a department manager or information systems management.

Minimum Education: May require a Bachelor's degree or its equivalent.

Minimum/General Experience: Requires 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals.

Labor Category: Web Content Administrator

Minimum/General Experience: A working knowledge of several of the following are required: English (or Spanish), Journalism, graphic design or a related field, Web-site management, web servers, intranet site structures, and Web-related software (ex. - MS FrontPage, Dream Weaver, Access, HyperText Markup Language (HTML), and Web 2.0 or higher software such as wikis, portals, and Microsoft Sharepoint).

Functional Responsibility: Provide support for developing and providing Web-site content that will motivate and satisfy users' needs so that they will regularly access the site and utilize it as a major source for information, decision making and benefits delivery. Provide support for maintaining policies/procedures on the Web; assisting in developing newsletter and benefits communications; recommending new and innovative web uses as well as training and educating on the use and benefits of using the Web. Provide support in the location and pursuit of content and surveying internal customers to gather feedback for site improvement and enhancements. A working knowledge of several of the following are required: English (or Spanish), Journalism, graphic design or a related field, Web-site management, web servers, intranet site structures, and Web-related

software (ex. - MS FrontPage, Dream Weaver, Access, HyperText Markup Language (HTML), and Web 2.0 software such as wikis, portals, and Microsoft Sharepoint).

Minimum Education: Bachelors Degree in Computer Science, Information Technology, or related field.

Labor Category: Web Project Manager

Description: Serves as project manager of a development team responsible for planning, developing, and deploying websites including preparation of text, graphics, audio, and video for web pages. Works directly with partners and clients to determine project scope and specifications. Coordinates the work of design and development teams to implement online designs. Reviews progress, manages resources, and ensures overall quality of completed website.

Minimum Education: Requires a Bachelor's degree in area of specialty.

Minimum/General Experience: Requires at least 10 years of experience in the field or in a related area. Typically requires experience in management and understanding of web technologies. Familiar with a variety of the field's concepts, practices, and procedures.

Labor Category: Web Security Analyst

Description: Performs all procedures necessary to ensure the safety of the organization's website and transactions across the Internet/intranet. Applies Internet firewall technologies to maintain security. Ensures that the user community understands and adheres to necessary procedures to maintain security. Updates and deletes users, monitors and performs follow-up on compliance violations, and develops security policies, practices, and guidelines.

Minimum Education: Requires a Bachelor's degree.

Minimum/General Experience: Requires at least 5 years of experience in the field. Familiar with 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.

Labor Category: Web Developer I

Description: Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, CGI, and JavaScript) for a component of the website. Works with graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the website. Responsible for interface implementation. Integrates web applications with backend databases. Deploys large web-based transaction systems using application servers. Researches, tests, builds, and coordinates the integration of new products per production and client requirements.

Minimum Education: May require a Bachelor's degree in a related area.

Minimum/General Experience: Requires at least 2 years of experience in the field or in a related area. Has knowledge of standard concepts, practices, and procedures within a particular field (i.e., SQL, C , HTML, CGI and JavaScript).

Labor Category: Web Developer II

Description: Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, CGI, and JavaScript) for a component of the website. Works with graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the website. Responsible for interface implementation. Integrates web applications with backend databases. Deploys large web-based transaction systems using application servers. Researches, tests, builds, and coordinates the integration of new products per production and client requirements.

Minimum Education: May require a Bachelor's degree in a related area.

Minimum/General Experience: Requires at least 3 years of experience in the field or in a related area. Has knowledge of standard concepts, practices, and procedures within a particular field (i.e., SQL, C , HTML, CGI and JavaScript). Requires strong navigation and site-design instincts.

Labor Category: Web Developer III

Description: Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, CGI, and JavaScript) for a component of the website. Works with graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the website. Responsible for interface implementation. Integrates web applications with backend databases. Deploys large web-based transaction systems using application servers. Researches, tests, builds, and coordinates the integration of new products per production and client requirements.

Minimum Education: May require a Bachelor's degree in a related area.

Minimum/General Experience: Requires at least 5 years of experience in the field or in a related area. Has knowledge of standard concepts, practices, and procedures within a particular field (i.e., SQL, C , HTML, CGI and JavaScript). Requires strong navigation and site-design instincts.

Labor Category: Web Developer IV

Description: Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, CGI, and JavaScript) for a component of the website. Works with graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the website. Responsible for interface implementation. Integrates web applications with backend databases. Deploys large web-based transaction systems using application servers. Researches, tests, builds, and coordinates the integration of new products per production and client requirements.

Minimum Education: May require a Bachelor's degree in a related area.

Minimum/General Experience: Requires at least 7 years of experience in the field or in a related area. Has knowledge of standard concepts, practices, and procedures within a particular field (i.e., SQL, C , HTML, CGI and JavaScript). Requires strong navigation and site-design instincts.

Labor Category: Web Technical Administrator

Description: Under general supervision, responsible for achieving overall technical integrity of organization's website. Maintains and upgrades hardware and software including website technical architecture related to hardware and telecommunication connectivity. Administers e-mail, chat and FTP services. Communicates router configuration changes and troubleshoots system errors and bugs. Maintains servers, creates monitoring reports and logs, and ensures functionality of links. Creates tools to ease production process. Automates routine procedures. Works on system-level services to ensure proper patch levels on applications and operating systems. Monitors database integrity. Monitors site for acceptable performance and user accessibility. Establishes backups and monitors site security. Typically requires experience in systems technologies.

Minimum Education: Requires a Bachelor's degree in the Arts or Sciences.

Minimum/General Experience: Typically requires experience in systems technologies.





Commercial Price List from 06/14/2015 to 06/13/2020

IT-70 Proposed Labor Category	Rate as of 06/14/15	Rate as of 06/14/16	Rate as of 06/14/17	Rate as of 06/14/18	Rate as of 06/14/19
Communications/Networks					
Communications Engineer I	\$81.11	\$ 84.76	\$ 88.57	\$ 92.56	\$ 96.73
Communications Engineer II	\$101.21	\$ 105.76	\$ 110.52	\$ 115.50	\$ 120.69
Communications Engineer III	\$132.70	\$ 138.67	\$ 144.91	\$ 151.43	\$ 158.25
Communication Manager I	\$113.23	\$ 118.33	\$ 123.65	\$ 129.21	\$ 135.03
Communications Specialist III	\$109.47	\$ 114.40	\$ 119.54	\$ 124.92	\$ 130.55
Communications Network Analyst	\$93.91	\$ 98.14	\$ 102.55	\$ 107.17	\$ 111.99
Electronic Data Interchange (EDI) Specialist	\$136.58	\$ 142.73	\$ 149.15	\$ 155.86	\$ 162.87
Information Assurance Network Specialist	\$75.76	\$ 79.17	\$ 82.73	\$ 86.45	\$ 90.35
Information Assurance Systems/Network Specialist	\$98.16	\$ 102.58	\$ 107.19	\$ 112.02	\$ 117.06
Input/Output Technician	\$19.42	\$ 20.29	\$ 21.21	\$ 22.16	\$ 23.16
LAN Administrator	\$70.74	\$ 73.92	\$ 77.25	\$ 80.73	\$ 84.36
LAN Support Technician I	\$58.08	\$ 60.69	\$ 63.42	\$ 66.28	\$ 69.26
LAN Support Technician II	\$74.09	\$ 77.42	\$ 80.91	\$ 84.55	\$ 88.35
LAN Support Technician III	\$87.59	\$ 91.53	\$ 95.65	\$ 99.95	\$ 104.45
LAN/WAN Integrator	\$114.54	\$ 119.69	\$ 125.08	\$ 130.71	\$ 136.59
LAN/WAN/MAN Administrator	\$98.16	\$ 102.58	\$ 107.19	\$ 112.02	\$ 117.06
Network Engineer I	\$63.77	\$ 66.64	\$ 69.64	\$ 72.77	\$ 76.05
Network Engineer II	\$91.74	\$ 95.87	\$ 100.18	\$ 104.69	\$ 109.40
Network Engineer III	\$148.86	\$ 155.56	\$ 162.56	\$ 169.87	\$ 177.52
Network Planning Manager	\$137.37	\$ 143.55	\$ 150.01	\$ 156.76	\$ 163.82
Network Support Technician	\$75.16	\$ 78.54	\$ 82.08	\$ 85.77	\$ 89.63
Network Systems Administrator	\$98.16	\$ 102.58	\$ 107.19	\$ 112.02	\$ 117.06
Network Systems Manager	\$114.79	\$ 119.96	\$ 125.35	\$ 130.99	\$ 136.89
Operations/Technical Support Analyst	\$119.66	\$ 125.04	\$ 130.67	\$ 136.55	\$ 142.70
PC/LAN Management Analyst I	\$66.02	\$ 68.99	\$ 72.10	\$ 75.34	\$ 78.73
PC/LAN Management Analyst II	\$91.74	\$ 95.87	\$ 100.18	\$ 104.69	\$ 109.40

Telecommunications Network Help Desk	\$48.84	\$ 51.04	\$ 53.33	\$ 55.73	\$ 58.24
Telecommunications/ Communications Integration Engineer	\$99.51	\$ 103.99	\$ 108.67	\$ 113.56	\$ 118.67
Voice Communications Technician	\$64.93	\$ 67.85	\$ 70.91	\$ 74.10	\$ 77.43
Compliance Support					
Compliance Specialist I	\$51.03	\$ 53.33	\$ 55.73	\$ 58.23	\$ 60.85
Environmental Compliance Specialist I	\$87.18	\$ 91.10	\$ 95.20	\$ 99.49	\$ 103.96
Environmental Compliance Specialist II	\$99.79	\$ 104.28	\$ 108.97	\$ 113.88	\$ 119.00
Grant Administrator Support	\$88.69	\$ 92.68	\$ 96.85	\$ 101.21	\$ 105.76
Grant Management Specialist	\$89.95	\$ 94.00	\$ 98.23	\$ 102.65	\$ 107.27
Computer Operations					
Computer Operations Manager	\$124.99	\$ 130.61	\$ 136.49	\$ 142.63	\$ 149.05
Computer Operator I	\$31.24	\$ 32.65	\$ 34.11	\$ 35.65	\$ 37.25
Computer Operator II	\$40.94	\$ 42.78	\$ 44.71	\$ 46.72	\$ 48.82
Data Entry Supervisor	\$61.90	\$ 64.69	\$ 67.60	\$ 70.64	\$ 73.82
Duty Scheduler	\$46.87	\$ 48.98	\$ 51.18	\$ 53.49	\$ 55.89
Operations Specialist	\$98.28	\$ 102.70	\$ 107.32	\$ 112.15	\$ 117.20
Operations Systems Manager	\$148.13	\$ 154.80	\$ 161.76	\$ 169.04	\$ 176.65
Operations/ Technical Support Manager	\$95.64	\$ 99.94	\$ 104.44	\$ 109.14	\$ 114.05
Configuration Management					
Configuration Management Specialist III	\$ 148.19	\$ 154.86	\$ 161.83	\$ 169.11	\$ 176.72
Consultants					
EC/EDI Consultant I	\$85.85	\$ 89.71	\$ 93.75	\$ 97.97	\$ 102.38
EC/EDI Consultant II	\$111.85	\$ 116.88	\$ 122.14	\$ 127.64	\$ 133.38
EC/EDI Consultant III	\$128.59	\$ 134.38	\$ 140.42	\$ 146.74	\$ 153.35
Risk Assessment Consultant I	\$136.72	\$ 142.87	\$ 149.30	\$ 156.02	\$ 163.04
Risk Assessment Consultant II	\$148.13	\$ 154.80	\$ 161.76	\$ 169.04	\$ 176.65
Risk Assessment Consultant III	\$155.17	\$ 162.15	\$ 169.45	\$ 177.07	\$ 185.04
Technical Consultant I	\$209.04	\$ 218.45	\$ 228.28	\$ 238.55	\$ 249.28
Technical Consultant II	\$228.28	\$ 238.55	\$ 249.29	\$ 260.51	\$ 272.23

Technical Consultant III	\$298.26	\$ 311.68	\$ 325.71	\$ 340.36	\$ 355.68
Management Consultant I	\$150.37	\$ 157.14	\$ 164.21	\$ 171.60	\$ 179.32
Management Consultant II	\$181.40	\$ 189.56	\$ 198.09	\$ 207.01	\$ 216.32
Database Support					
Database Administrator I	\$79.35	\$ 82.92	\$ 86.65	\$ 90.55	\$ 94.63
Database Administrator II	\$87.57	\$ 91.51	\$ 95.63	\$ 99.93	\$ 104.43
Database Administrator III	\$107.98	\$ 112.84	\$ 117.92	\$ 123.22	\$ 128.77
Sr. Database Management Specialist	\$120.26	\$ 125.67	\$ 131.33	\$ 137.24	\$ 143.41
Database Analyst I	\$104.46	\$ 109.16	\$ 114.07	\$ 119.21	\$ 124.57
Database Analyst II	\$124.32	\$ 129.91	\$ 135.76	\$ 141.87	\$ 148.25
Database Analyst III	\$142.73	\$ 149.15	\$ 155.86	\$ 162.88	\$ 170.21
Database Analyst IV	\$162.88	\$ 170.21	\$ 177.87	\$ 185.87	\$ 194.24
Document/Technical Writer					
Technical Writer II	\$70.96	\$ 74.15	\$ 77.49	\$ 80.98	\$ 84.62
Technical Writer III	\$87.59	\$ 91.53	\$ 95.65	\$ 99.95	\$ 104.45
Information Assurance					
Chief Information Security Officer	\$197.11	\$ 205.98	\$ 215.25	\$ 224.94	\$ 235.06
Data Security Administration Manager	\$152.13	\$ 158.98	\$ 166.13	\$ 173.61	\$ 181.42
Information Assurance Development Engineer	\$102.46	\$ 107.07	\$ 111.89	\$ 116.92	\$ 122.19
Information Assurance Engineer	\$120.55	\$ 125.97	\$ 131.64	\$ 137.57	\$ 143.76
Information Engineer	\$136.13	\$ 142.26	\$ 148.66	\$ 155.35	\$ 162.34
Information Systems Auditor I	\$110.48	\$ 115.45	\$ 120.65	\$ 126.08	\$ 131.75
Information Systems Auditor II	\$128.92	\$ 134.72	\$ 140.78	\$ 147.12	\$ 153.74
Personnel Analyst	\$86.24	\$ 90.12	\$ 94.18	\$ 98.41	\$ 102.84
Security Assistant	\$53.86	\$ 56.28	\$ 58.82	\$ 61.46	\$ 64.23
Security Analyst	\$127.89	\$ 133.65	\$ 139.66	\$ 145.94	\$ 152.51
Infrastructure Support					
Electrician I	\$55.16	\$ 57.64	\$ 60.24	\$ 62.95	\$ 65.78
Electrician II	\$76.71	\$ 80.16	\$ 83.77	\$ 87.54	\$ 91.48
Electrician III	\$96.40	\$ 100.74	\$ 105.27	\$ 110.01	\$ 114.96
Electrician IV	\$113.73	\$ 118.85	\$ 124.20	\$ 129.78	\$ 135.63
Process Improvement					
Process improvement Specialist I	\$62.93	\$ 65.76	\$ 68.72	\$ 71.81	\$ 75.05

Process Improvement Specialist II	\$127.06	\$ 132.78	\$ 138.75	\$ 145.00	\$ 151.52
Process Improvement Specialist III	\$145.59	\$ 152.14	\$ 158.99	\$ 166.14	\$ 173.62
Project Accounting					
Accounting Clerk I	\$37.20	\$ 38.87	\$ 40.62	\$ 42.45	\$ 44.36
Accounting Clerk II	\$42.54	\$ 44.45	\$ 46.45	\$ 48.55	\$ 50.73
Accounting Clerk III	\$49.31	\$ 51.53	\$ 53.85	\$ 56.27	\$ 58.80
Budget Analyst I	\$57.72	\$ 60.32	\$ 63.03	\$ 65.87	\$ 68.83
Budget Analyst II	\$70.44	\$ 73.61	\$ 76.92	\$ 80.38	\$ 84.00
Budget Analyst III	\$86.47	\$ 90.36	\$ 94.43	\$ 98.68	\$ 103.12
Budget Analyst IV	\$104.57	\$ 109.28	\$ 114.19	\$ 119.33	\$ 124.70
Staff Accountant	\$73.97	\$ 77.30	\$ 80.78	\$ 84.41	\$ 88.21
Project Management and Support					
Acquisition Specialist I	\$68.69	\$ 71.78	\$ 75.01	\$ 78.39	\$ 81.91
Acquisition Specialist II	\$80.20	\$ 83.81	\$ 87.58	\$ 91.52	\$ 95.64
Administrative Assistant I	\$28.83	\$ 30.13	\$ 31.48	\$ 32.90	\$ 34.38
Administrative Assistant II	\$38.16	\$ 39.88	\$ 41.67	\$ 43.55	\$ 45.51
Administrative Assistant IV	\$56.41	\$ 58.95	\$ 61.60	\$ 64.37	\$ 67.27
E-Business Manager	\$273.12	\$ 285.41	\$ 298.25	\$ 311.68	\$ 325.70
Event Coordinator I	\$52.71	\$ 55.08	\$ 57.56	\$ 60.15	\$ 62.86
Event Coordinator II	\$93.56	\$ 97.77	\$ 102.17	\$ 106.77	\$ 111.57
Executive Assistant I	\$65.32	\$ 68.26	\$ 71.33	\$ 74.54	\$ 77.90
Executive Assistant II	\$88.20	\$ 92.17	\$ 96.32	\$ 100.65	\$ 105.18
Program Analyst I	\$130.87	\$ 136.76	\$ 142.91	\$ 149.34	\$ 156.06
Program Analyst II	\$137.10	\$ 143.27	\$ 149.72	\$ 156.45	\$ 163.49
Program Analyst III	\$149.28	\$ 156.00	\$ 163.02	\$ 170.35	\$ 178.02
Project Coordinator I	\$98.52	\$ 102.95	\$ 107.59	\$ 112.43	\$ 117.49
Project Coordinator II	\$109.47	\$ 114.40	\$ 119.54	\$ 124.92	\$ 130.55
Facility Coordinator	\$101.63	\$ 106.20	\$ 110.98	\$ 115.98	\$ 121.20
Project Management Specialist I	\$92.32	\$ 96.47	\$ 100.82	\$ 105.35	\$ 110.09
Project Management Specialist II	\$135.28	\$ 141.37	\$ 147.73	\$ 154.38	\$ 161.32
Project Management Specialist III	\$145.94	\$ 152.51	\$ 159.37	\$ 166.54	\$ 174.04
Project Manager I	\$132.65	\$ 138.62	\$ 144.86	\$ 151.38	\$ 158.19
Project Manager II	\$155.17	\$ 162.15	\$ 169.45	\$ 177.07	\$ 185.04
Quality Assurance					
Quality Assurance Consultant I	\$82.77	\$ 86.49	\$ 90.39	\$ 94.45	\$ 98.70
Quality Assurance Consultant II	\$115.60	\$ 120.80	\$ 126.24	\$ 131.92	\$ 137.86
Quality Assurance Consultant III	\$128.93	\$ 134.73	\$ 140.79	\$ 147.13	\$ 153.75

Quality Assurance Consultant IV	\$150.40	\$ 157.17	\$ 164.24	\$ 171.63	\$ 179.35
Test Engineer	\$86.49	\$ 90.38	\$ 94.45	\$ 98.70	\$ 103.14
Scientist					
Scientist I	\$89.55	\$ 93.58	\$ 97.79	\$ 102.19	\$ 106.79
Scientist II	\$95.23	\$ 99.52	\$ 103.99	\$ 108.67	\$ 113.56
Scientist III	\$101.14	\$ 105.69	\$ 110.45	\$ 115.42	\$ 120.61
Scientist IV	\$108.34	\$ 113.22	\$ 118.31	\$ 123.63	\$ 129.20
Subject Matter Experts & Architects					
Auto-CAD Specialist	\$62.50	\$ 65.31	\$ 68.25	\$ 71.32	\$ 74.53
Data Architect	\$148.51	\$ 155.19	\$ 162.18	\$ 169.47	\$ 177.10
Information Technology Architect I	\$130.16	\$ 136.02	\$ 142.14	\$ 148.53	\$ 155.22
Information Technology Architect II	\$148.13	\$ 154.80	\$ 161.76	\$ 169.04	\$ 176.65
Information Technology Architect III	\$155.17	\$ 162.15	\$ 169.45	\$ 177.07	\$ 185.04
Subject Matter Specialist I	\$103.06	\$ 107.70	\$ 112.54	\$ 117.61	\$ 122.90
Policy Analyst I	\$67.99	\$ 71.05	\$ 74.25	\$ 77.59	\$ 81.08
Policy Analyst II	\$76.49	\$ 79.93	\$ 83.53	\$ 87.29	\$ 91.22
Policy Analyst III	\$84.99	\$ 88.81	\$ 92.81	\$ 96.99	\$ 101.35
Software Architect	\$170.04	\$ 177.69	\$ 185.69	\$ 194.04	\$ 202.78
Subject Matter Expert I	\$112.55	\$ 117.61	\$ 122.91	\$ 128.44	\$ 134.22
Subject Matter Expert II	\$122.00	\$ 127.49	\$ 133.23	\$ 139.22	\$ 145.49
Subject Matter Expert III	\$130.46	\$ 136.33	\$ 142.47	\$ 148.88	\$ 155.58
Subject Matter Expert IV	\$155.17	\$ 162.15	\$ 169.45	\$ 177.07	\$ 185.04
Systems Architect II	\$181.40	\$ 189.56	\$ 198.09	\$ 207.01	\$ 216.32
Systems Architect III	\$193.55	\$ 202.26	\$ 211.36	\$ 220.87	\$ 230.81
Systems Engineering					
Programmer I	\$57.42	\$ 60.00	\$ 62.70	\$ 65.53	\$ 68.47
Programmer II	\$78.50	\$ 82.03	\$ 85.72	\$ 89.58	\$ 93.61
Programmer III	\$84.35	\$ 88.15	\$ 92.11	\$ 96.26	\$ 100.59
Project Engineer	\$102.65	\$ 107.27	\$ 112.10	\$ 117.14	\$ 122.41
Systems Engineer II	\$130.66	\$ 136.54	\$ 142.68	\$ 149.10	\$ 155.81
Systems Engineer III	\$134.93	\$ 141.00	\$ 147.35	\$ 153.98	\$ 160.91
Software Systems Engineer I	\$83.98	\$ 87.76	\$ 91.71	\$ 95.84	\$ 100.15
Software Systems Engineer II	\$93.14	\$ 97.33	\$ 101.71	\$ 106.29	\$ 111.07
Software Systems Engineer III	\$120.89	\$ 126.33	\$ 132.01	\$ 137.96	\$ 144.16
SAP Software Engineer/R3	\$285.57	\$ 298.42	\$ 311.85	\$ 325.88	\$ 340.55
Software Tester I	\$68.98	\$ 72.08	\$ 75.33	\$ 78.72	\$ 82.26
Software Tester II	\$94.87	\$ 99.14	\$ 103.60	\$ 108.26	\$ 113.13

Systems Support					
Business Systems Analyst I	\$87.94	\$ 91.90	\$ 96.03	\$ 100.35	\$ 104.87
Business Systems Analyst II	\$115.99	\$ 121.21	\$ 126.66	\$ 132.36	\$ 138.32
Business Systems Analyst III	\$148.86	\$ 155.56	\$ 162.56	\$ 169.87	\$ 177.52
Groupware Specialist	\$89.29	\$ 93.31	\$ 97.51	\$ 101.89	\$ 106.48
Information Systems Training Specialist I	\$98.88	\$ 103.33	\$ 107.98	\$ 112.84	\$ 117.92
Information Systems Training Specialist II	\$120.09	\$ 125.49	\$ 131.14	\$ 137.04	\$ 143.21
Systems Administrator I	\$91.53	\$ 95.65	\$ 99.95	\$ 104.45	\$ 109.15
Systems Administrator II	\$104.17	\$ 108.86	\$ 113.76	\$ 118.88	\$ 124.22
Systems Administrator III	\$114.79	\$ 119.96	\$ 125.35	\$ 130.99	\$ 136.89
Systems Analyst III	\$108.67	\$ 113.56	\$ 118.67	\$ 124.01	\$ 129.59
Systems Analyst IV	\$151.80	\$ 158.63	\$ 165.77	\$ 173.23	\$ 181.02
User Support Specialists (Help Desk)					
Help Desk Manager I	\$89.29	\$ 93.31	\$ 97.51	\$ 101.89	\$ 106.48
Help Desk Manager II	\$93.31	\$ 97.51	\$ 101.90	\$ 106.48	\$ 111.27
Help Desk Specialist I	\$44.87	\$ 46.89	\$ 49.00	\$ 51.20	\$ 53.51
Help Desk Specialist II	\$71.18	\$ 74.38	\$ 77.73	\$ 81.23	\$ 84.88
Help Desk Specialist III	\$81.75	\$ 85.43	\$ 89.27	\$ 93.29	\$ 97.49
User Support Specialist I	\$23.93	\$ 25.01	\$ 26.13	\$ 27.31	\$ 28.54
User Support Specialist II	\$27.91	\$ 29.17	\$ 30.48	\$ 31.85	\$ 33.28
User Support Specialist III	\$30.14	\$ 31.50	\$ 32.91	\$ 34.39	\$ 35.94
Web and Agile Technology Support					
Designer/Illustrator I	\$60.66	\$ 63.39	\$ 66.24	\$ 69.22	\$ 72.34
Designer/Illustrator II	\$66.78	\$ 69.79	\$ 72.93	\$ 76.21	\$ 79.64
Designer/Illustrator III	\$91.62	\$ 95.74	\$ 100.05	\$ 104.55	\$ 109.26
Graphics Specialist	\$85.28	\$ 89.12	\$ 93.13	\$ 97.32	\$ 101.70
Web Content Administrator	\$89.11	\$ 93.12	\$ 97.31	\$ 101.69	\$ 106.27
Web Project Manager	\$151.91	\$ 158.75	\$ 165.89	\$ 173.35	\$ 181.16
Web Security Analyst	\$120.71	\$ 126.14	\$ 131.82	\$ 137.75	\$ 143.95
Web Developer I	\$88.43	\$ 92.41	\$ 96.57	\$ 100.91	\$ 105.45
Web Developer II	\$95.54	\$ 99.84	\$ 104.33	\$ 109.03	\$ 113.93
Web Developer III	\$103.46	\$ 108.12	\$ 112.98	\$ 118.07	\$ 123.38
Web Developer IV	\$114.79	\$ 119.96	\$ 125.35	\$ 130.99	\$ 136.89
Web Technical Administrator	\$112.04	\$ 117.08	\$ 122.35	\$ 127.86	\$ 133.61



USA COMMITMENT TO PROMOTE
SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS

PREAMBLE

AMDEX Corporation provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact

Name: Ms. Devinder Singh

Phone: 301-588-4000

Email: dsingh amdexcorp.com

Fax: 301-588-8944



BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;



(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

BASIC GUIDELINES FOR USING
"CONTRACTOR TEAM ARRANGEMENTS"

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

The customer identifies their requirements.

Federal Supply Schedule Contractors may individually meet the customers needs, or -

Federal Supply Schedule Contractors may individually submit a Schedules "Team Solution" to meet the customer's requirement.

Customers make a best value selection.