SIN 54151S - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

NAICS 541511 - Custom Computer Programming Services
NAICS 541512 - Computer Systems Design Services
NAICS 541513 - Computer Facilities Management Services
NAICS 541519 - Other Computer Related 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 the Multiple Award Schedule)
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2: Offerors and Agencies are advised that the Multiple Award Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

Contract Number: GS-35F-0484N
Period Covered by Contract: Option Period 3 - April 04, 2018 through April 03, 2023
Business Size: Veteran Owned Small Business

Pricelist current through Modification #PS-A824, effective 08/19/2020.

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

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

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>54151SRC</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See Pricing Page 5.

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. See Labor Category Descriptions Page 6.

2. Maximum Order: For SIN 54151S - $500,000.00  
   For SIN OLM - $250,000.00

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic

5. Point(s) of production (city, county, and state or foreign country): N/A

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).

7. Quantity discounts: None Offered

8. Prompt payment terms: Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Will accept

10. Foreign items (list items by country of origin): None

11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order

11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor

12. F.O.B Points(s): Destination

13a. Ordering Address(es): Paragon Technology Group, Inc.
ATTN: Gazelle Hashemian, GSA Contract Orders
703 Seibert Road, Suite 2
Scott Air Force Base, IL 62225-1517

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address(es): Paragon Technology Group, Inc.
ATTN: Accounts Receivable
703 Seibert Road, Suite 2
Scott Air Force Base, IL 62225-1517

15. Warranty provision: Contractor’s standard commercial warranty.

16. Export Packing Charges (if applicable): N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): N/A

18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

19. Terms and conditions of installation (if applicable): N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

20a. Terms and conditions for any other services (if applicable): N/A

21. List of service and distribution points (if applicable): N/A

22. List of participating dealers (if applicable): N/A

23. Preventive maintenance (if applicable): N/A

24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be
found (e.g. contactor’s website or other location.) The EIT standards can be found at: www.Section508.gov/.

25. **Data Universal Numbering System (DUNS) number:** 007040533

26. **Notification regarding registration in System for Award Management (SAM) database:** Registered.
## GSA Pricing for SIN 54151S W/ IFF

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>GSA Final Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIN 54151S - Information Technology Professional Services</td>
<td>04/04/18 – 04/04/19</td>
</tr>
<tr>
<td>Intermediate Architect</td>
<td>$99.75</td>
</tr>
<tr>
<td>Architect II</td>
<td>$161.53</td>
</tr>
<tr>
<td>Business Process Reengineering Specialist I</td>
<td>$121.14</td>
</tr>
<tr>
<td>Business Process Reengineering Specialist II</td>
<td>$130.55</td>
</tr>
<tr>
<td>Junior Database Administrator</td>
<td>$77.64</td>
</tr>
<tr>
<td>Intermediate Database Administrator</td>
<td>$85.48</td>
</tr>
<tr>
<td>Senior Database Administrator</td>
<td>$110.26</td>
</tr>
<tr>
<td>Junior Software Developer</td>
<td>$75.21</td>
</tr>
<tr>
<td>Intermediate Software Developer</td>
<td>$96.13</td>
</tr>
<tr>
<td>Senior Software Developer</td>
<td>$159.25</td>
</tr>
<tr>
<td>Junior System Administrator</td>
<td>$69.53</td>
</tr>
<tr>
<td>Senior System Administrator</td>
<td>$90.72</td>
</tr>
<tr>
<td>Junior Test Engineer</td>
<td>$51.69</td>
</tr>
<tr>
<td>Senior Test Engineer</td>
<td>$97.89</td>
</tr>
<tr>
<td>Program Manager</td>
<td>$167.17</td>
</tr>
<tr>
<td>Project Manager I</td>
<td>$84.82</td>
</tr>
<tr>
<td>Project Manager II</td>
<td>$130.05</td>
</tr>
<tr>
<td>Project Manager III</td>
<td>$133.15</td>
</tr>
<tr>
<td>Systems Analyst</td>
<td>$94.24</td>
</tr>
<tr>
<td>Senior System Analyst</td>
<td>$99.60</td>
</tr>
<tr>
<td>Subject Matter Expert</td>
<td>$148.39</td>
</tr>
<tr>
<td>Technical Writer</td>
<td>$95.00</td>
</tr>
<tr>
<td>QA Manager</td>
<td>$85.70</td>
</tr>
<tr>
<td>Data/Configuration Management Specialist</td>
<td>$84.54</td>
</tr>
<tr>
<td>Information Systems Training Specialist – Sr.</td>
<td>$88.69</td>
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<tr>
<td>Computer Systems Analyst I</td>
<td>$65.29</td>
</tr>
<tr>
<td>Computer Systems Analyst II</td>
<td>$92.12</td>
</tr>
<tr>
<td>Senior Information Engineer</td>
<td>$118.67</td>
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<tr>
<td>Communications Engineer</td>
<td>$82.04</td>
</tr>
</tbody>
</table>
LABOR CATEGORY DESCRIPTIONS

General Education/Experience Alternates:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Equivalent Substitution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associates Degree</td>
<td>2 years additional experience</td>
</tr>
<tr>
<td>Bachelor's Degree</td>
<td>4 years additional experience</td>
</tr>
<tr>
<td>Master's Degree</td>
<td>5 years additional experience</td>
</tr>
</tbody>
</table>

SIN 54151S - INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

JOB TITLE: INTERMEDIATE ARCHITECT

Minimum/General Experience: 3 years of experience in software development.

Functional Responsibility: Member of development team responsible for designing highly complex software systems for large client applications. Designs and develops new software products or major enhancements to existing software. Acts as high level technical expert, addressing problems of system integration, compatibility and multiple platforms. Responsible for project completion. May advise on feasibility of potential future projects to management.

Minimum Education: Bachelor’s Degree or equivalent

JOB TITLE: ARCHITECT II

Minimum/General Experience: 7 years’ experience in developing overall software architecture and design of software solutions.

Functional Responsibility: Under general direction, responsible for providing guidance and insight into the use of various technologies in systems. Understands how to apply technologies and design patterns to ensure quality of service in client systems. Evaluates and makes effective use of component technologies to solve problems in system architecture. Engineers software systems using appropriate software development techniques and design patterns. Provides input to project management on technical risks and scheduling of architectural tasks. Works with Requirements Analysts to identify and understand requirements. Identifies architecturally significant requirements. Identifies tradeoffs and selects the architecture that best meets customer needs. Communicates the software architecture using a combination of visual models, presentations, oral and written communication. Under limited direction, establishes software architecture standards and provides architecture support and mentoring to other architects. Introduces new technologies to technical staff to improve overall software development capability and quality. Provides mentoring to customers and internal team. Makes architectural decisions that reflect an understanding of industry trends and customer needs. Assists the project manager in selection, development, and evaluation of technical personnel. Acts as development manager for resources.

Minimum Education: Bachelor’s degree or equivalent

JOB TITLE: BUSINESS PROCESS REENGINEERING SPECIALIST I

Minimum/General Experience: 1-year experience as a Requirements Analyst, Systems, or Business Analyst with emphasis on organizational process optimization.


Minimum Education: Bachelor's degree or equivalent

JOB TITLE: BUSINESS PROCESS REENGINEERING SPECIALIST II

Minimum/General Experience: 3 years’ experience as a Requirements Analyst, Systems, or Business Analyst with emphasis on organizational process optimization.
**Minimum Education:** Bachelor’s degree or equivalent

**JOB TITLE: JUNIOR DATABASE ADMINISTRATOR**  
**Minimum/General Experience:** 2 years of programming and database administration experience.  
**Functional Responsibility:** Under general supervision, formulates and defines relational database scope and objectives. Under general supervision, provides the following duties: maintaining, administrating, backup, restore, reporting, and general maintenance of a specific relational database.  
**Minimum Education:** Associate Degree or equivalent

**JOB TITLE: INTERMEDIATE DATABASE ADMINISTRATOR**  
**Minimum/General Experience:** 3 years of programming and database administration experience.  
**Functional Responsibility:** With little or no supervision, formulates and defines relational database scope and objectives. Under general supervision, provides the following duties: maintaining, administrating, backup, restore, reporting, and general maintenance of a specific relational database.  
**Minimum Education:** Associate Degree or equivalent

**JOB TITLE: SENIOR DATABASE ADMINISTRATOR**  
**Minimum/General Experience:** 3 years of programming or database administration experience.  
**Functional Responsibility:** Formulates and defines relational database scope and objectives. Under general supervision, provides the following duties: maintaining, administrating, backup, restore, reporting, and general maintenance of a specific relational database.  
**Minimum Education:** Bachelor’s Degree or equivalent

**JOB TITLE: JUNIOR SOFTWARE DEVELOPER**  
**Minimum/General Experience:** 2 years of experience in software development.  
**Functional Responsibility:** Contributes to development of applications systems analysis and programming. Helps develop and evaluate user training programs. Maintains currency in applications expertise. Recommends future directions or projects to clients. Resolves customer problems with software and responds to suggestions for improvements/enhancements. Works with technical staff and/or customer to evaluate and develop solutions for complex software problems.  
**Minimum Education:** Bachelor’s Degree or equivalent

**JOB TITLE: INTERMEDIATE SOFTWARE DEVELOPER**  
**Minimum/General Experience:** 3 years of experience in software development.  
**Functional Responsibility:** Works independently as a technical expert, providing both external and internal consulting services. Gives guidance and direction to all levels of technical staff. Key contributor in development of applications systems analysis and programming. May help develop and evaluate user-training programs. May lead large project teams. Maintains currency in applications expertise. Recommends future directions or projects to clients. Resolves customer problems with software and responds to suggestions for improvements/enhancements. Works with technical staff and/or customer to evaluate and develop solutions for complex software problems.  
**Minimum Education:** Bachelor’s Degree or equivalent
JOB TITLE: SENIOR SOFTWARE DEVELOPER

Minimum/General Experience: 4 years of experience in software development.

Functional Responsibility: Works independently as a senior technical resource, providing both external and internal consulting services. Gives guidance and direction to all levels of technical staff. Key contributor in development of applications systems analysis and programming. May help develop and evaluate user training programs. May lead large project teams. Maintains currency in applications expertise. Recommends future directions or projects to clients. Resolves customer problems with software and responds to suggestions for improvements/enhancements. Works with technical staff and/or customer to evaluate and develop solutions for highly complex software problems. Responsible for project completion and customer satisfaction.

Minimum Education: Bachelor’s Degree or equivalent

JOB TITLE: JUNIOR SYSTEM ADMINISTRATOR

Minimum/General Experience: 2 years programming or system administration experience.

Functional Responsibility: Under general supervision, formulates and defines General System maintenance scope and objectives. Under general supervision, provides the following duties: maintaining, administrating, backup, restore, reporting, and general maintenance of a specific Hardware Operating System or Software Application.

Minimum Education: Associate Degree or equivalent

JOB TITLE: SR. SYSTEM ADMINISTRATOR

Minimum/General Experience: 5+ years of related experience in the field of work. Secret Clearance. 1 -3 years providing systems administration support to USTRANSCOM or related DOD support functions.

Functional Responsibility: The Senior Systems Administrator, under general direction, is responsible for activities related to system administration. Assigns personnel to various projects, directs their activities, and evaluates their work. Ensures long-term requirements of systems operations and administration are included in the overall information systems planning of the organization. Responsible for the installation, maintenance, configuration, and integrity of computer software. Implements operating system enhancements that will improve the reliability and performance of the system. Understanding of and in-depth experience with systems administration principles, methods, and tools. Supervises and manages the daily activities of configuration and operation of business systems. Conducts maintenance associated with the ITS database, performing software loads, troubleshooting local personnel computer technical problems, and working functional knowledge of defense transportation data. Professionally demonstrates expertise by performing Senior System Administrator/Accounts Security Manager for ITS supporting HQ USTRANSCOM. The Senior Systems Administrator is responsible for managing all access accounts and role level privileges associated with ITS and CSV and provides Help Desk support during core business hours as defined by USTRANSCOM to all active and prospective ITS and CSV users. Must possess strong interpersonal, oral, and written skills and must be able to communicate effectively with military, civilian, and contractor personnel at all levels. The Senior Systems Administrator must possess functional and technical expertise with Microsoft Office, to include Word, Project, PowerPoint, and Excel.

Minimum Education: Bachelor’s degree (or equivalent) in a relevant discipline.

JOB TITLE: JUNIOR TEST ENGINEER

Minimum/General Experience: 1 year of programming or testing experience.

Functional Responsibility: As a member of a testing team, supports the process of formulating test cases based on system requirements and specification. Devises or modifies procedures to test a unit or a system as a whole. Performs test cases, documents the result, and tracks changes. Prepares detailed specifications from which program bugs will be corrected and follows up with additional tests to ensure proper functional and system behavior per spec.

Minimum Education: Associate Degree or equivalent

JOB TITLE: SENIOR TEST ENGINEER

Minimum/General Experience: 5 years of programming or testing experience.

Functional Responsibility: Formulates/defines test cases based on system requirements and specification. Devises or
modifies procedures to test a unit or a system as a whole. Perform test cases, documents the result, and tracks changes. Prepares detailed specifications from which program bugs will be corrected and follows up with additional tests to ensure proper functional and system behavior per spec.

**Minimum Education:** Associate Degree or equivalent

**JOB TITLE: PROGRAM MANAGER**

**Minimum/General Experience:** 5 years of experience in program management, management reporting, task monitoring, or risk management.

**Functional Responsibility:** Responsible for planning and executing one or more projects across business/organizations. Prepares and maintains the project schedule and budget. Prepares and delivers status reports to the customer. Acts as primary point of contact for the customer. Oversees all work and takes corrective action as necessary to ensure overall project success. Manages staffing, budget, prioritization, and other personnel matters. May serve as technical lead for the project. Responsible for coordination of the master project plan and on-time delivery of key deliverables. Ensures effective support of each unit and supporting sufficient resources to them so all dependencies are met.

**Minimum Education:** Bachelor’s Degree or equivalent

**JOB TITLE: PROJECT MANAGER I**

**Minimum/General Experience:** One (1) year experience in general knowledge of IT projects

**Functional Responsibility:** The Project Manager is responsible for the successful execution and completion of each tasks within a project by providing coordination and support services to a more senior project manager or program manager. This involves interfacing with the customer concerning technical, preparing status reports, project milestone reports, technical support, and general project administration. May perform one or more of the following activities: assembling project team, assigning individual responsibilities, identifying appropriate resources needed, developing schedule to ensure timely completion of project, meeting deadlines of project, project scope management, project time management, project cost management, project quality management, project human resource management, project communications management, project risk management, and project procurement management.

**Minimum Education:** Associate Degree or equivalent

**JOB TITLE: PROJECT MANAGER II**

**Minimum/General Experience:** 2 years of experience in project management, management reporting, or task monitoring.

**Functional Responsibility:** Oversees one or more projects of a highly complex nature. Responsible for assembling project team, assigning individual responsibilities, identifying appropriate resources needed, and developing schedule to ensure timely completion of project and meeting deadlines of project. Familiar with the project scope and objectives, as well as the role and function of each team member in order to effectively coordinate the activities of the team. May perform one or more of the following activities: assembling project team, assigning individual responsibilities, identifying appropriate resources needed, developing schedule to ensure timely completion of project, meeting deadlines of project, project scope management, project time management, project cost management, project quality management, project human resource management, project communications management, project risk management, and project procurement management.

**Minimum Education:** Bachelor’s Degree or equivalent

**JOB TITLE: PROJECT MANAGER III**

**Minimum/General Experience:** 5 years management/supervisory experience with demonstrated knowledge and expertise of IT projects.

**Functional Responsibility:** The Project Manager is responsible for the successful execution and completion of an IT project form inception to delivery. This involves interfacing with the customer concerning technical and operational issues, preparing Plan of Actions and Milestones (POAMs) and status reports, contractual clarifications and proper supervision and accounting of all project personnel. May provide guidance and technical direction to less experienced project managers. May perform one or more of the following activities: assembling project team, assigning individual responsibilities, identifying appropriate resources needed, developing schedule to ensure timely completion of project,
meeting deadlines of project, project scope management, project time management, project cost management, project quality management, project human resource management, project communications management, project risk management, and project procurement management.

**Minimum Education**: Bachelor’s Degree or equivalent

**JOB TITLE: SYSTEMS ANALYST**

**Minimum/General Experience**: 1 years’ experience with information systems.

**Functional Responsibility**: Formulates/defines test cases based on system requirements and specification. Devises or modifies procedures to test a unit or a system as a whole. Perform test cases, documents the result, and tracks changes. Prepares detailed specifications from which program bugs will be corrected and follows up with additional tests to ensure proper functional and system behavior per spec.
- Broad, knowledge of business analysis through projects with commercial and government enterprises.
- Experience conducting Independent Verification and Validation (IV&V) Test experience.
- Experience writing test plans and test reports
- JITC and DODAF experience in particular analyzing DODAF artifacts and developing test plans and test cases to support attainment of JITC Interoperability certification
- Must have ability to work independently and in a team environment and must possess excellent communication, organizational and interpersonal skills
- Must have active DoD Secret security clearance

**Minimum Education**: Bachelor’s degree or 4 years equivalent experience required.

**JOB TITLE: SENIOR SYSTEM ANALYST**

**Minimum/General Experience**: 4 years of programming or systems analysis experience.

**Functional Responsibility**: Formulates/defines system scope and objectives for assigned projects. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time and form of desired results. Prepares detailed specifications from which programs will be written. Responsible for program design, coding, testing, debugging and documentation. Has full technical knowledge of all phases of applications systems analysis and programming. Also has duties instructing, directing and checking the work of other systems analysis and programming personnel. Responsible for quality assurance review. Responsible for directing and monitoring the work of team members. May be responsible for project completion and user satisfaction.

**Minimum Education**: Bachelor’s Degree or equivalent

**JOB TITLE: SUBJECT MATTER EXPERT**

**Minimum/General Experience**: Minimum five years of experience in managing software development or other Information Technology related projects

**Functional Responsibilities**: Identify best practices and develop and evaluate methodologies for change management and process reengineering. Promote organizational development and improved business management techniques. Implement process activity, and data models for information engineering. Assist in development of improved information systems processes, methods, and practices. Define security requirement and architectures and evaluate approved security product capabilities. Contribute to process modernization projects. Perform risk analyses and assessments. Perform reverse engineering and requirements analyses for the development of functional requirements for complex systems. Analyze business practices and functions to support enterprise-wide strategic systems planning. Monitor compliance with industry standards and legislative and regulatory requirements. Analyze, evaluate, verify, and validate existing information systems. Facilitate Joint Application development (JAD) sessions and other group training. Prepare functional requirements and specifications for hardware acquisitions. Translate technical information. Develop migration strategies and ensure that all integration issues, including cross-functional and security are addressed.

**Minimum Education**: Bachelor’s degree or equivalent

**JOB TITLE: TECHNICAL WRITER**

**Minimum/General Experience**: One (1) year experience in general knowledge of IT projects with emphasis on technical documentation development and proof reading.
Functional Responsibilities: Assists in the gathering of data to be used in developing process models and measurements of business processes of client organizations. Assists in the presentation of workshops, seminars and training sessions. Responsible for knowledge capture and meeting facilitation. Develop specifications, data and process models, and standardized objects. Design, formats, write, and produce technical documentation using commercial word processing and desktop publishing software. Support configuration management activities. Maintain up-to-date internal documentation library. Translate technical information for users.

Minimum Education: Associate Degree or equivalent

JOB TITLE: QA MANAGER

Minimum/General Experience: 7 years

Functional Responsibility: The QA Manager / Program Manager responsibilities include: Preparation and maintenance of the project schedule and budget. QA engagement for an ISO auditing program. Preparation and delivery of status reports to the customer. Act as primary point of contact for the customer. Oversee all work and take corrective action as necessary to ensure overall project success. Manage staffing, budget, prioritization, and other personnel matters. Coordination of the master project plan and on-time delivery of key deliverables. This position will also provide support for Quality Assurance and CMMI activities. Provide direction for Quality Assurance activities. This would be done by building effective working relationships with all related groups and people, participation in the standardization of quality system processes, development and execution of plans for continuous improvement, and provide opportunities for personal and professional development of associates. Support the CMMI compliancy and CMMI III certification. Will also assess every project’s CMMI compliancy and produce QADRs (Quality Assurance Deficiency Report) for them if needed and present the QADRs to the senior management.

REQUIRED SKILLS: Knowledge of CMMI (Capability Maturity Model Integration), Experience with Quality Management Systems, SEI CMMI training is a plus. Strong oral, written and communication skills. Professional attitude, flexible. US Citizenship required

Minimum Education: Bachelor’s degree or equivalent

JOB TITLE: DATA/CONFIGURATION MANAGEMENT SPECIALIST

Minimum/General Experience: 5 years’ experience required.

Functional Responsibility: Shall produce or review products that include: evaluating and tracking of contractor deliverables for baseline control, summaries and reports to determine impact on configuration status of assigned systems/sub-systems. Assist with receiving, processing, suspending, and distributing data using the Paperless CRDL Delivery System (PCDS). This support shall include filing of all contractor data delivery letters/correspondence. Provide support and expertise in organizing and issuing data calls including preparing and distributing data call packages to data users. Provide data management support to prepare and maintain Contract Data Requirements Lists (CDRLs) for inclusion in Requests for Proposal (RFP), contracts or contract modifications. In most cases CDRLs will be prepared, maintained and tracked using the Contract Data Accounting System (CDAS). Prepare all data related correspondence and generating required data tracking reports and performing necessary follow-up action. Perform actions such as inputting, distributing, tracking (program office data base), and reporting the status of Specifications, specification change notices (SCNs) and specification revisions. Review specifications and SCNs for proper format in compliance with contractual requirements. Support Configuration Control Boards (CCBs), establish agendas, consolidate briefings and ensure team participation. Accomplish the configuration control function, to include receipt, dissemination, processing, tracking and final disposition of Advance Change Study Notices (ACSNs), Engineering Change Proposals (ECPs), Contract Change Proposals (CCPs), Request for Deviation/Waiver (RFD/RFW), and Deficiency Reports (DRs). Review change proposals for thoroughness, configuration and data management impacts, and compliance with Government requirements. Make recommendations for Government review and disposition, and assist in the preparation and conduct of Configuration Control Boards (CCBs) and Technical Interchange Meetings (TIMs). Support Functional Configuration Audits (FCAs), Physical Configuration Audits (PCAs), Program Reviews, and compliance Audits. Support audit planning, auditing hardware and software configuration items (CIs), and dispositions and tracking of action items and minutes. Maintain configuration status accounting data bases and records to reflect the configuration status of baseline documentation and fielded systems and equipment and manage issuance and tracking of Time Compliance Technical Orders (TCTOs).

Minimum Education: Bachelor’s degree (or equivalent) in a relevant discipline.
JOB TITLE: INFORMATION SYSTEMS TRAINING SPECIALIST - SENIOR

Minimum/General Experience: 3+ years of experience in the field of work.
Functional Responsibility: Sr. Information Systems Training Specialist 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. REQUIREMENTS: CISSP (Certified Information Systems Security Professional) certification required. Understanding of and in-depth experience with training principles, methods, and tools. Develops/revises all instructor materials (course outline, background material, and training aids) and all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms), and prepares appropriate training catalogs. The Information Systems Training Specialist - Senior trains personnel by conducting formal classroom courses, workshops, seminars and/or computer based/computer aided training. Provides daily supervision and direction to training staff. Must have knowledge of USTRANSCOM’s mission, roles, and responsibilities and must understand the DOD distribution processes and be familiar with USTRANSCOM planning and operations. This knowledge must include, specifically, Defense Transportation System roles, methods, and procedures. Must possess strong interpersonal, oral, written, presentation, facilitation, and negotiation skills and must be able to communicate effectively with military, civilian, and contractor personnel at all levels. Must possess functional and technical expertise with Microsoft Office, to include Word, Project, PowerPoint, and Excel.
Minimum Education: Bachelor’s degree (or equivalent) in a relevant discipline.

JOB TITLE: COMPUTER ANALYST I

Minimum/General Experience: Two (2) years programming experience. Working knowledge and/or familiarity with the higher order language specified by the delivery order to develop the required software.
Functional Responsibility: The individual develops the required software using the higher order language specified by the delivery order. As a member of the project team, generally performs work toward defined project objectives under the general direction of a more senior employee. Project tasks objectives are defined by senior employee, but latitude in technical approach is expected. Regular progress reviews are expected. Has some independence for un-reviewed action or decision. May provide technical or project guidance to other employees on portion of project effort. May also work independently, with responsibility for analysis of problems requiring application of a knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Presents plans, recommendations, analyses, and other advice within a broad functional area to customers, site managers, and all employee levels within the project. Prepares studies, plans, and analyses in support of the delivery order. May conduct in-depth research in support of studies and analyses. Generally, deals with working level personnel within the customer organization.
Minimum Education: Bachelor’s degree in computer science, software engineering, mathematics, engineering, or related computer system discipline. Acceptable degree substitute: any two (2) or four (4) year degree from an accredited institution, plus, an additional two (2) years’ experience.

JOB TITLE: COMPUTER ANALYST II

Functional Responsibility: Applies systems analysis and design techniques to complex computer systems in a broad area such as financial management; engineering, or accounting, logistics planning and material management; core IT/IM support service, etc. Produces innovative solutions for a variety of complex problems. Maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling, inventory control, or cost analysis in which every item of each type is automatically processed through the full system of records. Guides users in formulating requirements; advises on alternatives and on the implications of new or revised data processing systems; analyzes resulting user project proposals, identifies omissions and errors in requirements and conducts feasibility studies;
recommends optimum approach and develops system design for approved projects. Interprets information and informally arbitrates between system users when conflicts exist. May serve as lead analyst in a design subgroup, directing and integrating the work of lower level analysts responsible for several programs.

**Minimum Education:** Bachelor’s degree (or equivalent) in a relevant discipline.

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**JOB TITLE: COMMUNICATIONS ENGINEER**

**Minimum/General Experience:** 3 years’ experience in a technical or scientific field relating to the delivery order.

**Functional Responsibility:** The individual provides support for special studies and advanced planning; operational communications systems, and ongoing/projected improvements; specific frequency threats and threat assessments, modeling and simulations, system performance prediction methodology and propagation theory; stressed environments (noise jamming, nuclear perturbation); signal processing algorithms, message protocols, mission planning scenarios, and transmit/receive parameterization database requirements; and COMSEC cryptologic key management, manipulation and interfacing. Performs work toward defined project objectives. Develops work plans and project internal controls. As a member of the project team, works within general supervisory guidelines and controls. Generally, operates with appreciable latitude for unreviewed action or decision. Assigned as group leader on smaller projects with full responsibility for technical and project direction of work group. May also work independently, or as part of a team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of engineering or technical specialization. Accomplishes data gathering and analysis in assigned area of responsibility. Prepares studies, plans, and analyses in support of the delivery order. May conduct in-depth research in support of studies and analyses. A working knowledge and/or familiarity with the systems acquisition process and methodologies for the accomplishment of special studies and advanced planning; operational communications systems and ongoing/projected improvements; specific frequency threats and threat assessments, modeling, and simulations; system performance prediction methodology and propagation theory; stressed environments (noise jamming, nuclear perturbation); signal processing algorithms, message protocols, mission planning scenarios, and transmit/receive parameterization database requirements; and COMSEC cryptologic key management, manipulation, and interfacing.

**Minimum Education:** Bachelor’s degree (or equivalent) in a relevant discipline. Acceptable substitute for the Bachelor’s degree is an additional three (3) years of related experience and an Associate’s degree in a technical or scientific field relating to the delivery order.

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**JOB TITLE: SR. INFORMATION ENGINEER**

**Minimum/General Experience:** 7 years’ experience required.

**Functional Responsibility:** Has experience in engineering or management disciplines (e.g., business analysis; systems analysis; software engineering; system engineering; process engineering; data administration; group facilitation of systems requirements; change management; or project management of software or systems engineering projects). Demonstrates ability and may need to analyze and integrate business functions and activities of an enterprise. Understands the phases of an enterprise information engineering life cycle. Applies sound engineering logic and principles in a methodological approach to describe and communicate business needs and expected outcomes. Demonstrates communication, facilitation and client management skills; and functions as a team member integrating activities and artifacts of the enterprise information engineering life cycle. Works with and demonstrates capabilities with a variety of tools spanning life cycle phases. May collaborate with business and technical experts to define solutions integrating business and technology applying a data centric value chain. Drives change to business guidance and operations to implement effective and efficient outcomes. Facilitates change to the enterprise using strategic business management; engineering disciplines and techniques; and other tools to produce: Integrated and cohesive models for effective communication (e.g., scenario; data; functional activity; process; organization; workflow; and business case). (2) Standard functional activities; business practices; data schema; and metadata. (3) Integrated strategic, tactical, and operational business solutions that take full advantage of technology; policy. (4) Enterprise life cycle management approach to evolve and change the enterprise over time relative to environmental influences, business direction, and advances in technology. (5) Business plans setting enterprise direction and guidance (e.g., vision; mission; goals; strategies; objectives; critical success factors; policies performance measures; strengths; weaknesses; opportunities; threats; and environmental influences). Primary Responsibilities: Applies business process improvement techniques to re-engineer methodologies/principles and business process activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurements techniques. Assist in developing and applying organization-wide information models for use in designing and building integrated, shared
software and database management systems. Constructs sound, logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives. Provides supervision and direction to staff.

**Minimum Education:** Bachelor’s degree (or equivalent) in a relevant discipline.