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<th>SIN</th>
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<tr>
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<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
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<td>541715/541715RC</td>
<td>Engineering Research and Development and Strategic Planning</td>
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**Contract Number:** GS-35F-0490W  
**Contract period:** June 15, 2010 through June 14, 2025  
**Pricelist Version:** PA-0051 dated June 8, 2021  
**WEB:** [www.BRMi.com](http://www.brmicom)  
**Business size:** Other than Small Business

**Contact for Contract Administration:**  
Mike Battle, President/CEO [mike.battle@brmi.com](mailto:mike.battle@brmi.com)

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is [http://www.gsaadvantage.gov](http://www.gsaadvantage.gov)

For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at [gsa.gov](http://www.gsa.gov)
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OUR HISTORY

BRMi is a privately held, award-winning information technology services firm supporting both government and commercial markets. “BRMi” is an initialism derived from the company’s first legal name: Battle Resource Management, Inc., which was incorporated in 2004. Mike Battle, the company’s founder and President, formed BRMi to affect implementation and bridge delivery gaps that prevent organizations from effectively executing change.

The dedication of BRMi’s employees and their ability to rapidly produce holistic solutions has led to substantial growth. In 2016, BRMi acquired Clearsoft, Inc., an information technology services company specializing in Agile-principled enterprise software development and systems integration to federal and commercial organizations. The acquisition married expertise in and proprietary models for redesigning processes (architectural design) with agile software development.

In 2019, BRMi continued its growth with the acquisition of DMS, Inc., a Frederick, MD-based government contractor with expertise in the public health market. Founded in 1981, DMS is an information and management sciences company serving clients in the biomedical research, public health, and small business sectors. Its services include IT management, enterprise application management, data analytics, and bioinformatics and scientific programming. The acquisition gave BRMi critical qualifications and a strong base of business in the health and human services arena and provides an important platform to help capture a piece of the growing federal health IT market. The addition of DMS also better positions the company to compete for important new acquisition vehicles.

BRMi has received multiple industry and client service awards, reflective of and contributing to its reputation as a trusted source for talent and creativity and a reliable, high-value service provider in current and emerging information technologies.

OUR PHILOSOPHY

Executing Change and Accelerating Outcomes: It’s what we stand for and what we do.

We see simplifying complexity as critical to our clients’ success. We make things simpler through process automation, effective change management, actionable architecture, and holistic solutions.

It’s important to us that we provide services and technologies which are aligned to our clients’ needs. We don’t push predetermined solutions; rather, we listen to your root issues and consider your situation and goals. We’re interested in cultivating a partnership that supports our clients’ success over the long term.

We’re ready to earn your trust by delivering value early and often, helping you to avoid costs, mitigate risks, and stay focused on your business and your customers.

Applications

Our application services include methodology & transformation, DevSecOps, application development, cloud migration, and quality assurance & testing (QAT).

BRMi developers produce enterprise and mobile applications in your environment. Our competencies include .net, Java, PHP, and mobile. Our development incorporates Agile principles, DevSecOps, continuous integration/continuous delivery, and a QAT Center of Excellence to move your capabilities to the next level.

Read more about BRMi’s application services.
Business Optimization

Our business optimization services include business process management, intelligent automation (including robotic process automation), and business analytics.

BRMi advisors and technologists provide performance insights and enable efficient operations through intelligent process analysis, strategic alignment, and streamlined design; automation; and analytics-based decision support.

Read more about BRMi’s business optimization services.

Advisory

Our advisory services include strategy; roadmap; enterprise architecture; management reform; change management & training; governance; and portfolio, program, and project management.

BRMi advisors provide strategies and operational tactics to enable service delivery improvements, business transformation, greater effectiveness, and improved response agility to respond to new market and policy drivers.

Read more about BRMi’s advisory services.

Operations

Our operations services include infrastructure and operations management and information security and assurance.

BRMi provides a comprehensive collection of services necessary to set up, secure, and manage data centers and enterprise applications. Our technical teams have specialized expertise to support secure health care environments and scientists.

Read more about BRMi’s operations services.

Applied Information Sciences

Our applied information sciences services include advanced statistical and mathematical methods, experimental design and implementation, scientific programming/bioinformatics, and preparation for publication.

BRMi science professionals deliver statistical and mathematical modeling and analysis. We develop scientific programs for operational research, including biomedical and public health disciplines. Our thought leaders work closely with the research communities to identify solutions to complex health topics and prepare publications for use in scientific journals.

Read more about BRMi’s applied information sciences services.
1a. Table of Awarded Special Item Numbers (SINs):
- OLM, OLM/RC – Order Level Materials (OLMs)
- 54151S/54151SRC – Information Technology Professional Services
- 541330ENG/541330ENGRC – Engineering Services
- 541380/541380RC – Testing Laboratory Services
- 541420/541420RC – Engineering System Design and Integration Services
- 541611/541611RC – Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
- 541715/541715RC – Engineering Research and Development and Strategic Planning

1b. Identification of the lowest priced model number and lowest unit price for each SIN:
See Exhibit A.

1c. Description of All Labor Categories:
See Exhibit B.

2. Maximum order:
- OLM, OLM/RC – $250,000
- 54151S/54151SRC – $500,000
- 541330ENG/541330ENGRC – $1,000,000
- 541380/541380RC – $250,000
- 541420/541420RC – $1,000,000
- 541611/541611RC – $1,000,000
- 541715/541715RC – $1,000,000

3. Minimum order:
$100.00

4. Geographic coverage (delivery area):
Domestic Delivery Only (the 48 contiguous states, D.C., Hawaii, Alaska, and US Territories). Domestic Delivery also includes a port of consolidation point, within the aforementioned areas, for orders received from overseas activities.

5. Point(s) of production (city, county, and State or foreign country):
BRMi Consulting, Inc.
8403 Colesville Rd. Ste. 260
Silver Spring, MD 20910

6. Discount from list prices or statement of net price.
Prices are listed as GSA Net. Discount deducted and IFF included.

7. Quantity Discounts:
.05% for orders above $300,000

8. Prompt payment terms:
1%-7 Days. "Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions."

9. Foreign Items (list items by country of origin):
Not Applicable

10a. Time of Delivery: (Contractor insert number of days.)
BRMi will adhere to the delivery schedule stipulated in each delivery order and/or delivery order amendment.

10b. Expedited Delivery:
See Urgent Requirements (11d) below.

10c. Overnight and 2-day delivery:
See Urgent Requirements (11d) below.

10d. Urgent Requirements:
See contract clause I-FSS-140-B. Agencies can contact the contact for contract administration to obtain faster delivery.

11. F.O.B. point(s):
Destination, Point of Exportation

12a. Ordering address(es):
BRMi Consulting, Inc.
8403 Colesville Rd. Ste. 260
Silver Spring, MD 20910

12b. Ordering procedures:
For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address(es):
BRMi Consulting, Inc.
8403 Colesville Rd. Ste. 260
Silver Spring, MD 20910

14. Warranty provision:
Not Applicable

15. Export packing charges, if applicable:
Not Applicable
16. Terms and conditions of rental, maintenance, and repair (if applicable).
   Not Applicable

17. Terms and conditions of installation (if applicable):
   Not Applicable

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

18b. Terms and conditions for any other services (if applicable).
   Not Applicable

19. List of service and distribution points (if applicable).
   Not Applicable

20. List of participating dealers (if applicable).
   Not Applicable

21. Preventive maintenance (if applicable).
   Not Applicable

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

22b. Section 508 compliance for EIT:
   The EIT standards can be found at: www.Section508.gov.

23. Unique Entity Identifier (UEI) Number
   151288037

24. Notification regarding registration in System for Award Management (SAM) database.
   Contractor has an Active Registration in the SAM database.
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**Service Contract Labor Standards Matrix**

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<td>SCLS Eligible Contract Labor Category</td>
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The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).
Exhibit B: Labor Category Descriptions

INFORMATION TECHNOLOGY LABOR CATEGORY DESCRIPTIONS

Analyst Senior
Minimum/General Experience: Ten (10) total years’ experience in government or commercial program management or analysis, information systems or acquisition management or note educational requirement

Functional Responsibility: Develops or implements advanced technical ideas and guides their development. Conceived, plans and implements approaches to solve complex problems of diverse scope. Manages technical project teams to establish system/application specifications and resolve problems. Writes and edits technical and commercial documentation. Extensive experience in document review process, which includes draft review, review comments, comment resolution, draft updating, and final document development. Demonstrated experience in project management on small tasks, broad understanding of scientific and mathematical concepts, participation in project coordination and support with good technical and communications skills, and able to interact with clients independently. Serves as task leader/principal analyst on assigned research projects and supports internal administration of projects.

Education: Bachelors, Masters and relevant professional certification preferred in computer science, systems engineering.

Functional/Technical Analyst I
Minimum/General Experience: One (1) year providing analysis of specific functional or technical requirements

Functional Responsibility: Analyzes and interprets business rules or technical requirements needed to develop information technology systems. Assists in Integration and Acceptance Testing, supports the development of training and implementation material, participates in the implementation, and provides post-implementation support.

Education: Associate’s Degree in Information Systems, Computer Science, Engineering, Business, or related discipline or equivalent IT industry experience in requirements analysis

Functional/Technical Analyst II
Minimum/General Experience: Three (3) years’ experience in an ADP, Information Security, or Information Technology

Functional Responsibility: Analyzes and interprets business rules or technical requirements needed to develop information technology systems. Assists in Integration and Acceptance Testing, supports the development of training and implementation material, participates in the implementation, and provides post-implementation support.

Education: Bachelor’s Degree in Computer Science, Engineering or mathematics

Functional/Technical Analyst III
Minimum/General Experience: Seven (7) years’ experience in an ADP, Information Security, or Information Technology

Functional Responsibility: Analyzes and interprets business rules or technical requirements needed to develop information technology systems. Assists in Integration and Acceptance Testing, supports the development of training and implementation material, participates in the implementation, and provides post-implementation support.

Education: Master’s Degree in Computer Science, Engineering or mathematics

Functional/Technical Specialist I
Minimum/General Experience: One (1) year identifying solutions to meet specific functional or technical requirements

Functional Responsibility: Leads the analysis and interpretation of business rules or technical requirements gathering to develop information technology systems. Directs Integration and Acceptance Testing and the development of training and implementation material. Participates in implementation and provides post-implementation support.

Education: Associate’s Degree in Information Systems, Computer Science, Engineering, Business, or related discipline or equivalent IT industry experience in requirements analysis

**Functional/Technical Specialist II**

Minimum/General Experience: Three (3) years’ experience in an ADP, Information Security, or Information Technology.

Functional Responsibility: Leads the analysis and interpretation of business rules or technical requirements gathering to develop information technology systems. Directs Integration and Acceptance Testing and the development of training and implementation material. Participates in implementation and provides post-implementation support.

Education: Bachelor’s Degree in Computer Science, Engineering or mathematics

**Information Assurance/Information Security Specialist I**

Minimum/General Experience: One (1) year of information assurance/security experience, particularly with Federal Information Security requirements.

Functional Responsibility: Provide security architecture, policy and design guidance for business systems and networks. Individual will also provide Information Security Certification and Accreditation Support for applications, systems and networks in accordance with appropriate customer policies and processes. Translates security policy statements into an understanding of security tool implementation. Understands FIPS compliance issues and familiar with the DOD Public Key Infrastructure.

Education: Associate’s Degree in Information Systems, Computer Science, Engineering, Business, or related discipline or equivalent IT industry experience in requirements analysis

**Information Assurance/Security Analyst I**

Minimum/General Experience: One (1) year of information assurance/security experience, particularly with Federal Information Security requirements.

Functional Responsibility: Executes security architecture, policy and design guidance for business systems and networks under the direction of senior staff. Provides Information Security Certification and Accreditation Support for applications, systems and networks in accordance under the direction of senior staff. Implements security tools and policies. Familiar with FIPS compliance issues and DOD Public Key Infrastructure.

Education: Associate’s Degree in Information Systems, Computer Science, Engineering, Business, or related discipline or equivalent IT industry experience in requirements analysis

**Program Manager II**

Minimum/General Experience: Three (3) years’ experience in an ADP, Information Security, or Information Technology.

Functional Responsibility: Acts as manager and overall point of contact for a specific project within an overall enterprise-wide IT solution program. Directs project-specific IT staff and reviews work products for completeness and adherence to customer requirements. Provides communication to management to review project plans, status reports, and deliverables. Develops overall project milestones and monitors the execution of the project against planned timelines.

Education: Bachelor’s Degree in Computer Science, Engineering or mathematics
Program Manager III
Minimum/General Experience: Seven (7) years’ experience in an ADP, Information Security, or Information Technology.

Functional Responsibility: Acts as manager and overall point of contact for a specific project within an overall enterprise-wide IT solution program. Directs project-specific IT staff and reviews work products for completeness and adherence to customer requirements. Provides communication to management to review project plans, status reports, and deliverables. Develops overall project milestones and monitors the execution of the project against planned timelines.

Education: Master’s Degree in Computer Science, Engineering or mathematics

IT Project Manager I
Minimum/General Experience: One (1) year general experience and six (6) years direct experience managing information technology (IT) projects. Demonstrated ability to provide guidance and direction for multiple IT projects.

Functional Responsibility: Acts as manager and overall point of contact for a specific project within an overall enterprise-wide IT solution program. Directs project-specific IT staff and reviews work products for completeness and adherence to customer requirements. Provides communication to management to review project plans, status reports, and deliverables. Develops overall project milestones and monitors the execution of the project against planned timelines.

Education: Associate’s Degree in Information Systems, Computer Science, Engineering, Business, or related discipline or equivalent IT industry experience in requirements analysis

IT Project Manager II
Minimum/General Experience: Three (3) years’ experience in an ADP, Information Security, or Information Technology.

Functional Responsibility: Acts as manager and overall point of contact for a specific project within an overall enterprise-wide IT solution program. Directs project-specific IT staff and reviews work products for completeness and adherence to customer requirements. Provides communication to management to review project plans, status reports, and deliverables. Develops overall project milestones and monitors the execution of the project against planned timelines.

Education: Bachelor’s Degree in Computer Science, Engineering or mathematics

Requirements Analyst I
Minimum/General Experience: One (1) year of requirements analysis experience

Functional Responsibility: Under the direction of senior staff, identifies the various types of requirements from various sources including project documentation, business process documentation, and stakeholder interviews. Determines whether stated requirements are clear, complete, consistent and unambiguous, and resolves any apparent conflicts. Documents requirements in lists, use cases, user stories, or process specifications.

Education: Associate’s Degree in Information Systems, Computer Science, Engineering, Business, or related discipline or equivalent IT industry experience in requirements analysis

Requirements Analyst II
Minimum/General Experience: Three (3) years’ experience in an ADP, Information Security, or Information Technology.

Functional Responsibility: Under the direction of senior staff, identifies the various types of requirements from various sources including project documentation, business process documentation, and stakeholder interviews. Determines whether stated requirements are clear, complete, consistent and unambiguous, and resolves any apparent conflicts. Documents requirements in lists, use cases, user stories, or process specifications.
Education: Bachelor’s Degree in Computer Science, Engineering or mathematics

**Software Analyst I**

*Minimum/General Experience:* One (1) year of software analysis experience

*Functional Responsibility:* Studies the software application domain and prepares the software requirements and specification document. Conveys the demands of the software users to the developers.

*Education:* Associate’s Degree in Information Systems, Computer Science, Engineering, Business, or related discipline or equivalent IT industry experience in requirements analysis

**Software Analyst II**

*Minimum/General Experience:* Three (3) years’ experience in an ADP, Information Security, or Information Technology.

*Functional Responsibility:* Studies the software application domain and prepares the software requirements and specification document. Conveys the demands of the software users to the developers.

*Education:* Bachelor’s Degree in Computer Science, Engineering or mathematics

**Software Architect I**

*Experience:* One (1) year experience in software design, leading software design teams on projects.

*Functional Responsibility:* Assists in collecting and organizing information required for preparation of information system specifications, requirement documents, user’s manuals, training materials, and installation guides. Edits functional descriptions, system specifications, user’s manuals, special reports, or any other customer deliverables and documents.

*Education:* Associate’s Degree in Information Systems, Computer Science, Engineering, Business, or related discipline or equivalent IT industry experience in requirements analysis

**Software Design Manager Senior**

*Minimum/General Experience:* Ten (10) total years’ experience in software design, leading software design teams on projects.

*Functional Responsibility:* Assists in collecting and organizing information required for preparation of information system specifications, requirement documents, user’s manuals, training materials, and installation guides. Edits functional descriptions, system specifications, user’s manuals, special reports, or any other customer deliverables and documents.

*Education:* Bachelors, Masters and relevant professional certification preferred in computer science, systems engineering.

**Software Developer I**

*Minimum/General Experience:* One (1) year of software design and development experience.

*Functional Responsibility:* Serves as technical lead for large-scale software development efforts. Oversees teams of technical resources in the full development life-cycle for complex software systems. Has demonstrated technical and business management experience. Interfaces with clients and technical resources to ensure on time, within budget delivery of system specifications. Defines, gathers and analyzes system requirements and specifications. Designs architecture and data flow of complex software systems. Programs software components to specifications. Integrates, tests, and debugs software components. Deploys and maintains software systems. Tunes system performance in both software and hardware. Provides technical database support including database design, development and management. Recommends and deploys long-term database process and performance improvements. Develops database policies and procedures. Knowledgeable of data warehousing and data mining. Evaluates use of new technologies through research and development projects.
Education: Associate’s Degree in Information Systems, Computer Science, Engineering, Business, or related discipline or equivalent IT industry experience in requirements analysis

Software Developer II

Minimum/General Experience: Three (3) years’ experience in an ADP, Information Security, or Information Technology.

Functional Responsibility: Serves as technical lead for large-scale software development efforts. Oversees teams of technical resources in the full development life-cycle for complex software systems. Has demonstrated technical and business management experience. Interfaces with clients and technical resources to ensure on time, within budget delivery of system specifications. Defines, gathers and analyzes system requirements and specifications. Designs architecture and data flow of complex software systems. Programs software components to specifications. Integrates, tests, and debugs software components. Deploys and maintains software systems. Tunes system performance in both software and hardware. Provides technical database support including database design, development and management. Recommends and deploys long-term database process and performance improvements. Develops database policies and procedures. Knowledgeable of data warehousing and data mining. Evaluates use of new technologies through research and development projects.

Education: Bachelor’s Degree in Computer Science, Engineering or mathematics

Software Developer III

Minimum/General Experience: Seven (7) years’ experience in an ADP, Information Security, or Information Technology.

Functional Responsibility: Serves as technical lead for large-scale software development efforts. Oversees teams of technical resources in the full development life-cycle for complex software systems. Has demonstrated technical and business management experience. Interfaces with clients and technical resources to ensure on time, within budget delivery of system specifications. Defines, gathers and analyzes system requirements and specifications. Designs architecture and data flow of complex software systems. Programs software components to specifications. Integrates, tests, and debugs software components. Deploys and maintains software systems. Tunes system performance in both software and hardware. Provides technical database support including database design, development and management. Recommends and deploys long-term database process and performance improvements. Develops database policies and procedures. Knowledgeable of data warehousing and data mining. Evaluates use of new technologies through research and development projects.

Education: Master’s Degree in Computer Science, Engineering or mathematics

Software Developer Senior

Minimum/General Experience: A minimum of 10 years’ experience in a particular, precisely defined area of expertise required for the successful execution of a contract

Functional Responsibility: Serves as technical lead for large-scale software development efforts. Oversees teams of technical resources in the full development life-cycle for complex software systems. Has demonstrated technical and business management experience. Interfaces with clients and technical resources to ensure on time, within budget delivery of system specifications. Defines, gathers and analyzes system requirements and specifications. Designs architecture and data flow of complex software systems. Programs software components to specifications. Integrates, tests, and debugs software components. Deploys and maintains software systems. Tunes system performance in both software and hardware. Provides technical database support including database design, development and management. Recommends and deploys long-term database process and performance improvements. Develops database policies and procedures. Knowledgeable of data warehousing and data mining. Evaluates use of new technologies through research and development projects.

Education: Bachelors, Masters and relevant professional certification preferred in computer science, systems engineering.
Solution Architect I

Minimum/General Experience: One (1) year of experience in designing complete information technology solutions to meet complex customer requirements.

Functional Responsibility: Leads overall effort to design, develop and deploy complete information technology solutions to meet complex customer requirements. Works with subject matter experts and consultants to ensure that solutions align to organization’s core goals and strategic direction. Oversees technical work of analysts, specialists, and developers to ensure that delivered solutions meet all operational, functional, and technical requirements.

Education: Associate’s Degree in Information Systems, Computer Science, Engineering, Business, or related discipline or equivalent IT industry experience in requirements analysis

IT Subject Matter Consultant I

Minimum/General Experience: One (1) year of experience in a particular, precisely defined area of expertise required for the successful execution of a contract.

Functional Responsibility: Leads teams in providing specialized advice on specific problems that require extensive knowledge of the subject matter. Leads the design and preparation of technical reports, studies, and related documentation. Prepares and delivers presentations, training, and briefings as required by the task order. Leads the effort to create comprehensive methods for describing current or future structure, interrelationships, communication structure, and behavior of an organization’s processes, information systems, personnel and organizational sub-units, so that they align with the organization’s core goals and strategic direction.

Education: Associate’s Degree in Information Systems, Computer Science, Engineering, Business, or related discipline or equivalent IT industry experience in requirements analysis

IT Subject Matter Consultant II

Minimum/General Experience: Three (3) years’ experience in an ADP, Information Security, or Information Technology.

Functional Responsibility: Leads teams in providing specialized advice on specific problems that require extensive knowledge of the subject matter. Leads the design and preparation of technical reports, studies, and related documentation. Prepares and delivers presentations, training, and briefings as required by the task order. Leads the effort to create comprehensive methods for describing current or future structure, interrelationships, communication structure, and behavior of an organization’s processes, information systems, personnel and organizational sub-units, so that they align with the organization’s core goals and strategic direction.

Education: Bachelor’s Degree in Computer Science, Engineering or mathematics

IT Subject Matter Consultant Senior

Minimum/General Experience: A minimum of 10 years’ experience in a particular, precisely defined area of expertise required for the successful execution of a contract.

Functional Responsibility: The SME provides specialized advice on specific problems that requires extensive knowledge of the subject matter. Designs and prepares technical reports, studies, and related documentation, makes charts and graphs to record results, prepares and delivers presentations, training, and briefings as required by the task order. The SME reports to the Senior SME or project lead and supports the effort to create comprehensive methods for describing current and/or future structure, interrelationships, communication structure, and behavior of an organization’s processes, information systems, personnel and organizational sub-units, so that they align with the organization’s core goals and strategic direction.

Education: Bachelors, Masters and relevant professional certification preferred in computer science, systems engineering.

IT Systems Analyst I
Minimum/General Experience: One (1) year general IT experience and direct experience analyzing, developing, and communicating customer information technology requirements. Has a working knowledge of relational databases, client-server concepts, and Internet technologies.

Functional Responsibility: Responsible for the analysis and design of small to medium sized information systems. Translates business requirements into system models representing the information product. Modeling is based upon industry standards such as, structured analysis or Object Oriented methods. Assists programmers in designing applications and components from system models. Assists the Project Manager in creation of a project plan and in assessing project progress. Consults with users to identify requirements and to clarify program objectives. Works with an information technology teams focusing on designing, implementing and maintaining business applications and databases. Includes occasional coding and AD HOC report writing as needed. May be expected to write documentation to describe program development, logic, coding, and corrections. Writes manuals for users to describe installation and operating procedures.

Education: Associate’s Degree in Information Systems, Computer Science, Engineering, Business, or related discipline or equivalent IT industry experience in requirements analysis

Systems Analyst II

Minimum/General Experience: Three (3) years’ experience in an ADP, Information Security, or Information Technology.

Functional Responsibility: Provides technical analysis, advice and services to ADP, IS/IT and related customers on computer operations, systems development and systems maintenance. Applies analytics techniques when gathering and using information from others. Develops complete specifications to enable other team members to complete technical requirements. Reviews task proposals requirements, gathers key information, analyzes data, prepares project progress reports, compares technical alternatives and cost options, and briefs results of projects to users and customers.

Education: Bachelor’s Degree in Computer Science, Engineering or mathematics

Systems Analyst III

Minimum/General Experience: Seven (7) years’ experience in an ADP, Information Security, or Information Technology.

Functional Responsibility: Provides technical analysis, advice and services to ADP, IS/IT and related customers on computer operations, systems development and systems maintenance. Applies analytics techniques when gathering and using information from others. Develops complete specifications to enable other team members to complete technical requirements. Reviews task proposals requirements, gathers key information, analyzes data, prepares project progress reports, compares technical alternatives and cost options, and briefs results of projects to users and customers.

Education: Master’s Degree in Computer Science, Engineering or mathematics

IT Technical Writer I (SCLS: 30461 Technical Writer I)

Minimum/General Experience: One (1) year general IT experience and direct experience analyzing, developing, and communicating customer information technology requirements. Has a working knowledge of relational databases, client-server concepts, and Internet technologies.

Functional Responsibility: Responsible for assisting in collecting and organizing information required for preparation of information system specifications, requirement documents, user's manuals, training materials, and installation guides. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents. Assists in collecting and organizing information required for preparation of information system specifications, requirement documents, user's manuals, training materials, and installation guides. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.

Education: Associate’s Degree in Information Systems, Computer Science, Engineering, Business, or related discipline or equivalent IT industry experience in requirements analysis
IT Technical Writer II (SCLS: 30462 Technical Writer II)

Minimum/General Experience: Three (3) years' experience in an ADP, Information Security, or Information Technology.

Functional Responsibility: Responsible for assisting in collecting and organizing information required for preparation of information system specifications, requirement documents, user's manuals, training materials, and installation guides. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents. Assists in collecting and organizing information required for preparation of information system specifications, requirement documents, user's manuals, training materials, and installation guides. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.

Education: Bachelor's Degree in Computer Science, Engineering or mathematics
PROFESSIONAL SERVICES LABOR CATEGORY DESCRIPTIONS

Administrative Assistant (SCLS: 01020 Administrative Assistant)

Description: Assigned to a specific project, the Administrative Assistant (AA) prepares memorandums outlining and explaining administrative procedures and policies in support of management consulting professionals and teams. Plans conferences, including logistical meeting/conference support, and coordinates technical facilitation meetings. The AA acts as custodian of project documents and records and prepares files of project working papers and documents. Schedules appointments, gives information to callers, takes dictation, composes and types correspondence; reads and routes incoming mail, and performs other administrative and clerical duties. Provides draft reports for the permanent record.

Minimum Experience: A minimum of 1 year experience

Minimum Education: Associate’s required; Bachelor’s Degree from an accredited college or university preferred.

Business Analyst I

Description: The Business Analyst (BA) will perform analysis of business processes, activities, and events, and is responsible for documenting existing business processes through joint application development sessions. The BA is also responsible for developing detailed design specifications for enhancements and new products or modules. He or she conducts research to determine user requirements and then produces a user requirement’s document followed by a detailed design document. The BA supports the effort to create comprehensive methods for describing/defining the current and/or future structure and behavior of an organization’s processes, information systems, personnel and organizational sub-units, so that they align with the organization’s core goals and strategic direction.

Minimum Experience: A minimum of 1 years experience

Minimum Education: Associate’s required; Bachelor’s Degree from an accredited college or university preferred.

Business Analyst II

Description: The Business Analyst (BA) will perform analysis of business processes, activities, and events, and is responsible for documenting existing business processes through joint application development sessions. The BA is also responsible for developing detailed design specifications for enhancements and new products or modules. He or she conducts research to determine user requirements and then produces a user requirement’s document followed by a detailed design document. The BA supports the effort to create comprehensive methods for describing/defining the current and/or future structure and behavior of an organization’s processes, information systems, personnel and organizational sub-units, so that they align with the organization’s core goals and strategic direction.

Minimum Experience: A minimum of 3 years experience

Minimum Education: Bachelor’s degree from an accredited college or university in a related discipline.

Business Analyst III

Description: The Business Analyst (BA) will perform analysis of business processes, activities, and events, and is responsible for documenting existing business processes through joint application development sessions. The BA is also responsible for developing detailed design specifications for enhancements and new products or modules. He or she conducts research to determine user requirements and then produces a user requirement’s document followed by a detailed design document. The BA supports the effort to create comprehensive methods for describing/defining the current and/or future structure and behavior of an organization’s processes, information systems,
personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction.

Minimum Experience: A minimum of 7 years experience

Minimum Education: Bachelor’s or Master’s degree from an accredited college or university in a related discipline.

**Business Analyst Senior**

Description: The Business Analyst (BA) will perform analysis of business processes, activities, and events, and is responsible for documenting existing business processes through joint application development sessions. The BA is also responsible for developing detailed design specifications for enhancements and new products or modules. He or she conducts research to determine user requirements and then produces a user requirement's document followed by a detailed design document. The BA supports the effort to create comprehensive methods for describing/defining the current and/or future structure and behavior of an organization's processes, information systems, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction.

Minimum Experience: A minimum of 10 years experience

Minimum Education: Bachelor’s or Master’s degree from an accredited college or university in a related discipline.

**Business Consultant I**

Description: The Business Consultant (BC) works in support of more senior consultants who engage with executive management to define strategies, needs, business cases, and issues as well as with other senior management consultants to help set overall corporate priorities and budget allocations, improve overall performance, efficiency & delivery, and expand capabilities & capacity.

The BC assists the planning, organizing, executing, controlling and performing project work efforts to meet contract requirements using broad industry experience and broad vendor experience, including overall industry best practices and extensive product knowledge. The BC supports the effort to create comprehensive methods to define the current and/or future structure and behavior of an organization's processes, information systems, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction.

Minimum Experience: A minimum of 1 years experience

Minimum Education: Associate’s required; Bachelor’s Degree from an accredited college or university preferred.

**Business Consultant Senior**

Description: The Business Consultant (BC) works in support of more senior consultants who engage with executive management to define strategies, needs, business cases, and issues as well as with other senior management consultants to help set overall corporate priorities and budget allocations, improve overall performance, efficiency & delivery, and expand capabilities & capacity.

The BC assists the planning, organizing, executing, controlling and performing project work efforts to meet contract requirements using broad industry experience and broad vendor experience, including overall industry best practices and extensive product knowledge. The BC supports the effort to create comprehensive methods to define the current and/or future structure and behavior of an organization's processes, information systems, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction.

Minimum Experience: A minimum of 10 years experience

Minimum Education: Bachelor’s or Master’s degree from an accredited college or university in a related discipline.
Enterprise Architect I

Description: The Enterprise Architect assists senior personnel working with executive management to address the entire organization through enterprise-wide activity modeling and simulation of what functions are performed, who performs them, where and when the functions are performed, and how why they are performed.

The Enterprise Architect applies comprehensive methods for describing current and/or future structure and behavior of an organization's processes, information systems, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction. The Enterprise Architect assists in addressing business architecture, performance management and process architecture as well.

Minimum Experience: A minimum of 1 years experience

Minimum Education: Associate’s required; Bachelor’s Degree from an accredited college or university preferred.

Enterprise Architect II

Description: The Enterprise Architect assists senior personnel working with executive management to address the entire organization through enterprise-wide activity modeling and simulation of what functions are performed, who performs them, where and when the functions are performed, and how why they are performed.

The Enterprise Architect applies comprehensive methods for describing current and/or future structure and behavior of an organization's processes, information systems, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction. The Enterprise Architect assists in addressing business architecture, performance management and process architecture as well.

Minimum Experience: A minimum of 3 years experience

Minimum Education: Bachelor’s degree from an accredited college or university in a related discipline.

Enterprise Architect III

Description: The Enterprise Architect assists senior personnel working with executive management to address the entire organization through enterprise-wide activity modeling and simulation of what functions are performed, who performs them, where and when the functions are performed, and how why they are performed.

The Enterprise Architect applies comprehensive methods for describing current and/or future structure and behavior of an organization's processes, information systems, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction. The Enterprise Architect assists in addressing business architecture, performance management and process architecture as well.

Minimum Experience: A minimum of 7 years experience

Minimum Education: Bachelor’s or Master’s degree from an accredited college or university in a related discipline.

Enterprise Architect Senior

Description: The Enterprise Architect assists senior personnel working with executive management to address the entire organization through enterprise-wide activity modeling and simulation of what functions are performed, who performs them, where and when the functions are performed, and how why they are performed.

The Enterprise Architect applies comprehensive methods for describing current and/or future structure and behavior of an organization's processes, information systems, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction. The Enterprise Architect assists in addressing business architecture, performance management and process architecture as well.
Architect assists in addressing business architecture, performance management and process architecture as well.

Minimum Experience: A minimum of 10 years experience

Minimum Education: Bachelor’s or Master’s degree from an accredited college or university in a related discipline.

**Program Manager I**

Description: The Program Manager manages contracts and serves as BRMI’s authorized interface with the Government Contracting Officer (CO), the contract-level Contracting Officer's Technical Representative (COTR), government management personnel and customer agency representatives. Formulates work standards, develops and manages contractor schedules, reviews work, supervises/directs contractor personnel. Responsible for overall contract performance, including quality assurance.

The Program Manager provides business, technical, and personnel management across a major single project or multiple projects, involving multi-disciplinary and diverse functional activities, subordinate groups of technical and administrative personnel. Bachelors degree or higher in an engineering or architectural field. The Program Manager supports the effort to create comprehensive methods for describing current and/or future structure and behavior of an organization's processes, information systems, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction.

Minimum Experience: A minimum of 1 year experience

Minimum Education: Associate’s required; Bachelor’s Degree from an accredited college or university preferred.

**Program Manager Senior**

Description: The Program Manager manages contracts and serves as BRMI’s authorized interface with the Government Contracting Officer (CO), the contract-level Contracting Officer’s Technical Representative (COTR), government management personnel and customer agency representatives. Formulates work standards, develops and manages contractor schedules, reviews work, supervises/directs contractor personnel. Responsible for overall contract performance, including quality assurance.

The Program Manager provides business, technical, and personnel management across a major single project or multiple projects, involving multi-disciplinary and diverse functional activities, subordinate groups of technical and administrative personnel. Bachelors degree or higher in an engineering or architectural field. The Program Manager supports the effort to create comprehensive methods for describing current and/or future structure and behavior of an organization's processes, information systems, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction.

Minimum Experience: A minimum of 10 years experience

Minimum Education: Bachelor's or Master's degree from an accredited college or university in a related discipline.

**Project Manager I**

Description: The Project Manager applies standard business improvement techniques, procedures, and criteria in carrying out a sequence of related tasks. The Project Manager may perform business process analysis and advisory assignments related to assessing the effectiveness of programs and/or the efficiency of the management of operations. The Project Manager may conduct studies of work processes, engineering, and procedures, identify problems, review production standards, and make tentative recommendations for problem resolution. The Project Manager may review reports and studies to ensure that requirements are met and appropriate rules and regulations are utilized. The Project Manager may assist in the development of directives and the design, development,
documentation, and implementation of various reporting and production systems. The Project Manager supports the effort to create comprehensive methods for describing current and/or future structure and behavior of an organization's processes, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction.

Minimum Experience: A minimum of 1 years experience

Minimum Education: Associate’s required; Bachelor’s Degree from an accredited college or university preferred.

Project Manager II

Description: The Project Manager applies standard business improvement techniques, procedures, and criteria in carrying out a sequence of related tasks. The Project Manager may perform business process analysis and advisory assignments related to assessing the effectiveness of programs and/or the efficiency of the management of operations. The Project Manager may conduct studies of work processes, engineering, and procedures, identify problems, review production standards, and make tentative recommendations for problem resolution. The Project Manager may review reports and studies to ensure that requirements are met and appropriate rules and regulations are utilized. The Project Manager may assist in the development of directives and the design, development, documentation, and implementation of various reporting and production systems. The Project Manager supports the effort to create comprehensive methods for describing current and/or future structure and behavior of an organization's processes, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction.

Minimum Experience: A minimum of 3 years experience

Minimum Education: Bachelor’s degree from an accredited college or university in a related discipline.

Project Manager III

Description: The Project Manager applies standard business improvement techniques, procedures, and criteria in carrying out a sequence of related tasks. The Project Manager may perform business process analysis and advisory assignments related to assessing the effectiveness of programs and/or the efficiency of the management of operations. The Project Manager may conduct studies of work processes, engineering, and procedures, identify problems, review production standards, and make tentative recommendations for problem resolution. The Project Manager may review reports and studies to ensure that requirements are met and appropriate rules and regulations are utilized. The Project Manager may assist in the development of directives and the design, development, documentation, and implementation of various reporting and production systems. The Project Manager supports the effort to create comprehensive methods for describing current and/or future structure and behavior of an organization's processes, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction.

Minimum Experience: A minimum of 7 years experience

Minimum Education: Bachelor’s or Master’s degree from an accredited college or university in a related discipline.

Project Manager Senior

Description: The Project Manager applies standard business improvement techniques, procedures, and criteria in carrying out a sequence of related tasks. The Project Manager may perform business process analysis and advisory assignments related to assessing the effectiveness of programs and/or the efficiency of the management of operations. The Project Manager may conduct studies of work processes, engineering, and procedures, identify problems, review production standards, and make tentative recommendations for problem resolution. The Project Manager may review reports and studies to ensure that requirements are met and appropriate rules and regulations are utilized. The Project Manager may assist in the development of directives and the design, development, documentation, and implementation of various reporting and production systems. The Project Manager supports the effort to create comprehensive methods for describing current and/or future structure
and behavior of an organization's processes, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction.

Minimum Experience: A minimum of 10 years experience

Minimum Education: Bachelor's or Master's degree from an accredited college or university in a related discipline.

Subject Matter Consultant I

Description: Subject Matter Experts (SMEs) bring a particular area of consulting expertise and suite of analytical skills to a discrete element of a change management or process issue. It is the SME's craft to consider the solution's appropriateness and applicability within the organizational, technological, or management process context.

The SME provides specialized advice on specific problems that require extensive knowledge of the subject matter. Designs and prepares technical reports, studies, and related documentation, makes charts and graphs to record results, prepares and delivers presentations, training, and briefings as required by the task order. The SME reports to the Senior SME or project lead and supports the effort to create comprehensive methods for describing current and/or future structure, interrelationships, communication structure, and behavior of an organization's processes, information systems, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction.

Minimum Experience: A minimum of 1 years experience

Minimum Education: Associate's required; Bachelor's Degree from an accredited college or university preferred.

Subject Matter Consultant II

Description: Subject Matter Experts (SMEs) bring a particular area of consulting expertise and suite of analytical skills to a discrete element of a change management or process issue. It is the SME's craft to consider the solution's appropriateness and applicability within the organizational, technological, or management process context.

The SME provides specialized advice on specific problems that require extensive knowledge of the subject matter. Designs and prepares technical reports, studies, and related documentation, makes charts and graphs to record results, prepares and delivers presentations, training, and briefings as required by the task order. The SME reports to the Senior SME or project lead and supports the effort to create comprehensive methods for describing current and/or future structure, interrelationships, communication structure, and behavior of an organization's processes, information systems, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction.

Minimum Experience: A minimum of 3 years experience

Minimum Education: Bachelor's degree from an accredited college or university in a related discipline.

Subject Matter Consultant III

Description: Subject Matter Experts (SMEs) bring a particular area of consulting expertise and suite of analytical skills to a discrete element of a change management or process issue. It is the SME's craft to consider the solution's appropriateness and applicability within the organizational, technological, or management process context.

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and organizational sub-units, so that they align with the organization’s core goals and strategic direction.

Minimum Experience: A minimum of 7 years experience
Minimum Education: Bachelor’s or Master’s degree from an accredited college or university in a related discipline.

**Subject Matter Consultant Senior**

Description: Subject Matter Experts (SMEs) bring a particular area of consulting expertise and suite of analytical skills to a discrete element of a change management or process issue. It is the SME’s craft to consider the solution’s appropriateness and applicability within the organizational, technological, or management process context.

The SME provides specialized advice on specific problems that requires extensive knowledge of the subject matter. Designs and prepares technical reports, studies, and related documentation, makes charts and graphs to record results, prepares and delivers presentations, training, and briefings as required by the task order. The SME reports to the Senior SME or project lead and supports the effort to create comprehensive methods for describing current and/or future structure, interrelationships, communication structure, and behavior of an organization’s processes, information systems, personnel and organizational sub-units, so that they align with the organization’s core goals and strategic direction.

Minimum Experience: A minimum of 10 years experience
Minimum Education: Bachelor’s or Master’s degree from an accredited college or university in a related discipline.

**Systems Analyst I**

Description: The Systems Analyst is responsible for providing analyses of organizational/business systems and process improvement methodologies. The SA completes an analysis and recommends solutions to problems; reports help desk and systems metrics, and provides change-control oversights.

Minimum Experience: A minimum of 1 years experience
Minimum Education: Associate’s required; Bachelor’s Degree from an accredited college or university preferred.

**Systems Analyst Senior**

Description: The Systems Analyst is responsible for providing analyses of organizational/business systems and process improvement methodologies. The SA completes an analysis and recommends solutions to problems; reports help desk and systems metrics, and provides change-control oversights.

Minimum Experience: A minimum of 10 years experience
Minimum Education: Bachelor’s or Master’s degree from an accredited college or university in a related discipline.

**Systems Architect II**

Functional Responsibility: Manages professional figure in ICT. The Systems Architect will define the architecture of a computer system in order to fulfill certain requirements. Such design includes a breakdown of the system in components, how these components interact together, and generally what technologies they employ. The Systems Architect’s work must avoid realization issues and enable unanticipated extension in the future stages of a project.

Experience: A minimum of 3 years experience
Education: Bachelor’s or Master’s degree from an accredited college or university in a related discipline.
Technical Analyst I

Functional Responsibility: Manages business process reengineering transformation projects, requiring project leadership, planning, reporting, team member guidance, and issue resolution. Motivates management and transformation team members to help them understand opportunities for breakthrough changes. Develops a change management plan to guide the organization through the transformation of the old to the new and reengineered business processes. Develops implementation plans. Facilitates team meetings to assist management in making clear statements of corporate goals and quantifiable objectives. Defines data collection plan and directs process transformation data collection efforts. Directs performance measurement and cycle time analysis to define performance expectations and quantify the measures of how work is performed. Directs process modeling and simulation activities to complete the design of the business system and to model and simulate subprocesses. Oversees definition of roles, jobs, and teams, as well as staffing needs for reengineered business processes. Provides oversight for the design of career paths and incentive programs. Directs activity-based costing to quantify the labor costs associated with specific process tasks, based on current work volumes and staffing. Manages analysts and other project staff supporting a MOBIS-related effort.

Experience: A minimum of 1 years experience

Minimum Education: Associate’s required; Bachelor’s Degree from an accredited college or university preferred.

Technical Analyst II

Functional Responsibility: Manages business process reengineering transformation projects, requiring project leadership, planning, reporting, team member guidance, and issue resolution. Motivates management and transformation team members to help them understand opportunities for breakthrough changes. Develops a change management plan to guide the organization through the transformation of the old to the new and reengineered business processes. Develops implementation plans. Facilitates team meetings to assist management in making clear statements of corporate goals and quantifiable objectives. Defines data collection plan and directs process transformation data collection efforts. Directs performance measurement and cycle time analysis to define performance expectations and quantify the measures of how work is performed. Directs process modeling and simulation activities to complete the design of the business system and to model and simulate subprocesses. Oversees definition of roles, jobs, and teams, as well as staffing needs for reengineered business processes. Provides oversight for the design of career paths and incentive programs. Directs activity-based costing to quantify the labor costs associated with specific process tasks, based on current work volumes and staffing. Manages analysts and other project staff supporting a MOBIS-related effort.

Experience: A minimum of 3 years experience

Minimum Education: Bachelor’s degree from an accredited college or university in a related discipline.

Technical Analyst III

Functional Responsibility: Manages business process reengineering transformation projects, requiring project leadership, planning, reporting, team member guidance, and issue resolution. Motivates management and transformation team members to help them understand opportunities for breakthrough changes. Develops a change management plan to guide the organization through the transformation of the old to the new and reengineered business processes. Develops implementation plans. Facilitates team meetings to assist management in making clear statements of corporate goals and quantifiable objectives. Defines data collection plan and directs process transformation data collection efforts. Directs performance measurement and cycle time analysis to define performance expectations and quantify the measures of how work is performed. Directs process modeling and simulation activities to complete the design of the business system and to model and simulate subprocesses. Oversees definition of roles, jobs, and teams, as well as staffing needs for reengineered business processes. Provides oversight for the design of career paths and incentive programs. Directs
activity-based costing to quantify the labor costs associated with specific process tasks, based on current work volumes and staffing. Manages analysts and other project staff supporting a MOBIS-related effort.

Experience: A minimum of 7 years experience
Minimum Education: Bachelor’s or Master’s degree from an accredited college or university in a related discipline.

Technical Writer I (SCLS: 30461 Technical Writer I)

Functional Responsibility: Provides reports, studies, memos, and presentation materials. Develops those mechanisms that will track progress and develop appropriate presentation formats. Conducts those studies that will determine the effectiveness of the various forms of presentation media and/or materials. Evaluates existing and new presentation tools, techniques, and technologies in order to improve the effectiveness communications. Develops those quantitative measures that assist in decision-making processes.

Experience: A minimum of 1 years experience
Minimum Education: Associate’s required; Bachelor’s Degree from an accredited college or university preferred.