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

SCHEDULE TITLE: IT Schedule 70 – General Purpose Commercial Information Technology Equipment, Software, and Services

SIN 132 51 Information Technology Professional Services
SIN 132 34 Maintenance of Software as a Service - SUBJECT TO COOPERATIVE PURCHASING FSC/PSC Class J070 MAINT-REP OF ADP EQ & SUPPLIES

CONTRACT NUMBER: GS-35F-0518W

CONTRACT PERIOD: July 2, 2010 through July 1, 2020
Pricelist current through Modification # QYAFWH4I, dated November 22, 2017

For more information on ordering from Federal Supply go to this website: www.fss.gsa.gov

CONTRACTOR: Accel BI Corporation.
701 5th Ave, Suite 4200
Seattle, WA 98104
Phone: 800-651-7142x501
www.accelbi.com

CONTRACTOR’S ADMINISTRATION SOURCE: Sanjay Shirude
bdm@accelbi.com

BUSINESS SIZE: Small Disadvantage Business
CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

<table>
<thead>
<tr>
<th>SIN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>132 51</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>132 34</td>
<td>Maintenance of Software as a Service - SUBJECT TO COOPERATIVE PURCHASING</td>
</tr>
<tr>
<td></td>
<td>FSC/PSC Class J070 MAINT-REP OF ADP EQ &amp; SUPPLIES</td>
</tr>
</tbody>
</table>

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: See Price List

1c. HOURLY RATES: See Price List

2. MAXIMUM ORDER*:

<table>
<thead>
<tr>
<th>SIN</th>
<th>MAXIMUM ORDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>132 51</td>
<td>$5,000,000 per Order</td>
</tr>
<tr>
<td>132 34</td>
<td>$500,000 per Order</td>
</tr>
</tbody>
</table>

*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. MINIMUM ORDER: Minimum order per the contract is $500.00.


5. POINT(S) OF PRODUCTION: N/A – Professional and Subscription Services Only

6. TERMS REGARDING MANUFACTURERS’ END-USER LICENSE AGREEMENTS (FOR SOFTWARE ONLY): This contract, or the warranties guaranteed hereunder, is in no way affected, altered, or modified by any Manufacturer End-User License Agreement, unless the Contracting Officer has expressly incorporated a “Government” User End Licensing Agreement into the Contract. The terms of any “Commercial, Special or Other” user licensing agreement that has not been officially incorporated herein are applicable only to the Contractor-Manufacturer relationship, and do not alter the Government's rights or the Contractor’s obligations under this contract.

7. BASIS OF AWARD CONTRACT TERMS: GSA Net Prices are shown on the attached GSA Pricelist. Negotiated discount has been applied and the IFF has been added.

    Quantity/Volume Discount: None
8. PROMPT PAYMENT TERMS:
   a. Prompt Payment: _0.05% - _NET 15 days from receipt of invoice or date of acceptance, whichever is later.
   b. Quantity None
   c. Dollar Volume 0.002% discount on single orders over $100,000. The 0.05% discount is off of GSA Net price

9.a Government Purchase Cards are accepted at or below the micro-purchase threshold.

9.b Government Purchase Cards are NOT accepted above the micro-purchase threshold.

10. FOREIGN ITEMS/TRADE AGREEMENTS ACT COMPLIANCE: None; the items herein are TAA Compliant. The information used by the Contracting Officer to make this determination was provided by the vendor and verified using all information available to the Government.

11a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

   SPECIAL ITEM NUMBER DELIVERY TIME (Days ARO)
   132-51 Delivery will be based upon the agreement between Accel BI Corporation and the Ordering Agency
   132-34 Delivery will be based upon the agreement between Accel BI Corporation and the Ordering Agency

11b. EXPEDITED DELIVERY: Negotiated at the task order level.

11c. OVERNIGHT AND 2-DAY DELIVERY: N/A

11d. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. FOB POINT: Destination

Note: All travel required in the performance of this contract and orders placed hereunder must comply with the Federal Travel Regulations (FTR) or Joint Travel Regulations (JTR), as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all contractor travel. Contractors cannot use GSA city pair contracts. The contractor shall not add the Industrial Funding Fee onto travel costs. (FOB Terms noted above)

13a. ORDERING ADDRESS: Accel BI Corporation.
    701 5th Ave, Suite 4200
    Seattle, WA 98104
    Phone: 800-651-7142 x501
    Email: bdm@accelbi.com
13b. 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.

14. PAYMENT ADDRESS: Same as contractor

15. WARRANTY PROVISION: N/A

16. EXPORT PACKING CHARGES: N/A

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: See 9a and 9b.

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE): N/A

19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): N/A

20a. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): N/A

20b. 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. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):

24b. Section 508 Compliance for EIT: Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL).

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

25. DUNS NUMBER: 797067126

26. NOTIFICATION REGARDING REGISTRATION IN SAM: Contractor is registered and valid in SAM.
1. SCOPE
   a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT/IAM Professional Services within the scope of this Information Technology Schedule.
   b. The Contractor shall provide services at the Contractor’s facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES  I-FSS-60 Performance Incentives (April 2000)
   a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
   b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
   c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity’s mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

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

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

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)
   a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the
Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

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

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

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

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

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

6. INSPECTION/ACCEPTANCE

The Inspection of Services—Fixed Price (AUG 1996) (Deviation 1 – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection—Time-and-Materials and Labor-Hour (May 2001) (Deviation 1 – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.
“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

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

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

11. GUARANTEE/WARRANTY

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

30 day warranty

b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

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

12. SOFTWARE MAINTENANCE

a. Software maintenance as it is defined: (select software maintenance type):

___ 1. Software Maintenance as a Product (SIN 132 32 or SIN 132 33)

Software maintenance as a product includes the publishing of bug/defect fixes via patches and updates/upgrades in function and technology to maintain the operability and usability of the software product. It may also include other no charge support that are included in the purchase price of the product in the commercial marketplace. No charge support includes items such as user blogs, discussion forums, on-line help libraries and FAQs (Frequently Asked Questions), hosted chat rooms, and limited telephone, email and/or web-based general technical support for user’s self diagnostics. Software maintenance as a product does NOT include the creation, design, implementation, integration, etc. of a software package. These examples are considered software maintenance as a service.

b. Software Maintenance as a product is billed at the time of purchase.

____ 2. Software Maintenance as a Service (SIN 132-34)

Software maintenance as a service creates, designs, implements, and/or integrates customized changes to software that solve one or more problems and is not included with the price of the software. Software maintenance as a service includes person-to-person communications regardless of the
medium used to communicate: telephone support, on-line technical support, customized support, and/or technical expertise which are charged commercially. Software maintenance as a service is billed in arrears in accordance with 31 U.S.C. 3324.

Software maintenance as a service is billed in arrears in accordance with 31 U.S.C. 3324.

b. Invoices for maintenance service shall be submitted by the Contractor on a quarterly or monthly basis, after the completion of such period. Maintenance charges must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

13. PERIODS OF MAINTENANCE (SIN 132 34)
   a. The Contractor shall honor orders for periods for the duration of the contract period or a lessor period of time.
   b. Perpetual licenses and/or maintenance may be discontinued by the ordering activity on thirty (30) calendar days written notice to the Contractor.
   c. Annual Funding. When annually appropriated funds are cited on an order for term licenses and/or maintenance, the period of the term licenses and/or maintenance shall automatically expire on September 30 of the contract period, or at the end of the contract period, whichever occurs first. Renewal of the term licenses and/or maintenance orders citing the new appropriation shall be required, if the term licenses and/or maintenance is to be continued during any remainder of the contract period.
   d. Cross-Year Funding Within Contract Period. Where an ordering activity’s specific appropriation authority provides for funds in excess of a 12 month (fiscal year) period, the ordering activity may place an order under this schedule contract for a period up to the expiration of the contract period, notwithstanding the intervening fiscal years.
   e. Ordering activities should notify the Contractor in writing thirty (30) calendar days prior to the expiration of an order, if the term licenses and/or maintenance is to be terminated at that time. Orders for the continuation of term licenses and/or maintenance will be required if the term licenses and/or maintenance is to be continued during the subsequent period.

14. UTILIZATION LIMITATIONS - (SIN 132 34)
   a. Software acquisition is limited to commercial computer software defined in FAR Part 2.101.
   b. When acquired by the ordering activity, commercial computer software and related documentation so legend shall be subject to the following:

(1) Title to and ownership of the software and documentation shall remain with the Contractor, unless otherwise specified.

(2) Software licenses are by site and by ordering activity. An ordering activity is defined as a cabinet level or independent ordering activity. The software may be used by any subdivision of the ordering activity (service, bureau, division, command, etc.) that has access to the site the software is placed at, even if the subdivision did not participate in the acquisition of the software. Further, the software may be used on a sharing basis where multiple agencies have joint projects that can be satisfied by the use of the software placed at one ordering activity’s site. This would allow other agencies access to one
ordering activity's database. For ordering activity public domain databases, user agencies and third parties may use the computer program to enter, retrieve, analyze and present data. The user ordering activity will take appropriate action by instruction, agreement, or otherwise, to protect the Contractor's proprietary property with any third parties that are permitted access to the computer programs and documentation in connection with the user ordering activity’s permitted use of the computer programs and documentation. For purposes of this section, all such permitted third parties shall be deemed agents of the user ordering activity.

(3) Except as is provided in paragraph 14.b(2) above, the ordering activity shall not provide or otherwise make available the software or documentation, or any portion thereof, in any form, to any third party without the prior written approval of the Contractor. Third parties do not include prime Contractors, subcontractors and agents of the ordering activity who have the ordering activity’s permission to use the licensed software and documentation at the facility, and who have agreed to use the licensed software and documentation only in accordance with these restrictions. This provision does not limit the right of the ordering activity to use software, documentation, or information therein, which the ordering activity may already have or obtains without restrictions.

(4) The ordering activity shall have the right to use the computer software and documentation with the computer for which it is acquired at any other facility to which that computer may be transferred, or in cases of Disaster Recovery, the ordering activity has the right to transfer the software to another site if the ordering activity site for which it is acquired is deemed to be unsafe for ordering activity personnel; to use the computer software and documentation with a backup computer when the primary computer is inoperative; to copy computer programs for safekeeping (archives) or backup purposes; to transfer a copy of the software to another site for purposes of benchmarking new hardware and/or software; and to modify the software and documentation or combine it with other software, provided that the unmodified portions shall remain subject to these restrictions.

(5) "Commercial Computer Software" may be marked with the Contractor's standard commercial restricted rights legend, but the schedule contract and schedule pricelist, including this clause, "Utilization Limitations" are the only governing terms and conditions, and shall take precedence and supersede any different or additional terms and conditions included in the standard commercial legend.

15. INCIDENTAL SUPPORT COSTS

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

16. INVOICES

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

17. PAYMENTS

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

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

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

(1) The offeror;  
(2) Subcontractors; and/or  
(3) Divisions, subsidiaries, or affiliates of the offeror under a common control.
DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

DESCRIPTION OF IT PROFESSIONAL SERVICES

COMMERCIAL JOB TITLE: IT BUSINESS ANALYST

Functional Responsibility:

Works in functional area such as Functional Analysis, Needs Assessment, Business Process Improvement, Business subject knowledge, Requirements Analysis, Business Processes. Responsible for working with stakeholders, users and customers to document strategies required for process improvements for current business processes (business process reengineering) and deriving strategies on the new environment. Provide market research on conditions that impact the overall operational efficiency of an organization and identifying symptoms for process improvement. Derive metrics to improve processes and Conducting JAD sessions, Collection and document requirements using UML, process flows, use cases, interview skills, workshop facilitation, and investigation of current state.

Minimum Education: Bachelor Degree and/or demonstrated equivalent experience

Minimum/General Experience:

Junior: 1-4 years of experience in the analysis of functional area, activities, and events that meet the specific statement of work for the services to be provided. Relies on experience and judgment to plan and accomplish goals.

The Journey level staff have demonstrated, through the quality of their work, an above average aptitude for the required skills, a professional commitment to getting their work done and personal qualities that contribute to a positive team environment. Journey level, shall be able to adapt to new and unfamiliar concepts and tools with minimal assistance. Journey level staff are expected to participate in meetings or discussion groups and interact with technical staff.

Senior: 5-7 years of experience in the analysis of functional area, activities, and events that meet the specific statement of work for the services to be provided. Relies on extensive experience and judgment to plan and accomplish goals. Perform a variety of complex tasks. May lead and direct the work of others. Ability to clearly demonstrate that their experience includes, but is not limited to: increasing levels of responsibilities and demonstrated excellent knowledge, skills and abilities associated with the functional responsibility and statement of work proposed, as well as extensive supervisory responsibility. Possess effective client interaction skills, and ability to translate business requirements into a strong system design, plus exhibit a professional commitment to getting their work done and possess personal qualities that contribute to the positive work team environment.

Expert: 8+ years of experience in the analysis of business processes, activities, and events that meet the specific statement of work for the services to be provided. These consultants are recognized as top professionals in the chosen field and are subject-matter experts. Typically hold advanced degrees and certifications.

COMMERCIAL JOB TITLE: IT ASSESSMENT CONSULTANT

Functional Responsibility:

Create detailed specifications by participating in Assessment sessions with stakeholders, end users and IT staff to determine and document capabilities for data, workflow, logical processes, hardware and operating system environments, interfaces with other systems. Conduct technology studies, reviews and provide gap planning. Responsible for conducting an IT assessment and impact analysis of human, process, hardware and software to an existing environment.

Skills and experience includes but not limited to

- Using information engineering methods, object oriented analysis and design methods (OOAD)
- Identifying business needs and strategies, requirements for information systems projects
- Facilitating assessment planning and analysis & design sessions
- Review data systems using data maturity assessment, review quality management system, application architecture, IT strategy, business strategy and perform Gap analysis.
- Ensuring domain, edit, security and relational integrity requirements
- Review system functions and operational procedures

**Minimum Education:** Bachelor Degree and/or demonstrated equivalent experience

**Minimum/General Experience:**

**Junior:** 1-4 years of experience in the assessment of information systems that meet the specific statement of work for the services to be provided. Relies on experience and judgment to plan and accomplish goals.

**Senior:** 5-7 years of experience in the assessment of information systems that meet the specific statement of work for the services to be provided. Relies on extensive experience and judgment to plan and accomplish goals. Perform a variety of complex tasks. May lead and direct the work of others.

**Expert:** 8+ years of experience in the assessment of business processes, activities, and events that meet the specific statement of work for the services to be provided. These consultants are recognized as top professionals in the chosen field and are subject-matter experts. Typically hold advanced degrees and certifications.

**COMMERCIAL JOB TITLE: IT STRATEGY CONSULTANT**

Our IT Management consultant helps in following areas of IT-Strategy

- Creation of an IT-Strategy
- Implementation of an IT-Strategy
- CIO-Coaching
- Counseling regarding creation or re-organization of an IT-Organization
- Benchmark of your Agency’s IT-Solution and Strategy regarding best practices

**Functional Responsibility:**


**Skills and experience includes but not limited to**

- Comprehensive knowledge and experience with development of IT Strategy, IT Organization, Budget analysis and development.
- Experience in management IT Governance, IT Risk Management, Benefit Analysis
- Experience in IT Assessment, Maturity Assessment
- Knowledge and experience in Total Quality Management

**Minimum/General Experience:**

**Expert:** 10+ of years of Information Systems Management, Project Management, IT Governance and Information Assurance experience that meet the specific statement of work for the services to be provided. These consultants are recognized as top professionals in the field and are subject-matter experts. Typically hold advanced degrees and ISACA, PMI certifications.

**COMMERCIAL JOB TITLE: IT PROJECT MANAGER**

**Functional Responsibility:**

Manage projects, tasks and/or subtasks. Advise and assists project staff on execution of specific project requirements. Responsible for management of complete project or specific task elements of a project. Implements directives and schedules necessary to ensure effective project management. Possess a detailed knowledge of
concepts, practices and procedures in several activity, technical and management fields. Provides technical consulting on complex projects and provides detailed guidance and direction to project staff.

**Skills and experience includes but not limited to**
Must be well versed in full software systems development life cycle, enterprise software implementation, strategic information planning, business process reengineering, structure and management practices. Management experience of software projects and technical staff.

- Managing information systems projects consistent with the client’s PMO policies and Project management Framework
- Development of detailed IT project work plans and planning activities
- Lead teams of IT technical staff, Defining team roles and responsibilities
- Designing processes and methods that align with the clients templates and model standards
- Communicating with and facilitating decision making among stakeholders
- Defining project work to an appropriate level of detail.
- Managing IT budgets and project schedules, Assigning and monitoring completion of tasks
- Acquiring staff and computing resources, Guiding and providing mentoring for IT project leaders and staff, Identifying appropriate technologies
- Identifying project risks and ways to mitigate these risks, Writing IT feasibility studies
- Developing plans for analysis, design, construction, testing, implementation, quality assurance, and systems acceptance, Experience in large-scale systems implementation project management role.
- Facilitate conflict resolution, Project status reporting and Executive Sponsor briefing
- Communication and coordination with next higher level of management on project

**Minimum Education:** Bachelor Degree and 5+ yrs. of experience in information technology field. Specialized experience in the technologies that meet the specific statement of work for the services to be provided.

**Minimum/General Experience:**

**Junior:** 1-4 years of experience in IT project management role managing projects, tasks and/or subtasks that meet the specific statement of work for the services to be provided. Relies on experience and judgment to plan, manage and accomplish goals.

**Senior:** 7-10 years of experience in IT project management role managing projects, tasks and/or subtasks that meet the specific statement of work for the services to be provided. Relies on extensive experience and judgment to plan, manage and accomplish goals.

**Expert:** 8+ years of experience in IT project management role managing projects that meet the specific statement of work for the services to be provided. These consultants are recognized as top professionals in the field and are subject-matter experts. Typically hold advanced degrees and PMP certifications.

**COMMERCIAL JOB TITLE: TECHNOLOGY ARCHITECT**

**Functional Responsibility:**
Design and architect software systems and applications. Lead a team of software developers to architect, design software systems. Write product requirement documents, define product functionality, implement and negotiate feature sets. Ensures that design implementation is optimized to provide the most efficient use of system resources including database tuning. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated development tasks. Experience in a variety of software systems, practices and procedures. Expert level software development, User Interface development and relational database knowledge to serve as development team expert.

**Skills and experience includes but not limited to**
- Defining or implementing technical architectures or environments that support Purchaser’s business
- Integrating diverse solutions into a cohesive and manageable environment or the integration of a single solution into an existing environment.
- Defining requirements for IT solutions to support management goals
- Defining or implementing e-commerce business solutions
- Developing assessments ranging from short, rapid reviews to in-depth studies of an organization's IT capabilities
- Providing guidance, alternatives and recommendations for improving an organization's IT capabilities, to include better optimization of current resources, applications, and systems
- Detailing specific enhancements, changes and/or refinements to existing systems
- Providing cost benefit and/or trade-off analysis for any recommended actions to include life cycle costs, return on investment and life expectancy as appropriate
- Tailoring technical environments to meet customer needs
- Integration of various vendor technologies
- Defining or implementing business supporting technical architecture's or environment
- Providing support for local and wide area networks through upgrades, application of technical knowledge, and management
- Applying technical knowledge in complex computing environments involving various levels of computing platforms
- Coordinating change in both technical and business environments
- Technical architecture of web content management solutions
- Integration of technical environments needed to advance e-commerce business solutions
- Research and Test Emerging Information Technology
  - Market trend analysis
  - Developing or participating in technology test plans
  - Coordinating business and technical requirements
  - Relating business needs with technical opportunities
  - Learning and exploiting new technical opportunities
  - E-commerce analysis
  - Data Modeling
  - Development of architectural principles
  - Architectural design, inventory, staffing, security, organization structure, implementation procedures, configuration management procedures and enterprise mind-set

**Minimum Education:**

Bachelor’s degree and/or demonstrated related experience, Master’s degree or specialized experience in the technologies that meet the specific statement of work for the services to be provided.

**Minimum/General Experience:**

**Senior:**

5-10 years of experience on a technical development team in the areas of Enterprise software systems and applications that meet the specific statement of work for the services to be provided.

**Expert:**

10+ years of experience on a technical development team in the areas of Enterprise software systems and applications that meet the specific statement of work for the services to be provided. These consultants are recognized as top professionals in their chosen field and are subject-matter experts. Typically hold advanced degrees and several technology certifications.

**Commercial Job Title: Database Developer/Data Analyst/Data Warehouse Specialist**

**Functional Responsibility:**
Perform the design, development, implementation, and maintenance of large relational and/or distributed databases. Develop database requirements from operational documentation and user inputs. Provide technical guidance in the selection, implementation and deployment of databases and their architecture. Provide highly technical expertise in the use of relational databases. Evaluates and recommends available database technologies and products to support validated user requirements. Define file organization, indexing methods, and security procedures for specific user applications.

**Skills and experience includes but not limited to**

- Designs logical and physical databases. Reviews description of changes to database design to understand how changes to be made affect physical database
- Codes database descriptions and specifies identifiers of database to database management system or directs others in coding database descriptions
- Reviews and corrects programs. Answers user questions
- Confers with coworkers to determine impact of database changes on other systems and staff cost for making changes to database
- Modifies database programs to increase processing performance, referred to as performance tuning
- Creates, tests and implements database backup plans

**Qualifications:**

Bachelor’s degree, Specialized experience in the technologies that meet the specific statement of work for the services to be provided

**Minimum/General Experience:**

**Junior:** 1-4 years of experience in a variety of database technologies and applications that meets the specific statement of work for the services to be provided. Experience in a variety of the software engineering and database concepts, practices and procedures.

**Senior:** 5-7 years of experience in a variety of database technologies and applications that meets the specific statement of work for the services to be provided. Rely on experience and judgment to plan and accomplish goals, performs a variety of complicated tasks. May lead and direct the work of others.

**Expert:** 8+ years of experience in a variety of database technologies and applications that meet the specific statement of work for the services to be provided. Expert level database architect knowledge (recognized as top professional in the field) and extremely competent in programming complicated, specific, and unique database applications; and will typically hold advanced education degrees or certifications.

**COMMERCIAL JOB TITLE: GIS APPLICATIONS DEVELOPER**

**Functional Responsibility:**

Analyze, design, develop, write, and modify GIS applications. Participate in the testing process through test review and analysis, test witnessing and certification of software. Write product requirement documents, implement and track development timelines, negotiate feature sets with the development leads and product. Perform a variety of complicated development tasks.

**Skills and experience shall include the following:**

- Expertise in the complete system development lifecycle from conceptualization through requirements definition, design, development, testing implementation, maintenance, and user training as it applies to Geographic Information Systems (GIS) related technology and data in support of State business needs
- Expertise with GIS software such as: ArcGIS, Arc Objects, ArcGIS Server and ARCIMS
- Application programming expertise in such GIS programming languages as: C++, Visual Basic, Visual C#, Java, JSP, ASP, XML, GML and Cold Fusion
- Expertise in this category also includes GIS database design, use of ESRI’s SDE, data conversion and management, Internet mapping and remote sensing
• Providing GIS services consistent with the GIS Technology Policy and standards
• Proficient in use of Information Engineering tools and methodologies
• Completing conceptual, logical and physical data models using Entity Relationship and/or UML Class Diagrams

Minimum Education:
Bachelor’s degree
Specialized experience in the technologies that meet the specific statement of work for the services to be provided.

Minimum/General Experience:
Junior: 1-4 years of experience on a technical development team in a variety of desktop technologies and applications that meet the specific statement of work for the services to be provided. Rely on software engineering experience and judgment to plan and accomplish goals, performs a variety of tasks.

Senior: 5-7 years of experience on a technical development team in a variety of software technologies and applications that meet the specific statement of work for the services to be provided. Experience in a variety of the software engineering concepts, practices and procedures. Expert level GIS application development knowledge. May lead and direct the work of others.

Expert: 8+ years of experience on a technical development team in a variety of software technologies and applications that meet the specific statement of work for the services to be provided. Expert level GIS application development knowledge (recognized as top professionals in their chosen field) and extremely competent in programming complicated, specific, and unique applications; and will typically hold advanced education degrees or certifications.

Commercial Job Title: Database Administrator

Functional Responsibility: Perform a variety of database implementation, maintenance and administration of relational and/or distributed databases. Provide technical input in implementation and deployment of databases and their architecture. Coordinates physical changes to computer data bases; and codes, tests, and implements physical data base, applying knowledge of data base management system: Define file organization, indexing methods, and security procedures for specific user applications.

Skills and experience shall include the following:
• Designs logical and physical databases. Reviews description of changes to database design to understand how changes to be made affect physical database (how data is stored in terms of physical characteristics, such as location, amount of space, and access
• Establishes physical database parameters
• Calculates optimum values for database parameters, such as amount of computer memory to be used by database, following manuals and performing calculations
• Specifies user access level for each segment of one or more data items, such as insert, replace, retrieve, or delete data
• Generates scripts to create or modify database, Tests and corrects errors, and refines changes to database
• Uses utility programs to monitor database performance, such as distribution of records and amount of available memory
• Directs programmers and analysts to make changes to data base management systems
• Reviews and corrects programs. Answers user questions
• Confers with coworkers to determine impact of data base changes on other systems and staff cost for making changes to database

Qualifications:
Bachelor’s degree or demonstrated equivalent experience, Specialized experience in the technologies that meet the specific statement of work for the services to be provided

**Minimum/General Experience:**

**Junior:** 1-4 years of experience in a variety of database technologies and administration that meets the specific statement of work for the services to be provided. Experience in a variety of the software engineering and database concepts, practices and procedures. Relies on experience and judgment to plan and accomplish goals, performs a variety of complicated tasks.

**Senior:** 5-7 years of experience in a variety of database technologies and administration that meets the specific statement of work for the services to be provided. Rely on experience and judgment to plan and accomplish goals, performs a variety of complicated tasks. May lead and direct the work of others. Typically holds DBA certifications.

**Expert:** 8+ years of experience in a variety of database technologies and administration that meets the specific statement of work for the services to be provided. Expert level database administration knowledge (recognized as top professionals in the field) and extremely competent in database management and administration and will typically hold advanced education degrees and DBA certifications.

**COMMERCIAL JOB TITLE: SYSTEMS ANALYST**

**Functional Responsibility:**

Create detailed specifications by participating in JAD (Joint Application Development) sessions with stakeholders, end users and IT staff to determine and document system requirements for data, workflow, logical processes, hardware and operating system environments, interfaces with other systems. Conduct technology studies, reviews and provide project planning. Responsible for conducting an engineering assessment and impact analysis of hardware and software to an existing environment. Write and maintain documentation to describe program development, logic, coding, testing, changes, and corrections. Must be well versed in understanding structured analysis and design methodologies for the translation of systems requirements from business needs.

**Skills and experience includes but not limited to**

- Using information engineering methods, object oriented analysis and design methods (OOAD)
- Identifying and documenting business needs and strategies, requirements for business process improvement and information systems projects
- Facilitating requirements planning and analysis & design sessions
- Completing data models using entity relationship diagrams and/or UML class diagrams and documenting detailed data requirements in data dictionaries
- Proficient in use of information engineering tools (e.g. CASE tools)
- Proficient in the creation of SQL Scripts to be used for database creation and/or modification and migration of legacy data to new designs
- Ensuring domain, edit, security and relational integrity requirements
- Documenting system functions and operational procedures
- Contributing to project management tasks including planning and preparing analysis, design, cost benefit analysis, and feasibility studies
- Using GUI tools for prototyping and developing test plans

**Minimum Education:** Bachelor Degree and/or demonstrated equivalent experience

**Minimum/General Experience:**

**Junior:** 1-4 years of experience in the analysis, design, document and integration of information systems that meet the specific statement of work for the services to be provided. Relies on experience and judgment to plan and accomplish goals.
Senior: 5-7 years of experience in the analysis, design, document and integration of information systems that meet the specific statement of work for the services to be provided. Relies on extensive experience and judgment to plan and accomplish goals. Perform a variety of complex tasks. May lead and direct the work of others.

Expert: 8+ years of experience in the analysis of business processes, activities, and events that meet the specific statement of work for the services to be provided. These consultants are recognized as top professionals in the chosen field and are subject-matter experts. Typically hold advanced degrees and certifications.

COMMERCIAL JOB TITLE: SOFTWARE QUALITY ASSURANCE ANALYST

Functional Responsibility: Responsible for software quality assurance testing, test plans and test reports. Write, revise, and verify quality standards and test procedures for program design and product evaluation to attain quality of software economically and efficiently. Generate test cases, run automated testing tools, compile test reports and involve in design and code reviews. Ensure that the defined methodologies and processes are adhered to quality standards and compile test reports.

Skills and experience shall include the following:

- Have a full understanding of testing processes & procedures and be willing to work within the agency's configuration management process
- Development of artifacts used in testing /evaluation of information systems and tool sets used to validate full functionality of the system as well as interoperability with databases and both horizontal and vertical integration with other interfaced systems in accordance with ISO or industry standard best practices
- Artifacts generated and used by vendors should include but are not limited to Standard Software Test Plans (STP), Standard Software Test Descriptions (STD) and Standard Software Test Reports (STR)
- Conduct of Load, Functional/ Regression and Conformance testing of information
- Providing guidance and mentoring to state staff on proper testing procedures
- Experience in the planning, implementation, and testing of usability for Web sites and Web-based applications including: Web site effectiveness, efficiency, and satisfaction; user’s ability and time it takes to find information and complete services online
- Experience with user-centered design including: Early focus on user tasks and needs; ability to observe, measure, and record a user’s behavior; and implement feedback using an iterative design process, Experience using testing tools in a mainframe environment (e.g. QABatch)
- Experience in the reviewing, testing, and providing recommendations for the improvement of web-based information and application accessibility using Section 508 of the Rehabilitation Act Standards and the World Wide Web Consortium’s (W3C) Web Content Accessibility Guidelines (WCAG)”
- Experience using testing tools, in a Microsoft, Java based, or mixed N-Tier environment

Minimum Education: Bachelor Degree familiarity with SQA testing methodologies

Minimum/General Experience:

Junior: 1-4 years of experience in the field or in a related area using SEI/CMM/ISO testing approach. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated testing tasks. A certain degree of creativity and latitude is required.

Senior: 7-10 years of experience in the field or in a related area using SEI/CMM/ISO testing approach. Relies on extensive experience and judgment to plan and accomplish goals. Responsible for executing quality assurance plan during software development lifecycle that includes regression testing, code reviews, performance analysis and test plans. May lead and direct the work of others.

Expert: 8+ years of experience in the field or in a related area using SEI/CMM/ISO testing approach. Experience with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Expert level quality assurance experience (recognized as top professionals in the field) and extremely competent in quality assurance process administration and will typically hold advanced education degrees and certifications.
COMMERCIAL JOB TITLE: INDEPENDENT VALIDATION AND VERIFICATION (IV&V)

Functional Responsibility:
Responsible for Independent validation and verification (test and evaluation) of systems and applications. Understanding of software testing processes and procedures best practices and associated documentation (development, integration, test readiness and acceptance cycles). Develop test plans, test cases and test reports. Ensure that the defined methodologies and processes are adhered to quality standards. Understand and apply monitoring and measurement methods and techniques specific to application testing and deployment.

Skills and experience shall include the following:

- Provides Independent Verification and Validation (IV&V) services.
- Development of detailed workplan(s) and planning activities for IT Quality Assurance team.
- Designing processes and methods.
- Defining work breakdown structure for IT Quality Assurance team.
- Assigning and monitoring completion of tasks for IT Quality Assurance team.
- Guiding and providing mentoring for project leaders and staff.
- Identifying and communicating project risks and ways to mitigate these risks.
- Experience in large-scale IT systems implementation Quality Assurance role.
- Providing Quality Assurance services consistent with the client preferred model.
- Development of QA project reports addressing all phases of a project.
- Provide mentoring to the project executive sponsor.

Minimum Education:
Bachelor Degree

Minimum/General Experience:

Journey:
1-4 years of experience in the analysis of business processes, activities, and events that meets the specific statement of work for the services to be provided.

Senior:
5-7 years of experience in the analysis of business processes, activities, and events that meets the specific statement of work for the services to be provided.

Expert:
8+ years of experience in the analysis of business processes, activities, and events that meets the specific statement of work for the services to be provided. Expert level knowledge in test evaluation field (recognized as top professionals in the field) and are subject-matter experts. Typically holds advanced degree and certifications.

COMMERCIAL JOB TITLE: PRODUCT MANAGER

Experience managing the delivery, ongoing success, and continuous improvement of one or more digital products and/or platforms.

Primarily responsible for:

- Lead one or more multi-disciplinary agile delivery teams to deliver excellent new products and/or iterations to existing products to meet user needs.
- Gather user requirements based on a communicable understanding of diverse audience groups.
- Define and get stakeholder buy-in for product definition and delivery approach.
- Create effective, prioritized product descriptions, and delivery plans to meet user needs in a cost-effective way.

Accel BI Corporation
- Interpret user research in order to make the correct product decisions, noting that users do not always know what they want
- Continually keep abreast of changes to user habits, preferences, and behaviors across various digital platforms and their implications for successful delivery of government digital services
- Underpin the delivery and iteration of digital services through effective analysis of qualitative and quantitative user data
- Communicate credibly with a wide range of digital delivery disciplines and talent

**COMMERCIAL JOB TITLE: TECHNICAL ARCHITECT**

Experience serving as the manager of complex technology implementations, with an eye toward constant reengineering and refactoring to ensure the simplest and most elegant system possible to accomplish the desired need.

Understands how to maximally leverage the open source community to deploy systems on infrastructure as a service providers. Comfortable with liberally sharing knowledge across a multi-disciplinary team and working within agile methodologies. A full partner in the determination of vision, objectives, and success criteria.

Primarily responsible for:
- Architecting the overall system, by using prototyping and proof of concepts, which may include:
  - modern programming languages (e.g., Ruby, Python, Node.js) and web frameworks (e.g., Django, Rails)
  - modern front-end web programming techniques (e.g., HTML5, CSS3, RESTful APIs) and frameworks (e.g., Twitter Bootstrap, jQuery)
  - relational databases (e.g., PostgreSQL), and “NoSQL” databases (e.g., Cassandra, MongoDB)
  - automated configuration management (e.g., Chef, Puppet, Ansible, Salt), continuous integration/deployment, and continuous monitoring solutions
- Use of version control systems, specifically Git and GitHub
- Ensuring strategic alignment of technical design and architecture to meet business growth and direction, and stay on top of emerging technologies
- Decomposing business and system architecture to support clean-interface multi-team development
- Developing product roadmaps, backlogs, and measurable success criteria, and writing user stories (i.e., can establish a path to delivery for breaking down stories)
- Clearly communicates and works with stakeholders at every level

**COMMERCIAL JOB TITLE: INTERACTION DESIGNER / USER RESEARCHER / USABILITY TESTER**

The Interaction Designer / User Researcher / Usability Tester is part of a highly collaborative, multi-disciplinary team focused on improving usability, user experience, and driving user adoption and engagement. They are responsible for conducting user research, analysis & synthesis, persona development, interaction design, and usability testing to create products that delight our customers.

Primarily responsible for:
- Conduct stakeholder interviews, user requirements analysis, task analysis, conceptual modeling, information architecture, interaction design, and usability testing
- Design and specify user interfaces and information architecture
- Lead participatory and iterative design activities, including observational studies, customer interviews, usability testing, and other forms of requirements discovery
- Produce user requirements specifications & experience goals, personas, storyboards, scenarios, flowcharts, design prototypes, and design specifications
- Effectively communicate research findings, conceptual ideas, detailed design, and design rationale and goals both verbally and visually
● Plan and facilitate collaborative critiques and analysis & synthesis working sessions
● Work closely with visual designers and development teams to ensure that customer goals are met and design specifications are delivered upon
● Designs and develops primarily internet/web pages and applications
● Develops proof-of-concepts and prototypes of easy-to-navigate user interfaces (UIs) that consists of web pages with graphics, icons, and color schemes that are visually appealing
● Researches user needs as well as potential system enhancements
● Has familiarity to, or may actually: code, test, debug documents, and implement web applications using a variety of platforms
● Planning, recruiting, and facilitating the usability testing of a system
● Analyzing and synthesizing the results of usability testing in order to provide recommendations for change to a system
● May create such artifacts as Usability Testing Plan, Testing Scripts, and Usability Testing Report

COMMERCIAL JOB TITLE: VISUAL DESIGNER

The Visual Designer starts with a deep understanding of the goals of customers and the business so that they can create experiences that delight. Visual Designers will be well-versed in all aspects of current visual design standards and trends and will be responsible for managing project design reviews, resource planning, and execution for all project work related to visual design.

Primarily responsible for:

● Oversees all visual design efforts
● Guides, mentors, and coaches team members while leading projects to successful completion
● Develops and maintains relationships with key peers in Marketing, Branding, UX leaders, IT leaders, and others to identify and plan creative solutions
● Manages external service resources and budgets for visual design
● Ensures successful completion of all work executed by the team (on time, on budget, and ensuring quality)
● Ensures compliance with the project management methodologies and the Project Management Office processes and standards
● Develops, maintains, and ensures compliance of application release management, outage management and change control processes and standards
● Defines, creates, communicates, and manages resource plans and other required project documentation such as style guides and provides updates as necessary

COMMERCIAL JOB TITLE: WRITER / CONTENT DESIGNER / CONTENT STRATEGIST

Experience developing the strategy and execution of content across digital channels.

Primarily responsible for:

● Improves content creation efforts by helping to lead the research & development of interactive and experiential storytelling for projects
● Advise how to improve the ongoing iteration of content models
● Collaborate with designers and other content strategists to improve how the effectiveness of digital, print, and other content is measured
● Develop and maintain appropriate voice for produced content
● Advise how to streamline content production and management solutions and processes, based on user research
● Assign, edit, and produce content for products, services, and various projects
- Plan and facilitate content strategy workshops and brainstorming sessions on developing content and content services (including API development)
- Collaborate closely with developers and designers to create, test, and deploy effective content marketing experiences using the Agile method of software development
- Offer educated recommendations on how to deliver a consistent, sustainable and standards-driven execution of content strategy across products, services, and projects
- Collaborate with content managers, writers, information architects, interaction designers, developers, and content creators of all types
- Participate, as needed, on an Agile software development scrum teams

**Commercial Job Title: Frontend Web Developer**

Experience using modern, frontend web development tools, techniques, and methods for the creation and deployment of user-facing interfaces. Is comfortable working in an agile and lean environment to routinely deploy changes.

Primarily responsible for:

- Frontend web development using modern techniques and frameworks (e.g., HTML5, CSS3, CSS frameworks like LESS and SASS, Responsive Design, Bourbon, Twitter Bootstrap)
- JavaScript development using modern standards, including strict mode compliance, modularization techniques and tools, and frameworks and libraries (e.g., jQuery, MV* frameworks such as Backbone.js and Ember.js, D3)
- Consuming RESTful APIs
- Using and working in team environments that use agile methodologies (e.g., Scrum, Lean)
- Use of version control systems, specifically Git and GitHub
- Ensuring Section 508 Compliance
- Quickly researching and learning new programming tools and techniques
- Using and working with open source solutions and community
- Creating web layouts from static images
- Creating views and templates in full-stack frameworks like Rails, Express, or Django

**Commercial Job Title: Backend Web Developer**

Experience using modern, open source software to prototype and deploy backend web applications, including all aspects of server-side processing, data storage, and integration with frontend development.

Primarily responsible for:

- Web development using open-source web programming languages (e.g., Ruby, Python) and frameworks (e.g., Django, Rails)
- Developing and consuming web-based, RESTful APIs
- Using and working in team environments that use agile methodologies (e.g., Scrum, Lean)
- Authoring developer-friendly documentation (e.g., API documentation, deployment operations)
- Test-driven development
- Use of version control systems, specifically Git and GitHub
- Quickly researching and learning new programming tools and techniques
- Relational and non-relational database systems
- Scalable search technology (e.g. Elastic Search, Solr)
- Handling large data sets and scaling their handling and storage
- Using and working with open source solutions and community
- Communicating technical concepts to a non-technical audience

**Commercial Job Title: DevOps Engineer**
Experience serving as the engineer of complex technology implementations in a product-centric environment. Comfortable with bridging the gap between legacy development or operations teams and working toward a shared culture and vision. Works tirelessly to arm developers with the best tools and ensuring system uptime and performance.

Primarily responsible for:

- Deploying and configuring services using infrastructure as a service providers (e.g., Amazon Web Services, Microsoft Azure, Google Compute Engine, RackSpace/ OpenStack)
- Configuring and managing Linux-based servers to serve a dynamic website
- Debugging cluster-based computing architectures
- Using scripting or basic programming skills to solve problems
- Installation and management of open source monitoring tools
- Configuration management tools (e.g., Puppet, Chef, Ansible, Salt)
- Architecture for continuous integration and deployment, and continuous monitoring
- Containerization technologies (e.g., LXC, Docker, Rocket)

**COMMERCIAL JOB TITLE: SECURITY ENGINEER**

Experience serving as the security engineer of complex technology implementations in a product-centric environment. Comfortable with bridging the gap between legacy development or operations teams and working toward a shared culture and vision. Works tirelessly to ensure help developers create the most secure systems in the world while enhancing the privacy of all system users. Experience with white-hat hacking and fundamental computer science concepts strongly desired.

Primarily responsible for:

- Performing security audits, risk analysis, application-level vulnerability testing, and security code reviews
- Develop and implement technical solutions to help mitigate security vulnerabilities
- Conduct research to identify new attack vectors

**COMMERCIAL JOB TITLE: DELIVERY MANAGER**

Experience setting up teams for successful delivery by removing obstacles (or blockers to progress), constantly helping the team to become more self-organizing, and enabling the work the team does rather than impose how it’s done.

Manages one or more agile projects, typically to deliver a specific product or transformation via a multi-disciplinary, high-skilled digital team. Adept at delivering complex digital projects, breaking down barriers to the team, and both planning at a higher level and getting into the detail to make things happen when needed.

Defines project needs and feeds these into the portfolio/program process to enable resources to be appropriately allocated.

Primarily responsible for:

- Deliver projects and products using the appropriate agile project management methodology, learning & iterating frequently
- Work with the Product Manager to define the roadmap for any given product and translate this into user stories
- Lead the collaborative, dynamic planning process -- prioritizing the work that needs to be done against the capacity and capability of the team
- Matrix-managing a multi-disciplinary team
- Ensure all products are built to an appropriate level of quality for the stage (alpha/beta/production)
- Actively and openly share knowledge of best practices
COMMERCIAL JOB TITLE: AGILE COACH

Experience transforming initiatives to deliver lasting change within agencies that focus on delivering value for citizens. Coaches may be required to work either:

- at the team level, working with teams to ensure that delivery teams within agencies are adopting agile and performing effectively
- at the portfolio or program level, to help agencies to establish the right processes for managing a portfolio of work in an agile way
- at the organization level, to drive strategic change across the organization and ensure that adoption of agile techniques is embedded from the most senior levels of the organization
- or across all levels to ensure that organizations adopt a pragmatic approach to the way in which they govern delivery and continuous improvement of digital services

Primarily responsible for:

- Embed an agile culture using techniques from a wide range of agile and lean methodologies and frameworks, but be methodology agnostic
- Help to create an open and trust-based environment, which enables a focus on delivery and facilitates continuous improvement
- Assess the culture of a team or organization and delivery processes in place to identify improvements and facilitate these improvements with the right type of support
- Showcase relevant tools and techniques such as coaching, advising, workshops, and mentoring
- Engage with stakeholders at all levels of the organization
- Develop clear lines of escalation, in agreement with senior managers
- Ensure any stakeholder can easily find out an accurate and current project or program status, without disruption to delivery
- Work effectively with other suppliers and agencies
- Apply best tools and techniques to: team roles, behaviors, structure and culture, agile ceremonies and practices, knowledge transfer and sharing, program management, cross team coordination, and overall governance of digital service delivery
- Ensure key metrics and requirements that support the team and delivery are well defined and maintained
- Equip staff with the ability to coach others
- If organization level, executive coaching on the fundamental considerations of digital service delivery design

COMMERCIAL JOB TITLE: DIGITAL PERFORMANCE ANALYST

Experience specifying, collecting, and presenting key performance data and analysis for a given digital service. Supports Product Managers by generating new and useful information and translating it into actions that will allow them to iteratively improve their service for users. Possesses analytical and problem-solving skills necessary for quickly developing recommendations based on the quantitative and qualitative evidence gathered via web analytics, financial data, and user feedback. Confident in explaining technical concepts to senior officials with limited technological background. And comfortable working with data, from gathering and analysis through to design and presentation.

Primarily responsible for:

- Support the Product Manager to make sure their service meets performance requirements
- Communicate service performance against key indicators to internal and external stakeholders
- Ensure high-quality analysis of agency transaction data
- Support the procurement of the necessary digital platforms to support automated and real-time collection and presentation of data
- Share examples of best practice in digital performance management across government
• Identify delivery obstacles to improving transactional performance in agencies and working with teams to overcome those obstacles

**Commercial Job Title: DATA Management Consulting Services**

Experience specifying, collecting, and presenting key performance data management functions including Data Governance, Data Architecture, Data Modeling and Design, Storage and operations, security, integration and Interoperability, documents and content, Reference & Master Data, Data Warehousing & Business Intelligence, Metadata, and Data Quality for a given data service. Supports Product Managers by generating new and useful information and translating it into actions that will allow them to iteratively improve their service for users. Possesses analytical and problem-solving skills necessary for quickly developing recommendations based on the quantitative and qualitative evidence gathered via web analytics, financial data, research, standards, models and user feedback. Confident in explaining technical concepts to senior officials with limited technological background. And comfortable working with data, from gathering and analysis through to design and presentation.

Primarily responsible for:

• Support the Product Manager to make sure their service meets performance requirements
• Communicate service performance against key indicators to internal and external stakeholders
• Ensure high-quality analysis of agency transactional, structural, non-structural, big data.
• Support the procurement of the necessary methodology platforms to support automated and real-time collection and presentation of data
• Share examples of best practice in data performance management across government
• Identify delivery obstacles to improving data processing and integration performance in agencies and working with teams to overcome those obstacles
• Trained on CMMI data Maturity Model, CMMI development, and Service process improvement model by Accel BI or CMMI
• Well versatile in Business Process Management and CMMI methodology

**Expert**

**Education**

• Bachelor of Science (or equivalent professional experience) in Computer Science, Physics, or Mathematics, Data Management, Project Management, Agile Certification
• Certified Data Management, Project Management, or Agile professional or equivalent

**Experience**

• Well versatile in Business Process Management and CMMI methodology
• 8+ years of experience in specific task that meet the specific statement of work for the services to be provided. These consultants are recognized as top professionals in the field and are subject-matter experts.

**Senior**

**Education**

• Bachelor of Science (or equivalent professional experience) in Computer Science, Physics, or Mathematics, Data Management, Project Management, Agile Certification
• Certification in Data Management or equivalent

**Experience**

• Trained in Business Process Management and CMMI methodology
• 7-10 years of experience in tasks and/or subtasks that meet the specific statement of work for the services to be provided years of experience in specific task that meet the specific statement of work for the
services to be provided. These consultants are recognized as top professionals in the field and are subject-matter experts.

Junior

Education

- Associate or Bachelor of Science (or equivalent professional experience) in Computer Science, Physics, or Mathematics, Data Management
- Associate Certification in Data Management or equivalent

Experience

- Trained in Business Process Management and CMMI methodology
- 3-4 years of experience in tasks and/or subtasks that meet the specific statement of work for the services to be provided. These consultants are recognized as top professionals in the field and are subject-matter experts.

CATEGORY 132-34 ERWIN DATA MODELER

Responsible for providing services, consulting, guidance for installation, configuration, support, maintenance, development, testing, defect fixes, and conversion of ERWIN data model line of products. ERWIN Navigation (NAV) version is only for navigation of the ERWIN data Modeler software, ERWIN Standard (STD) version is per one user, Work group (WRK) edition is for more than one user, and Concurrent (CON) is for server base license for more than one user.

COMMERCIAL JOB TITLE: PROJECT QUALITY ASSURANCE CONSULTANT EXPERT

Functional Responsibility

- The initial IT project readiness assessment for IT projects or programs including but not limited to IT project charter, scope, schedule, resources, quality, configuration and development approach.
- The formal, baseline Project Quality Assurance Plan for IT projects or programs
- Attendance at such meetings and work locations required to support the creation of the Project Quality Assurance Report and such findings and recommendations as required
- Draft and Final versions of the Project Quality Assurance Monthly Reports, including findings and recommendations over the life of the project
- The final Closeout Report upon IT project completion

Minimum Education: Bachelor Degree and/or demonstrated equivalent experience

Minimum/General Experience:

Expert: Experience in providing services to insure project consistency as per agency project management office and compliance requirement for Information Technology Program and Project Management.

COMMERCIAL JOB TITLE: CMMI / IT ASSESSMENT EXPERT

Functional Responsibility

Conduct CMMI Maturity Assessment as per CMMI guidelines. Service provided by CMMI certified consultant.

The consultant will provide services for conducting

- CMMI AS-IS Assessment
- CMMI Pre-Assessment
- CMMI SCAMPI Assessment
- ISACA IT Assessment, Audit, Governance and Strategic Planning
CMMI AS-IS Assessment: CMMI AS-IS Assessment is conducted to check the current Process Implementation status of the organization across on-going and closed projects (product applications) being implemented or developed by an agency. AS-IS assessment provides output in terms of the immediate action items to close the obvious and unavoidable gaps and sets up the directional framework for CMMI implementation. AS-IS assessment also highlights the positive compliance available in the agency.

CMMI Pre Assessment is conducted before the agency attempts the formal SCAMPI assessment. CMMI Pre-Assessment helps in highlighting the positive compliance, non-compliances and opportunities for improvement for the project or service both at project level and at agency level. Pre-Assessment is a formal and rigorous method and includes the assessment of artifacts and interviews of individuals for affirmation of CMMI Practice Implementation.

CMMI SCAMPI Assessments are the formal assessments conducted to provide ratings or to check the readiness for the formal CMMI Assessment. These SCAMPI assessments are conducted by CMMI Certified Assessors.

ISACA IT Assessment, Audit, Governance and Strategic Planning Services consist of conducting IT Assessment and Strategic planning services using ISACA Information System Auditor, Assessment, Benefit Realization, Risk Management, IT Governance management. As part of assessment services our expert consultant will coach and provide training in Information System Auditor, Information System Risk and information system control, Governance of Enterprise IT Systems. Services will be provided by ISACA trained professional.

Minimum Education: Bachelor Degree and/or demonstrated equivalent experience

Minimum/General Experience:

Expert: 8+ years of experience in the analysis of business processes, activities, and events that meet the specific statement of work for the services to be provided. These consultants are recognized as top professionals in the chosen field and are subject-matter experts. Typically hold advanced degrees and certifications.

PRICES

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<th>SIN(s)</th>
<th>SERVICE PROPOSED (e.g. Job Title/Task)</th>
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USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

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

Sanjay Shirude, pmo@accelbi.com, 206-372-2505
BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) ________________.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

_________________________  __________________________
Ordering Activity             Date                     Contractor               Date