

General Services Administration

Federal Supply Service Authorized Federal Supply Schedule Price List

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

Schedule Title: General Purpose Commercial Information Technology Equipment, Software, and Services

FSC Group: 70

Contract Number: GS-35F-0521V

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

Contract Period: [June 11, 2009 through June 10, 2014](#)

[JACER International, Inc.](#)
[10340 Democracy Lane, Suite 203](#)
[Fairfax, VA 22030](#)
[Tel: 703-425-5167](#)
[Fax: 703-425-6932](#)
www.jacerinternational.com

Contract Administrator

[Edgar C. Caburian](#)
[10340 Democracy Lane, Suite 203](#)
[Fairfax, VA 22030](#)
[Tel: 703-425-5167](#)
[Fax: 703-425-6932](#)
[Email: edgarcaburian@jacerinternational.com](mailto:edgarcaburian@jacerinternational.com)

Business Size: [Veteran Owned Small Business](#)

Customer Information Page

1a.

SIN	Item Description
132-51, 132-51RC	Information Technology Services

1b. See attachment 1 for pricing.

1c. See attachment 1

2. Maximum order: \$500,000

3. Minimum order: \$100.00

4. Geographic coverage (delivery area): Covers the 48 contiguous states and the District of Columbia, Alaska, Hawaii, the Commonwealth of Puerto Rico, and authorized GSA Schedule users located outside the Continental U. S. (overseas via APO/FPO)

5. Point(s) of production (city, county, and state, or foreign country): Fairfax, VA 22030

6. Discount from list prices or statement of net prices: Prices include discount

7. Quantity discounts: As shown in pricing structure below

8. Prompt Payment terms: Net 30 days

9a. Notification whether Government purchase cards are accepted at or below the micro-purchase threshold. Yes

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

10. Foreign items: Not Applicable

11a. Time of Delivery. 30 Days Delivered (after receipt of order). By schedule as applicable.

11b. Expedited delivery: Printed items available for expedited delivery, contact Edgar Caburian for details.

11c. Overnight and 2-day delivery: Overnight delivery is available.

11d. Urgent Requirements: See contract clause I-FSS-14-B. Agencies can contact the contact for Contract Administration to obtain faster delivery

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

13a. Ordering address(es):

Edgar C. Caburian
 10340 Democracy Lane, Suite 203
 Fairfax, VA 22030
 Tel: 703-425-5167
 Fax: 703-425-6932
 Email: edgarcaburian@jacerinternational.com

13b. Ordering Procedures: For supplies and services, the ordering procedures, information on blanket purchase agreements (BPA's), and a sample BPA can be found at the GSA/FSS schedule homepage (fss.gsa.gov/schedules).

14. Payment address(es):

Edgar C. Caburian
 10340 Democracy Lane, Suite 203
 Fairfax, VA 22030
 Tel: 703-425-5167
 Fax: 703-425-6932
 Email: edgarcaburian@jacerinternational.com

15. Warranty provision: Standard Commercial

16. Export packing charges: Not applicable

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro purchase level): Yes

- 18. Terms and conditions of rental, maintenance, and repair: [Not applicable](#)
- 19. Terms and conditions of installation: [Not applicable](#)
- 20. Terms and conditions of repair parts: [Not applicable](#)
- 20a. Terms and conditions for any other services: [Not applicable](#)
- 21. List of services and distribution points: [Not applicable](#)
- 22. List of participating dealers: [Not applicable](#)
- 23. Preventative maintenance: [Not applicable](#)
- 24a. Special attributes such as environmental attributes: [Not applicable](#)
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details and be found:
[Not Applicable](#)
- 25. Data Universal Number System (DUNS) number: [022312958](#)
- 26. Notification regarding registration in Central Contract Registration (CCR) database: [Cage Code Established – June 2001](#).

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

1. SCOPE

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

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

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

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

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the

Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- (1) Cancel the stop-work order; or
 - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (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 Professional Services.

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (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.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

Attachment I provide:

- a. Labor Category descriptions offered under Special Item Numbers 132-51.
- b. Pricelist

Attachment I

Labor Category Descriptions

And

Pricelist

For

SIN 132-51, 132-51RC – Information Technology Services.

Overview

JACER International (JII), Inc. was founded in 2001 as a Delaware Corporation and is headquartered in Fairfax Station, Virginia, with employees located in multiple States in the Continental United States. JII is a U.S. Veteran-owned Business specializing in Program and Project Management, information technology, logistics, and healthcare support services to government and industry. From program and project management to identifying requirements, systems integration, design, development, maintenance and help desk support services, to providing logistics and health care support services, JII works closely with customers to achieve their goals. JII is prepared to provide support services to any Government Agency located in the 50 United States, the District of Columbia, and the Commonwealth of Puerto Rico, and to authorized users of such contracts located outside the Continental United States using a General Services Administration awarded Multiple Award Schedule contract. JII has a proven team with the knowledge, background, and demonstrated success in providing professional and technical support services.

Business Type: JACER International is a Veteran-Owned Small Business.

a. Labor Category Descriptions – SIN 132-51 and 132-51RC

JI-001. Program Manager

Capabilities: Demonstrated experience and ability to direct multiple advanced technology design, development, integration, testing, training, deployment, operation and/or maintenance efforts. Must be capable of independently leading programs that involve the successful management of teams composed of highly specialized technical professionals who have been involved in analysis, prototyping, design, integration, testing, documenting, converting, extending, and implementing high technology systems. Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of highly technical contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) vendor management structure to direct effective contract support activities.

Required Experience: At least 10 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required. Two years experience in managing large complex projects including at least 25 persons in subordinate groups in diverse locations with demonstrated capability in the overall management of contracts of similar type or complexity. Plus an additional eight years of progressively responsible experience in a Government contracting environment.

Required Education: Graduate Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional two years of relevant experience may be substituted for the Graduate Degree. An additional four years of relevant experience (a total of six years of experience) may be substituted for the Bachelors Degree.

JI-002. Project Manager

Capabilities: Demonstrated experience and ability to oversee and orchestrate advanced technology system design, development, integration, testing, training, deployment, operation and/or maintenance efforts. Performs day-to-day management of assigned delivery order projects that involve teams of highly specialized technical professionals who are involved in analyzing, prototyping, designing, integrating, testing, documenting, converting, extending, and implementing automated information systems. Demonstrates proven skills in highly technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects, including assessment of staff and expenditure of ODCs. Demonstrates writing and oral communication skills.

Required Experience: Has eight+ years of experience working on projects or programs, with at least 4 years serving successfully in positions of major responsibilities such as Project Manager.

Proficiency with MS Project

PMP certification is desired

Knowledge Management experience

Coalition Warrior Interoperability Demonstration (CWID) experience

Required Education: Bachelor's degree or higher. Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

JI-003. Task Manager

Capabilities: Serves as the central point of contact for a particular delivery/task order and interfaces with the Government's Technical Representative. Establishes and enforces procedures to assure that the task is performed in accordance with applicable standards, quality requirements, estimated costs, and schedules.

Coordinates development, quality assurance, configuration management, documentation support, software maintenance, and daily supervision of subordinates. Prepares reports and delivers briefings on the status of task assignments to contract management personnel and technical points of contact. Reviews work of subordinates, resolve discrepancies, prioritize work, and accommodate changes.

Required Experience: Four years experience including complete project development from inception to deployment with a demonstrated ability to provide guidance and direction in tasks of similar scope and complexity.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience may be substituted for the Bachelors Degree.

JJ-004. Subject Matter Expert I

Capabilities: Demonstrated experience and ability to define problems and analyze and develop plans and requirements in the subject matter area for moderately complex systems. Ability to coordinate and manage the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the following specialties: Information Systems Architecture; Networking; Telecommunications; Automation; Communications Protocols; Risk Management/Electronic Analysis; Software; Life-Cycle Management; Software Development Methodologies; Modeling and Simulation.

Required Experience: Five years applied experience in specific area of expertise including technical experience with relevant processes and ADP systems.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. An additional four years of relevant experience may be substituted for the Bachelors Degree.

JJ-005. Subject Matter Expert II

Capabilities: Demonstrated experience and ability to define the problems and analyze and develop plans and requirements in the subject matter area for moderately complex to complex systems. Ability to coordinate and manage the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the following specialties: Information Systems Architecture; Networking; Telecommunications; Automation; Communications Protocols; Risk Management/Electronic Analysis; Software; Life-Cycle Management; Software Development Methodologies; Modeling and Simulation.

Required Experience: Seven years applied experience in specific area of expertise including technical experience with relevant processes and ADP systems.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. An additional four years of relevant experience may be substituted for the Bachelors Degree.

JJ-006. Subject Matter Expert III

Capabilities: Demonstrated experience and ability to provide technical direction for problem definition, analysis, requirements development and implementation for complex to extremely complex systems in the subject matter area. Ability to make recommendations and advise on organization-wide system improvements, optimization or maintenance efforts in the following specialties: Information Systems Architecture; Networking; Telecommunications; Automation; Communications Protocols; Risk Management/Electronic Analysis; Software; Life-Cycle Management; Software Development Methodologies; Modeling and Simulation.

Required Experience: Nine years applied experience in specific area of expertise including technical experience with relevant processes and ADP systems.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. An additional four years of relevant experience

may be substituted for the Bachelors Degree.

JI-007. Subject Matter Expert IV

Capabilities: Demonstrated experience and ability to provide technical management and direction for problem definition, analysis and requirements development and implementation for complex systems in the subject matter area. Ability to provide workable recommendations and advice on system improvements, optimization and maintenance in the following areas: Information Systems Architecture, Automation, Telecommunications, Networking, Communication Protocols, Software, Electronic Email, Modeling and Simulation, Data Storage and Retrieval.

Required Experience: Ten years applied experience in specific area of expertise including technical experience with relevant processes and ADP systems.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience may be substituted for the Bachelors Degree.

JI-008. Quality Assurance Technician – Junior

Capabilities: Participates in software reviews and testing in a supervised setting. Demonstrated familiarization with Government regulations, manuals, and standards relating to quality assurance. Assists with the evaluation of software and associated documentation. Participates in informal reviews to determine quality and in the development of software quality assurance plans. Ability to examine and evaluate the SQA process and recommend enhancements and modifications. Duties include reporting and tracking of key performance based system metrics; and monitoring quality procedures.

Required Experience: Background in QA /QC functionalities to include work with suppliers, vendors, subcontractors, service organizations, shipping, and field activities. Experience in working with hardware inventories, and site coordination. Demonstrated familiarity with property control and administration. Experience using basic measurement tools, (calipers, multi-meter, etc.)

Required Education: Bachelors Degree or equivalent with at least 1 year of related experience

JI-009. Quality Assurance Technician – Middle

Capabilities: Ability to apply supervised quality control/quality assurance management procedures, including tracking and analyzing key software metrics, monitoring quality procedures and participating in software reviews and testing in a supervised setting. Assists with the interpretation and application of Government regulations, manuals, and standards relating to quality assurance. Demonstration ability in the evaluation of software and associated documentation. Ability to participate in formal and informal reviews to determine quality and in the development of software quality assurance plans. Assists with the development of quality standards. Duties include reporting, tracking, and analyzing key performance based system metrics; and monitoring quality procedures, and evaluating system quality, efficiency and testing.

Required Experience: Background in QA /QC functionalities to include work with suppliers, vendors, subcontractors, service organizations, shipping, and field activities. Experience in working with hardware inventories, and site coordination. Demonstrated familiarity with property control and administration. Experience using basic measurement tools, (calipers, multi-meter, etc.)

Required Education: Bachelors Degree or equivalent with at least 2 to 4 years of related experience

JI-010. Quality Assurance Technician – Senior

Capabilities: Demonstrated ability to apply supervised quality control/quality assurance management procedures, including tracking and analyzing key software metrics, monitoring quality procedures and participating in software reviews and testing in a supervised setting. Ability to interpret and apply Government regulations, manuals, and standards relating to quality assurance. Demonstrated ability in the evaluation of software and associated documentation. Ability to lead formal and informal reviews to determine quality and in the development of software quality assurance plans. Ability to examine and

evaluate the SQA process and recommend enhancements and modifications. Ability to develop quality standards. Duties include reporting, tracking, and analyzing key performance based system metrics; and monitoring quality procedures, and evaluating system quality, efficiency and testing.

Required Experience: At least 5 years of experience coding in C, C++, Java. Must have a working knowledge of quality assurance methodologies. Familiar with NT, UNIX and/or Solaris environments. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others

Required Education: Bachelor's Degree

JJ-011. Quality Assurance Analyst Junior

Capabilities: Supports project management team in controlling project cost and schedule. Uses state-of-the-art tools and methods (e.g. Microsoft Project, Project Scheduler) to develop project plans, status reports, and data updates for Government and contractor project management personnel to use in the management and control of project activities.

Required Experience: Two years experience in the development and implementation of project management tools. Experience in the use state-of-the-art tools and methods (e.g. Microsoft Project, Project Scheduler) to control cost, schedule, and technical conduct of projects of similar scope and complexity.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional one-year of relevant experience may be substituted for the Bachelors Degree.

JJ-012. Quality Assurance Analyst

Capabilities: Reviews for compliance and maintains the quality of contract deliverables. Supports the development of plans and guidelines for quality assurance, and works with project leadership to implement quality assurance procedures. Leads independent quality review teams for project and task deliverables and prepares reports and delivers briefings on the quality status of deliverables.

Required Experience: Two years experience in supporting the development and implementation of quality assurance programs for projects and tasks of similar scope and complexity.

Required Education: Associate Degree in a recognized technical, engineering, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

JJ-013. Quality Assurance Analyst - Senior

Capabilities: Serves as the focal point for maintaining the quality of contract deliverables. Develops plans and guidelines for quality assurance, instructs project staff in the principles of quality management and the specifics of quality programs for projects and tasks, and works with project leadership to implement quality assurance procedures. Leads independent quality review teams for project and task deliverables and prepares reports and delivers briefings on the quality status of deliverables.

Required Experience: Four years experience in the development and implementation of quality assurance programs for projects and tasks of similar scope and complexity.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional one-year of relevant experience may be substituted for the Bachelors Degree.

JJ-014. Project Control Planner – Senior

Capabilities: Demonstrated experience and ability to independently prepare and analyze financial statements, develop highly complex project schedules, recommend and utilize cost accounting and labor-reporting systems, and manage multiple contracts and subcontracts. Demonstrated experience and ability to use spreadsheets and complex project management tools and systems to track deliverables, financial transactions, and management information. Ability to manage financial and/or administrative aspects of assigned contracts and deliverables. Tracks and

validates all client financial information, establishes and maintains master contract files, prepares and monitors status of all deliverables, tracks the value of contracts, and reports payment of government fees. Updates task reports with funding information and prepares projections for all active contract task orders.

Required Experience: * Prepare and maintain project schedule; maintain sub-project(s) level 3 schedule and incorporate into a master level 1 schedule

Maintain and progress budgeted man-hours versus earned values

Provide progress S-curves to PM

Track action items due to scheduling and progress updates

Confer with the discipline leads; action items, scope changes, and path forward issues

Prepare monthly schedule status reports

Monitor schedule variances and analyze earned vs. actual spent values for trending

Required Education: Bachelors Degree or 4 years related, certification training in one of the following; Primavera P3 or P6, MS Projects, Milestone, or any other industry acceptable scheduling software

JJ-015. Project Control Specialist

Capabilities: Supports project management team in controlling project cost and schedule. Uses state-of-the-art tools and methods (e.g. Microsoft Project, Project Scheduler) to develop project plans, status reports, and data updates for Government and contractor project management personnel to use in the management and control of project activities.

Required Experience: Four years experience in the development and implementation of project management tools. Experience in the use state-of-the-art tools and methods (e.g. Microsoft Project, Project Scheduler) to control cost, schedule, and technical conduct of projects of similar scope and complexity.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

JJ-016. Data Base Administrator

Capabilities: Applies current technology in providing MIS solutions. Provides highly technical expertise in providing business application solutions. Must have a comprehensive understanding of hardware/software and communication environments such as: client/server technology, host/mainframe technology, IS, and related peripheral equipment. Specifies proper types of files organization, indexing methods, and security procedures. Advises contractor project teams on the design of complex databases (e.g., schema and subschema details). Defines specialized aspects of user's data base administrator documentation. Performs detailed comparisons of various data base systems. Provides expertise in data storage systems. Develops backup and archival policies and procedures. Configures storage systems software to meet requirements. Performs administration tasks (installing, maintaining, monitoring, recovering, rebuilding, upgrading, patching and performance tuning). Implements software solutions for performance enhancement, operator interface, and increased user capability.

Required Experience: Six years experience in a complex, distributed, heterogeneous computing environments, which may involve different types of hardware platforms, operating systems applications, data base systems and network environments. Two years specific experience as a Data Base Administrator on the target system.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience may be substituted for the Bachelors Degree.

JJ-017. Data Base Systems Administrator - Junior

Capabilities: Assists with support of Oracle and MS SQL Server databases, including database design, performance tuning, database backup and restore, and database replication, and develop plans and

procedures to support those activities. Support migrations from existing application versions to latest application versions including configuration. Performs requirements analysis, and query optimization and table normalization. Assist in the design of database tables, stored procedures, triggers, and queries.

Required Experience: Minimum 1 year database administration experience with Oracle and minimum of 6 months to 1 year with MS SQL Server. Good oral and written communication skills.

Required Education: BS Degree (or equivalent experience) in Computer Science or Information Systems.

JJ-018. Data Base Systems Administrator - Middle

Capabilities: Applies current technology in providing MIS solutions. Provides highly technical expertise in providing business application solutions. Must have a comprehensive understanding of hardware/software and communication environments such as: client/server technology, host/mainframe technology, IS, and related peripheral equipment. Specifies proper types of files organization, indexing methods, and security procedures. Advises contractor project teams on the design of complex databases (e.g., schema and subschema details). Defines specialized aspects of user's data base administrator documentation. Performs detailed comparisons of various data base systems. Provides expertise in data storage systems. Develops backup and archival policies and procedures. Configures storage systems software to meet requirements. Performs administration tasks (installing, maintaining, monitoring, recovering, rebuilding, upgrading, patching and performance tuning). Implements software solutions for performance enhancement, operator interface, and increased user capability.

Required Experience: Three years experience in a complex, distributed, heterogeneous computing environments, which may involve different types of hardware platforms, operating systems applications, data base systems and network environments. One-year specific experience as a Data Base Systems Administrator on the target system.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience may be substituted for the Bachelors Degree.

JJ-019. Data Base Systems Administrator - Senior

Capabilities: Supports Oracle and MS SQL Server databases, including database design, performance tuning, database backup and restore, and database replication, and develop plans and procedures to support those activities. Plan and lead migrations from existing application versions to latest application versions including configuration. Performs requirements analysis, and query optimization and table normalization. Develops and supports Intranet database applications. Design database tables, stored procedures, triggers, and queries.

Required Experience: Minimum 4 years database administration experience with Oracle and minimum of 3-4 years with MS SQL Server. Excellent oral and written communication skills.

Required Education: BS Degree in Computer Science or Information Systems.

JJ-020. Systems Analyst - Junior

Capabilities: Ability to assist in research and analysis of existing systems to define problems, data availability and report requirements. Ability to research and analyze requirements for information systems from a project's inception to its conclusion. Ability to research required specifications for simple to moderately complex systems. Assists Senior Computer Systems Analyst in preparing input and test data for the proposed system. Analyzes alternate means of deriving input data to select the most accurate, feasible and economical methods. Defines input and output file specifications including file organization.

Required Experience: One to three years experience in ADP systems analysis, design, and or maintenance. Experience shall include a broad band range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

JI-021. Systems Analyst - Middle

Capabilities: Demonstrated ability to analyze and evaluate existing systems with minimal oversight, and define problems, data availability, report requirements and system design issues. Ability to develop plans for IT systems from project inception to conclusion. Ability to analyze the problem and the information to be processed, define the problem and develop system requirements and program specifications from which programmers prepare detailed flowcharts, programs, and tests. Analyzes alternate means of deriving input data to select the most accurate, feasible and economical methods. Defines input and output file specifications including file organization. Defines controls, conversion procedures and system implementation plans including user training and orientation. Closely coordinates with programmers to ensure proper implementation of program and system specifications. In conjunction with functional users, develops system alternative solutions.

Required Experience: Three to five years experience in ADP systems analysis, design, and or maintenance. Experience shall include a broad band range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

JI-022. Systems Analyst - Senior

Capabilities: Applies knowledge of computer science principles, automated data processing functions, and software languages to develop solutions to user requirements. Provides direction on complex application problems involving all phases of system analysis to provide resolution. Assists users, functional and technical activity personnel in the application, definition, and design. Oversees and performs the gathering, analysis, and synthesis of information for system definition. Supports the development of test plans, test descriptions, and test procedures and reviews results to ensure compliance with specifications. Develops and maintains user support documentation. Analyzes software maintenance requirements including trouble report and change proposal analysis. Proposes economical and efficient solutions as part of developing ADP solutions to user requirements. Acts as team leader, providing guidance to junior level staff.

Required Experience: Six years experience in ADP systems analysis, design, and or maintenance. Experience shall include a broad band range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

JI-023. Systems Analyst

Capabilities: Applies knowledge of computer science principles, automated data processing functions, and software languages to develop solutions to user requirements. Provides direction on complex application problems involving all phases of system analysis to provide resolution. Assists users, functional and technical activity personnel in the application, definition, and design. Oversees and performs the gathering, analysis, and synthesis of information for system definition. Supports the development of test plans, test descriptions, and test procedures and reviews results to ensure compliance with specifications. Develops and maintains user support documentation. Analyzes software maintenance requirements including trouble report and change proposal analysis. Proposes economical and efficient solutions as part of developing ADP solutions to user requirements. Acts as team leader, providing guidance to junior level staff.

Required Experience: Four years experience in ADP systems analysis, design, and or maintenance. Experience shall include a broad band range of assignments in technical tasks directly related to contracts

in the studies and analysis area of responsibility.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

JI-024. System/Software Integration Engineer – Junior

Capabilities: Ability to assist in the analysis of existing systems and the definition, design and development of new system requirements. Able to perform requirements analysis for general users of office automation. Participates in the determination of system specifications, input/output processes and working parameters for hardware/software compatibility. With supervision, identifies, analyzes and may resolve program support deficiencies.

Required Experience: Experience with Solaris, LINUX, and/or Windows OS as a programmer; Experience with shell/PERL scripting ;Java programming

Required Education : Bachelor's Degree or equivalent and 12 years of general experience. 6 years of general experience is considered equivalent to a Bachelor's Degree. With a Master's Degree, 10 years of general experience is required. With a PhD, 8 year of general experience is required.

JI-025. System/Software Integration Engineer - Middle

Capabilities: Demonstrated ability to implement computer systems in a phased approach of requirements analysis and conceptual design, site survey, system design review, critical design review, installation, integration, and testing with minimal oversight. Demonstrated ability to analyze existing systems and define, design and develop new integrated system requirements. Determines system specifications, input/output processes and working parameters for hardware/software compatibility. Able to perform requirements analysis for a wide range of users in areas of office automation. Coordinates design of subsystems and integration of total system. Identifies, analyzes and resolves program support deficiencies.

Required Experience: Experience with Solaris, LINUX, and/or Windows OS as a programmer; Experience with shell/PERL scripting ;Java programming

Required Education: Bachelor's Degree or equivalent and 12 years of general experience. 6 years of general experience is considered equivalent to a Bachelor's Degree. With a Master's Degree, 10 years of general experience is required. With a PhD, 8 year of general experience is required

JI-026. System/Software Integration Engineer – Senior

Capabilities: Demonstrated ability to lead a team of specialists involved in combining a multitude of very complex system and software packages. Demonstrated ability to assess architecture and current hardware limitations, define and design complex system specifications, input/output processes and working parameters for hardware/software compatibility. Demonstrated ability to implement computer systems in a phased approach of requirements analysis and conceptual design, site survey, system design review, critical design review, installation, integration, and testing. Able to perform requirements analysis for a wide range of users in areas of office automation. Able to present system designs for user approval at formal reviews. Able to independently integrate software, interpret software test results, and recommend solutions for unsatisfactory test results. Coordinates design of subsystems and integration of total system and life-cycle support, including maintenance, administration, and management. Analyzes and resolves difficult and complicated program support deficiencies. Conducts independent technical investigations in systems design. Coordinates and consolidates design efforts on major products. May provide work leadership for lower level employees.

Required Experience: Experience with Solaris, LINUX, and/or Windows OS as a programmer; Experience with shell/PERL scripting ;Java programming

Required Education: Bachelor's Degree or equivalent and 12 years of general experience. 6 years of general experience is considered equivalent to a Bachelor's Degree. With a Master's Degree, 10 years of general experience is required. With a PhD, 8 year of general experience is required.

JI-027. System Security Manager

Capabilities: Supports Information System Security Officers (ISSOs) and system users in maintaining the secure operation of systems and networks. Responsibilities include, but are not limited to: Assist in the review and application of information assurance policies and procedures; Provide policy and technical guidance to ISSOs and users; Assist in the review and maintenance of certification plans and accreditation documentation; Perform security analyses and risk/vulnerability assessments; Participate in security test and evaluations; Evaluate information assurance technologies for application to customer requirements; and Participate in planning and support security engineering for new projects.

Required Experience: Minimum 4 years experience with security certification and support to the secure operation of systems, networks, and sites. Thorough knowledge of general accreditation processes. Demonstrated knowledge of security technologies and their applications (e.g., operating system features, guards and firewalls, security tools, etc.). Experience in performing or participating in security test and evaluations (certification testing). Demonstrated understanding of security processes, procedures and roles (Information System Security Officer and users).

Required Education: Undergraduate Degree, or equivalent, relevant experience in this discipline

JI-028. Network/System Security Engineer – Junior

Capabilities: Ability to perform supervised security analysis of existing systems for compliance with security requirements in a supervised setting. Ability to use a variety of common security techniques, technologies, and tools to implement security solutions in computer systems and networks. Participates in some phases of the systems lifecycle including systems development, integration and testing. Assists in computer security penetration studies. Analyzes and documents security requirements for computer systems, which may include mainframes, workstations, and personal computers. Designs, develops, engineers, and implements common solutions to security requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in computer security.

Required Experience: Minimum of 1-3 years experience and/or training in the programmer field.

Required Education: Bachelor's Degree or equivalent combination of education and experience

JI-029. Network/System Security Engineer – Middle

Capabilities: Demonstrated ability to independently perform complex security analysis of existing systems for compliance with security requirements. Ability to use a variety of security techniques, technologies, and tools to develop, integrate, and implement security solutions into highly sensitive computer systems and networks. Ability to perform vulnerability and risk analysis, and participate in a variety of computer security penetration studies. Analyzes and defines security requirements for computer systems, which may include mainframes, workstations, and personal computers. Designs, develops, and implements solutions to meet security requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in computer security. Participates in most phases of the systems lifecycle including preliminary and final design, systems development, integration and testing.

Required Experience: Minimum of 3- 5 years experience and/or training in the programmer field.

Required Education: Bachelor's Degree or equivalent combination of education and experience

JI-030. Network/System Security Engineer – Senior

Capabilities: Ability to analyze and define highly specialized security requirements for networks and computer systems, which may include LANs, WANs mainframes, workstations, and personal computers. Ability to use a variety of security techniques, technologies, and tools to design, develop, and implement security solutions into highly sensitive computer systems and networks. Responsible for integration and implementation of the computer system security solution. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in computer security. Fully participates in all phases of the systems lifecycle including requirements

gathering, preliminary and final design, systems development, integration and testing. Directs or performs vulnerability and risk analysis, and participates in a variety of computer security penetration studies during all phases of the system development life cycle.

Required Experience: Minimum of 5 years experience and/or training in the programmer field.

Required Education: Bachelor's Degree or equivalent combination of education and experience

JJ-031. Network/System Security Manager

Capabilities: Demonstrated ability to manage a Network Security Team, and direct and implement the necessary controls and procedures to cost-effectively protect information network and system assets from intentional or inadvertent modification, disclosure or destruction. Provides guidance and direction to other functional units for the physical protection of information system assets. Provides reports to superiors regarding effectiveness of data security and makes recommendations for the adoption of new procedures. Assigns work to subordinates and monitors performance.

Required Experience: Minimum of 7 years experience and/or training in the programmer field.

Required Education: Bachelor's Degree or equivalent combination of education and experience

JJ-032. Business Process Engineer – Junior

Capabilities: Assist with identification, assessment, and recording of near, medium and long-term business needs and technology solutions. Prepare and track project plans for project inception to completion. Assist with facilitation of the implementation of new functionality, training and troubleshooting. Participates in effective problem solving. Good verbal and written communication skills. Participates in frequent business presentations. Ability to communicate verbally and in writing with business and technical personnel at all levels.

Required Experience: One year experience in working with business process re-engineering.

Required Education: Undergraduate Degree or equivalent experience required

JJ-033. Business Process Engineer – Middle

Capabilities: Assist with identification, assessment, and recording of near, medium and long-term business needs and technology solutions. Prepare and track project plans for project inception to completion. Supervise day-to-day individual workload, monitor milestones and critical dates. Assist with facilitation of the implementation of new functionality, training and troubleshooting. Promote teamwork and knowledge sharing in pursuit of effective problem solving. Position requires 1-2 years of business technology experience with a variety of assignments. Strong verbal and written communication skills including the ability to create frequent business presentations. Ability to communicate verbally and in writing with business and technical personnel at all levels.

Required Experience: Four years experience in business process re-engineering with demonstrated, increasing responsibilities within this field.

Required Education: Undergraduate Degree or equivalent experience required.

JJ-034. Business Process Engineer – Senior

Capabilities: Identify, assess, and record near, medium and long-term business needs and technology solutions. Conduct requirements gathering meetings, prepare meeting notes and follow up on agreed action items. Provide use-case scenarios. Prepare and track project plans for project inception to completion. Manage day-to-day individual workload, monitor milestones and critical dates. Document business requirements and communicate them to build team. Facilitate the implementation of new functionality, training and troubleshooting. Promote teamwork and knowledge sharing in pursuit of effective problem solving. Position requires 2-4 years of business technology experience with a variety of assignments. Strong verbal and written communication skills including the ability to create frequent business presentations. Influencing skills are critical. Ability to communicate verbally and in writing with business and technical personnel at all levels.

Required Experience: Eight years experience in business process re-engineering with demonstrated, increasing responsibilities within this field.

Required Education: Undergraduate Degree or equivalent experience required.

JI-035. Business Process Engineer – Principal

Capabilities: Identify, assess, and record near, medium and long-term business needs and technology solutions. Conduct requirements gathering meetings, prepare meeting notes and follow up on agreed action items. Provide use-case scenarios. Prepare and track project plans for project inception to completion. Manage day-to-day individual workload, monitor milestones and critical dates. Document business requirements and communicate them to build team. Facilitate the implementation of new functionality, training and troubleshooting. Promote teamwork and knowledge sharing in pursuit of effective problem solving. Position requires 4-6 years of business technology experience with a variety of assignments. Strong verbal and written communication skills including the ability to create frequent business presentations. Influencing skills are critical. Ability to communicate verbally and in writing with business and technical personnel at all levels.

Required Experience: Twelve years experience in business process re-engineering with demonstrated, increasing responsibilities within this field.

Required Education: Masters Degree required.

JI-036. Business Process Reengineering Specialist - Junior

Capabilities: Ability to apply process improvement and reengineering methodologies and principles to assist in process modernization and improvement projects in a supervised setting. Able to assist with group facilitation, interviewing, and training, and other forms of knowledge transfer. Duties include supervised activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements.

Required Experience: One to two years of relevant work experience in IT Strategy and/or Business Strategy.

Required Education: Bachelors Degree (BA) in a related field from a four year college or university. (Desired study: Business, Economics, Information Technology, Quantitative Analysis)

JI-037. Business Process Reengineering Specialist - Middle

Capabilities: Demonstrated experience and ability to apply process improvement and reengineering methodologies and principles to conduct process modernization and improvement projects with minimal oversight. Ability to apply training, methodology development and evaluation across all phases of the modernization and improvement project. Ability to identify best practices, change management and business management techniques, organizational development, activity and data modeling, or information system development methods and practices. Ability to support group facilitation, conduct interviews, and training, and additional forms of knowledge transfer. Key coordinator among multiple project teams to ensure enterprise-wide integration of reengineering efforts. Provides daily supervision and direction to business process reengineering specialist.

Required Experience: Three to four years of relevant work experience in IT Strategy and/or Business Strategy.

Required Education: Bachelors Degree (BA) in a related field from a four year college or university. (Desired study: Business, Economics, Information Technology, Quantitative Analysis)

JI-038. Business Process Reengineering Specialist – Senior

Capabilities: Demonstrated experience and ability to lead or supervise a team of business process reengineering specialists. Ability to apply facilitation techniques, training, methodology development and evaluation across all phases of the modernization and improvement project. Ability to identify and recommend best practices, change management and business management techniques, organizational development, activity and data modeling, or information system development methods and practices.

Ability to apply process improvement and reengineering methodologies and principles to conduct process modernization projects. Ability to effectively transition existing project and project teams, and facilitate project teams in the accomplishment of project activities and objectives. Ability to provide group facilitation, interviewing, and training, and provide additional forms of knowledge transfer. Key coordinator among multiple project teams to ensure enterprise-wide integration of reengineering efforts. Provides daily supervision and direction to business process reengineering specialist.

Required Experience: Three to four years of relevant work experience in IT Strategy and/or Business Strategy. (Five+ years of BPR experience strongly desired)

Required Education: Bachelors Degree (BA) in a related field from a four year college or university. (Desired study: Business, Economics, Information Technology, Quantitative Analysis)

JI-039. Configuration Management Specialist - Junior

Capabilities: Ability to establish and/or maintain a system to record modifications to hardware, software or documentation. Ability to maintain allocated, functional and physical baseline control and ability to perform audit support. Assists with the review of engineering change requests to assess impact upon configuration baseline and logistics support elements. Maintains configuration control records and technical documents. Works closely with quality assurance and management representatives to ensure accurate and well-documented product baseline.

Required Experience: One to two years of experience Possess relevant CM experience serving in a similar capacity and in an environment with tasks of similar scope, complexity, and technical difficulty. Experience with automated change management and tracking tools (Serena™ Change Governance Products preferred). Experience in CCBs, preparing agenda and minutes for meetings, and task management. Able to communicate effectively, both orally and in writing; perform multiple tasks in a fluid and dynamic environment; be detail oriented; and to work with limited supervision.

Required Education: Bachelor's Degree

JI-040. Configuration Management Specialist - Middle

Capabilities: Demonstrated experience and ability to establish and/or maintain a system to record modifications to hardware, software or documentation. Ability to maintain allocated, functional and physical baseline control and ability to perform audit support. Ability to serve as secretary to Configuration Control Boards (CCBs) to help ensure all baseline changes are approved before initiation. Involved in review of engineering change requests to assess impact upon configuration baseline and logistics support elements. Maintains configuration control records and technical documents. Works closely with quality assurance and management representatives to ensure accurate and well-documented product baseline.

Required Experience: Three to six years of experience Possess relevant CM experience serving in a similar capacity and in an environment with tasks of similar scope, complexity, and technical difficulty. Experience with automated change management and tracking tools (Serena™ Change Governance Products preferred). Experience in CCBs, preparing agenda and minutes for meetings, and task management. Able to communicate effectively, both orally and in writing; perform multiple tasks in a fluid and dynamic environment; be detail oriented; and to work with limited supervision.

Required Education: Bachelor's Degree

JI-041. Configuration Management Specialist – Senior

Capability: Demonstrated ability to lead or supervise a team of configuration management specialists. Demonstrated experience and ability to provide configuration baseline control throughout the life cycle of highly complex information systems as well as component software and hardware elements. Ability to facilitate and advise Configuration Control Boards (CCBs). Ability to maintain allocated, functional and physical baseline control and ability to perform audit support. Able to review all engineering change requests to assess impact upon configuration baseline and logistics support elements. Maintains configuration control records and technical documents. Works closely with quality assurance and

management representatives to ensure accurate and well-documented product baseline. Prepares directives for change authorization and implementation.

Required Experience: Eight years of experience, Possess relevant CM experience serving in a similar capacity and in an environment with tasks of similar scope, complexity, and technical difficulty. Experience with automated change management and tracking tools (Serena™ Change Governance Products preferred). Experience in CCBs, preparing agenda and minutes for meetings, and task management. Able to communicate effectively, both orally and in writing; perform multiple tasks in a fluid and dynamic environment; be detail oriented; and to work with limited supervision.

Required Education: Bachelor's Degree

JI-042. Configuration Management Support Analyst

Capabilities: Ability to provide configuration baseline control support for component software and hardware elements of information systems. Ability to perform supervised audit support. Able, with supervision, to review engineering change requests and document impact upon configuration baseline and logistics support elements. Assists Configuration Control Boards (CCBs) in ensuring all baseline changes are approved before initiation. Maintains configuration control records and technical documents.

Required Experience: Two+ years IT configuration management experience. Must have demonstrated experience with MSOffice, MS Project, and workflow and process design.

Required Education: BS Degree (or equivalent experience)

JI-043. Intranet/Extranet/Internet Site Developer/Engineer – Junior

Capabilities: Ability to troubleshoot, debug, and implement software code (such as HTML, CGI, and JavaScript) for a component of an Intranet/Extranet/Internet website. Ability to work in a supervised setting with engineers and other members of a project team to construct the website. Assists in interface implementation. Ability to apply sound navigational and site-design concepts. Ability to integrate web pages and applications to serve either as stand-alone sites or as the front end to web-based applications.

Required Experience: One year of related experience

Required Education: High School Diploma or equivalent

JI-044. Intranet/Extranet/Internet Site Developer/Engineer - Middle

Capabilities: Demonstrated ability to design, develop, troubleshoot, debug, and implement software code (such as HTML, CGI, and JavaScript) for a component of an Intranet/Extranet/Internet website with minimal oversight. Ability to work with engineers and other members of a project team to develop the site concept, interface design, and architecture of the website. Ability to translate applications requirements into the design of complex web sites, including integrating web pages and applications to serve either as stand alone sites or as the front end to web-based applications. Ability to apply new and emerging technologies to the site development process. Ability to apply sound navigational and site-design concepts.

Required Experience: Two to four years of related experience

Required Education: Bachelor's Degree or equivalent

JI-045. Intranet/Extranet/Internet Site Developer/Engineer – Senior

Capabilities: Demonstrated ability to lead or direct a team of engineers and other specialists to develop the site concept, interface design, and architecture of the website. Ability to develop successful web strategies. Demonstrated ability to design, develop, troubleshoot, debug, and implement software code (such as HTML, CGI, and JavaScript) in the design and programming of complex Intranet/Extranet web applications. Ability to translate applications requirements into the design of complex web sites, including integrating web pages and applications to serve either as stand alone sites or as the front end to web-based applications. Ability to apply new and emerging technologies to the site development process. Performs advanced analysis and is responsible for information architecture and navigational integrity, making decisions on whether applications should be revised or improved.

Required Experience: Six to eight years of related experience

Required Education: Bachelor's Degree or equivalent

JI-046. Data Entry Clerk

Capabilities: Uses computer terminals or PCs to convert hard copy data into electronic format. Applies knowledge of common data capture software packages (e.g. Microsoft Excel) and various keyboards and keypads.

Required Experience: Two years experience in data entry and the use of common software packages.

Required Education: High School diploma or equivalency certificate.

JI-047. Administrative Assistant - Junior

Capabilities: Thorough knowledge of English grammar, syntax, spelling, punctuation, and abbreviation. Ability to execute assigned clerical tasks, to include administrative typing; and demonstrated knowledge of filing techniques. Duties may include preparing and editing technical or general documentation using various software packages such as Microsoft Word, Microsoft PowerPoint, Microsoft Excel and Windows, transcription of documents, data entry, and preparing and editing management support documentation such as PERT or GANTT charts in hard copy or using software such as Microsoft Project or Primavera.

Required Experience: Two years experience in the support of office operations including the use of appropriate desktop technology.

Required Education: High school diploma or equivalency certificate, Associates of Arts Degree desirable.

JI-048. Administrative Assistant - Middle

Capabilities: Demonstrated experience in filing techniques, administrative typing, and using word processing equipment. Experience with computer graphics or computer terminals can be used as substitute for experience with word processing equipment. Duties may include preparing and editing technical or general documentation using various software packages such as Microsoft Word, Microsoft PowerPoint, Microsoft Excel and Windows, transcription of documents, data entry, and preparing and editing management support documentation such as PERT or GANTT charts in hard copy or using software such as Microsoft Project or Primavera. Duties may also include performing a variety of support services such as visitor access control, answering telephones, receptionist, ordering and receiving office supplies and equipment, editing or maintaining technical, budget, programmatic and administrative documentation and references in both paper and electronic versions, preparing travel documentation and coordinating travel arrangements, operation of reproduction equipment to produce large volumes of documents, courier service and mail service, etc. May be required to interact with senior level managers such as high level military and civilian medical, health care and technical personnel.

Required Experience: 4-6 years experience in the support of office operations including the use of appropriate desktop technology.

Required Education: High school diploma or equivalency certificate, Associates of Arts Degree desirable.

JI-049. Administrative Assistant - Senior

Capabilities: Demonstrated experience in filing techniques, administrative typing, and using word processing equipment. Experience with computer graphics or computer terminals can be used as substitute for experience with word processing equipment. Duties may include preparing and editing technical or general documentation using various software packages such as Microsoft Word, Microsoft PowerPoint, Microsoft Excel and Windows, transcription of documents, data entry, and preparing and editing management support documentation such as PERT or GANTT charts in hard copy or using software such as Microsoft Project or Primavera. Duties may also include performing a variety of support services such as visitor access control, answering telephones, receptionist, ordering and receiving office supplies and equipment, editing or maintaining technical, budget, programmatic and administrative documentation and references, preparing travel documentation and coordinating travel arrangements, operation of reproduction equipment to produce large volumes of documents, courier service and mail service, etc. May be required to interact with senior level managers such as high level military and civilian medical, health care and

technical personnel. High skill personnel may also have duties such as coordinating and directing a variety of support services such as use of reproduction equipment, scheduling maintenance for equipment, scheduling courier runs, ensuring approved security practices are applied relative to personnel and document control and scheduling, ensuring efficient operation of conference facilities and efficient conduct of office operations.

Required Experience: 8-10 years experience in the support of office operations including the use of appropriate desktop technology.

Required Education: High school diploma or equivalency certificate, Associates of Arts Degree desirable.

JJ-050. Systems Engineer - Junior

Capabilities: Assists with the selection and installation of computer systems. Assists customers with the set up of affordable, workable data processing systems suited to current and projected needs. Serves as a technical resource for customers. Participates in system installations and the development of custom software. Assists senior system engineers with monitoring of systems. Participates in problem solving and special projects.

Required Experience: 3 years of relevant work experience with 1+ year in general areas of systems engineering, system development, and hardware and software development. Skills with audio/video encoding systems and Window Servers are needed.

Required Education: Bachelor's Degree or equivalent combination of education and experience

JJ-051. Systems Engineer - Middle

Capabilities: Assists with the supervision of the selection and installation of computer systems by providing technical advice and support, and by helping organizations acquire and set up affordable, workable data processing systems suited to current and projected needs. Serves as a technical resource for customers. Participates in system installations. Assists with analysis of the customer's daily operations and confers with managers and other personnel to help determine the customer's information handling needs. Assists the customer to develop written proposals. Participates in system installation and the development of custom software to adapt the system to special applications. Assists with the evaluation of the technical capabilities of the customer's staff to determine training requirements. Assists with the monitoring of systems. Participates in problem solving and assistance with special projects.

Required Experience: 5 years of relevant work experience with 1+ year in general areas of systems engineering, system development, and hardware and software development. Skills with audio/video encoding systems and Window Servers are needed.

Required Education: Bachelor's Degree or equivalent combination of education and experience

JJ-052. Systems Engineer - Senior

Capabilities: Performs professional engineering assignments in support of systems engineering efforts in one or more of the following disciplines: communications engineering, electronic engineering, communications security, network analysis, interoperability analysis, system standards, military operations (ground, sea, and air), program analysis, program planning, cost analysis.

Required Experience: One year experience in the support of systems design including the use of appropriate IT technology.

Required Education: Possesses a bachelor's Degree in electrical or electronic engineering computer science, computer engineering or system engineering related area with at least 1 year of experience in that field. Alternate qualification: an Associate Degree in electrical or electronic engineering with at least eight years experience of which at least four years are related.

JJ-053. IT Program Oversight

Capabilities: provides leadership and direction for the effective implementation of IT projects. Supports the development of program strategies, coordinates the execution of approved strategies, and ensures the necessary tools, processes, procedures are in-place for implementation. Performs assessments and analysis

of information technology systems and provide recommendations for performance improvements. Studies will address life-cycle management support, performance support, and general system consulting to assist in program planning, management analysis, and decision-making.

Required Experience: Four years experience in providing system consulting and supporting management in the decision making process.

Required Education: Bachelors Degree in a recognized technical, engineering, information management systems, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

JJ-054. IT Financial Analyst & Contracts Admin.

Capabilities: Provides financial and contractual advisory services to support the development, deployment, and sustainment for a multitude of IT systems. Develop and coordinate mid- and long- term strategies based on the organizational goals. Assist in strategic planning and analysis of organizational issues and prepare action plans for implementation.

Required Experience: Two years experience in strategic planning and financial/contract analysis in an IT environment.

Required Education: Bachelors Degree in a recognized technical, engineering, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

JJ-055. Information Assurance Engineer – Junior

Capabilities: Ability to implement, with supervision, technical solutions to support client requirements in solving routine network, platform, and system security problems. Ability to assist with secure system engineering, including system/security requirements analysis and secure system definition. Ability to perform process and data modeling in support of the planning and analysis efforts, using automated tools.

Required Experience: Two years of related experience

Required Education: Requires a Bachelor's Degree.

JJ-056. Information Assurance Engineer - Middle

Capabilities: Demonstrated ability to develop technical solutions to support client requirements in solving moderately complex network, platform, and system security problems. Ability to apply activity and data modeling transaction flow analysis; internal control and risk analysis; modern business methods; and performance measurement techniques. Ability to assist in establishing standards for information system procedures. Ability to develop and apply organization-wide information models for use in designing and building integrated, shared software and database management systems. Ability to conduct secure system engineering and development including system/security requirements analysis and secure system definition. Also may design test beds of advanced hardware and software solutions.

Required Experience: 4 years of related experience

Required Education: Requires a Bachelor's Degree.

JJ-057. Information Assurance Engineer – Senior

Capabilities: Demonstrated ability to apply a set of disciplines for planning, analyzing, and designing information systems enterprise-wide or across a major sector of the enterprise. Ability to develop and apply analytical and computational techniques and methodology for problem solutions. Ability to independently develop and recommend technical solutions to support client requirements in solving moderate to highly complex network, platform, and system security problems. Ability to apply analytical and engineering solutions based on federal and industry INFOSEC policies, doctrine, and regulations. Ability to conduct secure system engineering and development, including system/security requirements analysis and secure system definition and specification development of INFOSEC policies and procedures utilizing technical and analytical skills. Ability to design test beds of advanced INFOSEC hardware and software solutions.

Required Experience: 6 years of related experience
Required Education: Requires a Bachelor's Degree.

JI-058. Security Professional/Facility Security Officer

Capabilities: Analyzes, defines and establishes security policy and procedures to meet National Industrial Security Program (NISP) requirements for facilities occupied by multiple prime contractors and their team members. Gathers and organizes technical information about facility missions and functions; designs standard practice procedures to satisfy the requirements of the NISP, the Cognizant Security Agency (CSA) and the Government Contracting Activity (GCA). Oversees all aspects of security within the facility. Experience in the following disciplines is necessary: Facility Security Officer functions, SCIF Management, Information Systems Security, SAP Security, Information Security, Physical Security, Personnel Security, Security Training, and Security Surveys.

Required Experience: Must possess specialized experience in a relevant functional areas such Computer Sciences, Law Enforcement, or Business Administration.

Required Education: Requires a Bachelor's Degree.

JI-059. Information Engineer – Principal

Capabilities: Applies an enterprise-wide set of disciplines for the planning, analysis, design and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions. Performs enterprise wide strategic systems planning, business information planning, business and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools; such as Integrated Computer-Aided Software Engineering (I-CASE) tools. Applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents. Has experience with such methodologies as IDEF 0 process modeling and IDEF 1X data modeling. Provides technical guidance in software engineering techniques and automated support tools.

Required Experience: The successful candidate must have a minimum of eight years experience in general IT technologies, Blackberry engineering/administration, and experience with Active Directory. Experience in supporting Enterprise Mail Systems to include, MS Exchange Server 2003, 2007, knowledge of Windows based systems and Microsoft OCS a plus. Experience with Symantec Enterprise Vault is a plus.

Required Education: Bachelor's Degree of 8 -10 years of related experience

JI-060. Information Engineer Junior

Capabilities: Applies knowledge of computer concepts and techniques to develop and apply automated solutions to engineering, scientific, or business data acquisition and management problems. Uses scientific and engineering logic to support conceptual or theoretical solutions to problems of computer hardware or software design and operation. Develops alternative approaches to design, test, and evaluation techniques for solving IT problems, evaluates and recommends that which will provide the optimum solution based on the economic constraints. Formulates systems design, functional specification, interfaces and documentation of computer systems considering system interrelationships, operating modes, and equipment configurations

Required Experience: Two years experience in the functions described above.

Required Education: Bachelors Degree in computer science, information systems management, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

JI-061. Information Engineer Middle

Capabilities: Assists with the application of business process improvement practices to re-engineer methodologies/principles and business process modernization projects. Assist with the application, as appropriate, of activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assists with the development and

application of organization-wide information models for use in designing and building integrated, shared software and database management systems. Assists with logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives.

Required Experience: Two to four years of experience in the functions described above

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

JJ-062. Information Engineer Senior

Capabilities: Applies knowledge of computer concepts and techniques to develop and apply automated solutions to engineering, scientific, or business data acquisition and management problems. Uses scientific and engineering logic to independently identify conceptual or theoretical solutions to problems of computer hardware or software design and operation. Develops alternative approaches to design, test, and evaluation techniques for solving automation problems, evaluates and recommends that which will provide the optimum solution glancing specific project needs with economic constraints. Formulates systems design, functional specification, interfaces and documentation of computer systems considering system interrelationships, operating modes, and equipment configurations. Responsible for developing project plans, justifications, guidelines, and controls.

Required Experience: Four years experience in the functions described above.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

b. Pricelist for IT Services – SIN 132-51 and SIN 132-51RC

ID No.	Labor Category	GSA Rate 2009/2010
JI001	Program Manager	\$ 92.73
JI002	Project Manager	\$ 73.44
JI003	Task Manager	\$ 67.20
JI004	Subject Matter Expert I	\$ 100.84
JI005	Subject Matter Expert II	\$ 113.18
JI006	Subject Matter Expert III	\$ 132.72
JI007	Subject Matter Expert IV	\$ 202.69
JI008	Quality Assurance Technician – Junior	\$ 34.46
JI009	Quality Assurance Technician – Middle	\$ 39.37
JI010	Quality Assurance Technician – Senior	\$ 44.70
JI011	Quality Assurance Analyst -Junior	\$ 39.24
JI012	Quality Assurance Analyst	\$ 40.94
JI013	Quality Assurance Analyst - Senior	\$ 42.88
JI014	Project Control Planner – Senior	\$ 64.40
JI015	Project Control Specialist	\$ 38.72
JI016	Data Base Administrator	\$ 54.19
JI017	Data Base Systems Administrator - Junior	\$ 59.07
JI018	Data Base Systems Administrator - Middle	\$ 61.03
JI019	Data Base Systems Administrator - Senior	\$ 76.39
JI020	Systems Analyst - Junior	\$ 41.93
JI021	Systems Analyst - Middle	\$ 48.65
JI022	Systems Analyst - Senior	\$ 55.97
JI023	Systems Analyst	\$ 46.64
JI024	System/Software Integration Engineer – Junior	\$ 51.00
JI025	System/Software Integration Engineer - Middle	\$ 67.83
JI026	System/Software Integration Engineer – Senior	\$ 81.29
JI027	System Security Manager	\$ 92.06
JI028	Network/System Security Engineer – Junior	\$ 44.52
JI029	Network/System Security Engineer – Middle	\$ 54.86
JI030	Network/System Security Engineer – Senior	\$ 69.96
JI031	Network/System Security Manager	\$ 92.06
JI032	Business Process Engineer – Junior	\$ 44.45
JI033	Business Process Engineer – Middle	\$ 51.98
JI034	Business Process Engineer – Senior	\$ 63.89
JI035	Business Process Engineer – Principal	\$ 83.78

ID No.	Labor Category	GSA Rate 2009/2010
J1036	Business Process Reengineering Specialist - Junior	\$ 44.45
J1037	Business Process Reengineering Specialist - Middle	\$ 51.98
J1038	Business Process Reengineering Specialist – Senior	\$ 63.89
J1039	Configuration Management Specialist - Junior	\$ 54.59
J1040	Configuration Management Specialist - Middle	\$ 67.19
J1041	Configuration Management Specialist – Senior	\$ 83.98
J1042	Configuration Management Support Analyst	\$ 67.19
J1043	Intranet/Extranet/Internet Site Developer/Engineer – Junior	\$ 45.91
J1044	Intranet/Extranet/Internet Site Developer/Engineer - Middle	\$ 53.54
J1045	Intranet/Extranet/Internet Site Developer/Engineer – Senior	\$ 64.26
J1046	Data Entry Clerk	\$ 22.42
J1047	Administrative Assistant - Junior	\$ 27.91
J1048	Administrative Assistant - Middle	\$ 28.13
J1049	Administrative Assistant - Senior	\$ 36.89
J1050	Systems Engineer - Junior	\$ 47.89
J1051	Systems Engineer - Middle	\$ 59.18
J1052	Systems Engineer - Senior	\$ 85.01
J1053	IT Program Oversight	\$ 88.91
J1054	IT Financial Analyst & Contracts Admin.	\$ 85.81
J1055	Information Assurance Engineer – Junior	\$ 69.26
J1056	Information Assurance Engineer - Middle	\$ 73.34
J1057	Information Assurance Engineer – Senior	\$ 79.45
J1058	Security Professional/Facility Security Officer	\$ 59.34
J1059	Information Engineer – Principal	\$ 76.89
J1060	Information Engineer Junior	\$ 48.58
J1061	Information Engineer Middle	\$ 56.47
J1062	Information Engineer Senior	\$ 63.57

(Rates are applicable for Government on-site only)