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 GSAAAdvantage.gov

**SCHEDULE TITLE:** MULTIPLE AWARD SCHEDULE

Category Attachment Code: F  
Title: Information Technology  
F03. IT Services Subcategory  
FSC/PSC Code: D399

Category Attachment Code: G  
Title: Miscellaneous  
G06. Complimentary SINs Subcategory  
FSC/PSC Code: 0000

**Contract Number:** GS-35F-0546Y  
For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

**Period Covered by Contract:** 08/01/2012 - 07/31/2022  
Pricelist current thru Modification PS-A832 effective May 24, 2021

**CONTRACTOR’S ADMINISTRATION SOURCE:**  
Tanya D Johnson, tjohnson@e-volvetechsystems.com

**BUSINESS SIZE:** Small Business, Woman-Owned, Small Disadvantaged Business
CUSTOMER INFORMATION:

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

<table>
<thead>
<tr>
<th>SIN</th>
<th>COOPERATIVE PRICING</th>
<th>RECOVERY</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>54151S STLOC</td>
<td>54151S RC</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>ANCILLARY</td>
<td>ANCILLARY STLOC</td>
<td>ANCILLARY RC</td>
<td>Ancillary Supplies and Services</td>
</tr>
<tr>
<td>OLM</td>
<td>OLM STLOC</td>
<td>OLM RC</td>
<td>Order-Level Materials (OLM)</td>
</tr>
</tbody>
</table>

See contract price list on page 16.

1b. **LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:** See Price List p.16

1c. **HOURLY RATES (Services only):** See labor categories and pricing pages 5-16.

2. **MAXIMUM ORDER:**

<table>
<thead>
<tr>
<th>SIN</th>
<th>MAXIMUM ORDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>$500,000</td>
</tr>
<tr>
<td>ANCILLARY</td>
<td>$250,000</td>
</tr>
<tr>
<td>OLM</td>
<td>$250,000</td>
</tr>
</tbody>
</table>

3. **MINIMUM ORDER:** Minimum order per the contract $100.00 or as negotiated.

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

5. **POINT(S) OF PRODUCTION:** N/A

6. **DISCOUNT FROM LIST PRICES:** GSA Net Prices are shown on the attached GSA pricelist. Negotiated discount has been applied and the IFF has been added.

7. **QUANTITY DISCOUNT(S):** Additional 1% for orders exceeding $300,000

8. **PROMPT PAYMENT TERMS:** .5% 10 Net 30 days from receipt of invoice or date of acceptance, whichever is later. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. **FOREIGN ITEMS:** N/A

10a. **TIME OF DELIVERY:** 30 Days ARO or as Negotiated at the task order level.

10b. **EXPEDITED DELIVERY:** Negotiated at the task order level.

10c. **OVERNIGHT AND 2-DAY DELIVERY:** N/A

10d. **URGENT REQUIREMENTS:** Agencies can contact the Contractor’s representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
11. **FOB POINT:** Destination

12a. **ORDERING ADDRESS:** E-VOLVE TECHNOLOGY SYSTEMS, INC.
163 Waterfront Street, Suite 420
National Harbor, MD 20745
Phone: 240-724-0104
Fax: 301-292-9616
Email: tjohnson@e-volvetechnologysystems.com

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

13. **PAYMENT ADDRESS:** E-Volve Technology Systems, Inc.
163 Waterfront Street, Suite 420
National Harbor, MD 20745
Phone: 301-292-9100
Fax: 301-292-9616
Email: ksummers@e-volvetechnologysystems.com

14. **WARRANTY PROVISION:** N/A

15. **EXPORT PACKING CHARGES:** N/A

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

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

18a. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A

18b. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A

19. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A

20. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A

21. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A

22a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A

22b. **SECTION 508 COMPLIANCE FOR ELECTRONIC AND INFORMATION TECHNOLOGY (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/.

23. **UNIQUE ENTITY IDENTIFIER (UEI) NUMBER:** LRZRFSFMJ5B5.

24. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Contractor has an Active Registration in the SAM database.
Labor Categories
SIN 54151S:

Program Manager

Minimum/general experience: At least four years’ experience in managing large complex IT 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. Experience in a Government contracting environment is preferred.

Functional responsibility: 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 all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities.

Minimum education: Graduate Degree in a recognized technical, engineering, scientific, 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 bachelor’s degree.

IT Project Manager

Minimum/general experience: At least two years’ experience in managing complex IT projects including at least 10 persons. Experience in a Government contracting environment is preferred.

Functional responsibility: Manages single or multiple IT projects/tasks. Manages assigned projects to meet client requirements. Determines project scope with client and manages the design of assigned projects. Responds effectively to meet client’s needs. Supports client in business and action planning. Oversees quality inspection and quality assurance activities, conducts project audits and evaluations, and recommends project-level performance standards. Manages projects, budgets, schedules, and delivery of services. Manages client relationships for teams of IT consultants and professionals assigned to projects and client-customer program and operations work sites.

Under the supervision of IT Program Manager, provides financial management, administration, and schedule control over the activities of one or more specific subtasks within projects. Supports IT Program Manager in project management, configuration management, quality of work, scheduling, and cost control. Must possess extensive knowledge of methods and procedures to minimize costs and maximize efficiency in achieving the requirements of the project.

Minimum education: Bachelor’s degree in business, communications, IT or other relevant discipline.
Management Analyst

Minimum/general experience: Requires 1-year user proficiency with PC hardware, standard software, specialized applications, and effective oral and written communication skills to explain technical situations, present information, and provide training. Analyst must have knowledge of the office suite and desktop applications, experience in problem resolution of systems, electronic commerce or web hosting.

Functional responsibility: Serves as an initial tier 1 contact for clients experiencing technical and/or non-technical issues. Requires ability to diagnose, troubleshoot and client issues by employing strong listening and communication skills. Must have creative problem-solving skills to assist clients. Must be a team player that contributes to the resolution of the client’s business problems. Provides ongoing technical support for specialized applications: logs trouble calls, analyzes and corrects problem at source. Advises users of changes in procedures. Identifies problems requiring vendor assistance and coordinates vendor technical support.

Minimum education: Bachelor’s Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four years of documented relevant experience or an associate degree together with two years of documented relevant experience, may be substituted for the bachelor’s degree.

Systems Analyst I

Minimum/general experience: Requires 2 years user proficiency with PC hardware, standard software, specialized applications, and effective oral and written communication skills to explain technical situations, present information, and provide training. Analyst must have knowledge of the office suite and desktop applications, experience in problem resolution of systems, electronic commerce or web hosting.

Functional responsibility: Ensures the integrity, dependability and availability of systems, networks and data through planning, analysis, development, implementation, maintenance and enhancement of information systems programs, policies, procedures and tools. Implements and administers operating systems, enterprise applications and related hardware and software environments to provide reliable and timely support to system users.

Minimum education: Bachelor’s Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four years of documented relevant experience or an associate degree together with two years of documented relevant experience, may be substituted for the bachelor’s degree.

Systems Analyst II

Minimum/general experience: Requires 3 years user proficiency with PC hardware, standard software, specialized applications, and effective oral and written communication skills to explain technical situations, present information, and provide training. Analyst must have knowledge of the office suite and desktop applications, experience in problem resolution of systems,
electronic commerce or web hosting. Ability to develop, execute and lead less complex technical tasks and apply analytical problem-solving methodologies.

Functional responsibility: Ensures the integrity, dependability and availability of systems, networks and data through planning, analysis, development, implementation, maintenance and enhancement of information systems programs, policies, procedures and tools. Implements and administers operating systems, enterprise applications and related hardware and software environments to provide reliable and timely support to system users. Defines and validates proper and reliable backup schedules to recover data in case of hardware and software failures. Researches, introduces, implements and maintains new technologies to support current and future IT operations. Applies firmware and software patches, replaces and upgrades hardware parts to maintain and support state of the art systems. Works with security personnel to implement programs to ensure that systems, network and data users are aware of, understand, and adhere to systems security policies and procedures. Controls access lists with levels of permissions and passwords. Safeguards file systems and emails against outside and inside security threads. Provides timely and reliable support to systems in case of an emergency. Participates in off-hours on-call schedule and in defining and implementing enterprise wide and IT COOP procedures.

Minimum education: Bachelor’s Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four years of documented relevant experience or an associate degree together with two years of documented relevant experience, may be substituted for the bachelor’s degree.

Senior Systems Analyst

Minimum/general experience: Requires 4 years user proficiency with PC hardware, standard software, specialized applications, and effective oral and written communication skills to explain technical situations, present information, and provide training. Analyst must have knowledge of the office suite and desktop applications, experience in problem resolution of systems, electronic commerce or web hosting. Ability to develop, execute and lead less complex technical tasks and apply analytical problem-solving methodologies. Two to three years computer operations, network management and/or desktop support experience are also required.

Functional responsibility: Provides analysis, design, configuration, testing, implementation, documentation and staff training for software that includes or supports operating systems, file and application servers, databases and network environments as it applies to Information Systems. Ensures the integrity, dependability and availability of systems, networks and data through planning, analysis, development, implementation, maintenance and enhancement of information systems programs, policies, procedures and tools. Implements and administers operating systems, enterprise applications and related hardware and software environments to provide reliable and timely support to system users. Defines and validates proper and reliable backup schedules to recover data in case of hardware and software failures. Researches, introduces, implements and maintains new technologies to support current and future IT operations. Applies firmware and software patches, replaces and upgrades hardware parts to maintain and support state of the art systems. Works with security personnel to implement programs to ensure that systems, network and
data users are aware of, understand, and adhere to systems security policies and procedures. Controls access lists with levels of permissions and passwords. Safeguards file systems and emails against outside and inside security threads. Provides timely and reliable support to systems in case of an emergency. Participates in off-hours on-call schedule and in defining and implementing enterprise wide and IT COOP procedures.

**Minimum education:** Bachelor’s Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four years of documented relevant experience or an associate degree together with two years of documented relevant experience, may be substituted for the bachelor’s degree.

**Principal Information Engineer**

**Minimum/general experience:** Three years’ experience in managing the implementation of information engineering projects and experience in system analysis, design and programming.

**Functional responsibility:** Must be capable of applying an enterprise wide set of disciplines for planning, analyzing, designing and construction information systems enterprise wide or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions. Must be capable of performing enterprise wide strategic system planning, information planning, business and analysis. Performs process, data modeling, or security strategies in support of the planning and analysis efforts, using manual and automated tools.

**Minimum Education:** B.A or B.S degree in a technically related discipline. Four years of documented relevant experience or an associate degree together with two years of documented relevant experience, may be substituted for the bachelor’s degree.

**Senior Application Help Desk Lead**

**Minimum/general experience:** Four years’ experience in problem resolution of systems. Familiarity with appropriate desktop and software systems. Ability to communicate orally and in writing and experience interfacing with clients and customers and handling sensitive issues. Two to three years progressively responsible computer operations, network management and/or desktop support experience.

**Functional responsibility:** Has overall responsibility for support staff and the activities associated with the identification, prioritization, and resolution of reported problems. Ensures that all phases of service desk support are properly coordinated, monitored, logged, tracked and resolved appropriately. May maintain responsibility for development, maintenance and integrity of help desk software. Assigns personnel to various operations and directs their activities; reviews and evaluates their work and prepares performance reports. Develops, executes and leads complex technical tasks to apply analytical problem-solving methodologies. Has at least eight years of experience as a systems analyst including senior leadership positions related to analytical programs and tasks. Effectively allocates resources and provides technical direction to junior support staff, and interfaces with project team.
Minimum education: Bachelor’s Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four years of documented relevant experience or an associate degree together with two years of documented relevant experience, may be substituted for the bachelor’s degree.

Senior Application Help Desk Specialist

Minimum/general experience: Three years’ experience in problem resolution of systems. Familiarity with appropriate desktop and software systems. Ability to communicate orally and in writing and experience interfacing with clients and customers and handling sensitive issues. Two to three years progressively responsible computer operations, network management and/or desktop support experience.

Functional responsibility: Serves as a primary tier 1 or tier 2 contact for clients experiencing technical and/or non-technical issues. Requires ability to diagnose, troubleshoot and client issues by employing strong listening and communication skills. Must have creative problem-solving skills to assist clients. Serves as primary back up for Help Desk Lead. Must be a team player that contributes to the resolution of the client’s business problems. Provides ongoing technical support for specialized applications: logs trouble calls, analyzes and corrects problem at source. Advises users of changes in procedures. Identifies problems requiring vendor assistance and coordinates vendor technical support. Trains and mentors all junior staff members.

Minimum education: Bachelor’s Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four years of documented relevant experience or an associate degree together with two years of documented relevant experience, may be substituted for the bachelor’s degree.

Application Help Desk Specialist I

Minimum/general experience: One-year experience in problem resolution of systems. Familiarity with appropriate desktop and software systems. Ability to communicate orally and in writing and experience interfacing with clients and customers and handling sensitive issues. Two to three years progressively responsible computer operations, network management and/or desktop support experience.

Functional responsibility: Serve as tier 1 or tier 2 contact for clients experiencing technical and/or non-technical issues. Requires ability to diagnose, troubleshoot and client issues by employing strong listening and communication skills. Must have creative problem-solving skills to assist clients. Must be a team player that contributes to the resolution of the client’s business problems. Provides ongoing technical support for specialized applications: logs trouble calls, analyzes and corrects problem at source. Advises users of changes in procedures. Identifies problems requiring vendor assistance and coordinates vendor technical support.

Minimum education: Bachelor’s Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four years of documented relevant
experience or an associate degree together with two years of documented relevant experience, may be substituted for the bachelor’s degree.

**Application Help Desk Specialist II**

**Minimum/general experience:** Two years’ experience in problem resolution of systems. Familiarity with appropriate desktop and software systems. Ability to communicate orally and in writing and experience interfacing with clients and customers and handling sensitive issues. Two to three years progressively responsible computer operations, network management and/or desktop support experience.

**Functional responsibility:** Serves as a primary tier 1 or tier 2 contact for clients experiencing technical and/or non-technical issues. Requires ability to diagnose, troubleshoot and client issues by employing strong listening and communication skills. Must have creative problem-solving skills to assist clients. Must be a team player that contributes to the resolution of the client’s business problems. Provides ongoing technical support for specialized applications: logs trouble calls, analyzes and corrects problem at source. Advises users of changes in procedures. Identifies problems requiring vendor assistance and coordinates vendor technical support.

**Minimum education:** Bachelor’s Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four years of documented relevant experience or an associate degree together with two years of documented relevant experience, may be substituted for the bachelor’s degree.

**Subject Matter Expert I**

**Minimum/general experience:** Seven years of progressive functional experience related to key technical areas. Three years of this functional experience must have included management responsibility for smaller or less complex projects related to the individual’s subject matter expertise.

**Functional responsibility:** Provides expertise, technical services and leadership in the subject matter area necessary for effective implementation of projects. Provides functional advice, analysis, and methodological support to smaller, less complex projects. Assists senior experts with analysis, evaluation and preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in the following specialties: information systems architecture, networking; telecommunications, automation; communications protocols, risk management/electronic analysis, software; lifecycle management, software development methodologies, and modeling and simulation. Develops and executes technical tasks, applies analytical problem-solving methodologies, technical direction, interfaces with client and effectively allocates resources. Has specialized experience in planning, evaluating, directing, and coordinating IT research and development projects. Provides technical direction to junior members of the project team.

**Minimum education:** Bachelor’s degree in relevant technical discipline (or equivalent work experience).
Subject Matter Expert II

Minimum/general experience: Ten years of progressive functional experience related to key technical areas. Five years of this functional experience must have included management responsibility for small to medium projects related to the individual’s subject matter expertise.

Functional responsibility: Defines problems, analyzes and develops plans and requirements in the subject matter area for moderately complex to complex systems. Coordinates and manages 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, lifecycle management, software development methodologies, and modeling and simulation. Has experience managing small to medium teams, takes responsibility for work product delivery and quality. Demonstrates strong technical writing and presentation skills.

Minimum education: Bachelor’s degree in relevant technical discipline (or equivalent work experience).

Subject Matter Expert III

Minimum/general experience: Twelve years of progressive functional experience related to key technical areas. Five years of this functional experience must have included management responsibility for medium to large projects related to the individual’s subject matter expertise.

Functional responsibility: Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development, and implementation for complex to extremely complex systems in the subject matter area in support of medium to large-level projects. Advises, evaluates, and provides recommendations for system improvements, optimization, development, and/or maintenance efforts in the following specialties: information systems architecture, networking; telecommunications, automation; communications protocols, risk management/electronic analysis, software; lifecycle management, software development methodologies, and modeling and simulation. Provides technical direction to members of the project team. Has experience managing medium to large teams, takes responsibility for work product delivery and quality.

Minimum education: Master’s degree in relevant technical discipline (or equivalent work experience).

IT Consultant Staff I

Minimum/general experience: Seven years’ experience in systems analysis, design, and or maintenance. Experience includes a broad range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

Functional responsibility: Applies basic knowledge of programming techniques. Develops program specifications for writing and testing programs. Develops, modifies and maintains assigned software according to specifications. Develops test data, performs thorough testing and corrects
faulty code to ensure compliance with specifications. Documents programs according to Government standards and procedures.

Minimum education: Bachelor’s Degree in computer science, information systems management, mathematics, engineering, or related field. An additional four years of relevant experience may be substituted for the bachelor’s degree.

IT Consultant Staff II

Minimum/general experience: Ten years’ experience in systems analysis, design, and or maintenance. Experience includes a broad range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

Functional Responsibility: Applies intermediate knowledge of programming techniques. Develops program specifications for writing and/or testing programs. Develops, modifies and maintains assigned software according to specifications. Develops test data, performs thorough testing and corrects faulty code to ensure compliance with specifications. Documents programs according to Government standards and procedures.

Minimum education: Bachelor’s Degree in computer science, information systems management, mathematics, engineering, or related field. An additional four years of relevant experience may be substituted for the bachelor’s degree.

IT Consultant Staff III

Minimum/general experience: Twelve years’ experience in systems analysis, design, and or maintenance. Experience includes a broad range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

Functional responsibility: Applies advanced knowledge of programming techniques. Develops program specifications for writing and/or testing programs. Develops, modifies and maintains assigned software according to specifications. Develops test data, performs thorough testing and corrects faulty code to ensure compliance with specifications. Documents programs according to Government standards and procedures.

Minimum education: Bachelor’s Degree in computer science, information systems management, mathematics, engineering, or related field. An additional four years of relevant experience may be substituted for the bachelor’s degree.

IT Consultant Staff IV

Minimum/general experience: Fifteen years’ experience in systems analysis, design, and or maintenance. Experience includes a broad range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

Functional responsibility: Applies advanced knowledge of programming techniques. Develops program specifications for writing and/or testing programs. Develops, modifies and maintains assigned software according to specifications. Develops test data, performs thorough testing
and corrects faulty code to ensure compliance with specifications. Documents programs according to Government standards and procedures. Provides directions and supervises the work of the project consulting team.

**Minimum education:** Bachelor’s Degree in computer science, information systems management, mathematics, engineering, or related field. An additional four years of relevant experience may be substituted for the bachelor’s degree.

**PeopleSoft IT Consultant I**

**Minimum/general experience:** Six years PeopleSoft experience in systems analysis, design, and/or maintenance. Experience includes a broad range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

**Functional responsibility:** Serves as a PeopleSoft technical or functional expert in areas relevant to the project. Applies basic knowledge of programming techniques. Develops program specifications for writing and testing programs. Develops, modifies and maintains assigned software according to specifications. Develops test data, performs thorough testing and corrects faulty code to ensure compliance with specifications. Documents programs according to Government standards and procedures.

**Minimum education:** Bachelor’s Degree in computer science, information systems management, mathematics, engineering, or related field. An additional four years of relevant experience may be substituted for the bachelor’s degree.

**PeopleSoft IT Consultant II**

**Minimum/general experience:** Seven years PeopleSoft experience in systems analysis, design, and/or maintenance. Experience includes a broad range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

**Functional responsibility:** Serves as a PeopleSoft technical or functional expert in areas relevant to the project. Applies advanced knowledge of programming techniques. Develops program specifications for writing and testing programs. Develops, modifies and maintains assigned software according to specifications. Develops test data, performs thorough testing and corrects faulty code to ensure compliance with specifications. Documents programs according to Government standards and procedures.

**Minimum education:** Bachelor’s Degree in computer science, information systems management, mathematics, engineering, or related field. An additional four years of relevant experience may be substituted for the bachelor’s degree.

**IT Professional Staff Level I**

**Minimum/general experience:** One-year experience in systems analysis, design, and/or maintenance. Experience includes a broad range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

**Functional responsibility:** Applies basic knowledge of programming techniques.
Develops program specifications for writing and testing programs.

**Minimum Education:** Bachelor’s Degree in computer science, information systems management, mathematics, engineering, or related field. An additional two years of relevant experience may be substituted for the bachelor’s degree.

**IT Professional Staff Level II**

**Minimum/general experience:** Three years’ experience in systems analysis, design, and or maintenance. Experience includes a broad range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

**Functional responsibility:** Applies advanced knowledge of programming techniques. Develops program specifications for writing and testing programs. Develops test data, performs thorough testing and corrects faulty code to ensure compliance with specifications. Documents programs according to Government standards and procedures.

**Minimum education:** Bachelor’s Degree in computer science, information systems management, mathematics, engineering, or related field. An additional two years of relevant experience may be substituted for the bachelor’s degree.

**Sr. IT Project Manager**

**Minimum/General Experience:** At least eight years’ experience in managing complex IT projects. Experience in a government contracting environment is preferred.

**Functional Responsibility:** Manages single or multiple IT projects/tasks. Manages assigned projects to meet client requirements. Determines project scope with client and manages the design of assigned projects. Responds effectively to meet client’s needs. Supports client in business and action planning. Oversees quality inspection and quality assurance activities, conducts project audits and evaluations, and recommends project-level performance standards. Manages projects, budgets, schedules, and delivery of services. Manages client relationships for teams of IT consultants and professionals assigned to projects and client-customer program and operations work sites.

Under the supervision of IT Program Manager, provides financial management, administration, and schedule control over the activities of one or more specific subtasks within projects. Supports IT Program Manager in project management, configuration management, quality of work, scheduling, and cost control. Must possess extensive knowledge of methods and procedures to minimize costs and maximize efficiency in achieving the requirements of the project.

**Minimum Education:** Bachelor’s degree in business, communications, IT or other relevant discipline.

**Solutions Architect**

**Minimum/General Experience:** Requires minimum of 6 years of experience.

**Functional Responsibility:** Performs architecture design, system evaluation, system analysis, and infrastructure assessment for complex systems. Knowledgeable in the implementation of computer systems in the phased approach of requirements analysis and conceptual design, site survey, system design review, critical design review, installation, integration, and testing. Presents system designs for
user approval at formal reviews. Capable of performing software development, configuration management, integrating software, interpreting software test results, and recommending solutions for unsatisfactory test results.

**Minimum Education:** Bachelor’s Degree

**Data Architect**

**Minimum/General Experience:** Requires minimum of 6 years of experience.

**Functional Responsibility:** Works in a data warehouse environment that includes data design, database architecture, metadata and repository creation. Translates business needs into long-term architecture solutions. Defines, designs, and builds dimensional databases. Responsible for developing data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Evaluates reusability of current data for additional analyses. Conducts data cleaning to rid the system of old, unused, or duplicate data. Reviews object and data models and the metadata repository to structure the data for better management and quicker access.

**Minimum Education:** Bachelor’s degree

**Systems Engineer**

**Minimum/General Experience:** At least 5 years of experience as a computer systems analyst.

**Functional Responsibility:** Knowledgeable in the implementation of computer systems in the phased approach of requirements analysis and conceptual design, site survey, system design review, critical design review, installation, integration, and testing. Presents system designs for user approval at formal reviews. Capable of performing software development, configuration management, integrating software, interpreting software test results, and recommending solutions for unsatisfactory test results. Knowledgeable in life-cycle support, including maintenance, administration, and management. Provide solutions to identified software problem reports.

**Minimum Education:** Bachelor’s Degree

**Senior Developer**

**Minimum/General Experience:** Requires 7 years of experience

**Functional Responsibility:** Under general direction, designs, develops, troubleshoots, debugs, and implements software code (such as Java, HTML, CGI, and JavaScript). Works with other members of a project team to develop the site architecture. Responsible for interface implementation. Integrates web applications with backend databases. Deploys large web-based transaction systems using application servers. Researches, tests, builds, and coordinates the integration of new products per production and client requirements. Requires strong navigation and site-design instincts.

**Minimum Education:** Bachelor’s degree in computer science, information systems management, mathematics, engineering, or related scientific field. Six years of documented relevant experience or an Associate’s degree with two years of documented relevant experience, may be substituted for the Bachelor’s degree.
Developer

**Minimum/General Experience:** 3 years of experience.

**Functional Responsibility:** Under general supervision, develops, codes, tests, and debugs new software and enhancements to existing web software. Competent to work on fairly complex programs with guidance. Works with technical staff to understand problems with web software and resolve them.

**Minimum Education:** Bachelor’s degree

Test Engineer

**Minimum/General Experience:** 1 year of experience in software development through software development life cycle.

**Functional Responsibility:** Must be capable of designing and executing IT software tests and evaluating results to ensure compliance with applicable regulations. Must be able to prepare test scripts and all required test documentation. Must be able to design and prepare all needed test data. Analyzes internal security within systems. Reviews test results and evaluates for conformance to design.

**Minimum Education:** Bachelor’s degree or 3 years of equivalent experience in related field.

**ANCILLARY SIN:**

**Operations Administrator I**

**Minimum/general experience:** Three years administrative experience related to government or other related programs.

**Functional responsibility:** Provides program management support and executive administrative support of IT Programs. Drafts and updates SOPs and white papers. Provides administrative support in the areas of preparing briefing presentations, and querying database systems for program metrics. Provides administrative support as documented in policy. Generates travel orders, coordinate travel visas, confirm travel manifests, update information in an office-level tracking management ledger or database. Passes clearances and visit requests for personnel. Coordinates travel reservations. Maintains deployment rosters and files and perform records management.

**Minimum education:** Associate degree in human resource development, organizational behavior, business administration, public administration, management, or relevant technical discipline (or equivalent work experience).

**Operations Administrator II**

**Minimum/general experience:** Four years administrative experience related to government or other related programs.
**Functional responsibility:** Provides Program Management support and executive administrative support of IT Programs. Drafts and update SOPs and white papers. Provides administrative support in the areas of preparing briefing presentations, and querying database systems for program metrics. Provides administrative support as documented in policy. Generate travel orders, coordinate travel visas, confirm travel manifests, update information in an office-level tracking management ledger or database. Passes clearances and visit requests for personnel. Coordinates travel reservations. Maintains deployment rosters and files and perform records management. Provides directions and supervises the work of the operations administration team.

**Minimum education:** Associate degree in human resource development, organizational behavior, business administration, public administration, management, or relevant technical discipline (or equivalent work experience).

**Functional Specialist**

**Minimum/General Experience:** At least 5 years of specialized experience, which may include facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices, and supervision of business process reengineers.

**Functional Responsibility:** Applies process improvement and reengineering methodologies and principles to conducting process modernization projects. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, training, and other forms of knowledge transfer. May be under the supervision and direction of a Principal Business Process Reengineering Specialist or may work independently. This labor category is offered only in conjunction with IT Professional labor categories.

**Minimum Education:** Bachelor’s degree
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<th>SIN</th>
<th>Labor Category Title</th>
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