AUTHORIZED FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE AND SERVICES

Note: 22nd Century Technologies, Inc. wishes to participate under the Cooperative Purchasing program. The following SINs are available to state and local: 54151HEAL, 54151S, 54151HACS, OLM, 541611 and 541614.

SIN 541614 – DEPLOYMENT, DISTRIBUTION AND TRANSPORTATION LOGISTICS SERVICES
SIN 541611 - MANAGEMENT AND FINANCIAL CONSULTING, ACQUISITION AND GRANTS MANAGEMENT SUPPORT, AND BUSINESS PROGRAM AND PROJECT MANAGEMENT SERVICES
SIN 54151HEAL - HEALTH INFORMATION TECHNOLOGY SERVICES (HEAL)
SIN 54151S - INFORMATION TECHNOLOGY PROFESSIONAL SERVICES
FPDS Code D302 IT Systems Development Services FPDS Code D306 IT Systems Analysis Services
FPDS Code D308 Programming Services
FPDS Code D310 IT Backup and Security Services FPDS Code D311 IT Data Conversion Services
FPDS Code D316 IT Network Management Services OLM Order-Level Materials (OLMs)

SIN 54151HACS – HIGHLY ADAPTIVE CYBERSECURITY SERVICES (HACS)

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

Note 2: Offerors and Agencies are advised that the Group 70 - Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

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

Note 4: Our services cover all five subcategories i.e. High Value Asset Assessments; Risk and Vulnerability Assessments, Cyber Hunt, Incident Response, and Penetration Testing.

22nd Century Technologies, Inc.
220 Davidson Avenue, Suite 118
Somerset, NJ 08873
Phone: 800-517-8408 Fax: 732-537-0888 www.tscti.com

Contract Number: GS-35F-0579T
DUNS: 02-861-9588
Period Covered by Contract: August 6, 2017 to August 5, 2022
General Services Administration Federal Supply Service
Pricelist current through Modification # PS0040, Dated June 29 2021

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service's Home Page via the Internet at http://www.fss.gsa.gov/
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SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micro purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micro purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT:

   Domestic delivery is 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.

   Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

[ ] The Geographic Scope of Contract will be domestic and overseas delivery. [ ] The Geographic Scope of Contract will be overseas delivery only.

[X] The Geographic Scope of Contract will be domestic delivery only.

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:

__________________________________________________________________________

2. CONTRACTOR’S ORDERING ADDRESS AND PAYMENT INFORMATION:

   22nd Century Technologies, Inc.
   220 Davidson Avenue, Suite 118
   Somerset, NJ 08873

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

(P) 800-517-8408

3. LIABILITY FOR INJURY OR DAMAGE
The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4. STATICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:
   Block 9: G. Order/Modification Under Federal Schedule
   Block 16: Data Universal Numbering System (DUNS) Number: 02-861-9588
   Block 30: Type of Contractor - SDB Certified
   Block 31: Woman-Owned Small Business - NO
   Block 36: Contractor's Taxpayer Identification Number (TIN): 22-3502121
   4a. CAGE Code: 3DYY9
   4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE
   a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:
      30 Days
      *To be negotiated between contractor and ordering activity.
   b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. DISCOUNTS: Prices shown are NET Prices; Basic Discounts have been deducted.
   a. Prompt Payment: 0% - 30 days from receipt of invoice or date of acceptance, whichever is later.
   b. Quantity: NONE
   c. Dollar Volume: NONE
   d. Government Educational Institutions: Government and Educational institutions are offered the same discount as all other Government customers.
   e. Other: NONE

8. TRADE AGREEMENTS ACT OF 1979, as amended:
   All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:

10. SMALL REQUIREMENTS:
    The minimum dollar value of orders to be issued is $100.
11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)
The Maximum Order value for the following Special Item Numbers (SINs) is $100,000,000:
Special Item Number 54151HEAL - Health Information Technology Services
Special Item Number 54151S - Information Technology (IT) Professional Services and Special Item Number
54151HACS - Highly Adaptive Cybersecurity Services (HACS) Special Item Number (SIN) OLM - Order-Level
Materials
SIN 541611 - Management and Financial Consulting, Acquisition And Grants Management Support, And Business
Program And Project Management Services

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS
Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an
order or establishing a BPA for supplies or services. These procedures apply to all schedules.
a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS
   REQUIREMENTS:
Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards
Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific
products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication
Standards (FED-STDs), which are cited by ordering activities, shall be responded to promptly by the Contractor.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):
Information Technology products under this Schedule that do not conform to Federal Information Processing Standards
(FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication."
Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce,
National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their
availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port
Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal
use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service
should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDs): Telecommunication products under
this Schedule that do not conform to Federal Telecommunication Standards (FED-STDs) should not be acquired unless
a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are
issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to
National Security Act. Ordering information and information concerning the availability of FED-STDs should be
obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW,
Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when
requesting information by mail. Information concerning their applicability can be obtained by writing or calling the
U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone
number (301)975-2833.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)
(a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the
performance of orders issued under this contract. All costs associated with obtaining/possessing such security
clearances should be factored into the price offered under the Multiple Award Schedule.
(b) **Travel:** The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges. NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

(c) **Certifications, Licenses and Accreditations:** As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d) **Insurance:** As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) **Personnel:** The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) **Organizational Conflicts of Interest:** Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

(g) **Documentation/Standards:** The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

(h) **Data/Deliverable Requirements:** Any required data/deliverables at the ordering level will be as specified or Negotiated in the agency's order.

(i) **Government-Furnished Property:** As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

(j) **Availability of Funds:** Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

15. **CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:**
Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C. 1.)

16. **GSA ADVANTAGE!**
GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

1. Manufacturer;
2. Manufacturer's Part Number; and
3. Product categories.
Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is http://www.fss.gsa.gov/.

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) ~ referred to as open market items ~ to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, only if-

(1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));

(2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;

(3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and

(4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

(5) Time of delivery/installation quotations for individual orders;

(6) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.

(7) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

NOT APPLICABLE

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).
21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of $2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds $2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

23. SECTION 508 COMPLIANCE.

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: www.tscti.com

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order -

(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from_______________ dated________. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government’s interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer,
whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at http://www.core.gov.

27. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)
1. SCOPE

Deployment Logistics such as contingency planning, identifying/utilizing regional or global resources, integrating public/private sector resources, inventory/property planning, movement, storage, end-to-end industrial relocation/expansion services, and deploying communications and logistics systems to permit rapid deployment and management of supplies and equipment; Distribution and Transportation Logistics Services such as Planning and designing, implementing, or operating systems or facilities for the movement of supplies, equipment or people by road, air, water, rail, or pipeline.

2. ORDER

a. Agencies may use written orders, Electronic Data Interchange (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.

3. PERFORMANCE OF SERVICES

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity. All Contracts will be fully funded.

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 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. All travel will be agreed upon with the client prior to the Contractor’s travel.

4. INSPECTION OF SERVICES


5. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. Personal services as defined in FAR 37.104 are prohibited.

6. RESPONSIBILITIES OF THE ORDERING ACTIVITY
Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services.

7. INDEPENDENT CONTRACTOR

All Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management 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.

8. 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.

9. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management 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.

10. RESUMES

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

11. INCIDENTAL SUPPORT COSTS

Incidental support costs are not considered part of 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.

12. 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.
1. SCOPE

Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency's portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.

2. ORDER

a. Agencies may use written orders, Electronic Data Interchange (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.

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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 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. All travel will be agreed upon with the client prior to the Contractor’s travel.

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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.

9. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management 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.

10. RESUMES

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

11. INCIDENTAL SUPPORT COSTS

Incidental support costs are not considered part of 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.

12. 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.
Vendor suitability for offering services through the new Health IT SIN must be in accordance with the following laws and standards when applicable to the specific task orders, including but not limited to:

- Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH)
- The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- National Institute of Standards and Technology (NIST) Federal Information Processing Standards (FIPS) and Special Publications
- Federal Information Security Management Act (FISMA) of 2002

****NOTE: All non-professional labor categories must be incidental to, and used solely to support Health IT services, and cannot be purchased separately.

****NOTE: All labor categories under the Special Item Number 54151S Information Technology Professional Services may remain under SIN 54151S unless the labor categories are specific to the Health IT SIN.

1. SCOPE

a. The labor categories, prices, terms and conditions stated under Special Item Number 54151HEAL Health Information Technology Services apply exclusively to Health IT Services within the scope of this Multiple Award Schedule.

b. This SIN is limited to Health IT Services only. Software and hardware products are out of scope. Hardware and software can be acquired through different Special Item Numbers on the MAS Schedule.

c. This SIN provides ordering activities with access to Health IT services.

d. Health IT Services provided under this SIN shall comply with all Healthcare certifications and industry standards as applicable at the task order level.

e. 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. ORDER

a. Agencies may use written orders, Electronic Data Interchange (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.

3. PERFORMANCE OF SERVICES

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity. All Contracts will be fully funded.

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 Health 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. All travel will be agreed upon with the client prior to the Contractor’s travel.

4. INSPECTION OF SERVICES


5. 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 (Dec 2007) Rights in Data – General, may apply.

6. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

7. INDEPENDENT CONTRACTOR

All Health IT 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.

8. 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.

9. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for Health 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.

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

11. INCIDENTAL SUPPORT COSTS

Incidental support costs are not considered part of 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.

12. 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.

13. DESCRIPTION OF HEALTH IT SERVICES AND PRICING

Health IT Infrastructure Support including Cloud computing
Description: includes all data center and cloud support services but excludes those services that are tied directly to a specific Health IT application.

Health IT Application Support
Description: includes the management and maintenance of all health information and systems across computerized systems and secure data exchange. Health IT Application Support includes Dev-Ops services.

Health IT Systems Integration and Consulting
Description: Includes full software development lifecycle application, security and consultative services, including but not limited to management, technology, data and business operations.

Health IT Business Process Services
Description: Includes all operational support services, whether fully outsourced or assisted.
1. SCOPE
   a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT 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
   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 in accordance with this clause.
   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 - 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 (JAN 1986) (Deviation - 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 - May 2003) 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 Services.

9. INDEPENDENT CONTRACTOR
All IT 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 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 52.232-7 (DEC 2002), (Alternate II - Feb 2002) (Deviation - May 2003) 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 52.232-7 (DEC 2002), (Alternate II - Feb 2002) (Deviation - May 2003)) applies to labor-hour orders placed under this contract.

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 SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 54151S IT Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.

The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science
Vendor suitability for offering services through the new Highly Adaptive Cybersecurity Services (HACS) SIN must be in accordance with the following laws and standards when applicable to the specific task orders, including but not limited to:

- **Federal Acquisition Regulation (FAR) Part 52.204-21**
- **OMB Memorandum M-06-19** - Reporting Incidents Involving Personally Identifiable Information and Incorporating the Cost for Security in Agency Information Technology Investments
- **OMB Memorandum M-07-16** - Safeguarding Against and Responding to the Breach of Personally Identifiable Information
- **OMB Memorandum M-16-03** - Fiscal Year 2015-2016 Guidance on Federal Information Security and Privacy Management Requirements
- **OMB Memorandum M-16-04** – Cybersecurity Implementation Plan (CSIP) for Federal Civilian Government 
  - The Cybersecurity National Action Plan (CNAP)
- **NIST SP 800-14** - Generally Accepted Principles and Practices for Securing Information Technology Systems
- **NIST SP 800-27A** - Engineering Principles for Information Technology Security (A Baseline for Achieving Security)
- **NIST SP 800-30** - Guide for Conducting Risk Assessments
- **NIST SP 800-35** - Guide to Information Technology Security Services
- **NIST SP 800-44** - Guidelines on Securing Public Web Servers
- **NIST SP 800-48** - Guide to Securing Legacy IEEE 802.11 Wireless Networks
- **NIST SP 800-53** – Security and Privacy Controls for Federal Information Systems and Organizations
- **NIST SP 800-61** - Computer Security Incident Handling Guide
- **NIST SP 800-64** - Security Considerations in the System Development Life Cycle
- **NIST SP 800-82** - Guide to Industrial Control Systems (ICS) Security
- **NIST SP 800-86** - Guide to Integrating Forensic Techniques into Incident Response
- **NIST SP 800-115** - Technical Guide to Information Security Testing and Assessment
- **NIST SP 800-137** - Information Security Continuous Monitoring (ISCM) for Federal Information Systems and Organizations
- **NIST SP 800-153** - Guidelines for Securing Wireless Local Area Networks (WLANs)
- **NIST SP 800-171** - Protecting Controlled Unclassified Information in non-federal Information Systems and Organizations

1. **SCOPE**
   a. The labor categories, prices, terms and conditions stated under Special Item Numbers 54151HACS Highly Adaptive Cybersecurity Services apply exclusively to Highly Adaptive Cybersecurity Services within the scope of this Information Technology Schedule.
   b. Services under these SINs are limited to Highly Adaptive Cybersecurity Services only. Our services cover all five subcategories under HACS SIN i.e. High Value Asset Assessments; Risk and Vulnerability Assessments; Cyber Hunt; Incident Response; and Penetration Testing.
   c. These SINs provide ordering activities with access to Highly Adaptive Cybersecurity services only.
   d. Highly Adaptive Cybersecurity Services provided under these SINs shall comply with all Cybersecurity certifications and industry standards as applicable pertaining to the type of services as specified by ordering agency.
   e. 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. ORDER
   a. Agencies may use written orders, Electronic Data Interchange (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.

3. PERFORMANCE OF SERVICES
   a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity. All Contracts will be fully funded.
   b. The Contractor agrees to render services 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 Highly Adaptive Cybersecurity 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. All travel will be agreed upon with the client prior to the Contractor’s travel.

4. INSPECTION OF SERVICES

5. 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 – May 2003) Rights in Data – General, may apply.

   The Contractor shall comply with contract clause (52.204-21) to the Federal Acquisition Regulation (FAR) for the basic safeguarding of contractor information systems that process, store, or transmit Federal data received by the contract in performance of the contract. This includes contract documents and all information generated in the performance of the contract.

6. RESPONSIBILITIES OF THE ORDERING ACTIVITY
   Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite Health IT Services.

7. INDEPENDENT CONTRACTOR
   All Health IT 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.
8. 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.

9. INVOICES
The Contractor, upon completion of the work ordered, shall submit invoices for IT 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.

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

11. 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.

12. 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.

13. DESCRIPTION OF IT SERVICES AND PRICING
   a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 54151S IT Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
   b. Pricing for all IT Services shall be in accordance with the Contractor’s customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.
PREAMBLE

22nd Century Technologies, Inc. provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

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

Jatin Khanna
(732) 824-2688 (Phone)
(732) 537-0888 (Fax)
jatink@tscti.com
BEST VALUE

BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

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

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

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

Signatures

Agency ___________________________ Date ________________  Contractor: 22nd Century Technologies Inc  Date ________________
BPA NUMBER

(CUSTOMER NAME) BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s), Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

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<tr>
<th>MODEL NUMBER/PART NUMBER</th>
<th>* SPECIAL BPA DISCOUNT/PRICE</th>
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(2) Delivery:

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<th>DESTINATION</th>
<th>DELIVERY SCHEDULES / DATES</th>
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(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement be ___.

(4) This BPA does not obligate any funds.

(5) This BPA expires on ____________ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA: OFFICE / POINT OF CONTACT

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<thead>
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<th>OFFICE POINT OF CONTACT</th>
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</table>

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

(a) Name of Contractor;
(b) Contract Number;
(c) BPA Number;
(d) Model Number or National Stock Number (NSN);
(e) Purchase Order Number;
(f) Date of Purchase;
(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible
with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be
submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an
inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take
precedence.

************************************************************************************************
BASIC GUIDELINES FOR USING "CONTRACTOR TEAM ARRANGEMENTS"

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract. Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors. Customers should refer to FAR 9.6 for specific details on Team Arrangements. Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules "Team Solution" to meet the customer's requirement.
- Customers make a best value selection.
LABOR CATEGORY DESCRIPTIONS

For all of the below labor categories listed below, 22nd Century technologies, Inc. will accept:

- 2 year of work experience in lieu of High School Diploma
- 4 year of work experience in lieu of a Bachelor’s Degree
- 6 year of work experience in lieu of Master Degree

541614 – DEPLOYMENT, DISTRIBUTION AND TRANSPORTATION LOGISTICS SERVICES

Acquisition Analyst

Minimum/General Experience: Four (4) or more years of relevant experience

Functional Responsibility: Provides subject matter acquisition expertise in support of logistics planning and analytical activities. Assists government procurement agencies to define proposals and qualify vendors. Applies knowledge of government/defense acquisition processes to support customers in the analysis and improvement of acquisition process policy and procedures. Devises strategies for deploying and implementing new acquisition policy initiatives and measuring the effectiveness of implementation. Uses quantitative analytical techniques to assess system acquisition process issues and develops risk reduction/mitigation approaches for improving acquisition/program planning, control and execution. Familiar with the Federal Acquisition Regulations (FAR) and applies the concepts in the context of logistics task efforts. Familiar with the Government's process for acquisition programs and the various program reviews required for acquisition approval. Provides guidance on the government contracting process to include: development of the solicitation material, the solicitation review process, and the contract award process. Additionally, may assist in the development of milestone documentation to support a major systems acquisition. Provides a full spectrum of acquisition logistics support to a product or system throughout its entire life-cycle. Responsibilities would include:

- General logistics consultation support, development, and preparation of acquisition milestone documentation,
- Acquisition planning, development of specifications/performance-based work statements, and/or integrated logistics support plans (ILSPs).

Additional responsibilities may include: performing market analyses, conducting needs assessments, configuration management support, development/management of maintenance procedures/technical manuals, and vendor management. Duties may also include conducting various logistics support analyses, to include: spares modeling, field problem analysis, reliability studies, maintainability studies, and equipment readiness analyses. Provides assistance in developing and monitoring program funding plans. Performs day-to-day management of assigned task order projects in the acquisition logistics area. Capable of managing separate task orders related to Acquisition and may provide overall management and guidance to junior acquisition specialist personnel.

Minimum Education: Bachelor’s Degree or equivalent training in logistics

Logistics Analyst

Minimum/General Experience: Four (4) or more years relevant experience.

Functional Responsibility: Performs a variety of logistics tasks, either independently or under supervision, which are broad in nature and are concerned with the design, implementation, operation, and performance of logistics functions, including supply chain, acquisition, distribution, transportation, warehousing, training, and operations and maintenance. Position may involve the application of professional scientific approaches to analyzing and solving a wide variety of management, operational and modeling and simulation problems. Work may include the application of mathematical, statistical, economic, and operations research methods and techniques to identify and analyze alternative solutions to problems. Responsible for the review and validation of information pertaining to logistics operations. Performs supply inventory research and analysis on military/government supply programs. Analyzes logistics policies, procedures, inventory processes and Supply Management Information Systems. Prepares recommendations and impact analysis to decision makers along with suggested means of implementation. Performs logistics technical analyses, including the review of logistics policy and guidance, development of logistics support plans, and providing input to other acquisition milestone documentation. Provides support and logistics expertise to logistics strategic planning efforts, business
process reengineering efforts, and various financial analyses. Assists in the conduct of specific technical analyses such as capacity planning, warehousing analyses, and transportation analysis. Responsible for supply/material control policies, regulations and procedures Provides technical guidance to clients in resolving complex supply issues. Analyzes and evaluates supply authorization documents and determines if authorized quantities are on hand for inventory and accounting purposes Performs complex inventory analysis and research based on authorization documents Conducts studies, analyzes and evaluates supply functions, and recommends solutions and/or process improvements. Assists in the conduct of system design alternatives analyses and other logistics analyses. May provide leadership and guidance to lower level employees.

**Minimum Education:** Bachelor’s Degree or equivalent training in logistics

**Logistics Engineer**

**Minimum/General Experience:** Five (5) or more years relevant experience.

**Functional Responsibility:** Performs a variety of logistics engineering tasks, either independently or under supervision, which are broad in nature and may include, but not limited to, any of the following. Conducts reliability, maintainability and availability studies and tasks. Evaluates and assists in developing system design for supportability and integrated logistics support elements (maintenance planning; manpower and personnel; training and training support; supply; support equipment; handling, storage, and transportability; and reliability and maintainability). Coordinates detailed analyses to ensure integration of support considerations into the design process. Prepares reliability and maintainability studies, plans predictions and models in accordance with applicable specification. Prepares failure mode effects and criticality analyses. Plans and conducts maintainability demonstrations, and develops maintenance and support plans. Prepares and maintains the logistics support analysis record and database. Conducts life cycle cost analysis, optimum repair level analysis, system safety analysis and human engineering analysis and studies. Prepares test and support equipment studies, analysis and documents. Participates in engineering design reviews, drawing change boards, LSAR reviews, and ILS meetings. Provides management and/or technical support to projects in such areas as: training, logistics, acquisition management, configuration management, data management, program control and/or manpower planning. Provides implementation support in the areas of technical order verification and validation, deficiency reporting, and system/support equipment acquisition documentation.

**Minimum Education:** Bachelor’s Degree

**Logistics Manager**

**Minimum/General Experience:** Eight (8) or more years working experience.

**Functional Responsibility:** Manages specific tasks and ensures that project schedules and are met and products and services are provided in a timely and cost compliant manner. Maintains customer liaison and direction of lower level staff. Responsible for enforcing work standards, assigning resources and staff, preparing and adhering to cost budgets, approving work schedules, reviewing work, resolving discrepancies, supervising personnel, and communicating policies, purposes, and goals of the effort to subordinates.

**Minimum Education:** Bachelor’s degree in a Business/Management/Engineering/Technical, or ten year of specialized experience

**System Engineer**

**Minimum/General Experience:** Five (5) or more years working experience.

**Functional Responsibility:** Specialized experience includes progressive experience in designing and performing tests of complex mechanical, electro-mechanical and electrical/electronic systems. Designs test equipment for specialized testing, designs automated test systems and writes software for automated testing. Provides technical assistance and troubleshooting during testing. Writes and verifies test procedures and specifies standard and/or special test equipment to be used for each procedure. Confers with other functions concerning jigs, fixtures and other test equipment and devices necessary for a given procedure. Works with other engineers and with system logisticians to evaluate product
design from a testing standpoint and recommends changes that would facilitate testability. Writes calibration, alignment and preventative maintenance procedures and schedules to ensure test equipment is maintained and checked for accuracy at designated intervals.

**Minimum Education:** Bachelor’s Degree in Engineering

**Subject Matter Expert**

**Minimum/General Experience:** Ten (10) or more years working experience.

**Functional Responsibility:** Recognized at the industry level in a technical field or highly specialized engineering or technology area and is proficient in relevant engineering and logistics principles and practices. Applies experience, skills, and/or expert knowledge within a logistics/engineering subdiscipline to broad, complex assignments. Generates revolutionary concepts as evidenced by synthesis of new products or processes. Creates or uses powerful tools to develop solutions for technical engineering or scientific problems. Utilizes and develops tools, techniques, processes and/or facilities such as state-of-the-art simulation environments, laboratories, and test facilities. Duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides leadership and technical direction for logistics and engineering activities in a specialized engineering discipline or technology subject area. Recognized at the industry level as a major contributor to the technical planning process and for providing technical management and guidance.

**Minimum Education:** Master’s Degree in Business/Management/Engineering/Technical, or 15 year of specialized experience

**Warehouse Consultant**

**Minimum/General Experience:** Ten (10) or more years working experience.

**Functional Responsibility:** Responsible for supervising and coordinating the activities of warehouse persons responsible for ordering, receiving, inventorying, issuing, and shipping materials, supplies, tools, equipment, and parts in stockroom, warehouse, or yard. Responsible for the efficient planning for the layout of the stockroom, warehouse, and other storage areas. Reviews records for accuracy of information and compliance with established company/government/customer procedures, and determines adequacy of stock levels. Responsible for the physical custody and accuracy of inventory records for component items, assemblies, and/or finished goods. Responsible for the security and accountability of goods within jurisdiction. Ensures that goods are packaged and protected for shipment according to specifications. Must be able to complete logistics requirements determination studies, inventory and requisition supplies, repair parts and equipment, and maintain stock of supplies and equipment. Must be familiar with government and defense department accountability and associated record keeping policies and procedures including transportation modes, packing and shipping standards, and quality assurance practices. Knowledgeable of automated and manual supply systems and equipment serviceability standards and criteria.

**Minimum Education:** Master’s Degree in relevant filed

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**SIN 541611 - MANAGEMENT AND FINANCIAL CONSULTING, ACQUISITION AND GRANTS MANAGEMENT SUPPORT, AND BUSINESS PROGRAM AND PROJECT MANAGEMENT SERVICES**

**Accountant**

**Minimum/General Experience:** Minimum 5 specific years’ experience executing Accounting and Finance responsibilities

**Functional Responsibility:** Performs variance analyses and prepares account reconciliations; assists with financial and
tax audits; documents and monitors internal controls in support of auditing team; coordinates complex accounting projects and initiatives with other members of the accounting and finance team; provides accounting advice to Executive Team. Strong MS Excel experience.

**Minimum Education:** Bachelor’s degree in Accounting, Finance or business-related field plus minimum required experience; or 2 additional years of minimum required accounting experience.

**Financial Analyst**

**Minimum/General Experience:** Minimum 3 years specific experience performing analyst requirements.

**Functional Responsibility:** Assists with broad quantitative analysis in support of projects or program office requirements. May perform data analysis; data collection, research, data modeling, and reporting for administrative of financial requirements. Works under the supervision of other Sr. Analyst.

**Minimum Education:** High School Diploma plus Minimum required analyst experience.

**Billing Analyst**

**Minimum/General Experience:** Minimum 3 years specific experience performing billing requirements.

**Functional Responsibility:** Coordinates, oversees, and ensures the successful operation of billing and financial tasks. Reviews scheduling, costs, personnel assignments. Serves in lead role in overall quality assurance, internal control, including planning, directing, reviewing, and troubleshooting, complex and sensitive billing transactions.

**Minimum Education:** Bachelor’s degree in finance, accounting, or business related degree; or, 2 years additional minimum required billing analyst experience.

**Financial Specialist**

**Minimum/General Experience:** Minimum 5 years specific experience analyzing financial information and develop financial strategies.

**Functional Responsibility:** Provide financial advice, develop financial models, and assess financial risk. Preparing budget reports and financial statements in accordance with professional and regulatory standards. Performing risk modeling and quantifying results to advise strategic business decisions. Recommending solutions to reduce expenses, increase revenue, and maximize efficiency.

**Minimum Education:** Bachelor’s degree in finance, accounting, or business related degree; or, 2 years additional minimum required billing analyst experience.

**Administrative Program Manager**

**Minimum/General Experience:** Minimum 8 specific years’ experience as a Program Manager

**Functional Responsibility:** Serves as the contractor’s contract manager, and shall be the contractor’s authorized interface with the Government Contracting Officer (CO), the Contracting Officer’s Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of organization to subordinates.

**Minimum Education:** Masters Degree in related field

**Subject Matter Expert**

**Minimum/General Experience:** Minimum 5 specific years’ experience as a Subject Matter Expert
**Functional Responsibility:** Responsible for design, development, implementation, and analysis of technical products and systems. Performs engineering design evaluations. May develop a range of products. Recommends alterations to development and design to improve quality of products and/or procedures.

**Minimum Education:** Bachelor’s Degree in Finance or business-related degree; or, 2 years additional minimum required as analyst experience.

**Consultant**

**Minimum/General Experience:** Minimum 5 specific years’ experience as well as advanced knowledge of specific area of current technology as required.

**Functional Responsibility:** Within defined objectives and with considerable latitude, performs in a professional position supporting moderately-to-highly complex client improvement efforts by performing/leading business financial analysis, strategic/tactical business planning, business process reengineering, A-76 studies, budget preparation and analysis, contract reconciliation, economic analysis, contractor cost/schedule analysis, and documentation development. Develops and/or reviews study plans and monitors/reports project status.

**Minimum Education:** Bachelor's degree in finance, accounting, or business related degree; or, 2 years additional minimum required billing analyst experience.

**Health Information Systems Expert**

**Minimum/General Experience:** Ten (10) or more years of experience designing and managing hardware and software systems.

**Functional Responsibility** Designs complex systems and software in support of innovative Health IT solutions which support complex biomedical data management requirements, federated data sources, and largescale dissemination and use in regulated and non-regulated domains. Reviews and evaluates system requirements and design to ensure traceability, compatibility and adequacy. Performs analysis on design implementation, system performance and design requirements.

**Minimum Education:** Master’s degree in computer science or relevant domain-specific field.

**Biomedical Software Engineer**

**Minimum/General Experience:** Eight (5) or more years of experience developing software. Familiarity with a variety of design and programming techniques.

**Functional Responsibility** Analyzes requirements and develops detailed design for Health IT solutions, including but not limited to biomedical research, healthcare delivery, and biomedical analytics and communications. Translates design into computer software. Tests, debugs, and refines the computer software to produce the required Health IT product. Prepares required documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to computer programmers.

**Minimum Education:** Bachelor’s Degree in computer science, engineering or related field.

**Public Health Analyst**

**Minimum/General Experience:** Eight (8) or more years of experience to oversees and develops data management systems.
Functional Responsibility: Commensurate with experience and education requirements, oversees and develops data management systems, including computer programs to monitor data quality; communicates with project areas regarding study activities and protocols; analyzes data for reports, presentations and publications; assists in the review of study data for data quality; organizes study files, including data and correspondence files; performs scientific, medical and research literature searches in fields including but not limited to Behavioral and Social Sciences, Epidemiology, and Laboratory and prepares slides for scientific presentations; provides analytic support to multi-disciplinary teams in order to accomplish public health research and program goals.

Minimum Education: BA/BS or equivalent and 8 years of experience.

Health IT Subject Matter Expert

Minimum/General Experience: Ten (10) or more years of experience to develops plans and requirements in the health area for complex systems.

Functional Responsibility: Defines problems and analyzes and develops plans and requirements in the health area for complex systems. Coordinates and manages preparation of analyses, evaluations, and recommendations for proper implementation of programs and system specifications in IS architecture, automation, telecommunications, networking, communication protocols, software, email, M&S, and data storage and retrieval, etc.

Minimum Education: BA/BS or equivalent and 10 years in the industry, of which four directly relate to the required area of expertise.

SIN 54151HACS

Security Analyst I

Minimum/General Experience: Entry level position with knowledge in system engineering and/or design, design assurance or testing for products and system computer networks technology.

Functional Responsibility: Assists more experienced analysts in analyzing and defining security requirements. Assist in performing risk analysis and security audit services and in developing analytical reports. Emulates adversarial cyber activities to identify weaknesses, enumerate vulnerabilities, and assess the overall security posture of customer networks and information systems. Assists with the selection of cost-effective security controls to mitigate risk. Perform web application, mobile application and network penetration tests.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. With at least four years of specialized experience, a degree is not required.

Security Analyst II

Minimum/General Experience: Two years of experience in system engineering and/or design, design assurance or testing for products and system computer networking technology.

Functional Responsibility: Perform infrastructure and application penetration tests, as well as physical security review and social engineering tests. Performs risk analysis and security audit services, developing analytical reports as required. Emulates adversarial cyber activities to identify weaknesses, enumerate vulnerabilities, and assess the overall security posture of customer networks and information systems. Assists with the selection of cost-effective security controls to mitigate risk.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. With at least six years of specialized experience, a degree is not required.

Security Analyst III
**Minimum/General Experience:** Five years of experience in system engineering and/or design, design assurance or testing for products and system computer networking technology.

**Functional Responsibility:** Conducts and/or supporting authorized penetration testing on enterprise network assets. Emulates adversarial cyber activities to identify weaknesses, enumerate vulnerabilities, and assess the overall security posture of customer networks and information systems. Analyzes site/enterprise DCO policies and configurations and evaluates compliance with regulations and enterprise directives. Assists with the selection of cost-effective security controls to mitigate risk. Assesses threats to the environment via penetration testing, risk assessments and other assessments. Provides inputs on the adequacy of security designs and architectures. Supports cybersecurity assessments, defensive and offensive operations. Provides support to security certification test and evaluation of assets, vulnerabilities.

**Minimum Education:** A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline. With a Master’s Degree with 3 years’ experience. With PH.D. One year of experience. With nine years of specialized experience, a degree is not required.

**Security Analyst IV**

**Minimum/General Experience:** 10 years of experience in information security technology and policy and procedure development.

**Functional Responsibility:** Analyzes and defines complex information security, automated information security (AIS), and/or computer security requirements. Designs, develops, engineers, and implements security solutions. Gathers and organizes technical information about an organization’s mission, goals, and needs; existing security products; and ongoing programs. Develops, analyzes, and implements security architecture(s) as appropriate. Performs risk analysis and security audit services, develops analytical reports as required. May be required to perform in one or more of the following areas: AIS risk assessment methods and procedures; security of system software generation; security of computer hardware; operating system utility/support software; disaster recovery and contingency planning; telecommunications security; development of AIS security policies and procedures. Experience in one or more of the following areas are desired: digital signatures, encryption, public key and certification management, cross certification of public key systems, and directories. May provide daily supervision and direction to staff.

**Minimum Education:** A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline. With a Master’s Degree six years experience. With PH.D. Four years of experience. With twelve years of specialized experience, a degree is not required.

**Project Manager**

**Minimum/General Experience:** Three years project management experience plus five years of specialized experience in managing large information systems and five years experience in a related field.

**Functional Responsibility:** Duties include but are not limited to overall management of tasks, software development, installation, training, transition, maintenance, security, and acceptance. Provides supervisory technical and administrative direction for personnel performing tasks, including review of work products for correctness, adherence to the design concept and adherence to Government regulations and standards.

**Minimum Education:** A Bachelors degree in Business, Engineering, or an Applied Science.

**Software Developer**

**Minimum/General Experience:** Two years of software development experience plus five years experience in a related field.
**Functional Responsibility**: Independently develops and maintains software applications. Works on complex analytical and programming tasks, requiring knowledge of programming languages and data communications and general knowledge of business operations. Programming development duties with specified languages for analysis, design, implementation, quality assurance and support.

**Minimum Education**: A Bachelors degree in Engineering or an Applied Science.

**Software Tester**

**Minimum/General Experience**: Three years of software testing experience plus five years experience in a related field.

**Functional Responsibility**: Analysis and study of complex software requirements. Provide test activities and status, and assist in the development all test plans and test cases. Identifies, tracks and reports all defects discovered during system test, and works senior tester personnel and programmers to correct and implement system changes. Ensures the effective configuration management of software systems and applications.

**Minimum Education**: A Bachelors degree in Engineering or an Applied Science.

**Database Administrator**

**Minimum/General Experience**: Four years of progressively more difficult experience in Database Management System (DBMS) design and systems analysis. Experience may also be in DBMS analysis on significant projects, including experience in designing and building databases plus three years of experience.

**Functional Responsibility**: Duties include but are not limited to providing highly technical expertise and guidance in the definition, control integrity, and uniformity of DBMS. Responsible for overseeing operating systems software internal architecture, high level and data manipulation languages.

**Minimum Education**: A Bachelors degree in Engineering or an Applied Science.

**Business Analyst - Journey**

**Minimum/General Experience**: Individuals in this role design, develop and support application solutions to meet client requirements. They may design, develop and/or re-engineer application components, and integrate software packages, programs and reusable objects residing on multiple platforms. Individuals in this role also develop program specifications, perform testing, translate business requirements, use application development methodologies & tools, use strategies for maintenance, use library management tools and programming languages.

**Functional Responsibility**: This individual works in a team environment or alone and provides support in translating business requirements into technical solutions; is a liaison between the technical and business professionals; supports design and test of applications developed to meet business requirements; uses strategies for maintenance, use library management tools and programming languages.

**Minimum Education**: BS - CS, CIS, EE, Telecom or equivalent technical experience is desired. Individual must have 1 to 4 years of experience in coding, analysis and design.

**IT Technician - Journey**

**Minimum/General Experience**: At least two years related experience. With an Associate’s or Bachelor’s degree, one year related experience. Two years of experience may be substituted for each year of college leading to the required degree.

**Functional Responsibility**: An individual knowledgeable in Information Technology. Has experience in the specific Information Technology discipline(s) described in an actual Statement of Work or Statement of Need. Demonstrates
good oral and written communication skills. Provides support in the less technical disciplines of Information Technology, such as computer operations, moving and installing equipment, computer cabling, data entry and verification, media duplication, document control and software installation. Works as a member of a team.

**Minimum Education:** A high school diploma (or equivalent).

**Systems Engineer - Senior**

**Minimum/General Experience:** Twelve or more years of experience as a systems engineer integration and development. Have experience with several automated processing architectures and platforms. Be able to work independently in an integrated environment.

**Functional Responsibility:** Performs architecture, design, and requirements analysis using systems engineering tools. Performs business rules analysis and design. Has experience with roll-out of large distributed systems and application architecture and engineering experience. Must have good communication skills and be able to lead.

**Minimum Education:** A bachelor’s degree in computer science, information systems, engineering, business, or other related scientific or technical discipline and 12 or more years of experience. Two years of experience may be substituted for each year of college leading to the required degree.

**Systems Architect - Senior**

**Minimum/General Experience:** Nine or more years of overall experience with 3 or more years of specific technology/architecture experience as well as evidence of technical skills such as knowledge of SUN platforms and operating systems, knowledge of Internet/Web Systems, ability to architect a Web Services Capability, knowledge of Secure Socket Layer Strategies/Issues, etc. as needed to satisfy requirements specified in an actual Statement of Work or Statement of Need.

**Functional Responsibility:** Conceptualizes, designs, and develops total system/product solutions for information technology and/or engineering/manufacturing processes. Translates customer and organizational objectives and critical success factors into actionable business, organization and technology strategies. Creates information technology plans based on an understanding of the customer’s organization, strategic direction, technology context and business needs. Architects, designs, and develops integrated business/engineering systems and products to support achievement of the customer’s goals. Controls project requirements, scope and change management issues. Assists leadership in determining tactical and strategic direction of the organization. Remains current on emerging tools, techniques, and technologies.

**Minimum Education:** A Master’s degree in any field.

**Infrastructure Specialist - Expert**

**Minimum/General Experience:** Four years experience with specific software or equipment specified in an actual Statement of Work or Statement of Need.

**Functional Responsibility:** Conceptualizes, designs, constructs, tests, implements and optimizes basic infrastructure systems that enable and/or support business and/or engineering/manufacturing functions. Defines scope, plans and deliverables for assigned projects. Collects, identifies, defines and organizes detailed user requirements. Coordinates with others to ensure plans and identified solutions meet customer needs and expectations. Work products may include integrated networks, hardware and software solutions, distributed computing solutions, physical and logical communications networks, and/or monitoring of performance to enhance functionality, reliability or usability. Remains current on emerging tools, techniques, and technologies.

**Minimum Education:** A bachelor’s degree in computer science, information systems, engineering, or a related technical discipline. Two years of experience may be substituted for each year of college leading to the required degree.
Administrative Staff II

**Minimum/General Experience:** At least two year of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need.

**Functional Responsibility:** Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Provides direct secretarial support to an assigned manager, and may support his/her direct reports. Composes correspondence regarding administrative matters and general office policies for supervisor’s approval. Prepares materials needed for conferences, correspondence, appointments, meetings, telephone calls, etc. Prepares special one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc.

**Minimum Education:** High School diploma or equivalent experience and training

Administrative Staff III

**Minimum/General Experience:** At least five year of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need.

**Functional Responsibility:** Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable. Provides direct secretarial support to an assigned manager, and may support his/her direct reports. Composes correspondence regarding administrative matters and general office policies for supervisor’s approval. Prepares materials needed for conferences, correspondence, appointments, meetings, telephone calls, etc. Prepares special one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc.

**Minimum Education:** High School diploma or equivalent experience and training

Administrative Staff IV

**Minimum/General Experience:** At least eight year of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need.

**Functional Responsibility:** Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

Provides direct secretarial support to an assigned manager and may support his/her direct reports. Composes correspondence regarding administrative matters and general office policies for supervisor’s approval. Prepares materials needed for conferences, correspondence, appointments, meetings, telephone calls, etc. Prepares special one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc.

**Minimum Education:** High School diploma or equivalent experience and training

Architect I

**Minimum/General Experience:** Entry level.

**Functional Responsibility:** Assists in the design of architectures that include software, hardware, and communications solutions to support the total requirements, as well as provide for present and future cross-functional requirements and interfaces. Evaluates compatibility of information system development efforts with agency architectures and
recommends appropriate adjustments. Works under the general supervision of more experienced Engineer/Architects.

**Minimum Education:** A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

**Architect II**

**Minimum/General Experience:** At least two years of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need.

**Functional Responsibility:** Establishes information requirements for large-scale information systems, databases, and/or networks. Designs architectures that include software, hardware, and communications solutions to support the total requirements, as well as provide for present and future cross-functional requirements and interfaces. Evaluates compatibility of information system development efforts with agency architectures and recommends appropriate adjustments.

**Minimum Education:** A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. With at least six years of specialized experience, a degree is not required.

**Architect III**

**Minimum/General Experience:** At least six years of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need.

**Functional Responsibility:** Establishes information requirements for large-scale information systems, databases, and/or networks. Designs architectures that include software, hardware, and communications solutions to support the total requirements, as well as provide for present and future cross-functional requirements and interfaces. Evaluates compatibility of information system development efforts with agency architectures and recommends appropriate adjustments. May provide direction to less experienced Engineer/Architects.

**Minimum Education:** A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. With a Master’s Degree, four years of experience. With at least eight years of specialized experience, a degree is not required.

**Architect IV**

**Minimum/General Experience:** At least ten years of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need.

**Functional Responsibility:** Establishes information requirements for enterprise-wide or large-scale information systems, databases, and/or networks. Designs architectures that include software, hardware, and communications solutions to support the total requirements, as well as provide for present and future cross-functional requirements and interfaces. Evaluates compatibility of information system development efforts with agency architectures and recommends appropriate adjustments. May provide team leadership or consulting support on complex tasks.

**Minimum Education:** A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. With a Master’s Degree, eight years of experience. With PH.D. six years of experience. With at least fourteen years of specialized experience, a degree is not required.

**Business Consultant / Analyst II**

**Minimum/General Experience:** At least two years of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need.

**Functional Responsibility:** Staff professional, expert in a specific domain with general knowledge of other domains. Provides strategic guidance and influences program direction. Recommends large scale information system solutions,
and assists with business integration across organizational levels. Provides program-level guidance within area of expertise and recommends domain-specific solutions and policies. Evaluates various business models including cost-benefit analysis and return on investment (ROI).

**Minimum Education:** A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. With at least four years of specialized experience, a degree is not required.

**Business Consultant / Analyst III**

**Minimum/General Experience:** At least four year of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need.

**Functional Responsibility:** Staff professional, expert in a specific domain with general knowledge of other domains. Provides strategic guidance and influences program direction. Recommends large scale information system solutions and policies, and assists with business integration across organizational levels. Provides program-level guidance within area of expertise and recommends domain-specific solutions and policies. Evaluates various business models including cost-benefit analysis and return on investment (ROI). May provide guidance to less experienced Business Consultants.

**Minimum Education:** A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. With a Master's Degree two years experience. • With at least six years of specialized experience, a degree is not required.

**Computer Operations III**

**Minimum/General Experience:** At least five year of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need.

**Functional Responsibility:** Processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, may deviate from standard procedures if standard procedures do not provide a solution. Refers problems which do not respond to corrective procedures.

**Minimum Education:** High School Diploma with appropriate Certification.

**Configuration/Data Management III**

**Minimum/General Experience:** At least five year of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need.

**Functional Responsibility:** Supports configuration management planning. Describes provisions for configuration identification, change control, configuration status accounting and configuration audits. Supports configuration planning. Identifies and maintains the original configuration of requirements documentation, design documentation, and related documentation. Responsible for configuration change control. Supports the change process so that only approved and validated changes are incorporated into product documents and related software. Responsible for configuration status accounting. Tracks all problems and changes in product documents and reports changes and current configuration. Responsible for configuration audits. Supports audits to verify that requirements of all baselines have been met. Supports the quality assurance process audits. Uses standards, techniques and procedures prescribed by supervisor.

**Minimum Education:** Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline.

**Configuration/Data Management IV**
Minimum/General Experience: At least eight years of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need.

Functional Responsibility: Extremely high level of technical competence and analytical skill. Supports configuration management planning. Describes provisions for configuration identification, change control, configuration status accounting and configuration audits. Identifies and maintains the original configuration of requirements documentation, design documentation, and related documentation. Responsible for configuration change control. Supports the change process so that only approved and validated changes are incorporated into product documents and related software. Expert knowledge in the particular field of specialization. Accomplishes data gathering and analysis in assigned area of responsibility under minimal supervision.

Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline.

COTS / ERP Consultant II

Minimum/General Experience: At least Three year of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need.

Functional Responsibility: Provides technical expertise and guidance with COTS products selection and implementation including software and hardware such as ERP, SCM, and CRM. Has training and/or certifications with one or several COTS products such as Oracle, Siebel, SAP, Oracle, and EMC. Develops and applies advanced methods in the configuration and customization of COTS solutions to meet business requirements. Provides technical consultation to other organizations.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline. With a Master’s Degree, one year experience. With at least seven years of specialized experience, a degree is not required

COTS / ERP Consultant III

Minimum/General Experience: At least Five year of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need.

Functional Responsibility: Provides technical expertise and guidance with COTS products selection and implementation including software and hardware such as ERP, SCM, and CRM. Has specialized training and expertise and/or certifications with one or several COTS products such as Oracle, Siebel, SAP, Oracle, and EMC. Develops and applies advanced methods in the configuration and customization of COTS solutions to meet business requirements. Provides technical consultation to other organizations. May provide daily supervision and direction to other COTS Technology Consultants.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline. With a Master’s Degree three years experience. With PH.D. one year experience. With at least nine years of specialized experience, a degree is not required

COTS / ERP Consultant IV

Minimum/General Experience: At least eight year of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need.

Functional Responsibility: Provides highly technical expertise and guidance with COTS products selection and implementation including software and hardware such as ERP, SCM, and CRM. Has specialized training and expertise and/or certifications with one or several COTS products such as Oracle, Siebel, SAP, Oracle, and EMC. Develops and applies advanced methods in the configuration and customization of COTS solutions to meet business requirements. Provides technical consultation to other organizations. May provide team leadership or consulting support on complex COTS implementations.
Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline. With a Master’s Degree six years experience. With PH.D. four years experience. • With at least twelve years of specialized experience, a degree is not required.

Data Analyst II

Minimum/General Experience: At least two year of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need.

Functional Responsibility: Provides guidance in the use of database management systems. Designs, implements, and maintains databases with respect to access methods and time, device allocation, validation checks, file organization, indexing methods, protection and security, documentation, guidelines, and statistical methods. Collects data elements and prepares database specifications. Develops, maintains, and controls the data dictionary. May provide task direction to less experienced database programmers/analysts.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. With six years of general information technology experience and at least four years of specialized experience, a degree is not required.

Data Analyst III

Minimum/General Experience: At least five year of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need.

Functional Responsibility: Provides expertise and guidance in the use of database management systems. Designs, implements, and maintains databases with respect to access methods and time, device allocation, validation checks, file organization, indexing methods, protection and security, documentation, guidelines, and statistical methods. Establishes procedures for operations of the database and database management systems. Collects data elements and prepares database specifications. Develops, maintains, and controls the data dictionary. May include experience with database systems such as MS SQL Server, DB2, Sybase, Oracle, and Informix. May function as team leader and provide direction to less experienced database programmers/analysts.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. With Master’s degree, three years of specialized experience. With nine years of general information technology experience and at least five years of specialized experience, a degree is not required.

Data Analyst IV

Minimum/General Experience: At least eight year of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need. Five years of work experience can be substituted by an advanced degree.

Functional Responsibility: Provides highly technical expertise and guidance in the use of database management systems. Designs, implements, and maintains databases with respect to access methods and time, device allocation, validation checks, file organization, indexing methods, protection and security, documentation, guidelines, and statistical methods. Establishes procedures for operation of the database and database management systems. Collects data elements and prepares database specifications. Develops, maintains, and controls the data dictionary. May include experience with database systems such as MS SQL Server, DB2, Sybase, Oracle, and Informix. May provide team leadership or consulting support on complex database tasks.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline. With a Master’s Degree five years experience. With PH.D. three years of experience. With eleven years IT experience of which at least eight years of specific experience, a degree is not required.
Data warehouse Specialist II

Minimum/General Experience: At least two years of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need.

Functional Responsibility: Performs as a Data Warehouse Developer/Administrator on large-scale database management systems, knowledge of computer equipment, and ability to develop complex software to satisfy design objectives. Possesses ability to assume increasing responsibilities in data mart information system design and management including spatial data modeling, GIS data management, GIS workflow modeling, Cloud Optimized Storage (COS) modeling, Storage as a Service design, infrastructure as a Service (IAAS) and Data Multi-tenancy data segregation modeling. Analyzes and develops functional business applications and design specifications for functional activities. Tests, debugs, and refines the computer software to produce the required product. Enhances software to reduce operating time or improve efficiency. Demonstrated ability to work independently under minimal supervision.

Minimum Education: Bachelor’s degree in Business, Finance, Management, Information Systems or another applicable field.

Data warehouse Specialist III

Minimum/General Experience: At least Five years of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need.

Functional Responsibility: Performs as a Data Warehouse Developer/Administrator on large-scale database management systems, knowledge of computer equipment, and ability to develop complex software to satisfy design objectives. Possesses ability to assume increasing responsibilities in data mart information system design and management including spatial data modeling, GIS data management, GIS workflow modeling, Cloud Optimized Storage (COS) modeling, Storage as a Service design, infrastructure as a Service (IAAS) and Data Multi-tenancy data segregation modeling. Analyzes and develops computer software processing a wide range of capabilities, including data warehouse technologies, business data model, Executive Information Management, and Decision Support System. Analyzes user interfaces, maintain hardware and software performance tuning, analyze workload and computer usage, maintain interfaces with outside systems, analyze proposed system modifications, upgrades and new COTS. Provides technical direction to junior staff.

Minimum Education: Bachelor’s degree in Business, Finance, Management, Information Systems or another applicable field.

Data warehouse Specialist IV

Minimum/General Experience: At least Eight year of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need.

Functional Responsibility: Performs as a Data Warehouse Developer/Administrator on large-scale database management systems, knowledge of computer equipment, and ability to develop complex software to satisfy design objectives. Possesses ability to assume increasing responsibilities in data mart information system design and management including spatial data modeling, GIS data management, GIS workflow modeling, Cloud Optimized Storage (COS) modeling, Storage as a Service design, Infrastructure as a Service (IAAS) and Data Multi-tenancy data segregation modeling. Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with Project and/or Program Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and technical direction to staff to ensure program deadlines are met.

Minimum Education: Bachelor’s degree in Business, Finance, Management, Information Systems or another applicable field.
applicable field.

**Database Administrator I**

**Minimum/General Experience:** Entry level

**Functional Responsibility:** Assists in the administration of all relational databases, database design, development, maintenance, security, and backup. Perform the daily backup and recovery procedures. Maintains detailed user/group role security models and for adding and dropping database objects, performance tuning, and performance analysis.

**Minimum Education:** A Bachelor’s degree in Computer Science, Information Systems, and Engineering, Business or other related scientific or technical discipline. With at least five years of specialized experience, a degree is not required.

**Database Administrator II**

**Minimum/General Experience:** At least two year of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need.

**Functional Responsibility:** Supports the administration of all relational databases, database design, development, maintenance, security, and backup. Installs, configures, and maintains Oracle MS SQL Server, Oracle, DB2, Informix databases, database options, and database facilities. Facilitate the daily backup and recovery procedures. Ensures detailed user/group role security models and is primary point-of-contact for adding and dropping database objects, performance tuning, and performance analysis. Provides detailed performance reporting on a daily basis, schedule database jobs, perform disaster recovery planning and implementation, and stored procedure creation and tuning.

**Minimum Education:** A Bachelor’s degree in Computer Science, Information Systems, and Engineering, Business or other related scientific or technical discipline. With at least six years of specialized experience, a degree is not required.

**Deployment/Desk side Support Analyst II**

**Minimum/General Experience:** At least two year of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need.

**Functional Responsibility:** Duties include accurately testing, identifying, repairing, resolving, and documenting end user technical issues regarding basic network/desktop support, printers, PDAs, and LAN cable drops; troubleshooting and resolving software issues; reimaging computers/hard drives; backing up and restoring settings and associated systems administration activities; Also help technical team in deployment and troubleshooting any issues during deployment.

**Minimum Education:** High School Diploma

**Deployment/Desk side Support Analyst III**

**Minimum/General Experience:** At least Five year of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need.

**Functional Responsibility:** Duties include accurately testing, identifying, repairing, resolving, and documenting end user technical issues regarding basic network/desktop support, printers, PDAs, and LAN cable drops; troubleshooting and resolving software issues; reimaging computers/hard drives; backing up and restoring settings and associated systems administration activities; Also help technical team in deployment and troubleshooting any issues during deployment.

**Minimum Education:** High School Diploma. With at least three years of specialized experience, a degree is not required.

**Deployment/Desk side Support Analyst IV**
Minimum/General Experience: At least Eight year of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need.

Functional Responsibility: Provide mid-level analysis and technical support for networked computers and peripherals. Duties include accurately testing, identifying, repairing, resolving, and documenting end user technical issues regarding basic network/desktop support, printers, PDAs, and LAN cable drops; troubleshooting and resolving software issues; reimaging computers/hard drives; backing up and restoring settings and associated systems administration activities; and taking ownership of issues through to resolution on all appropriate requests. Perform asset inventory activities as needed. Also help technical team in deployment and troubleshooting any issues during deployment. Mentor/coach junior level technicians as needed.

Minimum Education: High School Diploma. With at least five years of specialized experience, a degree is not required.

Engineering/Network Technician I

Minimum/General Experience: Entry level.

Functional Responsibility: Contributes to complete projects or studies of broad scope and complexity. Assist with the preparation of designs and specifications for various complex equipment or systems. Assist with resolution of design problems with contract personnel. Assists with Designs and coordinates test set-ups and experiments to prove or disprove the feasibility of preliminary design. Assist with the ensuring performance of the telecommunications network through constant monitoring of traffic, performance, and network configurations. Assist with corrective action to re-route traffic when problems occur and works with network engineering to resolve issues. Assists with support equipment, and installations

Minimum Education: High School Diploma

Engineering/Network Technician II

Minimum/General Experience: At least three year of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need.

Functional Responsibility: Contributes to complete projects or studies of broad scope and complexity. Assist with the preparation of designs and specifications for various complex equipment or systems. Assist with resolution of design problems with contract personnel. Assists with Designs and coordinates test set-ups and experiments to prove or disprove the feasibility of preliminary design. Assist with the ensuring performance of the telecommunications network through constant monitoring of traffic, performance, and network configurations. Assist with corrective action to re-route traffic when problems occur and works with network engineering to resolve issues. Assists with support equipment, and installations

Minimum Education: High School Diploma with appropriate Certification.

Engineering/Network Technician IV

Minimum/General Experience: At least Eight year of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need.

Functional Responsibility: Prepares designs and specifications for various complex equipment or systems. Plans approach to solve design problems; conceives and recommends new design techniques; resolves design problems with contract personnel. Designs and coordinates test set-ups and experiments to prove or disprove the feasibility of preliminary design. Take corrective action to re-route traffic when problems occur and works with network engineering to resolve issues. Advise customer and contractor personnel of company requirements for products and services, support equipment, and installations. Direct regular, special, and integrated system test programs. Prepares and conducts special reports and presentations pertinent to company products and services, field operations, or other applications. Plans, prepares, and conducts on-the-job training as required in support of these activities. Perform
functional consultation supporting end user groups. Applies expertise and knowledge of state-of-the-art software, hardware, network infrastructure, and/or information technology to install, configure, maintain, and troubleshoot highly complex user/system problems. Prepare complex recommendations and proposals. Typically has specialization in particular software or business application. Keep abreast of technological developments and applications.

**Minimum Education:** Associate’s degree in a related technical degree or appropriate certification. Two years of specialized experience may be substituted for a degree.

**Financial Analyst IV**

**Minimum/General Experience:** At least Eight year of work experience with the specific requirements specified by an actual Statement of Work or Statement of Need. Specialized experience in cost and schedule reporting, resource management, manpower allocation and resource planning.

**Functional Responsibility:** Performs financial management and administrative activities, such as budgeting, manpower and resource planning, and financial reporting in support of information technology projects. Evaluates existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues that would require a report and recommends solutions. Develops work breakdown structures, and prepares charts, tables, graphs, and diagrams to assist in analyzing problems.

**Minimum Education:** A Bachelor’s degree in Accounting, Finance, Business or other related discipline.

**Infrastructure / Application Support Help Desk professional I**

**Minimum/General Experience:** Entry level

**Functional Responsibility:** Under direction, provides remote support to users for network and desktop hardware and software problems. Takes calls from users, diagnoses problems and recommends solutions per script. Typically only provides Tier 1 support. A customer service representative rather than a technician (no real technical skills required).

**Minimum Education:** High School Diploma.

**Infrastructure / Application Support Help Desk professional II**

**Minimum/General Experience:** Three years of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need

**Functional Responsibility:** Provides remote support to users for network and desktop hardware and software problems. Takes calls from users, diagnoses problems, recommends and/or implements solutions, and provides follow-up. Has experience and understanding of MIS environment. Typically involves use of problem management database and help desk systems. Typically only provides Tier 1 support.

**Minimum Education:** High School Diploma.

**Infrastructure / Application Support Help Desk professional III**

**Minimum/General Experience:** Five years of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need

**Functional Responsibility:** Provides remote support to users for network and desktop hardware and software problems. Picks up calls from users, diagnoses problems and recommends solutions per script. Refer on non-resolved problems. Typically provides Tier 2 support. First level technician (limited/basic technical skills required).

**Minimum Education:** High School Diploma.

**Program Manager**
Minimum/General Experience: Experience includes increasing responsibilities in management of large programs.

Functional Responsibility: Manages mid size ($30M - $50M) and small programs (less than $30M) involving multiple projects. Organizes, directs, and coordinates planning and production of all contract support activities. Demonstrates communications skills at all levels of management. Serve as the contractor’s authorized interface with the Contracting Officer’s Technical Representative (COTR), government management personnel, and client agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinate personnel. Responsible for overall contract performance. Under stringent time frames, assembles and recruits as necessary to perform assigned tasks. Demonstrate capability in the overall management of multi-task contracts of the size, type, and complexity as described in the Task Order.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline.

Programmer/System Analyst I
Minimum/General Experience: One year experience in computer programming and analysis.

Functional Responsibility: Under close supervision performs assigned portions of systems analysis, design, programming, documentation, and related ADP systems concepts for effective implementation. Participate in all phases of software development with emphasis on the programming, testing, documentation and acceptance phases. Designs and prepares technical reports and related documentation. Individual possesses one year experience in computer programming and analysis.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline.

Programmer/System Analyst II
Minimum/General Experience: Three years of progressive experience in computer programming and analysis.

Functional Responsibility: Performs systems analysis, design, programming, documentation, and implementation of applications which require knowledge of related ADP systems concepts for effective implementation. Participate in all phases of software development with emphasis on the analysis, programming, testing, documentation and acceptance phases. Designs and prepares technical reports and related documentation. Prepares and delivers presentations and briefings as required by the task order.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline.

Product Project Manager

Minimum/General Experience: Eight year experience with minimum five years experience as a Project Manager. Experience must have minimum one year of Commercial of the Shelf (COTS) Product implementation or consulting projects. Experience includes defining and scheduling the delivery of high quality output in line with business requirements and priorities. COTS products include licensed software from vendors like Oracle, SAP, Microsoft, HP, IBM etc.

Functional Responsibility:
Manage COTS product implementation and delivery of projects, define and capture requirements from business stakeholders for projects involving COTS Product. Plan, schedule, manage, control tasks and people for the project. Prepare & Present capabilities of COTS product to client, Submit reports to COTR for Government projects. Management of specific COTS base Task Orders and ensures that the technical solutions and schedules in the Task Order are implemented in a timely manner.

Minimum Education: A Bachelor’s degree in Management, Information Systems, Engineering, Business or other related scientific or technical discipline with 8 years experience. With a Master’s Degree 6 years IT experience. With a PHD degree 4 years of IT experience. With 11 years experience, a degree is not required
Principal Product Consultant

Minimum/General Experience: At least seven years of hands-on experience of implementation of solution for Commercial of the Shelf (COTS) product. At least one year of COTS Product consulting and architect experience either Commercial or Government. COTS products include licensed software from vendors like Oracle, SAP, Microsoft, HP, IBM etc.

Functional Responsibility:
Provide IT Strategy and expert consulting for the COTS product implementation, Prepare & Present technical capabilities of COTS product to client, Interface with various Business Units and attend requirements meetings. Responsible for developing and documenting standards, methodologies and architecture used by COTS. Responsible for design & development of new architectural components based on business needs. Produce detailed documentation (presentations and white papers) outlining implementation strategy of COTS product. Evaluates compatibility of information system development efforts with customer architectures and recommends appropriate adjustments of COTS configuration.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline with 7 years of experience. With a Master’s Degree 5 years experience. With PHD 3 years experience. With at least 10 years of specialized experience, a degree is not required.

Project Manager I

Minimum/General Experience: One year experience as a Project Manager. Experience includes increasing responsibilities in information systems design and management.

Functional Responsibility: Simultaneously plans and directs a highly technical project (or a group of related tasks) and assists the Program Manager in working with the government Contracting Officer, the COTR, government management personnel, and client agency representatives. Under the guidance of the Program Manager, is responsible for the overall management of specific Task Orders and ensures that the technical solutions and schedules in the Task Order are implemented in a timely manner.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline

Project Manager II

Minimum/General Experience: Three years experience as a Project Manager. Experience includes increasing responsibilities in information systems design and management.

Functional Responsibility: Simultaneously plans and directs a highly technical project (or a group of related tasks) and assists the Program Manager in working with the government Contracting Officer, the COTR, government management personnel, and client agency representatives. Under the guidance of the Program Manager, is responsible for the overall management of specific Task Orders and ensures that the technical solutions and schedules in the Task Order are implemented in a timely manner.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline

Project Manager III

Minimum/General Experience: Five years experience as a Project Manager. Experience includes increasing responsibilities in information systems design and management.

Functional Responsibility: Simultaneously plans and directs a highly technical project (or a group of related tasks) and assists the Program Manager in working with the government Contracting Officer, the COTR, government management
personnel, and client agency representatives. Under the guidance of the Program Manager, is responsible for the overall management of specific Task Orders and ensures that the technical solutions and schedules in the Task Order are implemented in a timely manner.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline with 5 years IT experience. With a Master’s Degree 3 years IT experience. With PH.D. 2 years of IT experience. With ten years experience, a degree is not required.

QA/QC/Test Engineer/Analyst I

Minimum/General Experience: Knowledge in QA/QC areas as Configuration Management, verification and validation, software testing and integration, software metrics and software quality assessment.

Functional Responsibility: Provides technical and administrative support for personnel performing software development tasks, including the review of work products for correctness, adherence to design concepts and to user standards, review of program documentation to assure government standards/requirements are adhered to, configuration management for all hardware and software, and for progress in accordance with schedules. Coordinates with the Program Manager and/or Quality Assurance/Configuration Manager to ensure problem resolution and user satisfaction.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, and Engineering, Business or other related scientific or technical discipline. • With at least four years of specialized experience, a degree is not required

QA/QC/Test Engineer/Analyst II

Minimum/General Experience: Two years of experience in QA/QC areas as Configuration Management, verification and validation, software testing and integration, software metrics and software quality assessment

Functional Responsibility: Provides technical and administrative support for personnel performing software development tasks, including the review of work products for correctness, adherence to design concepts and to user standards, review of program documentation to assure government standards/requirements are adhered to, configuration management for all hardware and software, and for progress in accordance with schedules. Coordinate with the Program Manager and/or Quality Assurance/Configuration Manager to ensure problem resolution and user satisfaction. Make recommendations, if needed, for approval of systems installations. Prepare milestone status reports and deliveries/presentations on the system concept to colleagues, end user representatives.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, and Engineering, Business or other related scientific or technical discipline. With at least eight years of specialized experience, a degree is not required.

QA/QC/Test Engineer/Analyst IV

Minimum/General Experience: Eight years of experience in QA/QC areas as Configuration Management, verification and validation, software testing and integration, software metrics and software quality assessment

Functional Responsibility: Develops, implements, and maintains quality assurance/configuration management programs in support of a variety of software, hardware, and services. Establish standards for life cycle, documentation, development methods, testing, and maintenance. Develops and defines major and minor characteristics of quality/configuration management (including metrics and scoring parameters) and determines requisite quality control/configuration management resources for an actual task order. Conducts or participates in formal and informal reviews at predetermined points throughout the system life cycle. Serve as liaison between Program Management and other functional groups to resolve issues regarding quality assurance/configuration management. Reviews and evaluates software products and services for adherence to government directives, standards, and guidelines. May provide daily supervision and direction to support staff.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, and Engineering, Business or
other related scientific or technical discipline. With a Master’s Degree five years experience. With PH.D. Three years of experience. With at least twelve years of specialized experience, a degree is not required

**Research Analyst / Scientist III**

**Minimum/General Experience:** At least five year of work experience with the specific requirements specified by an actual Statement of Work or Statement of Need.

**Functional Responsibility:** Supports large specialized projects related to the individual’s subject matter expertise. These personnel are renowned experts in either functional domains (e.g., finance, personnel, acquisition, medical etc.), technical disciplines (e.g., computer security, network engineering, etc.), or academic subject areas with many years of experience. **Minimum Education:** A Bachelor’s degree in Computer Science, Information Systems, and Engineering, Business or other related scientific or technical discipline. With a Master’s Degree three years experience. With PH.D. one year of experience. With at least eight years of specialized experience, a degree is not required.

**Research Analyst / Scientist IV**

**Minimum/General Experience:** At least Eight year of work experience with the specific requirements specified by an actual Statement of Work or Statement of Need.

**Functional Responsibility:** Supports large specialized projects related to the individual’s subject matter expertise. These personnel are renowned experts in either functional domains (e.g., finance, personnel, acquisition, medical etc.), technical disciplines (e.g., computer security, network engineering, etc.), or academic subject areas with many years of experience. Plans, performs engineering research, design development, and other assignments in conformance with engineering and customer specifications. Coordinates the activities of Engineers, Scientists, and Analysts assigned to specific program. **Minimum Education:** A Bachelor’s degree in Computer Science, Information Systems, and Engineering, Business or other related scientific or technical discipline. With a Master’s Degree five years experience. With PH.D. Three years of experience. With at least twelve years of specialized experience, a degree is not required.

**Security Analyst I**

**Minimum/General Experience:** Entry level position with knowledge in system engineering and/or design, design assurance or testing for products and system computer networking technology.

**Functional Responsibility:** Assists more experienced analysts in analyzing and defining security requirements. Assist in performing risk analysis and security audit services and in developing analytical reports. May assist in performing in one or more of the following areas: AIS risk assessment methods and procedures; security of system software generation; security of computer hardware; operating system utility/support software; disaster recovery and contingency planning; telecommunications security; development of AIS security policies and procedures. **Minimum Education:** A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. With at least four years of specialized experience, a degree is not required.

**Security Analyst II**

**Minimum/General Experience:** Two years of experience in system engineering and/or design, design assurance or testing for products and system computer networking technology.

**Functional Responsibility:** Perform infrastructure and application penetration tests, as well as physical security review and social engineering tests. Performs risk analysis and security audit services, developing analytical reports as required. Emulates adversarial cyber activities to identify weaknesses, enumerate vulnerabilities, and assess the overall security posture of customer networks and information systems. Assists with the selection of cost-effective security controls to mitigate risk. **Minimum Education:** A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or
other related scientific or technical discipline. With at least six years of specialized experience, a degree is not required.

**Security Analyst III**

**Minimum/General Experience**: Five years of experience in system engineering and/or design, design assurance or testing for products and system computer networking technology.

**Functional Responsibility**: Conducts and/or supporting authorized penetration testing on enterprise network assets. Emulates adversarial cyber activities to identify weaknesses, enumerate vulnerabilities, and assess the overall security posture of customer networks and information systems. Analyzes site/enterprise DCO policies and configurations and evaluates compliance with regulations and enterprise directives. Assists with the selection of cost-effective security controls to mitigate risk. Assesses threats to the environment via penetration testing, risk assessments and other assessments. Provides inputs on the adequacy of security designs and architectures. Supports cybersecurity assessments, defensive and offensive operations. Provides support to security certification test and evaluation of assets, vulnerabilities.

**Minimum Education**: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline. With a Master’s Degree with 3 years’ experience. With PH.D. One year of experience. With nine years of specialized experience, a degree is not required

**Security Analyst IV**

**Minimum/General Experience**: 10 years of experience in information security technology and policy and procedure development.

**Functional Responsibility**: Analyzes and defines complex information security, automated information security (AIS), and/or computer security requirements. Designs, develops, engineers, and implements security solutions. Gathers and organizes technical information about an organization’s mission, goals, and needs; existing security products; and ongoing programs. Develops, analyzes, and implements security architecture(s) as appropriate. Performs risk analysis and security audit services, develops analytical reports as required. May be required to perform in one or more of the following areas: AIS risk assessment methods and procedures; security of system software generation; security of computer hardware; operating system utility/support software; disaster recovery and contingency planning; telecommunications security; development of AIS security policies and procedures. Experience in one or more of the following areas are desired: digital signatures, encryption, public key and certification management, cross certification of public key systems, and directories. May provide daily supervision and direction to staff.

**Minimum Education**: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline. With a Master’s Degree six years experience. With PH.D. Four years of experience. With twelve years of specialized experience, a degree is not required.

**Senior Product Consultant**

**Minimum/General Experience**: At least five years of hands-on experience of implementation of solution for Commercial of the Shelf (COTS) product. At least one year of COTS Product consulting experience either Commercial or Government. COTS products include licensed software from vendors like Oracle, SAP, Microsoft, HP, IBM etc.

**Functional Responsibility**: Provide consulting for the COTS product implementation. Prepare & Present technical capabilities of COTS product to client, Convert business requirements into technical solution using COTS product. Responsible for developing and documenting standards, methodologies and architecture used by COTS product. Responsible for design & development of new architectural components based on business needs using COTS product. Evaluates compatibility of information system development efforts with customer architectures and recommends appropriate adjustments of COTS configuration.

**Minimum Education**: : A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline with 5 years of experience. With a Master’s Degree 3 years experience. With PHD 1 years experience. With at least 8 years of specialized experience, a degree is not required.
Software/Database Engineer I

Minimum/General Experience: Two years of experience in Systems Engineering, Programming, or as a Database Developer.

Functional Responsibility: Prepares associated documentation, block diagrams, and logic flowcharts. Prepares sample test data, conducts program tests, and analyzes test results; recommends corrections for debugging program errors. Modify existing programs as required by changing systems requirements or equipment configurations. Confers with systems personnel to clarify program intent, output requirements, and input data acquisition. Evaluates vendor capabilities to provide required products or services. Designs, develops, and analyzes software programs. Proposes development strategies and creates action plans and applications to carry out strategies and accomplish objectives. Collaborate with hardware design engineers on machine characteristics that affect software/database systems, and works with them to resolve incompatibilities.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. With at least six years of specialized experience, a degree is not required.

Software/Database Engineer II

Minimum/General Experience: Four years of experience in Systems Engineering, Programming, or as a Database Developer.

Functional Responsibility: Prepares associated documentation, block diagrams, and logic flowcharts. Prepares sample test data, conducts program tests, and analyzes test results; recommends corrections for debugging program errors. Modifies existing programs as required by changing systems requirements or equipment configurations. Confers with systems personnel to clarify program intent, output requirements, and input data acquisition. Evaluates vendor capabilities to provide required products or services. Designs, develops, and analyzes software/database programs. Proposes development strategies and creates action plans and applications to carry out strategies and accomplish objectives. Collaborates with hardware design engineers on machine characteristics that affect software/database systems, and works with them to resolve incompatibilities. May provide direction to less experienced software engineers.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. With a Master’s degree two years of specialized experience. With at least eight years of specialized experience, a degree is not required.

Subject matter / Domain Expert II

Minimum/General Experience: Six years of experience in determining information technology effects on the organizational structure and determining the ability that IT can support/meet organizational goals.

Functional Responsibility: Confers with client management to understand or develop the client's strategic information technology business goals, and assists in formulation of an appropriate information technology strategy. Analyzes client requirements and recommends development or acquisition strategies. Assist clients in developing strategic plans and concepts. Demonstrate exceptional oral and written communication skills. Recognize in the professional community as an "expert" in the technical/specialty area being addressed.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline. With a Master’s Degree four years’ experience. With PH.D. Three years of experience. With at least ten years of specialized training, a degree is not required.

Subject matter / Domain Expert III

Minimum/General Experience: Six years of experience in determining information technology effects on the organizational structure and determining the ability that IT can support/meet organizational goals.
**Functional Responsibility:** Confers with client management to define the client’s strategic information technology business goals, and advises in the reengineering of business processes to meet these goals. Analyzes client requirements and recommends development or acquisition strategies. Assist clients in developing strategic plans and concepts. Advise client on the impact of new legislation or new technologies that are relevant to their agency. Demonstrate exceptional oral and written communication skills. Recognize in the professional community as an "expert" in the technical/specialty area being addressed.

**Minimum Education:** A Master’s degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. With Ph.D. four years of specialized experience.

**Subject matter / Domain Expert IV**

**Minimum/General Experience:** Eight years of experience in determining information technology effects on the organizational structure and determining the ability that IT can support/meet organizational goals.

**Functional Responsibility:** Confers with client executive management using line of business expertise to define the client's strategic information technology business goals and advises in the reengineering of business processes to meet these goals. Analyzes client requirements and recommends development or acquisition strategies. Assist client in developing strategic plans and concepts. Advise client on the impact of new legislation or new technologies that are relevant to their agency. Demonstrate exceptional oral and written communication skills. Recognize in the professional community as an "expert" in the technical/specialty area being addressed.

**Minimum Education:** A Master’s degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. With PH.D. six years of specialized experience.

**System and Network Administrator I**

**Minimum/General Experience:** Entry level position, with knowledge in protocol analysis, communication network system design and maintenance, and knowledge of communication protocols

**Functional Responsibility:** Installs, maintains, and coordinates the customer’s area network. Evaluate hardware and software, including peripheral, output, and telecommunications equipment. Enforces security procedures, installs network software, and manages network performance. Troubleshoots and resolves problems. Implements and coordinates network policies, procedures, and standards.

**Minimum Education:** A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. With at least four years of specialized experience, a degree is not required.

**System and Network Administrator II**

**Minimum/General Experience:** Three years of experience with complex networks and platforms

**Functional Responsibility:** Installs, maintains, and coordinates the customer’s area network. Evaluate hardware and software, including peripheral, output, and telecommunications equipment. Enforces security procedures, installs network software, and manages network performance. Troubleshoots and resolves problems. Implements and coordinates network policies, procedures, and standards

**Minimum Education:** A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. With a Master’s degree, one year of specialized experience. With at least seven years of specialized experience, a degree is not required.

**System /Network/Telecom Engineer III**

**Minimum/General Experience:** Five years of experience in protocol analysis, communication network system design and maintenance, and knowledge of communication protocols
**Functional Responsibility**: Applies complex networking concepts in the analysis, study, and design of data networks. Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Diagnoses and remediates problems; plans installations, transitions, and cutovers of network components and capabilities. May review existing network designs and capabilities with the goal of making refinements, reducing operating overhead, enhancing network throughput, and improving current network topologies. May supervise staff.

**Minimum Education**: A Bachelor’s degree in Mathematics, Computer Science, Information Systems, Engineering, Business, or other related discipline. With a Master’s degree, three years of specialized experience. With at least eleven years of specialized experience, a degree is not required.

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**System /Network/Telecom Engineer IV**

**Minimum/General Experience**: Eight years of experience in protocol analysis, communication network system design and maintenance, and knowledge of communication protocols.

**Functional Responsibility**: Applies complex networking concepts in the analysis, study, and design of data networks. Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Diagnoses and remediates problems; plans installations, transitions, and cutovers of network components and capabilities. May review existing network designs and capabilities with the goal of making refinements, reducing operating overhead, enhancing network throughput, and improving current network topologies. May function as team leader for less experienced network engineers.

**Minimum Education**: A Bachelor’s degree in Mathematics, Computer Science, Information Systems, Engineering, Business, or other related discipline. With a Master’s degree, five years of specialized experience. With at least eleven years of specialized experience, a degree is not required.

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**Technical Writer/Editor II**

**Minimum/General Experience**: Two years of experience in editing documents.

**Functional Responsibility**: Researches, writes, and edits materials for related reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, and/or software and hardware documentation. Obtains technical data from independent observation, review with technical staff members, and/or studies of published materials and existing documentation.

**Minimum Education**: A Bachelor’s degree in English, Literature, or other related discipline. With a Master’s Degree one year of specialized experience. With at least nine years is specialized, a degree in to required.

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**Training Specialist III**

**Minimum/General Experience**: Five years of experience in the delivery of training instruction and services.

**Functional Responsibility**: Serves as lead instructor in delivering training/development programs where the subject matter or process is complex in nature. Conducts research necessary to develop, revise, or select training/development courses. Prepares training catalogs. Develops instructor materials, such as course outlines, background material, and training/development aids. Develops student materials, such as course manuals, workbooks, handouts, completion certificates, and course critique forms. Conducts formal classroom courses, workshops, seminars, and computer-based training. May formulate and provide overall direction for training/development activities within a program. Coordinates for additional functional analysts (subject matter experts) to participate in training/development as needed. May function as team leader for less experienced trainers.

**Minimum Education**: A Bachelor’s degree from an accredited college or university in education, training or related
field of study. With a Master’s Degree three years experience. With PH.D. one year of experience. With at least nine years of specialized experience, a degree is not required

**Training Specialist IV**

**Minimum/General Experience:** Eight years of experience in the delivery of training instruction and services.

**Functional Responsibility:** Serves as lead instructor in delivering training and/or development programs where the subject matter or process is highly complex in nature. Formulates and provides overall direction for the training/development activities within the task. Works with functional analysts (subject matter experts), vendors, and clients to ensure that scope and depth of training/development activities are current and appropriate to client’s requirements. Develops criteria for evaluating the effectiveness of the activities. Updates course curricula and documentation on a continuous basis to ensure timeliness, relevance, and contractual compliance. Conducts formal classroom courses, workshops, seminars, and computer-based training. Formulates and provides overall direction for the training/development activities within a program. May provide daily supervision and direction to training staff. May provide consulting support on complex tasks.

**Minimum Education:** A Bachelor’s degree from an accredited college or university in education, training or related field of study. With a Master’s Degree five years experience. With PH.D. three year of experience. With at least twelve years of specialized experience, a degree is not required

**Vendor Certified Technician**

**Minimum/General Experience:** At least five years of hands-on experience of troubleshooting and maintenance for Commercial of the Shelf (COTS) product. At least one year of COTS Product technical consulting experience either Commercial or Government. COTS products include licensed software from vendors like Oracle, SAP, Microsoft, HP, IBM etc.

**Functional Responsibility:**
Provide technical support for COTS product issues. Develop solution to solve design problems; conceives and recommends new design techniques for COTS product. Design and Develop prototypes for feasibility study of the business needs for COTS product. Work with vendors and other technical teams to implement COTS product architecture and troubleshooting. Troubleshoot, Maintain and Optimize COTS product installation and issues

**Minimum Education:** A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline with 5 years of experience. With a Master’s Degree 3 years experience. With at least 8 years of specialized experience, a degree is not required.

**Web/ Graphics Designer IV**

**Minimum/General Experience:** Eight years of specialized experience web/ graphics development

**Functional Responsibility:** Designs and builds web pages using a variety of graphics software application, techniques and tools. Tasks may include the developing and providing content that will motivate users so that users will regularly access the website and use it as a major source of information. Managing and performing website maintenance activities including updating information and continual education to stay up-to-date with web page development technology. Supervising and coordination of work assignment for staff. May interact with project manager and clients for prototyping.

**Minimum Education:** A Bachelor’s degree from an accredited college or university in education, training or related field of study.
AWARDED GSA PRICE LIST

Contract # GS-35F-0579T

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<th>SIN</th>
<th>Labor Category</th>
<th>DISCOUNTED RATE OFFERED TO GSA (including IFF)* Present - August 5, 2021</th>
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