

**FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing,  
and the option to create an electronic delivery order are available through GSA  
*Advantage!*<sup>®</sup>, a menu-driven database system. The INTERNET address to GSA  
*Advantage!*<sup>®</sup> is: **GSAAdvantage.gov**.

<b>Special Item Numbers (SIN) 132-51, 132-51STLOC, 132-51RC Information Technology (IT) Professional Services FPDS CODE(s):</b>	
<b>D301</b>	IT Facility Operation and Maintenance
<b>D302</b>	IT Systems Development Services
<b>D306</b>	IT Systems Analysis Services
<b>D307</b>	Automated Information Systems Design and Integration Services
<b>D308</b>	Programming Services
<b>D310</b>	IT Backup and Security Services
<b>D311</b>	IT Data Conversion Services
<b>D313</b>	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM)
<b>D316</b>	IT Network Management Services
<b>D317</b>	Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under schedule 76)
<b>D399</b>	Other Information Technology Services, Not Elsewhere Classified

**Data Solutions & Technology Incorporated**

9901 Business Parkway, Suite R  
Lanham, Maryland 20706-1887

**Phone:** 301-583-3500

**Toll Free:** 888-417-1483

**Fax:** 301-583-3511

**Website:** [www.dstincorporated.com](http://www.dstincorporated.com)

**DUNS:** 947382842

**Contract Number: GS-35F-0587S**

Period Covered by Contract: **August 25, 2016 through August 24, 2021**

Price Shown Herein are Net (discount deducted)

Business Size: Other Than Small  
Woman-Owned / Veteran-Owned Business



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For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov)

Pricelist current through Modification #38, dated July 8, 2016.

<b>COOP PURCH</b>	132-51STLOC: Section 211 of the E-Government Act of 2002 (the Act) amended the Federal Property and Administrative Services Act to allow for "Cooperative Purchasing." Cooperative Purchasing allows for the Administrator of General Services to provide states and localities access to certain items offered through the General Services Administration's (GSA's) Federal Supply Schedule 70, Information Technology (IT) Schedule contract. The information technology available to state and local governments includes automated data processing equipment (including firmware), software, supplies, support equipment, and services.
<b>DISAST</b>	132-51RC: Section 833 of the National Defense Authorization Act allows state and local governments to purchase products and services to facilitate recovery from a major disaster.

**RECOV**

GSA 11 Schedule GS-55F-0587S

"Developing Solutions for Tomorrow"

Pricelist v1.0 Effective: August 25, 2016



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	This includes advance and pre -positioning in preparation for a disaster.
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**A. CUSTOMER INFORMATION**

APPLICABLE TO ALL SPECIAL ITEM NUMBERS (SINs)

**1.a AWARDED SPECIAL ITEM NUMBER(S):**

SIN	Description	Awarded Prices
132-51, 132-51STLOC, 132-51RC	Information Technology Services	See page 13

**1b.** Identification of the lowest priced labor category description, job title # and hourly rate awarded under the contract is:

Job Title #	Labor Category Description	GSA Hourly Rate Year 10
6	Systems Analyst I	\$67.72

**1c.** Labor Category Descriptions of all corresponding commercial job titles, experience, functional responsibility and education are outlined on Pages 14-19 within this pricelist.

- 2. MAXIMUM ORDER:** \$500,000
- 3. MINIMUM ORDER:** \$2,500
- 4. GEOGRAPHIC SCOPE OF CONTRACT:** The Geographic Scope of Coverage is Domestic Delivery. This 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.
- 5. POINT OF PRODUCTION:** Lanham, MD
- 6. STATEMENT OF NET PRICE:** See DST Price List on Page 13
- 7. QUANTITY DISCOUNT:** None
- 8. PROMPT PAYMENT TERMS:** None Offered
- 9. GOVERNMENT PURCHASE CARDS:**
  - 9.a Contractor will accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders.



9.b 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.

**10. FOREIGN ITEMS:** No foreign items are awarded under this contract.

**11. DELIVERY**

**11.a TIME OF DELIVERY:** As negotiated between Data Solutions & Technology Incorporated and the Ordering Activity

**11.b EXPEDITED DELIVERY:** As negotiated between Data Solutions & Technology Incorporated and the Ordering Activity

**11.c OVERNIGHT/2-DAY DELIVERY:** As negotiated between Data Solutions & Technology Incorporated and the Ordering Activity

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

**12. FOB POINT:** Destination

**13. ADDRESS & ORDERING PROCEDURES**

**13.a ORDERING ADDRESS:**

Data Solutions & Technology Incorporated  
9901 Business Parkway, Suite R  
Lanham, MD 20706-1887  
**Attn: Deborah Scott Thomas**  
**Email: [Deborah.Scott.Thomas@dstincorporated.com](mailto:Deborah.Scott.Thomas@dstincorporated.com)**  
**Phone: 301-583-3500**  
**Fax: 301-583-3511**

**13.b ORDERING PROCEDURES:** 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
- c. FAR 8.405-3 Blanket purchase agreements (BPAs).

**14. PAYMENT ADDRESS:**

Data Solutions & Technology Incorporated  
9901 Business Parkway, Suite R  
Lanham, MD 20706-1887

- 15. WARRANTY/GUARANTEE PROVISIONS:** All services performed under this contract will be guaranteed to completed in a satisfactory workmanlike manner as delineated with this Authorized FSS IT Schedule Pricelist.
- 16. TERMS & CONDITIONS FOR ANY OTHER SERVICES:** See Section B. Terms and Conditions Applicable To Information Technology (IT) Professional Services (Special Item Number 132-51, 132-51STLOC & 132-51RC)
- 17. ENVIRONMENTAL ATTRIBUTES** (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not Applicable
- 18. SECTION 508 COMPLIANCE:** If applicable, contact Data Solutions & Technology Incorporated for Section 508 compliance information. The EIT standards can be found at: <http://www.section508.gov>.
- 19. DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER:** 947382842
- 20.** Data Solutions & Technology is currently registered within the System for Award Management (SAM) Database.



**B. TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-5, 132-51STLOC & 132-51RC)**

**1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Numbers 132-51, 132-51STLOC & 132-51RC Information Technology Professional Services 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/EC 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

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts 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 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time and materials orders placed under this contract. For labor hour orders, the Payment under Time and Materials and Labor Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

- (a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- (b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
- (1) The offeror;
  - (2) Subcontractors; and/or
  - (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

## 13. RESUMES

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



#### 14. INCIDENTAL SUPPORT COSTS

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

#### 15. APPROVAL OF SUBCONTRACTS

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

#### 16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

- a. The Contractor shall provide a description of each type of IT Service offered under **Special Item Numbers 132-51, 132-51STLOC & 132-51RC**. 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, and structure and management practices.

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

Minimum Education: Bachelor's Degree in Computer



## COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

### PREAMBLE

Data Solutions & Technology Incorporated provides management, technical, IT, and logistics support services to the Federal Government. We are committed to promoting participation of small, small disadvantaged, woman-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 demonstrates 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 Federal Government contracts. To accelerate potential opportunities please contact Ms. Angie Gibson, (301) 583-3500, [DSTGSAadmin@dstincorporated.com](mailto:DSTGSAadmin@dstincorporated.com) or by fax at (301) 583-3509.



**PRICE LIST**

<b>DATA SOLUTIONS &amp; TECHNOLOGY INCORPORATED INFORMATION TECHNOLOGY PROFESSIONAL SERVICES RATES SIN 132-51, 132-51STLOC, &amp; 132-51RC YEAR 11: August 25, 2016 – August 24, 2021</b>		
<b>LABOR CATEGORY #</b>	<b>GSA Labor Category Offered</b>	<b>YEAR 10</b>
1	Program Manager II	\$147.82
2	Project Manager III	\$105.68
3	Project Manager II	\$86.18
4	Project Manager I	\$74.98
5	Systems Analyst II	\$81.00
6	Systems Analyst I	\$67.72
7	Database Analyst/Programmer III	\$124.84
8	Database Analyst/Programmer II	\$112.75
9	Database Analyst/Programmer I	\$107.06
10	Technical Writer/Editor II <sup>1</sup>	\$95.78
11	Quality Assurance Specialist I	\$66.66
12	Computer Operator III	\$107.06
13	Software Developer I	\$120.78
14	Software Systems Engineer II	\$120.72
15	Systems Administrator III	\$124.02

**SCA MATRIX**

SCA Eligible Contract Labor Category <sup>1</sup>	SCA Equivalent Code - Title	WD Number*
Technical Writer II	30462 Technical Writer II	15-4281
* Revision 3, Dated April 8, 2016, District of Columbia, Maryland, Virginia		

The Service Contract Act (SCA) is applicable to this contract and it includes an SCA applicable labor category. The price for the SCA labor categories is based on the U.S. Department of Labor Wage Determination Number identified in the SCA matrix. The price offered is based on the preponderance of where work is performed and should the contractor perform in an area with a lower SCA rate, resulting in a lower wage being paid, the task order price will be discounted accordingly.



## LABOR CATEGORY DESCRIPTIONS

### 1. PROGRAM MANAGER II

**Minimum/General Experience:** 5 years of technical experience. Demonstrated experience in the areas of major systems management, engineering, and/or development. Demonstrated communications skills at all levels of management. Demonstrated capability in the overall management of multi-task contracts of the size, type, and complexity described in the Task Order.

**Functional Responsibility:** Organizes, directs, and coordinates planning and production of all contract support activities. 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. Under stringent time frames, assembles and recruits as necessary to perform assigned tasks. Responsible for overall contract performance. Ability to serve as the contractor's authorized interface with the Contracting Officer's Technical Representative (COTR), government management personnel, and client agency representatives.

**Minimum Education:** Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

### 2. PROJECT MANAGER III

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

**Functional Responsibility:** Responsible for formulating and enforcing work standards, assigning schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinates on complex information technology projects. Responsible for overall contract administrative and technical performance. Serves as contract manager and authorized liaison with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel, and customer agency representatives.

**Minimum Education:** Bachelors degree in an IT related field. Two years of experience maybe substituted for each year of degree level education.

### 3. PROJECT MANAGER II

**Minimum/General Experience:** 2 years of technical experience

**Functional Responsibility:** Responsible for formulating and enforcing work standards, assigning schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinates on complex



information technology projects. Responsible for overall contract administrative and technical performance. Serves as contract manager and authorized liaison with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel, and customer agency representatives.

**Minimum Education:** Bachelors degree in an IT related field. Two years of experience maybe substituted for each year of degree level education.

#### 4. PROJECT MANAGER I

**Minimum/General Experience:** 1 year of technical experience

**Functional Responsibility:** Responsible for formulating and enforcing work standards, assigning schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinates on complex information technology projects. Responsible for overall contract administrative and technical performance. Serves as contract manager and authorized liaison with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel, and customer agency representatives.

**Minimum Education:** Bachelors degree in an IT related field. Two years of experience maybe substituted for each year of degree level education.

#### 5. SYSTEMS ANALYST II

**Minimum/General Experience:** 2 years of IT experience

**Functional Responsibility:** Analyzes systems specifications and designs, develops, modifies, and installs complex and customized software. Conducts detailed analyses of defined system specifications, and prepares associated documentation, block diagrams, and logic flow charts. Uses system design specifications to customize software to meet application requirements. Enhances software to reduce operating time or improve efficiency. Modifies existing software, as well as creates special-purpose software to ensure efficiency and integrity between systems and applications. Tests, debugs, and refines software to produce the required product. May include programming experience with database systems such as Sybase, Oracle, and Informix; and knowledge of document imaging, document management, and workflow systems. May function as team leader and provide direction to less experienced programmers.

**Minimum Education:** Associates Degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

#### 6. SYSTEMS ANALYST I

**Minimum/General Experience:** 1 year of IT experience



**Functional Responsibility:** Analyzes systems specifications and designs, develops, modifies, and installs complex and customized software. Conducts detailed analyses of defined system specifications, and prepares associated documentation, block diagrams, and logic flow charts. Uses system design specifications to customize software to meet application requirements. Enhances software to reduce operating time or improve efficiency. Modifies existing software, as well as creates special-purpose software to ensure efficiency and integrity between systems and applications. Tests, debugs, and refines software to produce the required product. May include programming experience with database systems such as Sybase, Oracle, and Informix; and knowledge of document imaging, document management, and workflow systems.

**Minimum Education:** Associates Degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

## 7. DATABASE ANALYST/PROGRAMMER III

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

**Functional Responsibility:** Reviews, evaluates, designs, implements and maintains database[s]. Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams and documents the process. Writes codes for database access, modifications, and constructions including stored procedures. Knowledge of commonly-used database concepts, practices, and procedures. Follows clear-cut and complete specifications to perform a variety of programming assignments requiring knowledge of established programming procedures and data processing requirements. Maintains and modifies programs. Applies approved changes by amending flow charts, developing processing logic, and coding changes. Tests and documents modifications and writes operational instructions. Relies on instructions and pre-established guidelines to perform the functions of the job. May function as team leader for less experienced developers. The majority of job functions do require exercising independent judgment.

**Minimum Education:** Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

## 8. DATABASE ANALYST/PROGRAMMER II

**Minimum/General Experience:** 2 years of IT experience.

**Functional Responsibility:** Reviews, evaluates, designs, implements and maintains database[s]. Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams and documents the process. Writes codes for database access, modifications, and constructions including stored procedures. Knowledge of commonly-used database concepts, practices, and procedures. Follows clear-cut and complete specifications to perform a variety of programming assignments requiring knowledge of established programming procedures and data processing requirements. Maintains and modifies programs. Applies approved changes by amending flow



charts, developing processing logic, and coding changes. Tests and documents modifications and writes operational instructions. Relies on instructions and pre-established guidelines to perform the functions of the job. May function as team leader for less experienced developers. The majority of job functions do require exercising independent judgment.

**Minimum Education:** Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

## 9. DATABASE ANALYST/PROGRAMMER I

**Minimum/General Experience:** 1 year of IT experience

**Functional Responsibility:** Reviews, evaluates, designs, implements and maintains database[s]. Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams and documents the process. Writes codes for database access, modifications, and constructions including stored procedures. Knowledge of commonly-used database concepts, practices, and procedures. Follows clear-cut and complete specifications to perform a variety of programming assignments requiring knowledge of established programming procedures and data processing requirements. Maintains and modifies programs. Applies approved changes by amending flow charts, developing processing logic, and coding changes. Tests and documents modifications and writes operational instructions. Relies on instructions and pre-established guidelines to perform the functions of the job.

**Minimum Education:** Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

## 10. TECHNICAL WRITER/EDITOR II

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

**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. Interfaces with users, specialists, analysts, programmers, etc., to obtain background information of technologies, methods, and standards. Revises text and recommends changes in scope, format, and content to ensure conformance with established standards. May edit, standardize, or make changes to material prepared by other writers. Performs final quality assurance checks on all materials.

**Minimum Education:** Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.



## 11. QUALITY ASSURANCE SPECIALIST I

**Minimum/General Experience:** 2 years of technical experience

**Functional Responsibility:** Under general direction, carries out procedures to ensure that all information systems, products and services meet organization standards and end-user requirements. Performs and leads tests of software to ensure proper operation and freedom from defects. May create test data for applications. Documents and works to resolve all complex problems. Reports progress on problem resolution to management. Devises improvements to current procedures and develops models of possible future configurations. Acts as information resource about assigned areas to technical writers and other Quality Assurance Analysts. Performs complex workflow analysis and recommends quality improvements.

**Minimum Education/:** Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

## 12. COMPUTER OPERATORS III

**Minimum/General Experience:** 5 years of technical experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to resolve problems.

**Functional Responsibility:** Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Resolves common error conditions, diagnoses and acts on machine stoppage and error conditions. May deviate from standard procedures if procedures do not provide solutions. Refers problems that do not respond to corrective procedures. May lead and direct the work of others.

**Minimum Education:** Associates Degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

## 13. SOFTWARE DEVELOPER I

**Minimum/General Experience:** 2 years of IT experience. Good understanding of business applications.

**Functional Responsibility:** Under general supervision, develops codes, tests, and debugs new software or enhancements to existing software. Resolves customer complaints with software and responds to suggestions for improvements and enhancements. May assist in development of software user manuals. Works with technical staff to understand problems with software and resolve them.



**Minimum Education:** Bachelors degree in an IT related field. Two years of IT experience maybe substituted for each year of degree level education.

#### 14. SOFTWARE SYSTEMS ENGINEER II

**Minimum/General Experience:** 4 years of IT experience. Competent to work at the highest technical level on all phases of software systems programming applications.

**Functional Responsibility:** Under general direction, formulates and defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debug, and document those programs. Responsible for applications dealing with the overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. May have responsibility for the evaluation of new and existing software products. May assist other systems programmers to effectively utilize the system's technical software.

**Minimum Education:** Bachelors degree in an IT related field. Two years of IT experience maybe substituted for each year of degree level education.

#### 15. SYSTEMS ADMINISTRATOR III

**Minimum/General Experience:** 4 years of IT experience

**Functional Responsibility:** Responsible for the installation, configuration, and maintenance of UNIX operating systems. Recognizes and troubleshoots problems with server hardware and applications software. Establishes and documents standards and procedures for management review. Regularly provides guidance and training to less-experienced UNIX System Administrators

**Minimum Education:** Bachelors degree in an IT related field. Two years of IT experience maybe substituted for each year of degree level education.