GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List

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

MULTIPLE AWARD SCHEDULE

**Contract Number:** GS-35F-058CA  
**Contract Period:** 11/2/2019 – 11/1/2024  
Pricelist Current through ModificationPS-A812, dated 02/05/2020

**Radus Software, LLC**  
10722 Wynkoop Dr., VA 22066  
**Phone:** 703.880.6659  
**Fax:** 703.738.7348  
[https://www.radussoftware.com](https://www.radussoftware.com)

**Contract Administration Source:** Sudi Sankavaram  
**Email:** sudi@radussoftware.com  
**Business Size:** Woman Owned, Minority Owned Small Business

**FSC GROUP:** Information Technology

**Special Item Number(s):**  
54151S IT Professional Services  
OLM Order-Level Materials

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [https://www.gsa.gov/acquisition/purchasing-programs/gsa-schedules/for-federal-agency-customers-ordering-from-schedules](https://www.gsa.gov/acquisition/purchasing-programs/gsa-schedules/for-federal-agency-customers-ordering-from-schedules)  
Prices Shown Herein are Net (discount deducted)
## Customer Information

1a. **Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s)**

<table>
<thead>
<tr>
<th>Special Item Number</th>
<th>Description</th>
<th>Description Page</th>
<th>Price Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>IT Professional Services</td>
<td>9-13</td>
<td>8</td>
</tr>
<tr>
<td>OLM</td>
<td>Order Level Materials</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

1b. **Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply**

See page 8.

1c. **If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item**

See page 8 (hourly rates); 9-13 (job titles, experience, functional responsibility, education)

### 2. Maximum order

<table>
<thead>
<tr>
<th>Special Item Number</th>
<th>Description</th>
<th>Maximum Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>IT Professional Services</td>
<td>$500,000</td>
</tr>
<tr>
<td>OLM</td>
<td>Order Level Materials</td>
<td>$250,000</td>
</tr>
</tbody>
</table>

### 3. Minimum order

$100

### 4. Geographic coverage (delivery area)

Domestic, including 48 contiguous states and Washington, DC.

### 5. Point(s) of production (city, county, and State or foreign country)

Radius Software LLC’s Corporate HQ located at 10722 Wynkoop Dr., Great Falls VA 22066, which will be used as a point of production for offerings of professional services.

### 6. Discount from list prices or statement of net price

Prices shown herein are net (discounted deducted).
7. Quantity discounts
None

8. Prompt payment terms
Net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

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

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

10. Foreign items (list items by country of origin)
None

11a. Time of delivery
As agreed, upon between Radus Software LLC and the Ordering Activity.

11b. Expedited Delivery
As agreed upon between Radus Software LLC and the Ordering Activity.

11c. Overnight and 2-day delivery
As agreed upon between Radus Software LLC and the Ordering Activity.

11d. Urgent Requirements
As agreed upon between Radus Software LLC and the Ordering Activity.

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

13a. Ordering address(es)
Radus Software LLC
Attn: Sudi Sankavaram
10722 Wynkoop Dr., Great Falls VA 22066

13b. Ordering procedures
For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment Address(es)
Radus Software LLC
Attn: Sudi Sankavaram
10722 Wynkoop Dr., Great Falls VA 22066

15. Warranty provision
Not Applicable
16. Export packing charges, if applicable  
Not Applicable

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level)  
Government purchase cards are accepted above the micro-purchase threshold.

18. Terms and conditions of rental, maintenance, and repair (if applicable)  
Not Applicable

19. Terms and conditions of installation (if applicable)  
Not Applicable

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable)  
Not Applicable

20a. Terms and conditions for any other services (if applicable)  
Not Applicable

21. List of service and distribution points (if applicable)  
Not Applicable

22. List of participating dealers (if applicable)  
Not Applicable

23. Preventive maintenance (if applicable)  
Not Applicable

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants)  
Not Applicable

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g., contractor’s website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/)  
Not Applicable

25. Data Universal Number System (DUNS) number  
197356418

26. Notification regarding registration in System for Award Management (SAM) database  
The Contractor is registered in the System for Award Management (SAM) database.
Terms and Conditions Applicable to Information Technology (IT) Professional Services
(Special Item Number 54151S)

1. Scope
   a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
   
   b. The Contractor shall provide services at the Contractor’s facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

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

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

4. Performance of Services
   a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
   
   b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
   
   c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
   
   d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.
5. Stop-Work Order (FAR 52.242-15) (AUG 1989)

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

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

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

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

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

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

6. Inspection of Services


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

8. Responsibilities of the Ordering Activity

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

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

10. Organizational Conflicts of Interest

a. Definitions.

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

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

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

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

11. Invoices

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

12. Payments

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (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 54151S IT Professional 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 Professional Services shall be in accordance with the Contractor’s customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

c. 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
<table>
<thead>
<tr>
<th>SIN(s)</th>
<th>Job Title</th>
<th>MINIMUM EDUCATION/CERTIFICATION LEVEL</th>
<th>MINIMUM YEARS OF EXPERIENCE</th>
<th>GSA Price (including IFF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Subject Matter Expert</td>
<td>Masters</td>
<td>10</td>
<td>$128.06</td>
</tr>
<tr>
<td>54151S</td>
<td>Subject Matter Specialist</td>
<td>Bachelor's</td>
<td>12</td>
<td>$122.72</td>
</tr>
<tr>
<td>54151S</td>
<td>Enterprise Architect II</td>
<td>Masters</td>
<td>10</td>
<td>$123.38</td>
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<tr>
<td>54151S</td>
<td>Principal Business Analyst</td>
<td>Bachelor's</td>
<td>15</td>
<td>$137.43</td>
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<tr>
<td>54151S</td>
<td>Senior Business Analyst</td>
<td>Bachelor's</td>
<td>7</td>
<td>$126.95</td>
</tr>
<tr>
<td>54151S</td>
<td>Business Analyst</td>
<td>Bachelor's</td>
<td>3</td>
<td>$122.36</td>
</tr>
<tr>
<td>54151S</td>
<td>Senior Project Manager</td>
<td>Bachelor's</td>
<td>12</td>
<td>$124.94</td>
</tr>
<tr>
<td>54151S</td>
<td>Project Manager</td>
<td>Bachelor's</td>
<td>5</td>
<td>$115.42</td>
</tr>
<tr>
<td>54151S</td>
<td>Systems Developer I</td>
<td>Bachelor's</td>
<td>5</td>
<td>$108.82</td>
</tr>
<tr>
<td>54151S</td>
<td>Systems Developer IV</td>
<td>Masters</td>
<td>10</td>
<td>$118.34</td>
</tr>
<tr>
<td>54151S</td>
<td>System Engineer</td>
<td>Masters</td>
<td>5</td>
<td>$110.63</td>
</tr>
<tr>
<td>54151S</td>
<td>IT Program manager</td>
<td>Masters</td>
<td>12</td>
<td>$190.63</td>
</tr>
<tr>
<td>54151S</td>
<td>IT Subject Matter Specialist II</td>
<td>Masters</td>
<td>10</td>
<td>$190.63</td>
</tr>
<tr>
<td>Job Title: Subject Matter Expert</td>
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<td><strong>Minimum Experience:</strong> 10 yrs. with extensive, enterprise-wide knowledge and experience in one or more designated functional and/or domain areas.</td>
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<tr>
<td><strong>Functional Responsibility:</strong> Senior expert with extensive, enterprise-wide knowledge and experience in one or more designated functional and/or domain areas. Provides insight and advice concerning strategic direction and applicability of up to date, industry standard solutions. Is responsible for providing high level vision to program/project manager or senior client leadership to influence objectives of complex efforts. The Functional/Subject Matter Expert is primarily utilized on projects for their specific expertise, not in a managerial capacity, in support of the creation of comprehensive methods for describing current and/or future structure and behavior of an organization’s processes, systems, personnel and organizational sub-units, so that they align with the organization’s core goals and strategic direction. The Functional/Subject Matter Expert is recognized by industry as an expert in their specific field</td>
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<tr>
<td><strong>Minimum Education:</strong> Master’s Degree</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Title: Subject Matter Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum Experience:</strong> 12 yrs. with extensive, enterprise-wide knowledge and experience in one or more designated functional and/or domain areas.</td>
</tr>
<tr>
<td><strong>Functional Responsibility:</strong> Specialist with extensive, enterprise-wide knowledge and experience in one or more designated functional and/or domain areas. Provides insight and advice concerning strategic direction and applicability of up to date, industry standard solutions. Is responsible for providing high level vision to program/project manager or senior client leadership to influence objectives of complex efforts. The Functional/Subject Matter Specialist is primarily utilized on projects for their specific expertise, not in a managerial capacity, in support of the creation of comprehensive methods for describing current and/or future structure and behavior of an organization’s processes, systems, personnel and organizational sub-units, so that they align with the organization’s core goals and strategic direction.</td>
</tr>
<tr>
<td><strong>Minimum Education:</strong> Bachelor’s Degree</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Title: Enterprise Architect II</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum Experience:</strong> 10 yrs. developing strategic plans, enterprise architectures, business architectures and transition planning.</td>
</tr>
<tr>
<td><strong>Functional Responsibility:</strong> An enterprise architect (EA) takes business strategy and uses this in defining an information technology systems architecture to support that strategy. Qualified enterprise architects must understand a company's business while still being able to delve into nitty-gritty technology issues. These architects help align business objectives with the IT infrastructure that supports those goals. This role often works closely with the CIO which makes it very influential</td>
</tr>
</tbody>
</table>
Minimum Education: Master’s Degree

Job Title: Principal Business Analyst

Minimum Experience: 15 yrs. eliciting, analyzing, validating, specifying, verifying, and managing the business needs of the project stakeholders, including customers and end users.

Functional Responsibility: Prepares and conducts business analyses and studies, needs assessments, requirements analysis/definition and cost/benefit analyses in an effort to align business systems, solutions and initiatives. Prepares forecasts and analyzes trends, reporting regulations and business conditions. Develops and analyzes metrics, performance measurements, requirements, reports and recommendations related to management, organizational structure, policy/procedures and business systems. Identifies potential business risks. Areas of focus include but are not limited to business performance, business and economic case analysis, internal control and enterprise risk assessment.

Minimum Education: Bachelor’s degree

Job Title: Senior Business Analyst

Minimum Experience: 7 yrs. eliciting, analyzing, validating, specifying, verifying, and managing the business needs of the project stakeholders, including customers and end users.

Functional Responsibility: Senior expert with extensive knowledge and experience developing and applying analytic methodologies and principles and is recognized as a leader within IT functions. Leads the application of analytic techniques and helps define project objectives and strategic direction. Is responsible for providing leadership and vision to client and project teams around the methodology. Resolves complex problems, which require an in-depth knowledge of analytic methodologies and principles. Directs the activities of more junior Analysts or other staff as necessary on activities related to the application of analytical techniques and methodologies. Demonstrated managerial and supervisory skills.

Minimum Education: Bachelor’s degree

Job Title: Business Analyst

Minimum Experience: 3 yrs. eliciting, analyzing, validating, specifying, verifying, and managing the business needs of the project stakeholders, including customers and end users.

Functional Responsibility: Prepares and conducts business analyses and studies, needs assessments, requirements analysis/definition and cost/benefit analyses in an effort to align business systems, solutions and initiatives. Prepares forecasts and analyzes trends, reporting regulations and business conditions. Develops and analyzes metrics, performance measurements, requirements, reports and recommendations related to management, organizational structure, policy/procedures and business systems. Identifies potential business risks. Areas of focus include but are not limited to business performance, business and economic case analysis, internal control and enterprise risk assessment.
Minimum Education: Bachelor’s Degree

Job Title: Senior Project Manager

Minimum Experience: 12 yrs. setting project goals, establishing tasks and a timeline for completion by assigned parties, evaluating progress and making adjustments as needed to ensure that clients, internal or external, achieve their desired results

Functional Responsibility: Senior Project manager with experience in project and task management, responsible for ensuring successful project completion within the scheduled timeframe consistent with the established scope of work to include both the technical and financial solutions. Organizes, directs, and coordinates the planning and production of all activities associated with assigned tasks. Certified PMP or Agile Certifications.

Minimum Education: Bachelor’s Degree

Job Title: Project Manager

Minimum Experience: 5 yrs. setting project goals, establishing tasks and a timeline for completion by assigned parties, evaluating progress and making adjustments as needed to ensure that clients, internal or external, achieve their desired results

Functional Responsibility: Experienced in Project management, responsible for ensuring successful project completion within the scheduled timeframe consistent with the established scope of work to include both the technical and financial solutions. Works with a Senior Project Manager on larger projects Organizes, directs, and coordinates the planning and production of all activities associated with assigned tasks. PMP or Agile Certified

Minimum Education: Bachelor’s Degree

Job Title: Systems Developer I

Minimum Experience: 5 yrs. applying mathematic and scientific principles to the design and development of software systems and applications

Functional Responsibility: Implements and maintains computer systems according to design specifications. Performs coding, testing, installation, and maintenance of routine computer systems using established scientific programming. Develops system documentation and operational procedures. Assists in the preparation of resources estimates and project cost analyses. Provides diagnostic support to correct processing anomalies in developed systems. Recommends computer software and procedure enhancements to improve systems.

Minimum Education: Bachelor’s Degree
Job Title: Systems Developer IV

**Minimum Experience:** 10 yrs. applying mathematic and scientific principles to the design and development of software systems and applications

**Functional Responsibility:** Develops, maintains and evaluates complex computer systems. Prepares design specifications for computer systems. Prepares estimates and cost analyses; coordinates organizational support activities for a project. Interprets mathematical specifications and implements computational algorithms. Assists in the training of less experienced personnel and in the development of training material; reviews the work of others for conformance to established techniques and procedures. Is considered an expert in standard concepts, practices, and procedures within their field of expertise. May supervise others.

**Minimum Education:** Master’s Degree

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Job Title: System Engineer

**Minimum Experience:** 5 yrs. installing, configuring and maintaining networks and infrastructure standards.

**Functional Responsibility:** Participates as technical support in design development, coding, testing, and debugging new software or significant enhancements to existing software. Works with technical staff to understand problems with software and develops specifications to resolve them. Resolves customer complaints and responds to suggestions for improvements and enhancements. Participates in the development of software user manuals. Assists in training less experienced software development staff. Works under supervision.

**Minimum Education:** Bachelor’s Degree

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Job Title: IT Program manager

**Minimum Experience:** 12 yrs. establishing and implementing objectives for business or technical endeavors

**Functional Responsibility:** Responsible for all Contract Program Management Activities. Responsible for overall assignment of work, management of personnel, financial, operations, facilities and resources, risk management, quality control, contract management reporting, and management of Task Order Leads. Ensures responsiveness and negotiates submitted proposals with the CO/COTR. Ensures that projects are fully controlled, that goals and objectives are set, program responsibility is assigned, and results are documented. Must maintain a general knowledge of all technical and management areas of the contract. The PM shall interface with management personnel, contractor managers, and customer agency representatives. The PM is responsible for formulating and enforcing work standards, and assigning, scheduling and reviewing work. The PM disseminates policies, purposes, and goals of the organization to subordinates. Director, Leadership team and/or Management team support may be required.

Exceptional oral and written communication, organizational, critical thinking and analysis, meeting facilitation, verbal and written communications, and interpersonal interactions skills are essential.
Minimum Education: Master’s Degree

Job Title: IT Subject Matter Specialist II

Minimum Experience: 10 yrs. experience at the highest level of achievement his or her field. Has extensive subject matter expertise and is sought after for advice to blue ribbon panels.

Functional Responsibility: Senior IT expert with extensive, enterprise-wide knowledge and experience in specific COTS software. Provides insight and advice concerning strategic direction and applicability of up to date, industry standard solutions. Is responsible for providing detailed COTS capabilities to program/project manager or senior client leadership to influence objectives of complex efforts. The IT Subject Matter Expert is primarily utilized on projects for their specific expertise, not in a managerial capacity, in support of the creation of comprehensive systems so that they align with the organization’s core goals and strategic direction.

Minimum Education: Master’s Degree