

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!® System a menu-driven database system. The INTERNET address GSA Advantage!® is: GSAAvantage.gov.



Federal Working Group, Inc.

Address: 4620 Lee Highway, Suite 210 Arlington, VA 22207

Telephone: (703) 243-0604

Website: www.federalworking.com

Schedule Title: Multiple Award Schedule

Commodity Code: F

PSC Codes: D399

Contract Number: GS-35F-0604X

Period of Performance: September 21, 2021 – September 20, 2026

Contractor Administration Source: Alan Youssef, (703) 243-0604, 204, ayoussef@federalworking.com

Business Size: Other Small Business

CUSTOMER INFORMATION:

1a. **Awarded Special Item Numbers (SINs) 54151S - Information Technology Professional Services**

1b. **Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract:** IT Project Administrator I \$45.98

1c. **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** – see pages 7 to 10 and pricing on page 6.

2. **Maximum Order:** \$500,000.

3. **Minimum Order:** \$100.00

4. **Geographic coverage (delivery area):** 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. The Geographic Scope of Contract will be domestic delivery.

5. **Point of Production:** Arlington, VA- Arlington County

6. **Discount from list prices or statement of net price:** The services prices are the net prices.

7. **Quantity discounts:** Not applicable.

8. **Prompt Payment Terms. Net 30. Note:** Prompt payment terms must be followed by the statement "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:** Acceptable.

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

10. **Foreign items:** Not applicable.

11a. **Time of delivery:** As mutually agreed with each ordering activity.

- 11b. **Expedited Delivery:** As mutually agreed with each ordering activity.
- 11c. **Overnight and 2-day delivery.** As mutually agreed with each ordering activity.
- 11d. **Urgent Requirements:** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to affect a faster delivery.
12. **F.O.B. Point:** Destination.
- 13a. **Ordering Address:** 4620 Lee Highway, Suite 210 Arlington, VA 22207.
- 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:** 4620 Lee Highway, Suite 210 Arlington, VA 22207.
15. **Warranty provision:** Workmanlike manner.
16. **Export packing charges:** Not applicable.
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** None.
18. **Terms and conditions of rental, maintenance, and repair:** Not applicable.
19. **Terms and conditions of installation:** Not applicable.
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** Not applicable.
- 20a. **Terms and conditions for any other services:** None.
21. **List of service and distribution points:** 4620 Lee Highway, Suite 210, Arlington, VA 22207.
22. **List of participating dealers:** None.
23. **Preventive maintenance:** Not applicable.
- 24a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** Not applicable.
- 24b. **Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found:** Not Applicable. The FWG standards can be found at: www.Section508.gov/.
25. **Data Universal Number System (DUNS) number:** 16-1745823.
26. **Notification regarding registration in Beta System for Award Management (SAM) database:** Yes.

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Table of Contents

Item	Page
Federal Working Group Corporate Overview	1
Terms and Conditions Applicable to Information Technology Professional Services (SIN) 54151S	2
Authorized Information Technology Schedule Pricelist	6
Information Technology Labor Category Descriptions	7-10

FEDERAL WORKING GROUP, INC. CORPORATE OVERVIEW

Federal Working Group, Inc. provides high quality, specialized IT solutions to commercial and government clients. Federal Working Group’s core business competencies include:

FEDERAL WORKING GROUP’S CORE BUSINESS COMPETENCIES	
<ul style="list-style-type: none"> • Information Center, Network, and Computer Facility Management 	<ul style="list-style-type: none"> • Data Center Management and Transformation
<ul style="list-style-type: none"> • Enterprise Architecture 	<ul style="list-style-type: none"> • IT Program and Project Management Support
<ul style="list-style-type: none"> • Disaster Recovery and Co-Op Services 	<ul style="list-style-type: none"> • IT Security, Strategy and Operations
<ul style="list-style-type: none"> • Security testing, evaluation and infrastructure 	<ul style="list-style-type: none"> • Compliance Strategy and Support

Federal Working Group maintains a diverse customer base, including the following organizations:

FEDERAL GOVERNMENT
<ul style="list-style-type: none"> • Departments of Commerce, Treasury, Justice, Homeland Security, Transportation, and Veterans Affairs • Environmental Protection Agency • Federal Communications Commission • National Institutes of Health
COMMERCIAL CUSTOMERS
<ul style="list-style-type: none"> • IBM, Booz Allen Hamilton, Lockheed Martin, SAIC, SRA, and Deloitte

Federal Working Group is a Virginia-based small business providing a broad range of IT project management solutions to Federal agencies and their prime contractors. As a trusted partner to our customers, we develop and implement mission-oriented solutions and management approaches that help organizations achieve measurable progress towards important objectives. Federal Working Group is dedicated to providing our customers with best-in-class services, leading to high satisfaction levels. Since our inception, we have achieved success based upon four key cornerstones:

- ◆ **Customer Focus** - We are committed to fulfilling our commitments and delivering practical, effective solutions to real-world challenges.
- ◆ **High Performance Professionals** - We leverage diverse and flexible strategies to recruit and engage full- and part-time multi-discipline employees, consultants, and subcontractors in a collaborative approach to supporting customer requirements. This gives Federal Working Group access to a broad base of skills and specialties to the benefit of our clients starting on day one of our projects.
- ◆ **Communication and Feedback** – We listen to our customers and ensure that we thoroughly understand project requirements and customer preferences, and then communicate with them throughout project planning and implementation. We take the time to assess the unique organizational and mission characteristics of each of our clients so that our approaches and solutions are effective within that context.
- ◆ **Commitment to Quality and Process Improvement** - Our approach to providing high quality services and process improvement is based on selective application of management best practice frameworks (such as PMBOK, ISO, ITIL, and CMMI) as relevant to the size, scope, risk, and complexity of the project and in consort with our client’s own processes, preferences, and IT lifecycle.

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SIN) 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.

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

- (a) Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- (b) The ordering activity must establish a maximum performance incentive price for the 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

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 (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 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) Please refer to information provided on the following pages: Hourly Rates, pages 6
- (b) Labor Category Descriptions, pages 7-10

AUTHORIZED INFORMATION TECHNOLOGY PROFESSIONAL SERVICES PRICELIST

The IT services price lists for all performance periods are presented on the following pages. Following the price lists, there are detailed descriptions of the service labor categories offered.

Line Item	Labor Category	09/2021-09/2022
1	Senior IT Subject Matter Expert	\$ 178.07
2	Expert Consultant III	\$ 160.43
3	Expert Consultant II	\$ 145.09
4	Expert Consultant I	\$ 108.31
5	Project Manager	\$ 115.47
6	Technical Manager	\$ 101.16
7	Systems Engineer III	\$ 97.59
8	Systems Engineer II	\$ 80.03
9	Systems Engineer I	\$ 66.36
10	IT Project Administrator II	\$ 61.30
11	IT Project Administrator I	\$ 45.98

Line Item	Labor Category	09/2022-09/2023
1	Senior IT Subject Matter Expert	\$ 182.34
2	Expert Consultant III	\$ 164.28
3	Expert Consultant II	\$ 148.57
4	Expert Consultant I	\$ 110.91
5	Project Manager	\$ 118.24
6	Technical Manager	\$ 103.59
7	Systems Engineer III	\$ 99.93
8	Systems Engineer II	\$ 81.95
9	Systems Engineer I	\$ 67.95
10	IT Project Administrator II	\$ 62.77
11	IT Project Administrator I	\$ 47.08

Line Item	Labor Category	09/2023-09/2024
1	Senior IT Subject Matter Expert	\$ 186.72
2	Expert Consultant III	\$ 168.22
3	Expert Consultant II	\$ 152.14
4	Expert Consultant I	\$ 113.57
5	Project Manager	\$ 121.08
6	Technical Manager	\$ 106.07

7	Systems Engineer III	\$ 102.33
8	Systems Engineer II	\$ 83.92
9	Systems Engineer I	\$ 69.58
10	IT Project Administrator II	\$ 64.28
11	IT Project Administrator I	\$ 48.21

Line Item	Labor Category	09/2024-09/2025
1	Senior IT Subject Matter Expert	\$ 191.20
2	Expert Consultant III	\$ 172.26
3	Expert Consultant II	\$ 155.79
4	Expert Consultant I	\$ 116.30
5	Project Manager	\$ 123.98
6	Technical Manager	\$ 108.62
7	Systems Engineer III	\$ 104.79
8	Systems Engineer II	\$ 85.93
9	Systems Engineer I	\$ 71.25
10	IT Project Administrator II	\$ 65.82
11	IT Project Administrator I	\$ 49.37

Line Item	Labor Category	09/2025-09/2026
1	Senior IT Subject Matter Expert	\$ 195.79
2	Expert Consultant III	\$ 176.39
3	Expert Consultant II	\$ 159.53
4	Expert Consultant I	\$ 119.09
5	Project Manager	\$ 126.96
6	Business Systems Analyst	\$ 111.23
7	Systems Engineer III	\$ 107.30
8	Systems Engineer II	\$ 87.99
9	Systems Engineer I	\$ 72.96
10	IT Project Administrator II	\$ 67.40
11	IT Project Administrator I	\$ 50.56

Note 1: Any contractor travel required in the performance of this contract and orders placed hereunder must comply with the 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. The contractor shall not add the Industrial Funding Fee onto travel costs.

INFORMATION TECHNOLOGY PROFESSIONAL SERVICES LABOR CATEGORY

1. SENIOR IT SUBJECT MATTER EXPERT

- (a) Minimum/General Experience: Requires over 15 years' experience supporting information technology projects, with over 5 years providing specialized IT consulting services expertise. Performs highly specialized and specific technical consulting related to cutting-edge technologies, tools, and techniques. Serves as a top level technical or functional expert supporting special projects and initiatives. Maintains a strong awareness of technical trends in information technology and associated consulting "best practices".
- (b) Functional Responsibility: Providing short term support or expertise on assessment and integration of a particular technology, product, tool, technique, or framework, for example, planning for the integration of an IT infrastructure enterprise monitoring tool, assessing agile development project management tools, migrating to an upgraded knowledge management system, or designing IT security compliance and certification strategies.
- (c) Minimum Education: Advanced degree and/or relevant specialized certifications related to areas of technical expertise. Training related to IT consulting services, such as organization change management or IT service management frameworks is highly desirable.

2. EXPERT CONSULTANT III

- (a) Minimum/General Experience: Requires over 15 years' experience in one or more specialized aspect of computerized information systems (for example, IT security, IT project management, etc.), including at least seven years of experience in the relevant area of specialization.
- (b) Functional Responsibility: Duties may include providing expert services and leadership in specialized technical areas and business practices related to computerized information systems, generally providing technical expertise in application of state-of-the-art information technology and associated business processes.
- (c) Minimum Education: Master's degree or an additional two years general information technology experience. If the area of expertise is new state-of-the-art computer technology, experience must be consistent with the age of the technology. Vendor certification in computerized information system development project management, RDBMS, development language, telecommunication technology, or other specialty may be substituted for advanced degree or experience requirements.

3. EXPERT CONSULTANT II

- (a) Minimum/General Experience: Requires over 15 years' experience in one or more specialized aspect of computerized information systems (for example, IT security, IT project management, etc.), including at least seven years of experience in the relevant area of specialization.
- (b) Functional Responsibility: Duties will include providing expert services and leadership in specialized technical areas, generally providing technical expertise in state-of-the-art information technology.
- (c) Minimum Education: Master's degree or an additional two years general IT experience. If the area of expertise is new state-of-the-art technology, experience must be consistent with the age of the technology. Vendor certification in RDBMS, development language, or telecommunication technology may be substituted for advanced degree or experience requirements.

4. EXPERT CONSULTANT I

- (a) Minimum/General Experience: Requires 10 years' experience in information systems, including five years of specialized experience providing state-of-the-art solutions in information systems technology.
- (b) Functional Responsibility: Duties will include providing expert services and leadership in specialized technical areas, generally providing technical expertise in state-of-the-art information technology.
- (c) Minimum Education: Master's degree (or an additional two years general IT experience). If the area of expertise is new state-of-the-art technology, experience must be consistent with the age of the technology. Vendor certification in RDBMS, development language, or telecommunication technology may be substituted for advanced degree or experience requirements.

5. PROJECT MANAGER

- (a) Minimum/General Experience: Requires 10 years' experience in managing information technology programs
- (b) Functional Responsibility: Duties will include contract management, project management, and working with the customer to determine project requirements for information technology.
- (c) Minimum Education: Bachelor's degree (or an additional four years general IT experience). Relevant experience includes, but is not limited to, experience in managing projects, contracts, funds, and resources

6. TECHNICAL MANAGER

- (a) Minimum/General Experience: Requires seven years' experience. Relevant experience includes, but is not limited to, progressive hardware/software development experience and management of task orders and/or contracts.
- (b) Functional Responsibility: Duties will include managing technical areas of projects and serving as the focal point for questions about information technology projects.
- (c) Minimum Education: Bachelor's degree (or an additional four years general IT experience).

7. SYSTEMS ENGINEER III

- (a) Minimum/General Experience: Requires seven years' experience. Relevant experience includes, but is not limited to, analysis and design of complex systems applications, such as web-based systems; use of programming languages; knowledge of database management systems; and software development management experience.
- (b) Functional Responsibility: Duties will include performing, leading, and coordinating activities for the development of complex information technology systems in one or more of the following areas: requirements analysis, design analysis, design, programming, software integration, documentation, test and evaluation, and other technical tasks.
- (c) Minimum Education: Bachelor's degree or an additional four years general IT experience.

8. SYSTEMS ENGINEER II

- (a) Minimum/General Experience: Requires five years' experience. Relevant experience includes, but is not limited to, analysis and design of complex systems applications, such as web-based systems; use of programming languages; knowledge of database management systems; and software development management experience.
- (b) Functional Responsibility: Duties will include performing, leading, and coordinating activities for the development of complex information technology systems in one or more of the following areas: requirements analysis, design analysis, design, programming, software integration, documentation, test and evaluation, and other technical tasks.
- (c) Minimum Education: Bachelor's degree or an additional four years general IT experience.

9. SYSTEMS ENGINEER I

- (a) Minimum/General Experience: Requires one year experience. Relevant experience includes, but is not limited to, analysis and design of complex systems applications, such as web-based systems; use of programming languages; knowledge of database management systems; and software development management experience.
- (b) Functional Responsibility: Duties will include performing, leading, and coordinating activities for the development of complex information technology systems in one or more of the following areas: requirements analysis, design analysis, design, programming, software integration, documentation, test and evaluation, and other technical tasks.
- (c) Minimum Education: A Bachelor's degree or an additional four years general IT experience.

10. IT PROJECT ADMINISTRATOR II

- (a) Minimum/General Experience: Requires at least three (3) years of prior specialized work experience in IT project administration, including demonstrated skills with office automation and management information tools used under IT projects.
- (b) Functional Responsibility: Provides IT project administration or IT system administration/operation with minimal direction. Applies, administers, or operates appropriate office automation and management information tools in the creation, acquisition, entry, conversion, manipulation, storage, or retrieval of information, documents, or other project artifacts. Communicates and coordinates effectively and independently with IT project team members.
- (c) Minimum Education: Post-secondary degree, such as an Associate's or Bachelor's, equivalent technical training and/or certification, or an additional two to four year's specialized experience.

11. IT PROJECT ADMINISTRATOR I

- (a) Minimum/General Experience: Requires at least one (1) year of prior specialized work experience in IT project administration. Facility with common office automation and management information tools and experience supporting IT projects is desirable.
- (b) Functional Responsibility: Provides IT project administration or IT system administration/operation. Applies, administers, or operates appropriate office automation and management information tools in the creation, acquisition, entry, conversion,

manipulation, storage, or retrieval of information, documents, or other project artifacts. Communicates and coordinates effectively and independently with IT project team members.

- (c) Minimum Education: Post-secondary degree, such as an Associate's or Bachelor's equivalent technical training and/or certification, or an additional two to four year's specialized experience.