



**AUTHORIZED  
INFORMATION TECHNOLOGY SCHEDULE PRICELIST  
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY  
EQUIPMENT, SOFTWARE AND SERVICES**

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsaadvantage.gov>)

**SCHEDULE 70 SIN 132-51**

**SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES**

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

**CONTRACT NUMBER: GS-35F-0638W**

**Contract Period: September 17, 2015 to September 16, 2020**

Prices shown herein are Net (discounts already applied)



**Innovative Technologies, Inc.**

600 Herndon Parkway, Suite 250  
Herndon, VA 20170  
(703) 322-9400 Main  
(703) 322-9470 Fax

[www.iti-corp.com](http://www.iti-corp.com)  
Business Size: SMALL

**Pricelist current through Modification # 0028, dated 6-17-2016**

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600 Herndon Parkway ♦ Suite 250 ♦ Herndon, VA 20170  
♦ (703) 322-9400 Phone ♦ (703) 322-9470 Fax ♦ E-mail: [iti@iti-corp.com](mailto:iti@iti-corp.com)  
Proprietary and confidential information – ITI, All rights reserved



**INFORMATION FOR ORDERING ACTIVITIES  
APPLICABLE TO ALL SPECIAL ITEM NUMBERS**

**SPECIAL NOTICE TO AGENCIES: Small Business Participation**

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

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

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

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

**1. Geographic Scope of Contract:**

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

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

Offerors are requested to check one of the following boxes:

- The Geographic Scope of Contract will be domestic and overseas delivery.**
- The Geographic Scope of Contract will be overseas delivery only.**
- The Geographic Scope of Contract will be domestic delivery only.**

**2. Contractor's Ordering Address and Payment Information**

Mail and facsimile orders should be forwarded to the following address and telephone number:

**Innovative Technologies, Inc.  
600 Herndon Parkway, Suite 250  
Herndon, VA 20170  
Attn: Mario Martinez  
Fax: (703) 322-9470**

Contractor must accept the credit card for payments equal to or less than the micro-purchase threshold for oral or written orders under this contract. The Contractor will agree to accept the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:  
**(703) 322-9400 Ext. 104**



### 3. Liability For Injury Or Damage

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

### 4. Statistical Data for Government Ordering Office Completion of Standard Form 279:

Block 9: G. Order/Modification under Federal Schedule  
Block 16: Data Universal Numbering System (DUNS) Number: 85-914-9957  
Block 30: Type of Contractor - C. Small Business  
Block 31: Woman-Owned Small Business - No  
Block 36: Contractor's Taxpayer Identification Number (TIN): 54-1599476

### 5. CAGE Code: OTXD0

6. **Central Contractor Registration Database** - ITI is registered with the Central Contractor Registration Database.

### 7. FOB Destination

### 8. DELIVERY SCHEDULE

a. **Time Of Delivery** - The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51:	As negotiated between the Government and ITI

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

### 9. Discounts

Prices shown are NET Prices; Basic Discounts have been deducted.

- a. **Prompt Payment:** None offered for prompt payment alone – see paragraph d, below for order value/prompt payment discount(s);
- b. **Quantity:** None offered;
- c. **Dollar Volume:** None Offered for dollar volume alone – see paragraph d, below for order value/prompt payment discount(s);
- d. **Order Value/Prompt Payment Discount(s):** 0.25% on orders of \$300,000 or more, paid within 10 days of invoice date.
- e. **Government Educational Institutions:** None offered.
- f. **Other:** None offered

### 10. Trade Agreements Act of 1979, As Amended

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

### 11. Statement Concerning Availability of Export Packing

All packaging meets export packaging requirements



## 12. Small Requirements

The minimum dollar value of orders to be issued is \$100.

## 13. Maximum Order

All dollar amounts are exclusive of any order value/prompt payment discount(s) (see paragraph d on page 3).

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:

*Special Item Number 132-51 - Information Technology Professional Services*

## 14. Ordering Procedures For Federal Supply Schedule Contracts

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

## 15. Federal Information Technology/Telecommunication Standards Requirements

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

- a. **Federal Information Processing Standards Publications (FIPS Pubs)** - Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.
- b. **Federal Telecommunication Standards (Fed-STDS)** - Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

## 16. Contractor Tasks/Special Requirements (C-FSS-370) (NOV 2003)

- a. **Security Clearances:** The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- b. **Travel:** The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub.L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent



authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.

- c. Certifications, Licenses and Accreditations:** As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- d. Insurance:** As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- e. Personnel:** The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- f. Organizational Conflicts of Interest:** Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- g. Documentation/Standards:** The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- h. Data/Deliverable Requirements:** Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- i. Government-Furnished Property:** As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- j. Availability of Funds:** Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- k. Overtime:** For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed at time and a half of the labor rate).

## 17. Contract Administration for Ordering Activities

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

## 18. GSA ADVANTAGE!

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

- (1) **Manufacturer;**
- (2) **Manufacturer's Part Number; and**
- (3) **Product categories.**

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.gsaadvantage.gov>



## 19. Purchase of Open Market Items

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

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

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

## 20. Contractor Commitments, Warranties and Representations

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

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

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

## 21. Overseas Activities

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

**Services limited to the 50 United States, the District of Columbia, and Puerto Rico.**

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

## 22. Blanket Purchase Agreements (BPAs)

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

## 23. Contractor Team Arrangements

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



## 24. Installation, Deinstallation, Reinstallation

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

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

## 25. Section 508 Compliance.

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

[www.iti-corp.com](http://www.iti-corp.com)

The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

## 26. Prime Contractor Ordering From Federal Supply Schedules

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

- a. A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- b. The following statement:

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

## 27. Insurance—Work on a Government Installation (JAN 1997)(FAR 52.228-5)

- a. The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- b. Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
  - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
  - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- c. The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.



## **28. Software Interoperability.**

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

## **29. Advance Payments**

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





**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)  
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)**

**1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Number 132-51 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 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/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 CO may receive and act upon the claim submitted at any time before final payment under this contract.
- c.** If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- d.** If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

## **6. Inspection Of Services**

The Inspection of Services–Fixed Price (AUG 1996) (Deviation 1 – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders in this contract. The Inspection–Time-and-Materials and Labor-Hour (May 2001) (Deviation 1 – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

## **7. Responsibilities of the Contractor**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – 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

- a. 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.
- b. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (OCT 2008) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract.
- c. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (OCT 2008) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract.
- d. 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:
  - (1) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
  - (2) 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—
    - i. The offeror;
    - ii. Subcontractors; and/or
    - iii. 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

IT Services GSA Schedule 70 - SIN 132-51 - Price List		
Contractor-Site (Off-Site)		
CLIN	Labor Category	Hourly Rate
Off-1	Administration/Clerical (Entry Level)	\$47.33
Off-2	Administration/Clerical (Journeyman)	\$60.67
Off-3	Administration/Clerical (Senior)	\$72.79
Off-4	Applications Developer (Entry Level)	\$72.79
Off-5	Applications Developer (Journeyman)	\$90.98
Off-6	Applications Developer (Senior)	\$109.17
Off-7	Applications Developer (Master)	\$133.43
Off-8	Applications Systems Analyst (Entry Level)	\$72.79
Off-9	Applications Systems Analyst (Journeyman)	\$90.98
Off-10	Applications Systems Analyst (Senior)	\$109.17
Off-11	Applications Systems Analyst (Master)	\$133.43
Off-12	Asset Manager	\$85.77
Off-13	Business Process Consultant	\$151.64
Off-14	Business Systems Analyst	\$109.17
Off-15	Chief Information Security Officer	\$194.08
Off-16	Computer Scientist	\$145.57
Off-17	Computer Forensic and Intrusion Analyst	\$127.38
Off-18	Configuration Management Specialist (Entry)	\$83.34
Off-19	Configuration Management Specialist (Journeyman)	\$90.98
Off-20	Configuration Management Specialist (Senior)	\$109.17
Off-21	Configuration Management Specialist (Master)	\$133.43
Off-22	Data Architect	\$133.43
Off-23	Data Warehousing Specialist (Entry Level)	\$84.93
Off-24	Data Warehousing Specialist (Journeyman)	\$109.17
Off-25	Data Warehousing Specialist (Senior)	\$133.43
Off-26	Data Warehousing Specialist (Master)	\$151.64
Off-27	Database Specialist (Entry Level)	\$78.84
Off-28	Database Specialist (Journeyman)	\$103.12
Off-29	Database Specialist (Senior)	\$127.38
Off-30	Database Specialist (Master)	\$145.57
Off-31	Disaster Recovery Specialist (Journeyman)	\$103.12
Off-32	Disaster Recovery Specialist (Senior)	\$145.57
Off-33	Enterprise Architect	\$181.97
Off-34	ERP Analyst	\$121.31
Off-35	ERP Business/Architectural Specialist	\$181.97



<b>IT Services GSA Schedule 70 - SIN 132-51 - Price List</b>		
<b>Contractor-Site (Off-Site)</b>		
<b>CLIN</b>	<b>Labor Category</b>	<b>Hourly Rate</b>
Off-36	Financial Analyst	\$84.93
Off-37	GIS Analyst/Programmer	\$90.98
Off-38	Graphics Specialist	\$78.84
Off-39	Groupware Specialist	\$121.31
Off-40	Hardware Engineer (Entry Level)	\$72.79
Off-41	Hardware Engineer (Journeyman)	\$90.98
Off-42	Hardware Engineer (Senior)	\$109.17
Off-43	Hardware Engineer (Master)	\$133.43
Off-44	Helpdesk Specialist (Entry Level)	\$54.59
Off-45	Helpdesk Specialist (Journeyman)	\$72.79
Off-46	Helpdesk Specialist (Senior)	\$90.98
Off-47	Information Assurance/Security Specialist (Entry Level)	\$84.93
Off-48	Information Assurance/Security Specialist (Journeyman)	\$109.17
Off-49	Information Assurance/Security Specialist (Senior)	\$133.43
Off-50	Information Assurance/Security Specialist (Master)	\$169.85
Off-51	Information Specialist/Knowledge Engineer	\$127.38
Off-52	Master Scheduler	\$114.36
Off-53	Modeling and Simulation Specialist	\$121.31
Off-54	Network Specialist (Entry Level)	\$72.79
Off-55	Network Specialist (Journeyman)	\$90.98
Off-56	Network Specialist (Senior)	\$109.17
Off-57	Network Specialist (Master)	\$133.43
Off-58	Program Manager	\$194.08
Off-59	Project Manager	\$157.72
Off-60	Quality Assurance Specialist (Entry Level)	\$72.79
Off-61	Quality Assurance Specialist (Journeyman)	\$90.98
Off-62	Quality Assurance Specialist (Senior)	\$109.17
Off-63	Quality Assurance Specialist (Master)	\$133.43
Off-64	Research Analyst	\$84.93
Off-65	Strategic/Capital Planner	\$109.17
Off-66	Subject Matter Expert (Journeyman)	\$168.63
Off-67	Subject Matter Expert (Senior)	\$269.33
Off-68	Subject Matter Expert (Master)	\$369.99
Off-69	Software Engineer (Entry)	\$87.85
Off-70	Software Engineer (Journeyman)	\$108.07
Off-71	Software Engineer (Senior)	\$132.22
Off-72	Software Engineer (Master)	\$176.64
Off-73	Software Manager	\$75.50
Off-74	Systems Engineer (Entry)	\$92.35
Off-75	Systems Engineer (Journeyman)	\$127.38
Off-76	Systems Engineer (Senior)	\$165.15
Off-77	Systems Engineer (Master)	\$181.66

**600 Herndon Parkway ♦ Suite 250 ♦ Herndon, VA 20170**  
**♦ (703) 322-9400 Phone ♦ (703) 322-9470 Fax ♦ E-mail: [iti@iti-corp.com](mailto:iti@iti-corp.com)**  
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<b>IT Services GSA Schedule 70 - SIN 132-51 - Price List</b>		
<b>Contractor-Site (Off-Site)</b>		
<b>CLIN</b>	<b>Labor Category</b>	<b>Hourly Rate</b>
Off-78	Technical Administrative Representative	\$112.62
Off-79	Technical Editor	\$90.98
Off-80	Technical Writer	\$90.98
Off-81	Test Engineer (Entry Level)	\$78.84
Off-82	Test Engineer (Journeyman)	\$97.05
Off-83	Test Engineer (Senior)	\$115.24
Off-84	Training Specialist (Entry Level)	\$78.84
Off-85	Training Specialist (Journeyman)	\$97.05
Off-86	Training Specialist (Senior)	\$115.24
Off-87	Voice/Data Communications Engineer (Entry Level)	\$78.84
Off-88	Voice/Data Communications Engineer (Journeyman)	\$97.05
Off-89	Voice/Data Communications Engineer (Senior)	\$115.24
Off-90	Voice/Data Communications Engineer (Master)	\$139.53
Off-91	Web Content Analyst	\$103.12
Off-92	Web Designer	\$121.31

<b>IT Services GSA Schedule 70 - SIN 132-51 - Price List</b>		
<b>Government Site (On-Site)</b>		
<b>CLIN</b>	<b>Labor Category</b>	<b>Hourly Rate</b>
On-1	Administration/Clerical (Entry Level)	\$39.92
On-2	Administration/Clerical (Journeyman)	\$51.17
On-3	Administration/Clerical (Senior)	\$61.41
On-4	Applications Developer (Entry Level)	\$61.41
On-5	Applications Developer (Journeyman)	\$76.74
On-6	Applications Developer (Senior)	\$92.10
On-7	Applications Developer (Master)	\$112.56
On-8	Applications Systems Analyst (Entry Level)	\$61.41
On-9	Applications Systems Analyst (Journeyman)	\$76.74
On-10	Applications Systems Analyst (Senior)	\$92.10
On-11	Applications Systems Analyst (Master)	\$112.56
On-12	Asset Manager	\$62.80
On-13	Business Process Consultant	\$127.91
On-14	Business Systems Analyst	\$92.10
On-15	Chief Information Security Officer	\$163.73
On-16	Computer Scientist	\$122.80
On-17	Computer Forensic and Intrusion Analyst	\$107.46
On-18	Configuration Management Specialist (Entry)	\$61.02
On-19	Configuration Management Specialist (Journeyman)	\$76.74
On-20	Configuration Management Specialist (Senior)	\$92.10
On-21	Configuration Management Specialist (Master)	\$112.56

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<b>IT Services GSA Schedule 70 - SIN 132-51 - Price List</b>		
<b>Government Site (On-Site)</b>		
<b>CLIN</b>	<b>Labor Category</b>	<b>Hourly Rate</b>
On-22	Data Architect	\$112.56
On-23	Data Warehousing Specialist (Entry Level)	\$71.63
On-24	Data Warehousing Specialist (Journeyman)	\$92.10
On-25	Data Warehousing Specialist (Senior)	\$112.56
On-26	Data Warehousing Specialist (Master)	\$127.91
On-27	Database Specialist (Entry Level)	\$66.50
On-28	Database Specialist (Journeyman)	\$86.99
On-29	Database Specialist (Senior)	\$107.46
On-30	Database Specialist (Master)	\$122.80
On-31	Disaster Recovery Specialist (Journeyman)	\$86.99
On-32	Disaster Recovery Specialist (Senior)	\$122.80
On-33	Enterprise Architect	\$153.50
On-34	ERP Analyst	\$102.34
On-35	ERP Business/Architectural Specialist	\$153.50
On-36	Financial Analyst	\$71.63
On-37	GIS Analyst/Programmer	\$76.74
On-38	Graphics Specialist	\$66.50
On-39	Groupware Specialist	\$102.34
On-40	Hardware Engineer (Entry Level)	\$61.41
On-41	Hardware Engineer (Journeyman)	\$76.74
On-42	Hardware Engineer (Senior)	\$92.10
On-43	Hardware Engineer (Master)	\$112.56
On-44	Helpdesk Specialist (Entry Level)	\$46.05
On-45	Helpdesk Specialist (Journeyman)	\$61.41
On-46	Helpdesk Specialist (Senior)	\$76.74
On-47	Information Assurance/Security Specialist (Entry Level)	\$71.63
On-48	Information Assurance/Security Specialist (Journeyman)	\$92.10
On-49	Information Assurance/Security Specialist (Senior)	\$112.56
On-50	Information Assurance/Security Specialist (Master)	\$143.29
On-51	Information Specialist/Knowledge Engineer	\$107.46
On-52	Master Scheduler	\$83.73
On-53	Modeling and Simulation Specialist	\$102.34
On-54	Network Specialist (Entry Level)	\$61.41
On-55	Network Specialist (Journeyman)	\$76.74
On-56	Network Specialist (Senior)	\$92.10
On-57	Network Specialist (Master)	\$112.56
On-58	Program Manager	\$163.73
On-59	Project Manager	\$133.05
On-60	Quality Assurance Specialist (Entry Level)	\$61.41
On-61	Quality Assurance Specialist (Journeyman)	\$76.74
On-62	Quality Assurance Specialist (Senior)	\$92.10
On-63	Quality Assurance Specialist (Master)	\$112.56

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<b>IT Services GSA Schedule 70 - SIN 132-51 - Price List</b>		
<b>Government Site (On-Site)</b>		
<b>CLIN</b>	<b>Labor Category</b>	<b>Hourly Rate</b>
On-64	Research Analyst	\$71.63
On-65	Strategic/Capital Planner	\$92.10
On-66	Subject Matter Expert (Journeyman)	\$142.25
On-67	Subject Matter Expert (Senior)	\$227.18
On-68	Subject Matter Expert (Master)	\$312.11
On-69	Software Engineer (Entry)	\$64.32
On-70	Software Engineer (Journeyman)	\$79.13
On-71	Software Engineer (Senior)	\$96.80
On-72	Software Engineer (Master)	\$129.33
On-73	Software Manager	\$55.28
On-74	Systems Engineer (Entry)	\$67.61
On-75	Systems Engineer (Journeyman)	\$107.46
On-76	Systems Engineer (Senior)	\$120.92
On-77	Systems Engineer (Master)	\$133.00
On-78	Technical Administrative Representative	\$82.46
On-79	Technical Editor	\$76.74
On-80	Technical Writer	\$76.76
On-81	Test Engineer (Entry Level)	\$66.50
On-82	Test Engineer (Journeyman)	\$81.88
On-83	Test Engineer (Senior)	\$97.22
On-84	Training Specialist (Entry Level)	\$66.50
On-85	Training Specialist (Journeyman)	\$81.88
On-86	Training Specialist (Senior)	\$97.22
On-87	Voice/Data Communications Engineer (Entry Level)	\$66.50
On-88	Voice/Data Communications Engineer (Journeyman)	\$81.88
On-89	Voice/Data Communications Engineer (Senior)	\$97.22
On-90	Voice/Data Communications Engineer (Master)	\$117.70
On-91	Web Content Analyst	\$86.99
On-92	Web Designer	\$102.34



**I. Key:**

- **ENTRY LEVEL** is the most junior of any one labor category; **JOURNEYMAN**, **SENIOR** and **MASTER** levels are sequentially more senior.
- Education versus Experience Equivalency - Years of qualified experience may be determined by the requirements of the task order against which personnel are placed, if none are stated, then in accordance with the following:
  - (i) An ***Associate's Degree*** in a related field is considered equivalent to two (2) years of experience (i.e., an Associate's Degree and 3 plus years of experience may be substituted with five (5) plus years of experience in a related field or four (4) plus years of experience and a recognized industry certification or accreditation (i.e. Java, Security + CE, SSCP) in the related field.
  - (ii) A ***Bachelor's Degree*** in a related field is considered equivalent to four (4) years' experience (i.e., a Bachelor's Degree and 3 plus years of experience may be substituted with seven (7) plus years of experience in a related field or six (6) plus years of experience and a recognized industry certification or accreditation (i.e. Java, Security + CE, SSCP) in the related field;
  - (iii) A ***Master's Degree*** in a related field is considered equivalent to eight (8) years' experience (i.e., a Master's Degree and 3 plus years of experience may be substituted with eleven (11) plus years of experience in a related field or ten (10) plus years of experience and a recognized industry certification or accreditation (i.e. Java, Security + CE, SSCP) in the related field.
- Security Clearance(s) – Security clearance requirements may be determined by the requirements of the task order against which personnel are placed.

**Administration/Clerical Entry Level**

Description: Responsible for developing, drafting, writing and editing reports, briefs, proposals, and other documents in support of a client's requirements. Interfaces with personnel to coordinate meetings, maintain logs, records and files, provides end-user support, and performs general administrative duties. Assists in budgetary, billing, and financial management. Responsible for preparing and/or maintaining systems, programming and operations documentation, procedures and methods, including user reference manuals. Applies fundamental concepts, processes, practices, and procedures on technical assignments. Performs work that requires practical experience and training. May require supervision.

Experience: 1 to 3 plus years of progressive related experience.

Education: Associate's Degree or equivalent years of experience in a related field.

**Administration/Clerical Journeyman Level**

Description: Responsible for developing, drafting, writing and editing reports, briefs, proposals, and other documents in support of a client's requirements. Interfaces with personnel to coordinate meetings, maintain logs, records and files, provides end-user support, and performs general administrative duties. Assists in budgetary, billing, and financial management. Responsible for preparing and/or maintaining systems, programming and operations documentation, procedures and methods, including user reference manuals. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

Experience: 2 to 4 plus years of progressive related experience.

Education: Associate's Degree or equivalent years of experience in a related field.



### **Administration/Clerical Senior Level**

Description: Responsible for developing, drafting, writing and editing reports, briefs, proposals, and other documents in support of a client's requirements. Interfaces with personnel to coordinate meetings, maintain logs, records and files, provides end-user support, and performs general administrative duties. Assists in budgetary, billing, and financial management. Responsible for preparing and/or maintaining systems, programming and operations documentation, procedures and methods, including user reference manuals. Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

Experience: 3 to 5 plus years of progressive related experience.

Education: Associate's Degree or equivalent years of experience in a related field.

### **Applications Developer Entry Level**

Description: Designs, develops, enhances, debugs, and implements software. Troubleshoots production problems related to software applications. Researches, tests, build, and coordinate the conversion and/or integration of new products based on client requirements. Designs and develops new software products or major enhancements to existing software. Addresses problems of systems integration, compatibility, and multiple platforms. Consults with project teams and end users to identify application requirements. Performs feasibility analysis on potential future projects to management. Assists in the evaluation and recommendation of application software packages, application integration and testing tools. Resolves problems with software and responds to suggestions for improvements and enhancements. Acts as team leader on projects. Instructs, assigns, directs, and checks the work of other software developers on development team. Participates in development of software user manuals. Applies fundamental concepts, processes, practices, and procedures on technical assignments. Performs work that requires practical experience and training. Work is performed under supervision.

Experience: 1 to 3 plus years of progressive related experience.

Education: Bachelor of Science or equivalent years of experience in a related field.

### **Applications Developer Journeyman**

Description: Designs, develops, enhances, debugs, and implements software. Troubleshoots production problems related to software applications. Researches, tests, build, and coordinate the conversion and/or integration of new products based on client requirements. Designs and develops new software products or major enhancements to existing software. Addresses problems of systems integration, compatibility, and multiple platforms. Consults with project teams and end users to identify application requirements. Performs feasibility analysis on potential future projects to management. Assists in the evaluation and recommendation of application software packages, application integration and testing tools. Resolves problems with software and responds to suggestions for improvements and enhancements. Acts as team leader on projects. Instructs, assigns, directs, and checks the work of other software developers on development team. Participates in development of software user manuals. Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

Experience: 2 to 4 plus years of progressive related experience.

Education: Bachelor of Science or equivalent years of experience in a related field.

### **Applications Developer Senior**

Description: Designs, develops, enhances, debugs, and implements software. Troubleshoots production problems related to software applications. Researches, tests, build, and coordinate the conversion and/or integration of new products based on client requirements. Designs and develops new software products or major enhancements to existing software. Addresses problems of systems integration, compatibility, and multiple platforms. Consults with project teams and end users to identify application requirements. Performs feasibility analysis on potential future projects to management. Assists in the evaluation and recommendation of application software packages, application integration and testing tools. Resolves problems with software and responds to suggestions for improvements and enhancements. Acts as team leader on projects. Instructs, assigns, directs, and checks the work of other software



developers on development team. Participates in development of software user manuals. Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

Experience: 3 to 5 plus years of progressive related experience.

Education: Bachelor of Science or equivalent years of experience in a related field.

### **Applications Developer Master**

Description: Designs, develops, enhances, debugs, and implements software. Troubleshoots production problems related to software applications. Researches, tests, build, and coordinate the conversion and/or integration of new products based on client requirements. Designs and develops new software products or major enhancements to existing software. Addresses problems of systems integration, compatibility, and multiple platforms. Consults with project teams and end users to identify application requirements. Performs feasibility analysis on potential future projects to management. Assists in the evaluation and recommendation of application software packages, application integration and testing tools. Resolves problems with software and responds to suggestions for improvements and enhancements. Acts as team leader on projects. Instructs, assigns, directs, and checks the work of other software developers on development team. Participates in development of software user manuals. Provides technical/management leadership on major tasks or technology assignments. Establishes goals and plans that meet project objectives. Has domain and expert technical knowledge. Directs and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met. Interactions involve client negotiations and interfacing with senior management. Decision making and domain knowledge may have a critical impact on overall project implementation. May supervise others.

Experience: 1 to 3 plus years of progressively experience in a related field.

Education: Master of Science or equivalent years of experience in a related field.

### **Applications Systems Analyst Entry**

Description: Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications for programs. Assists in the design, development, testing, implementation, and documentation of new software and enhancements of existing applications. Works with project managers, developers, and end users to ensure application designs meet business requirements. Formulates/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. Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Assists all phases of software systems programming applications. Evaluates new and existing software products. Applies fundamental concepts, processes, practices, and procedures on technical assignments. Performs work that requires practical experience and training. Work is performed under supervision.

Experience: 1 to 3 plus years of progressive related experience.

Education: Bachelor of Science or equivalent years of experience in a related field.

### **Applications Systems Analyst Journeyman**

Description: Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications for programs. Assists in the design, development, testing, implementation, and documentation of new software and enhancements of existing applications. Works with project managers, developers, and end users to ensure application designs meet business requirements. Formulates/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. Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Assists all phases of software systems programming applications. Evaluates new and existing software products.



Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

Experience: 2 to 4 plus years of progressive related experience.

Education: Bachelor of Science or equivalent years of experience in a related field.

### **Applications Systems Analyst Senior**

Description: Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications for programs. Designs, developments, tests, implements, and documents new software and enhancements of existing applications. Works with project managers, developers, and end users to ensure application designs meet business requirements. Formulates/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. Provides overall operating systems, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Manages all phases of software systems programming applications. Provides evaluation of new and existing software products. May provide project supervision for a large project team or multiple small project teams. Provides expert input into project related reports and presentations and presents project related technical, oral and written reports to customers. Possesses and applies expertise on broad-based work assignments that requires originality and innovation in determining how to accomplish tasks. Operates with considerable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

Experience: 3 to 5 plus years of progressive related experience.

Education: Bachelor of Science or equivalent years of experience in a related field.

### **Applications Systems Analyst Master**

Description: Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications for programs. Designs, developments, tests, implements, and documents new software and enhancements of existing applications. Works with project managers, developers, and end users to ensure application designs meet business requirements. Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, test, debugs, and document those programs. Provides overall operating systems, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Manages all phases of software systems programming applications. Provides evaluation of new and existing software products. Acts as a subject matter expert for broad-based work assignments that require originality and innovation in determining how to accomplish tasks. Has considerable latitude in working with Project Teams and the customer to develop methodologies and finding solutions to problems, determining deliverables and creating performance metrics to meet customer requirements. May provide project supervision for multiple projects and Project Teams. Provides expert input into project related reports and presentations and presents project related technical oral and written reports to customers. Possesses and applies expertise on broad-based work assignments that requires originality and innovation in determining how to accomplish tasks. Operates with considerable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

Experience: 6 plus years of progressive related experience

Education: Master of Science or equivalent years of experience in a related field.

### **Asset Manager**

Description: Maintain an inventory of all software and hardware associated with the customer's network, including software components on each server. Inventory shall include equipment description, manufacturer, model and serial number, date of purchase, inventory tag number and purchase price and in the case of software the quantity



of each license purchased. Maintain an inventory of all software and hardware, using asset management tools, by user name and machine that includes equipment description, manufacturer, model number, serial number, date of purchase, customer inventory asset tag number and the software installed on each machine. Procure, with customer approval, software, hardware, upgrades, licenses, maintenance agreements, and spare parts and ensure that all hardware provided has the most cost-effective warranty available from the vendor. Coordinate the disposal of property, supplies, and or material in compliance with industry best practices and /or customer directed regulations /guidelines. Maintain an up-to-date inventory of all current hardware and software, including spare items (by item description and serial number) as well as original software diskettes, CD-ROMS, DVDs, URL download information, manuals, and books. Notify the customer as spare items become depleted to allow for replenishment. Acts as the Subject Matter Expert (SME) for the customer, communicating complex issues and solutions to various levels of personnel. Engages and manages tasking across both customer and other contractor functional teams. Possesses asset management application experience including implementation, configuration, troubleshooting, and enhancement using a commercial asset management software application such as BMC Remedy Asset Manager.

Experience: 3 to 5 plus years of progressive related experience.

Education: Bachelor's Degree or equivalent years of experience in a related field.

### **Business Process Consultant**

Description: Analyzes process and re-engineering, with an understanding of technical problems and solutions as they relate to the current and future business environment. Creates process change by integrating new processes with existing ones and communicating these changes to impacted Business Systems teams. Recommends and facilitates quality improvement efforts. Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

Experience: 3 to 5 plus years of progressive related experience;

Education: Bachelor's Degree or equivalent years of experience in a related field.

### **Business Systems Analyst**

Description: Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of business systems and industry requirements. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operation time, and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirements specifications. Provides consultation on complex projects and is considered to be the top level contributor/specialist of most phases of systems analysis, while considering the business implications of the application of technology to the current and future business environment. Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

Experience: 3 to 5 plus years progressive related experience:

Education: Bachelor's Degree or equivalent years of experience in a related field.

### **Chief Information Security Officer**

Description: Responsible for determining enterprise information security standards. Develops and implements information security standards and procedures. Provides tactical information security advice and examines the ramifications of new technologies. Ensures that all information systems are functional and secure. Provides technical/management leadership on major tasks or technology assignments. Establishes goals and plans that meet project objectives. Has domain and expert technical knowledge. Directs and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met. Interactions involve client negotiations and interfacing with senior management. Decision making and domain knowledge may have a critical impact on overall project implementation. May supervise others

Experience: 1 to 3 plus years of progressive related experience.



Education: Master of Science or equivalent years of experience in a related field.

### **Computer Scientist**

Description: Acts as a senior consultant in complex or mission critical client requirements. Develops, modifies, and applies computer modeling and programming applications to analyze and solve mathematical and scientific problems affecting system and program performance. Participates in all phases of scientific and engineering projects such as research, design, development, testing, modeling, simulating, training, and documentation. Provides technical/management leadership on major tasks or technology assignments. Establishes goals and plans that meet project objectives. Has domain and expert technical knowledge. Directs and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met. Interactions involve client negotiations and interfacing with senior management. Decision making and domain knowledge may have a critical impact on overall project implementation. May supervise others.

Experience: 1 to 3 plus years of progressive related experience.

Education: Master of Science or equivalent years of experience in a related field.

### **Computer Forensic & Intrusion Analyst**

Description: Provides knowledge in computer and network forensics. Conducts vulnerability assessments/penetration tests of information systems. Develops, researches and maintains proficiency in tools, techniques, countermeasures, and trend in computer and network vulnerabilities, data hiding, and encryption. Identifies, deters, monitors, and investigates computer and network intrusions. Provides computer forensic support to high technology investigations in the form of evidence seizure, computer forensic analysis, and data recovery. Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

Experience: 1 to 4 plus years of progressive related experience.

Education: Master of Science or equivalent years of experience in a related field.

### **Configuration Management Specialist (Entry)**

Description: Supports configuration management planning. Describes provisions for configuration identification, change control, configuration status accounting, and configuration audits. Helps regulate the change process so that only approved and validated changes are incorporated into product documents and related software. Possesses and applies expertise on work assignments that may be broad in nature, requiring moderate originality and innovation in determining how to accomplish tasks. Operates with guidance in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

Experience: 1 to 3 plus years of progressive related experience;

Education: Bachelor of Science or equivalent years of experience in a related field.

### **Configuration Management Specialist (Journeyman)**

Description: Provides configuration management planning. Describes provisions for configuration identification, change control, configuration status accounting, and configuration audits. Regulates the change process so that only approved and validated changes are incorporated into product documents and related software. Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

Experience: 2 to 4 plus years of progressive related experience.

Education: Bachelor of Science or equivalent years of experience in a related field.



### **Configuration Management Specialist (Senior)**

Description: Provides configuration management planning. Describes provisions for configuration identification, change control, configuration status accounting, and configuration audits. Regulates the change process so that only approved and validated changes are incorporated into product documents and related software. Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

Experience: 3 to 5 plus years of progressive related experience.

Education: Bachelor of Science or equivalent years of experience in a related field.

### **Configuration Management Specialist (Master)**

Description: Provides configuration management planning. Describes provisions for configuration identification, change control, configuration status accounting, and configuration audits. Regulates the change process so that only approved and validated changes are incorporated into product documents and related software. Provides technical/management leadership on major tasks or technology assignments. Establishes goals and plans that meet project objectives. Has domain and expert technical knowledge. Directs and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met. Interactions involve client negotiations and interfacing with senior management. Decision making and domain knowledge may have a critical impact on overall project implementation. May supervise others.

Experience: 1 to 3 plus years of progressive related experience.

Education: Masters of Science or equivalent years of experience in a related field.

### **Data Architect**

Description: Designs and builds relational databases. Performs data access analysis design, and archive/recovery design and implementation. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Works in a data warehouse environment, which includes data design, database architecture, and metadata repository creation. Translates business needs into long-term architecture solutions. Defines, designs, and builds dimensional databases. Develops data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Reviews and develops object and data models and the metadata repository to structure the data for better management and quicker access. Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

Experience: 3 to 5 plus years of progressive related experience.

Education: Bachelor of Science or equivalent years of experience in a related field.

### **Data Warehousing Specialist (Entry)**

Description: Coordinates the data administration technical function for both data warehouse development and maintenance. Facilitates change control, problem management, and communication among data architects, programmers, analysts, and engineers. Establishes and enforces processes to ensure a consistent, well managed, and well-integrated data warehouse infrastructure. Analyzes and identifies data and metadata requirements. Defines user requirements and database design specifications. Designs, implements, and supports data warehousing requirements. Implements business rules via stored procedures, middleware, or other technologies. Provides product support and maintenance of the data warehouse. Performs data warehouse design and construction. Prepares/implements data verification and testing methods for the data warehouse. Applies fundamental concepts, processes, practices, and procedures on technical assignments. Performs work that requires practical experience and training. Work is performed under supervision

Experience: 1 to 3 plus years of progressive related experience;

Education: Bachelor of Science or equivalent years of experience in a related field.



### **Data Warehousing Specialist (Journeyman)**

Description: Coordinates the data administration technical function for both data warehouse development and maintenance. Facilitates change control, problem management, and communication among data architects, programmers, analysts, and engineers. Establishes and enforces processes to ensure a consistent, well managed, and well-integrated data warehouse infrastructure. Analyzes and identifies data and metadata requirements. Defines user requirements and database design specifications. Designs, implements, and supports data warehousing requirements. Implements business rules via stored procedures, middleware, or other technologies. Provides product support and maintenance of the data warehouse. Performs data warehouse design and construction. Prepares/implements data verification and testing methods for the data warehouse. Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

Experience: 2 to 4 plus years of progressive related experience;

Education: Bachelor of Science or equivalent years of experience in a related field.

### **Data Warehousing Specialist (Senior)**

Description: Coordinates the data administration technical function for both data warehouse development and maintenance. Facilitates change control, problem management, and communication among data architects, programmers, analysts, and engineers. Establishes and enforces processes to ensure a consistent, well managed, and well-integrated data warehouse infrastructure. Analyzes and identifies data and metadata requirements. Defines user requirements and database design specifications. Designs, implements, and supports data warehousing requirements. Implements business rules via stored procedures, middleware, or other technologies. Provides product support and maintenance of the data warehouse. Performs data warehouse design and construction. Prepares/implements data verification and testing methods for the data warehouse. Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

Experience: 3 to 5 plus years of progressive related experience;

Education: Bachelor of Science or equivalent years of experience in a related field.

### **Data Warehousing Specialist (Master)**

Description: Coordinates the data administration technical function for both data warehouse development and maintenance. Facilitates change control, problem management, and communication among data architects, programmers, analysts, and engineers. Establishes and enforces processes to ensure a consistent, well managed, and well-integrated data warehouse infrastructure. Analyzes and identifies data and metadata requirements. Defines user requirements and database design specifications. Designs, implements, and supports data warehousing requirements. Implements business rules via stored procedures, middleware, or other technologies. Provides product support and maintenance of the data warehouse. Performs data warehouse design and construction. Prepares/implements data verification and testing methods for the data warehouse. Provides technical/management leadership on major tasks or technology assignments. Establishes goals and plans that meet project objectives. Has domain and expert technical knowledge. Directs and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met. Interactions involve client negotiations and interfacing with senior management. Decision making and domain knowledge may have a critical impact on overall project implementation. May supervise others.

Experience: 1 to 3 plus years of progressive related experience.

Education: Masters of Science or equivalent years of experience in a related field.

### **Database Specialist (Entry)**

Description: Provides all activities related to the administration of computerized databases. Projects long-range requirements for database administration and design in conjunction with other managers in the information systems function. Designs, creates, and maintains databases in a client/server environment. Conducts quality control and auditing of databases in a client/server environment to ensure accurate and appropriate use of data. Advises users





on access to various client/server databases. Designs, implements, and maintains complex databases with respect to JCL, access methods, access time, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Applies knowledge and experience with database technologies, development methodologies, and front-end (e.g., COGNOS)/back-end programming languages (e.g., SQL). Performs database programming and supports systems design. Includes maintenance of database dictionaries, overall monitoring of standards and procedures, file design and storage, and integration of systems through database design. Applies fundamental concepts, processes, practices, and procedures on technical assignments. Performs work that requires practical experience and training. Work is performed under supervision.

Experience: 1 to 3 plus years of progressive related experience;

Education: Bachelor of Science in a related field or equivalent years of experience.

### **Database Specialist (Journeyman)**

Description: Provides all activities related to the administration of computerized databases. Projects long-range requirements for database administration and design in conjunction with other managers in the information systems function. Designs, creates, and maintains databases in a client/server environment. Conducts quality control and auditing of databases in a client/server environment to ensure accurate and appropriate use of data. Advises users on access to various client/server databases. Designs, implements, and maintains complex databases with respect to JCL, access methods, access time, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Applies knowledge and experience with database technologies, development methodologies, and front-end (e.g., COGNOS)/back-end programming languages (e.g., SQL). Performs database programming and supports systems design. Includes maintenance of database dictionaries, overall monitoring of standards and procedures, file design and storage, and integration of systems through database design. Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

Experience: 2 to 4 plus years of progressive related experience;

Education: Bachelor of Science or equivalent years of experience in a related field.

### **Database Specialist (Senior)**

Description: Provides all activities related to the administration of computerized databases. Projects long-range requirements for database administration and design in conjunction with other managers in the information systems function. Designs, creates, and maintains databases in a client/server environment. Conducts quality control and auditing of databases in a client/server environment to ensure accurate and appropriate use of data. Advises users on access to various client/server databases. Designs, implements, and maintains complex databases with respect to JCL, access methods, access time, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Applies knowledge and experience with database technologies, development methodologies, and front-end (e.g., COGNOS)/back-end programming languages (e.g., SQL). Performs database programming and supports systems design. Includes maintenance of database dictionaries, overall monitoring of standards and procedures, file design and storage, and integration of systems through database design. Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

Experience: 3 to 5 plus years of progressive related experience;

Education: Bachelor of Science or equivalent years of experience in a related field.

### **Database Specialist (Master)**

Provides all activities related to the administration of computerized databases. Projects long-range requirements for database administration and design in conjunction with other managers in the information systems function. Designs, creates, and maintains databases in a client/server environment. Conducts quality control and auditing of databases in a client/server environment to ensure accurate and appropriate use of data. Advises users on access to various client/server databases. Designs, implements, and maintains complex databases with respect to JCL,



access methods, access time, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Applies knowledge and experience with database technologies, development methodologies, and front-end (e.g., COGNOS)/back-end programming languages (e.g., SQL). Performs database programming and supports systems design. Includes maintenance of database dictionaries, overall monitoring of standards and procedures, file design and storage, and integration of systems through database design. Provides technical/management leadership on major tasks or technology assignments. Establishes goals and plans that meet project objectives. Has domain and expert technical knowledge. Directs and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met. Interactions involve client negotiations and interfacing with senior management. Decision making and domain knowledge may have a critical impact on overall project implementation. May supervise others.

Experience: 1 to 3 plus years of progressive related experience at the Master level;

Education: Master of Science or equivalent years of experience in a related field.

### **Disaster Recovery Specialist (Journeyman)**

Description: Designs and administers programs to include policies, standards, guidelines, training programs, and a viable quality assurance process for disaster recovery. Oversees and reviews the testing and implementation of software, data systems, and data networks to ensure that the integrity and security of all electronic data and data systems are adequately protected. Facilitates the preparation of an organization-wide business resumption plan. Assists in the coordination and establishment of disaster recovery programs and business resumption planning across mainframe and client server platforms. Coordinates and monitors simulation testing across all platforms. Designs and administers programs to include policies, standards, guidelines, training programs, and a viable quality assurance process for disaster recovery. Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

Experience: 2 to 4 plus years of progressive related experience;

Education: Bachelor of Science or equivalent years of experience in a related field.

### **Disaster Recovery Specialist (Senior)**

Description: Designs and administers programs to include policies, standards, guidelines, training programs, and a viable quality assurance process for disaster recovery. Oversees and reviews the testing and implementation of software, data systems, and data networks to ensure that the integrity and security of all electronic data and data systems are adequately protected. Facilitates the preparation of an organization-wide business resumption plan. Assists in the coordination and establishment of disaster recovery programs and business resumption planning across mainframe and client server platforms. Coordinates and monitors simulation testing across all platforms. Designs and administers programs to include policies, standards, guidelines, training programs, and a viable quality assurance process for disaster recovery. Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

Experience: 3 to 5 plus years of progressive related experience;

Education: Bachelor of Science or equivalent years of experience in a related field.

### **Enterprise Architect**

Description: Provides high-level architectural expertise to managers and technical staff. Develops architectural products and deliverables for the enterprise and operational business lines. Develops strategy of system and the design infrastructure necessary to support that strategy. Advises on selection of technological purchases with regards to processing, data storage, data access, and applications development. Sets standards for the client/server relational database structure for the organization (SQL, ORACLE, SYBASE, etc.). Advises of feasibility of potential future projects to management. Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with



appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

Experience: 3 to 5 plus years of progressive related experience;

Education: Master of Science or equivalent years of experience in a related field.

### **Enterprise Resource Planning (ERP) Analyst**

Description: Assists with the development and maintenance of the Enterprise Resource Planning (ERP) program. Analyzes and evaluates ERP application systems. Assists in software upgrades, documentation, and implementation. Customizes and configures workflow to allow the integration of client/server applications. Tests ERP layout to ensure the system is meeting corporate needs. Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

Experience: 2 to 4 plus years of progressive related experience.

Education: Bachelor of Science or equivalent years of experience in a related field.

### **Enterprise Resource Planning Business/Architectural Specialist**

Description: Adapts functional business requirements and processes to technical solutions based upon comprehensive enterprise application solution sets. Enterprise resource planning and management processes, including but not limited to: knowledge management, investment analysis, data warehousing, ecommerce, return on investment analysis, human resource analysis, material management and logistics, supply chain management, procurement, ordering, manufacturing, decision support, and information dissemination. Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

Experience: 3 to 5 years of progressive related experience;

Education: Master of Science or equivalent years of experience in a related field.

### **Financial Analyst**

Description: Provides support in the areas of budget, billing, reporting, and financial management for IT initiatives. Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

Experience: 3 to 5 plus years of progressive related experience;

Education: Bachelor's Degree or equivalent years of experience in a related field.

### **Geographic Information System (GIS) Analyst/Programmer**

Description: Demonstrates proficiency in GIS analysis and data modeling. Demonstrates and maintains proficiency with current and developing technologies and software related to geographic analysis. Coordinates, manages, administers, and develops the Geographic Information Systems. Develops various types of GIS maps and related data sets. Designs and implements GIS analytical procedures. Performs analysis and maintenance of GIS systems. Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

Experience: 3 to 5 plus years of progressive related experience;

Education: Bachelor's Degree or equivalent years of experience in a related field.



### **Graphics Specialist**

Description: Produces graphic art and visual materials for promotions, advertisements, films, presentations, packaging, and informative and instructional material through a variety of media outlets such as websites and CD-ROMs. Generates, manipulates, and integrates graphic images, animations, sound, text and video generated with automated tools into consolidated and seamless multimedia programs. Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

Experience: 2 to 4 plus years of progressive related experience;

Education: Bachelor's Degree or equivalent years of experience in a related field.

### **Groupware Specialist**

Description: Provides the implementation, maintenance, and support of company messaging system. Provides technical support on local groupware replication and client dial-up access issues. Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

Experience: 2 to 4 plus years progressive related experience;

Education: Bachelor's Degree or equivalent years of experience in a related field.

### **Hardware Engineer (Entry)**

Description: Provides analysis related to the design, development, and implementation of hardware for products. Develops test strategies, devices, and systems. Performs stress and performance tests on a variety of computer hardware including circuit boards, processors and wiring. Applies fundamental concepts, processes, practices, and procedures on technical assignments. Performs work that requires practical experience and training. Work is performed under supervision.

Experience: 1 to 3 plus years progressive related experience.

Education: Bachelor of Science or equivalent years of experience in a related field.

### **Hardware Engineer (Journeyman)**

Description: Provides analysis related to the design, development, and implementation of hardware for products. Develops test strategies, devices, and systems. Performs stress and performance tests on a variety of computer hardware including circuit boards, processors and wiring. Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

Experience: 2 to 4 plus years progressive related experience.

Education: Bachelor of Science or equivalent years of experience in a related field.

### **Hardware Engineer (Senior)**

Description: Provides analysis related to the design, development, and implementation of hardware for products. Develops test strategies, devices, and systems. Performs stress and performance tests on a variety of computer hardware including circuit boards, processors and wiring. Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

Experience: 3 to 5 plus years of progressive related experience.

Education: Bachelor of Science or equivalent years of experience in a related field.



### **Hardware Engineer (Master)**

Description: Provides analysis related to the design, development, and implementation of hardware for products. Develops test strategies, devices, and systems. Performs stress and performance tests on a variety of computer hardware including circuit boards, processors and wiring. Provides technical/management leadership on major tasks or technology assignments. Establishes goals and plans that meet project objectives. Has domain and expert technical knowledge. Directs and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met. Interactions involve client negotiations and interfacing with senior management. Decision making and domain knowledge may have a critical impact on overall project implementation. May supervise others.

Experience: 1 to 3 plus years of progressive related experience.

Education: Master of Science or equivalent years of experience in a related field.

### **Help Desk Specialist (Entry)**

Description: Responds to and diagnoses problems through discussion with users. Ensures a timely process through which problems are controlled. Includes problem recognition, research, isolation, resolution, and follow-up steps. Supervises operation of help desk and serves as focal point for customer concerns. Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks, and monitors the problem to ensure a timely resolution. Provides second-tier support to end users for either PC, server, or mainframe applications or hardware. Interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems. Applies fundamental concepts, processes, practices, and procedures on technical assignments. Performs work that requires practical experience and training. Work is performed under supervision.

Experience: 1 to 3 plus years of progressive related experience;

Education: Associate's Degree or equivalent years of experience in a related field.

### **Help Desk Specialist (Journeyman)**

Description: Responds to and diagnoses problems through discussion with users. Ensures a timely process through which problems are controlled. Includes problem recognition, research, isolation, resolution, and follow-up steps. Supervises operation of help desk and serves as focal point for customer concerns. Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks, and monitors the problem to ensure a timely resolution. Provides second-tier support to end users for either PC, server, or mainframe applications or hardware. Interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems. Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

Experience: 2 to 4 plus years progressive related experience.

Education: Associate's Degree or equivalent years of experience in a related field.

### **Help Desk Specialist (Senior)**

Description: Responds to and diagnoses problems through discussion with users. Ensures a timely process through which problems are controlled. Includes problem recognition, research, isolation, resolution, and follow-up steps. Supervises operation of help desk and serves as focal point for customer concerns. Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks, and monitors the problem to ensure a timely resolution. Provides second-tier support to end users for either PC, server, or mainframe applications or hardware. Interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties.



Recommends systems modifications to reduce user problems. Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

Experience: 3 to 5 plus years progressive related experience.

Education: Associate's Degree or equivalent years of experience in a related field.

### **Information Assurance/Security Specialist (Entry)**

Description: Determines enterprise information assurance and security standards. Develops and implements information assurance/security standards and procedures. Coordinates, develops, and evaluates security programs for an organization. Recommends information assurance/security solutions to support customers' requirements. Identifies, reports, and resolves security violations. Establishes and satisfies information assurance and security requirements based upon the analysis of user, policy, regulatory, and resource demands. Supports customers at the highest levels in the development and implementation of doctrine and policies. Applies know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures. Performs analysis, design, and development of security features for system architectures. Analyzes and defines security requirements for computer systems which may include mainframes, workstations, and personal computers. Designs, develops, engineers, and implements solutions that meet security requirements. Provides integration and implementation of the computer system security solution. Analyzes general information assurance-related technical problems and provides basic engineering and technical support in solving these problems. Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle. Ensures that all information systems are functional and secure. Applies fundamental concepts, processes, practices, and procedures on technical assignments. Performs work that requires practical experience and training. Work is performed under supervision.

Experience: 1 to 3 plus years of progressive related experience.

Education: Bachelor of Science or equivalent years of experience in a related field.

### **Information Assurance/Security Specialist (Journeyman)**

Description: Determines enterprise information assurance and security standards. Develops and implements information assurance/security standards and procedures. Coordinates, develops, and evaluates security programs for an organization. Recommends information assurance/security solutions to support customers' requirements. Identifies, reports, and resolves security violations. Establishes and satisfies information assurance and security requirements based upon the analysis of user, policy, regulatory, and resource demands. Supports customers at the highest levels in the development and implementation of doctrine and policies. Applies know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures. Performs analysis, design, and development of security features for system architectures. Analyzes and defines security requirements for computer systems which may include mainframes, workstations, and personal computers. Designs, develops, engineers, and implements solutions that meet security requirements. Provides integration and implementation of the computer system security solution. Analyzes general information assurance-related technical problems and provides basic engineering and technical support in solving these problems. Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle. Ensures that all information systems are functional and secure. Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

Experience: 2 to 4 plus years of progressive related experience.

Education: Bachelor of Science or equivalent years of experience in a related field.

### **Information Assurance/Security Specialist (Senior)**

Description: Determines enterprise information assurance and security standards. Develops and implements information assurance/security standards and procedures. Coordinates, develops, and evaluates security programs for an organization. Recommends information assurance/security solutions to support customers' requirements.



Identifies, reports, and resolves security violations. Establishes and satisfies information assurance and security requirements based upon the analysis of user, policy, regulatory, and resource demands. Supports customers at the highest levels in the development and implementation of doctrine and policies. Applies know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures. Performs analysis, design, and development of security features for system architectures. Analyzes and defines security requirements for computer systems which may include mainframes, workstations, and personal computers. Designs, develops, engineers, and implements solutions that meet security requirements. Provides integration and implementation of the computer system security solution. Analyzes general information assurance-related technical problems and provides basic engineering and technical support in solving these problems. Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle. Ensures that all information systems are functional and secure. Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

Experience: 3 to 5 plus years of progressive related experience.

Education: Bachelor of Science or equivalent years of experience in a related field.

### **Information Assurance/Security Specialist (Master)**

Description: Determines enterprise information assurance and security standards. Develops and implements information assurance/security standards and procedures. Coordinates, develops, and evaluates security programs for an organization. Recommends information assurance/security solutions to support customers' requirements. Identifies, reports, and resolves security violations. Establishes and satisfies information assurance and security requirements based upon the analysis of user, policy, regulatory, and resource demands. Supports customers at the highest levels in the development and implementation of doctrine and policies. Applies know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures. Performs analysis, design, and development of security features for system architectures. Analyzes and defines security requirements for computer systems which may include mainframes, workstations, and personal computers. Designs, develops, engineers, and implements solutions that meet security requirements. Provides integration and implementation of the computer system security solution. Analyzes general information assurance-related technical problems and provides basic engineering and technical support in solving these problems. Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle. Ensures that all information systems are functional and secure. Provides technical/management leadership on major tasks or technology assignments. Establishes goals and plans that meet project objectives. Has domain and expert technical knowledge. Directs and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met. Interactions involve client negotiations and interfacing with senior management. Decision making and domain knowledge may have a critical impact on overall project implementation. May supervise others.

Experience: 1 to 3 plus years progressive experience.

Education: Master of Science or equivalent years of experience in a related field.

### **Information Specialist/Knowledge Engineer**

Description: Develops information retrieval solutions to support client requirements for specified domain subjects, using information retrieval software languages and automated text analysis and extraction techniques. Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

Experience: 2 to 4 plus years of progressive related experience.

Education: Bachelor of Science or equivalent years of experience in a related field.



## **Master Scheduler**

Description: Serves as the Integrated Master Scheduler for large and small complex information technology (IT) projects; Responsible for providing support for short term and long term planning needs through the development, maintenance, and management of large and small hardware/software project schedules. Demonstrates and applies highly developed interpersonal, analytical, and communication (written and verbal) skills; with the ability to manage complex project and resource schedules in a diverse and dynamic environment with short-notice tasking under high pressure situations. Develops and maintains Work Breakdown Structures (WBS) as they relate to the project tasks that fall within the scope of the contract. Works with multiple Project Managers in different groups to coordinate Project Life Cycles. Develops Resource-Loaded schedules for multiple IT Projects. Provides schedules and data to support contract management and administrative oversight to achieve the quantitative and qualitative requirements of this contract. Interfaces frequently with customers and internal staff, and is responsible for organizing and conducting program schedule status reviews, team meetings, and various other business rhythms. Coordinates the preparation of schedules to support business plans, program work statements and specifications, and project execution plans. Establishes milestones and monitors adherence to master schedules to identify program problems and recommend solutions.

Experience: 3 to 5 plus years progressive experience.

Education: Bachelor's Degree or equivalent years of experience in a related field.

## **Modeling and Simulation Specialist**

Description: Specialist in modeling and simulation functions or operations such as, but not limited to exercises, plans, coordination, demonstrations, and instruction in the fields such as, but not limited to health, environmental, transportation, law enforcement, and security for military, and civil agencies. Supports live, constructive, or virtual training. Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

Experience: 2 to 4 plus years of progressive related experience.

Education: Bachelor's Degree or equivalent years of experience in a related field.

## **Network Specialist (Entry)**

Description: Provides technical guidance for directing and monitoring information systems operations. Designs, builds, and implements network systems. Directs compilation of records and reports concerning network operations and maintenance. Troubleshoots network performance issues. Analyzes network traffic and provides capacity planning solutions. Monitors and responds to complex technical control facility hardware and software problems. Interfaces with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance. Manages the purchase, testing, installation, and support of network communications, including LAN/MAN/WAN systems. Performs system-level design and configuration of products including determination of hardware, OS, and other platform specifications. Plans large-scale systems projects through vendor comparison and cost studies. Performs a variety of systems engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and implementation, including personnel, hardware, software, budgetary, and support facilities and/or equipment. Provides quality assurance review and the evaluation of new and existing software products. Provides assistance and oversight for all information systems operations activities, including computer and telecommunications/communications operations, data entry, data control, LAN/MAN/WAN administration and operations support, operating systems programming, system security policy procedures, and/or web strategy and operations. Provides input to policy level discussions regarding standards and budget constraints. Supervises all personnel engaged in the operation and support of network facilities, including all communications equipment on various platforms in large scale or multi-shift operations. Supervises complex operations that involve two or more additional functions such as, but not limited to, network operations, systems security, systems software support, and production support activities. Monitors and responds to hardware, software, and network problems. Provides the routine testing and analysis of all elements of the network facilities (including power, software, communications machinery, lines, modems, and terminals). Utilizes software and hardware tools and identifies and diagnoses complex problems and factors affecting network performance. Troubleshoots network systems when necessary and makes improvements to the network. Applies fundamental concepts, processes,





practices, and procedures on technical assignments. Performs work that requires practical experience and training. Work is performed under supervision.

Experience: 1 to 3 plus years of progressive related experience.

Education: Bachelor of Science or equivalent years of experience in a related field.

### **Network Specialist (Journeyman)**

Description: Provides technical guidance for directing and monitoring information systems operations. Designs, builds, and implements network systems. Directs compilation of records and reports concerning network operations and maintenance. Troubleshoots network performance issues. Analyzes network traffic and provides capacity planning solutions. Monitors and responds to complex technical control facility hardware and software problems. Interfaces with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance. Manages the purchase, testing, installation, and support of network communications, including LAN/MAN/WAN systems. Performs system-level design and configuration of products including determination of hardware, OS, and other platform specifications. Plans large-scale systems projects through vendor comparison and cost studies. Performs a variety of systems engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and implementation, including personnel, hardware, software, budgetary, and support facilities and/or equipment. Provides quality assurance review and the evaluation of new and existing software products. Provides assistance and oversight for all information systems operations activities, including computer and telecommunications/communications operations, data entry, data control, LAN/MAN/WAN administration and operations support, operating systems programming, system security policy procedures, and/or web strategy and operations. Provides input to policy level discussions regarding standards and budget constraints. Supervises all personnel engaged in the operation and support of network facilities, including all communications equipment on various platforms in large scale or multi-shift operations. Supervises complex operations that involve two or more additional functions such as, but not limited to, network operations, systems security, systems software support, and production support activities. Monitors and responds to hardware, software, and network problems. Provides the routine testing and analysis of all elements of the network facilities (including power, software, communications machinery, lines, modems, and terminals). Utilizes software and hardware tools and identifies and diagnoses complex problems and factors affecting network performance. Troubleshoots network systems when necessary and makes improvements to the network. Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

Experience: 2 to 4 plus years progressive related experience;

Education: Bachelor of Science or equivalent years of experience in a related field.

### **Network Specialist (Senior)**

Provides technical guidance for directing and monitoring information systems operations. Designs, builds, and implements network systems. Directs compilation of records and reports concerning network operations and maintenance. Troubleshoots network performance issues. Analyzes network traffic and provides capacity planning solutions. Monitors and responds to complex technical control facility hardware and software problems. Interfaces with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance. Manages the purchase, testing, installation, and support of network communications, including LAN/MAN/WAN systems. Performs system-level design and configuration of products including determination of hardware, OS, and other platform specifications. Plans large-scale systems projects through vendor comparison and cost studies. Performs a variety of systems engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and implementation, including personnel, hardware, software, budgetary, and support facilities and/or equipment. Provides quality assurance review and the evaluation of new and existing software products. Provides assistance and oversight for all information systems operations activities, including computer and telecommunications/communications operations, data entry, data control, LAN/MAN/WAN administration and operations support, operating systems programming, system security policy procedures, and/or web strategy and operations. Provides input to policy level discussions regarding standards and budget constraints. Supervises all personnel engaged in the operation and support of network facilities, including all communications equipment on various platforms in large scale or multi-shift operations. Supervises complex operations that involve



two or more additional functions such as, but not limited to, network operations, systems security, systems software support, and production support activities. Monitors and responds to hardware, software, and network problems. Provides the routine testing and analysis of all elements of the network facilities (including power, software, communications machinery, lines, modems, and terminals). Utilizes software and hardware tools and identifies and diagnoses complex problems and factors affecting network performance. Troubleshoots network systems when necessary and makes improvements to the network. Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

Experience: 3 to 5 plus years of progressive related experience.

Education: Bachelor of Science or equivalent years of experience in a related field.

### **Network Specialist (Master)**

Description: Provides technical guidance for directing and monitoring information systems operations. Designs, builds, and implements network systems. Directs compilation of records and reports concerning network operations and maintenance. Troubleshoots network performance issues. Analyzes network traffic and provides capacity planning solutions. Monitors and responds to complex technical control facility hardware and software problems. Interfaces with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance. Manages the purchase, testing, installation, and support of network communications, including LAN/MAN/WAN systems. Performs system-level design and configuration of products including determination of hardware, OS, and other platform specifications. Plans large-scale systems projects through vendor comparison and cost studies. Performs a variety of systems engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and implementation, including personnel, hardware, software, budgetary, and support facilities and/or equipment. Provides quality assurance review and the evaluation of new and existing software products. Provides assistance and oversight for all information systems operations activities, including computer and telecommunications/communications operations, data entry, data control, LAN/MAN/WAN administration and operations support, operating systems programming, system security policy procedures, and/or web strategy and operations. Provides input to policy level discussions regarding standards and budget constraints. Supervises all personnel engaged in the operation and support of network facilities, including all communications equipment on various platforms in large scale or multi-shift operations. Supervises complex operations that involve two or more additional functions such as, but not limited to, network operations, systems security, systems software support, and production support activities. Monitors and responds to hardware, software, and network problems. Provides the routine testing and analysis of all elements of the network facilities (including power, software, communications machinery, lines, modems, and terminals). Utilizes software and hardware tools and identifies and diagnoses complex problems and factors affecting network performance. Troubleshoots network systems when necessary and makes improvements to the network. Provides technical/management leadership on major tasks or technology assignments. Establishes goals and plans that meet project objectives. Has domain and expert technical knowledge. Directs and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met. Interactions involve client negotiations and interfacing with senior management. Decision making and domain knowledge may have a critical impact on overall project implementation. May supervise others.

Experience: 1 to 3 plus years of progressive related experience;

Education: Master of Science or equivalent years of experience in a related field.

### **Program Manager**

Description: Organizes, directs, and manages contract operation support functions, involving multiple, complex and inter-related project tasks. Manages teams of contract support personnel at multiple locations. Maintains and manages the client interface at the senior levels of the client organization. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with program task schedules and costs. Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.



Experience: 5 to 10 plus years of progressive related experience.

Education: Master of Science or equivalent years of experience. May possess a recognized industry certification or accreditation appropriate to the customer's requirements (such as a PMP/PMI, SMCP, PLM, CSM, etc.).

### **Project Manager**

Description: Leads team on large projects or significant segment of large complex projects. Analyzes new and complex project related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools, and solution components. Provides applications systems analysis and programming activities for a Government site, facility or multiple locations. Prepares long and short-range plans for application selection, systems development, systems maintenance, and production activities and for necessary support resources. Oversees all aspects of projects. Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

Experience: 3 to 5 plus years of progressive related experience.

Education: Bachelor of Science or equivalent years of experience.

### **Quality Assurance Specialist (Entry)**

Description: Provides development of project Software Quality Assurance Plan and the implementation of procedures that conforms to the requirements of the contract. Provides an independent assessment of how the project's software development process is being implemented relative to the defined process and recommends methods to optimize the organization's process. May be responsible for all activities involving quality assurance and compliance with applicable regulatory requirements. Conducts audits and reviews/analyzes data and documentation. Develops and implements procedures and test plans for assuring quality in a system development environment which supports large databases and applications. Applies fundamental concepts, processes, practices, and procedures on technical assignments. Performs work that requires practical experience and training. Work is performed under supervision.

Experience: 1 to 3 plus years of progressive related experience.

Education: Bachelor's Degree in a related field or equivalent years of experience.

### **Quality Assurance Specialist (Journeyman)**

Description: Provides development of project Software Quality Assurance Plan and the implementation of procedures that conforms to the requirements of the contract. Provides an independent assessment of how the project's software development process is being implemented relative to the defined process and recommends methods to optimize the organization's process. May be responsible for all activities involving quality assurance and compliance with applicable regulatory requirements. Conducts audits and reviews/analyzes data and documentation. Develops and implements procedures and test plans for assuring quality in a system development environment which supports large databases and applications. Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

Experience: 2 to 4 plus years of progressive related experience;

Education: Bachelor's Degree or equivalent years of experience in a related field.

### **Quality Assurance Specialist (Senior)**

Description: Provides development of project Software Quality Assurance Plan and the implementation of procedures that conforms to the requirements of the contract. Provides an independent assessment of how the project's software development process is being implemented relative to the defined process and recommends methods to optimize the organization's process. May be responsible for all activities involving quality assurance and compliance with applicable regulatory requirements. Conducts audits and reviews/analyzes data and documentation. Develops and implements procedures and test plans for assuring quality in a system development environment which



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

Experience: 3 to 5 plus years of progressive related experience.

Education: Bachelor's Degree or equivalent years of experience in a related field.

### **Quality Assurance Specialist (Master)**

Description: Provides development of project Software Quality Assurance Plan and the implementation of procedures that conforms to the requirements of the contract. Provides an independent assessment of how the project's software development process is being implemented relative to the defined process and recommends methods to optimize the organization's process. May be responsible for all activities involving quality assurance and compliance with applicable regulatory requirements. Conducts audits and reviews/analyzes data and documentation. Develops and implements procedures and test plans for assuring quality in a system development environment which supports large databases and applications. Provides technical/management leadership on major tasks or technology assignments. Establishes goals and plans that meet project objectives. Has domain and expert technical knowledge. Directs and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met. Interactions involve client negotiations and interfacing with senior management. Decision making and domain knowledge may have a critical impact on overall project implementation. May supervise others.

Experience: 1 to 3 plus of experience at the Master level.

Education: Master's Degree in a related field or equivalent years of experience.

### **Research Analyst**

Description: Plans, organizes, and conducts research in a variety of areas, such as new or existing products, science, social science, law or business, etc. in support of an IT initiative. Searches sources such as reference works, literature, documents, newspapers, statistical records, and other sources of information. May use Internet, Intranet, magazines, periodicals, journals, and other media to perform research. Analyzes information and statistical data to prepare reports and studies for use by professionals. Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

Experience: 3 to 5 plus years of progressive related experience.

Education: Bachelor's Degree or equivalent years of experience in a related field.

### **Strategic/Capital Planner**

Description: Provides strategic planning of large projects or a significant segment of a strategic planning portion of a large complex project. Provides the overall approach to clarify mission statements so they can be used as springboards in envisioning their desired future. Assists in developing mission and vision statements, subsequent goal delineation, provides guidance for building operational plans and specifying measurable outcomes to include capital outlay planning efforts in a consolidated strategic planning process and prioritizes those initiatives. Assist in preparation of key strategic planning documentation, including OMB Form 300. Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

Experience: 3 to 5 plus years of progressive related experience.

Education: Master's degree or equivalent years of experience in a related field.

### **Subject Matter Expert (Journeyman)**

Description: Serves as subject matter expert, possessing in-depth knowledge of a particular area, such as business, computer science, engineering, mathematics, or the various sciences. Provides technical knowledge and



analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions. Applies fundamental concepts, processes, practices, and procedures on technical assignments. Performs work that requires practical experience and training. Work may be performed under supervision.

Experience: 1 to 3 plus of progressive related experience;

Education: Bachelor of Science or equivalent years of experience in a related field.

### **Subject Matter Expert (Senior)**

Description: Serves as subject matter expert, possessing in-depth knowledge of a particular area, such as business, computer science, engineering, mathematics, or the various sciences. Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions. Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

Experience: 3 to 5 plus years of progressively related experience.

Education: Bachelor of Science or equivalent years of experience in a related field.

### **Subject Matter Expert (Master)**

Description: Serves as subject matter expert, possessing in-depth knowledge of a particular area, such as business, computer science, engineering, mathematics, or the various sciences. Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions. Provides technical/management leadership on major tasks or technology assignments. Establishes goals and plans that meet project objectives. Has domain and expert technical knowledge. Directs and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met. Interactions involve client negotiations and interfacing with senior management. Decision making and domain knowledge may have a critical impact on overall project implementation. May supervise others.

Experience: 1 to 3 plus of progressive related experience.

Education: Master of Science or equivalent years of experience in a related field.

### **Software Engineer (Entry)**

Description: Provides support in designing, developing, and installing software solutions. Has fundamental knowledge with the complete life cycle of a new or modified software product, from research and design to implementation, training and support. Helps in determining operational feasibility by conducting evaluation analysis, problem definition, requirements, solution development and offering proposed solutions. The Software Engineer performs the following duties: documenting and demonstrating solutions by developing documentation, flowcharts,



layouts, diagrams, charts, code comments and clear codes; Preparing and installing solutions by creating and designing system specifications, standards, and programming; The Software Engineer helps improve operations by conducting systems analysis and recommending changes in policies and procedures; Obtain and license software by acquiring required information from vendors; recommending purchases; testing and approving products; Provide information by collecting, analyzing, and summarizing development and service issues; Develop software solutions by studying information needs; conferring with users; studying systems flow, data usage, and work processes; investigating problem areas; following the software development lifecycle. The Software Engineer skills and qualifications include analyzing system information, programming, software design, software debugging, software documentation, software testing, problem solving, teamwork, understanding software development fundamentals, software development process and software requirements.

Experience: 1 to 3 plus years of progressive related experience.

Education: Bachelor of Science or equivalent years of experience in a related field.

### **Software Engineer (Journeyman)**

Description: The Software Engineer develops information systems by designing, developing, and installing software solutions. The Software Engineer is knowledgeable with the complete life cycle of a new or modified software product, from research and design to implementation, training and support. The Software Engineer determines operational feasibility by evaluating analysis, problem definition, requirements, solution development, and proposed solutions. They perform the following duties: document and demonstrate solutions by developing documentation, flowcharts, layouts, diagrams, charts, code comments and clear code; Prepare and install solutions by determining and designing system specifications, standards, and programming; Improve operations by conducting systems analysis and recommending changes in policies and procedures; Obtain and license software by acquiring required information from vendors; recommending purchases; testing and approving products; Provide information by collecting, analyzing, and summarizing development and service issues; Develop software solutions by studying information needs; conferring with users; studying systems flow, data usage, and work processes; investigating problem areas; following the software development lifecycle. The Software Engineer skills and qualifications include analyzing information, general programming skills, software design, software debugging, software documentation, software testing, problem solving, teamwork, software development fundamentals, software development process, and software requirements. Plans large scale systems projects. Provides analysis related to the design, development, and integration of hardware, software, man-machine interfaces and all system level requirements to provide an integrated IT solution. Develops integrated system test requirement, strategies, devices and systems.

Experience: 2 to 4 plus years of progressive related experience.

Education: Bachelor of Science or equivalent years of experience in a related field.

### **Software Engineer (Senior)**

Description: The Software Engineer develops information systems by designing, developing, and installing software solutions. The Software Engineer is knowledgeable with the complete life cycle of a new or modified software product, from research and design to implementation, training and support. The Software Engineer determines operational feasibility by evaluating analysis, problem definition, requirements, solution development, and proposed solutions. They perform the following duties: document and demonstrate solutions by developing documentation, flowcharts, layouts, diagrams, charts, code comments and clear code; Prepare and install solutions by determining and designing system specifications, standards, and programming; Improve operations by conducting systems analysis and recommending changes in policies and procedures; Obtain and license software by acquiring required information from vendors; recommending purchases; testing and approving products; Provide information by collecting, analyzing, and summarizing development and service issues; Develop software solutions by studying information needs; conferring with users; studying systems flow, data usage, and work processes; investigating problem areas; following the software development lifecycle. The Software Engineer skills and qualifications include analyzing information, general programming skills, software design, software debugging, software documentation, software testing, problem solving, teamwork, software development fundamentals, software development process, and software requirements. Plans large scale systems projects. Provides technical direction for personnel performing software engineering tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Prepares milestone status reports and analysis related to the design, development, and integration of software, hardware, man-machine interfaces and all system



level requirements. Develops integrated system test requirement, strategies, devices and systems. Directs sub-system level testing. May supervise a project team.

Experience: 3 to 5 plus years of progressive related experience.

Education: Bachelor of Science or equivalent years of experience in a related field.

### **Software Engineer (Master)**

Description: The Software Engineer develops information systems by designing, developing, and installing software solutions. The Software Engineer is knowledgeable with the complete life cycle of a new or modified software product, from research and design to implementation, training and support. The Software Engineer determines operational feasibility by evaluating analysis, problem definition, requirements, solution development, and proposed solutions. They perform the following duties: document and demonstrate solutions by developing documentation, flowcharts, layouts, diagrams, charts, code comments and clear code; Prepare and install solutions by determining and designing system specifications, standards, and programming; Improve operations by conducting systems analysis and recommending changes in policies and procedures; Obtain and license software by acquiring required information from vendors; recommending purchases; testing and approving products; Provide information by collecting, analyzing, and summarizing development and service issues; Develop software solutions by studying information needs; conferring with users; studying systems flow, data usage, and work processes; investigating problem areas; following the software development lifecycle. The Software Engineer skills and qualifications include analyzing information, general programming skills, software design, software debugging, software documentation, software testing, problem solving, teamwork, software development fundamentals, software development process, software requirements. Manages large scale systems projects. Provides technical direction for personnel performing software engineering tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Oversees milestone status reports and analysis related to the design, development, and integration of software, hardware, man-machine interfaces and all system level requirements. Manages integrated system test requirement, strategies, devices and systems. Directs overall system level testing. May supervise several project teams.

Experience: 1 to 3 plus years of progressive related experience.

Education: Master of Science or equivalent years of experience in a related field.

### **Software Manager**

Description: The Software Manager operates a software inventory management program of legacy software to ensure compliance with agency policies and other federal laws and commercial best practices. The Software Manager monitors, tracks, and ensures that the software in use on all client networks have licenses and provides advance notifications to IT managers when maintenance agreements will expire. The Software Manager researches licensing alternatives and presents the best licensing alternatives to clients. They consider usage trends, migration plans, operational changes, and return on investment (ROI) when researching alternatives. The Software Manager works closely with others to maintain a complete inventory of all software products maintained in the clients asset management system.

Experience: 2 to 4 plus years of progressive related experience.

Education: Bachelor's Degree or equivalent years of experience in a related field.

### **Systems Engineer (Entry)**

Description: Supports analysis related to the design, development, and integration of hardware, software, man-machine interfaces and all system level requirements to provide an integrated IT solution. Helps to develop integrated system test requirement, strategies, devices and systems. Supports overall system level testing. Executes technology assignments. Helps evaluate performance results and recommends changes affecting short-term project growth and success. Functions as a technical support for project assignments. Assists with designing and implementing IT systems to meet business needs. May develop code, test and implement computer programs and subsystems utilizing multiple programming languages. May lead subsystem design and participate in system design projects. May interface with customers to define system requirements and priorities. Assists in analyzing production problems. Supports business studies and feasibility studies. Supports the purchase, installation, and support of



network communications; evaluating current systems; the planning of large scale systems projects; performs integrated system test requirements, strategies, devices and systems. Work is performed under supervision.

Experience: 1 to 3 plus years of progressive related experience.

Education: Bachelor of Science or equivalent years of experience in a related field.

### **Systems Engineer (Journeyman)**

Description: Provides analysis related to the design, development, and integration of hardware, software, man-machine interfaces and all system level requirements to provide an integrated IT solution. Develops integrated system test requirements, strategies, devices and systems. Directs overall system level testing. Possesses and applies a comprehensive knowledge across tasks and medium impact assignments. Plans and leads complex technology assignments. Evaluates performance results and recommends significant changes affecting short-term project growth and success. Functions as a technical expert across project assignments. Designs and implements IT systems to meet business needs. May develop code, test and implement computer programs and subsystems utilizing multiple programming languages. May lead subsystem design and participates in system design projects. May interface with customers to define system requirements and priorities. Analyzes, resolves or assists in resolving production problems. May lead or support business studies and feasibility studies. Oversees the purchase, installation, and support of network communications. Provides analysis related to the design, development, and integration of hardware, software, man-machine interfaces and all system level requirements to provide an integrated IT solution. Develops integrated system test requirements, strategies, devices and systems.

Experience: 2 to 4 plus years of progressive related experience.

Education: Bachelor of Science or equivalent years of experience in a related field.

### **Systems Engineer (Senior)**

Description: Provides analysis related to the design, development, and integration of hardware, software, man-machine interfaces and all system level requirements to provide an integrated IT solution. Develops integrated system test requirements, strategies, devices and systems. Directs overall system level testing. Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. Designs and implements IT systems to meet business needs. May develop code, test and implement computer programs and subsystems utilizing multiple programming languages. May lead subsystem design and participates in system design projects. May interface with customers to define system requirements and priorities. Analyzes, resolves or assists in resolving production problems. May lead or support business studies and feasibility studies. Manages the purchase, installation, and support of network communications. Responsible for evaluating current systems. Plans large scale systems projects. Provides technical direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Prepares milestone status reports and analysis related to the design, development, and integration of hardware, software, man-machine interfaces and all system level requirements. Develops integrated system test requirements, strategies, devices and systems. Directs overall system level testing. May supervise others.

Experience: 3 to 5 plus years of progressive related experience.

Education: Bachelor of Science or equivalent years of experience in a related field.

### **Systems Engineer (Master)**

Description: Provides analysis related to the design, development, and integration of hardware, software, man-machine interfaces and all system level requirements to provide an integrated IT solution. Develops integrated system test requirements, strategies, devices and systems. Directs overall system level testing. Possesses and applies a SME level knowledge across key tasks and high impact assignments. Plans and leads multiple major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a SME across multiple project assignments. Designs and implements IT systems to meet business needs. May develop code, test and implement computer programs and subsystems utilizing multiple programming languages. May lead subsystem design and participates in system design projects. May interface with customers to define system requirements and priorities. Analyzes, resolves or assists in resolving production





problems. May lead or support business studies and feasibility studies. Manages the purchase, installation, and support of network communications. Responsible for evaluating current systems. Plans large scale systems projects. Provides technical direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Prepares milestone status reports and analysis related to the design, development, and integration of hardware, software, man-machine interfaces and all system level requirements. Develops integrated system test requirement, strategies, devices and systems. Directs overall system level testing. May supervise several project teams.

Experience: 1 to 3 plus years of progressive related experience.

Education: Master of Science or equivalent years of experience in a related field.

### **Technical Contract Specialist**

Description: The Technical Contract Specialist (TCS) provides direct support for agency IT program-related functions; from pre-transition through cutover and continuing through post-transition. The TCS collects and maintains documentation of all phases of client major projects, including deployment, service acceptance and other transition activities, cutover issues; and expansion and changing of services post transition. The TCS Assists in seat management for Agency internal/external customer support services, including installation, configuration, troubleshooting, customer assistance, and/or training in response to customer requirements. Provides input for preparation of final reports on Contractor performance for the applicable task order in accordance with the procedures prescribed by the agency. Provides input for invoice approval. Provides Customer and or Claimant representation in any discussions regarding Service Level Agreement (SLA) clarification and or definition and support processes. Supports in drafting statements of work (SOW) for task orders. Provides for training and implementation assistance, reviews and prepares recommendations concerning waivers of mandatory standards. Recommends the need for changes in agency policies or procedures. Prepares requests for local Moves/Add/Changes (MACs) and submits for approval. Reviews MACs to validate accuracy of system migration and updates of the performed MACs. Performs moderately complex analysis of voice/data network needs and contributes to the architectural design, integration and installation to ensure effective customer network architectures. Evaluates, tests and documents current network technology baselines for both hardware and software to determine complex networking needs. Assists in develop technology to be deployed internally for various networks. Develops technical standards and interface applications. Identifies and evaluates new products and provides network problem resolutions to create and maintain optimal network solutions. Reports and monitors system utilization and associated costs to guide moderately complex short and long term information technology investment decisions as related to voice/data/video network solutions. Assists in assigning and leading work; provides guidance with regard to expertise, timeliness and completion of project objectives. Addresses performance issues within prescribed guidelines. Serves as an expert technical resource across functional teams to ensure consistent knowledge of network architectures. Serves as a senior technical resource to assist clients in analyzing and determining future voice/data/video network needs.

Experience: 1 to 3 plus years of progressive related experience.

Education: Bachelor's Degree or equivalent years of experience in a related field.

### **Technical Editor**

Description: Reviews content of technical documentation for quality. Produces technical and scientific illustrations for presentations and/or publication, as appropriate to the requirements. Ensures that documents follow the style laid out in the company's style guide. Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments.

Experience: 3 to 5 plus years of progressive related experience.

Education: Bachelor's Degree or equivalent years of experience in a related field.

### **Technical Writer**

Description: Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. Coordinates the display of graphics and the production of the document. Ensures content is of



high quality and conforms to standards. Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments.

Experience: 3 to 5 plus years of progressive related experience.

Education: Bachelor's Degree or equivalent years of experience in a related field.

### **Test Engineer (Entry)**

Description: Evaluates, recommends, and implements automated test tools and strategies. Designs, implements, and conducts test and evaluation procedures to ensure system requirements are met. Develops, maintains, and upgrades automated test scripts and architectures for application products. Also writes, implements, and reports status for system test cases for testing. Analyzes test cases and provides regular progress reports. Serves as subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware applications. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection. Possesses and applies expertise on multiple work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

Experience: 1 to 3 plus of progressive related experience.

Education: Bachelor of Science or equivalent years of experience in a related field.

### **Test Engineer (Journeyman)**

Description: Evaluates, recommends, and implements automated test tools and strategies. Designs, implements, and conducts test and evaluation procedures to ensure system requirements are met. Develops, maintains, and upgrades automated test scripts and architectures for application products. Also writes, implements, and reports status for system test cases for testing. Analyzes test cases and provides regular progress reports. Serves as subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware applications. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection. Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable. May supervise others.

Experience: 2 to 4 plus years of progressive related experience.

Education: Bachelor of Science or equivalent years of experience in a related field.

### **Test Engineer (Senior)**

Description: Evaluates, recommends, and implements automated test tools and strategies. Designs, implements, and conducts test and evaluation procedures to ensure system requirements are met. Develops, maintains, and upgrades automated test scripts and architectures for application products. Also writes, implements, and reports status for system test cases for testing. Analyzes test cases and provides regular progress reports. Serves as subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware applications. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection. Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

Experience: 3 to 5 plus years of progressive related experience.

Education: Bachelor of Science or equivalent years of experience in a related field.



### **Training Specialist (Entry)**

Description: Assesses, designs, and conceptualizes training scenarios, approaches, objectives, plans, tools, aids, curriculums, and other state of the art technologies related to training and behavioral studies. Identifies the best approach training requirements to include, but not limited to hardware, software, simulations, course assessment and refreshment, assessment centers, oral examinations, interviews, computer assisted and adaptive testing, behavior-based assessment and performance, and team and unit assessment and measurement. Develops and revises training courses. Prepares training catalogs and course materials. Trains personnel by conducting formal classroom courses, workshops, and seminars. Applies fundamental concepts, processes, practices, and procedures on technical assignments. Performs work that requires practical experience and training. Work is performed under supervision.

Experience: 1 to 3 plus of progressive related experience.

Education: Bachelor's Degree or equivalent years of experience in a related field.

### **Training Specialist (Journeyman)**

Description: Assesses, designs, and conceptualizes training scenarios, approaches, objectives, plans, tools, aids, curriculums, and other state of the art technologies related to training and behavioral studies. Identifies the best approach training requirements to include, but not limited to hardware, software, simulations, course assessment and refreshment, assessment centers, oral examinations, interviews, computer assisted and adaptive testing, behavior-based assessment and performance, and team and unit assessment and measurement. Develops and revises training courses. Prepares training catalogs and course materials. Trains personnel by conducting formal classroom courses, workshops, and seminars. Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

Experience: 2 to 4 plus years of progressive related experience;

Education: Bachelor's Degree or equivalent years of experience in a related field.

### **Training Specialist (Senior)**

Description: Assesses, designs, and conceptualizes training scenarios, approaches, objectives, plans, tools, aids, curriculums, and other state of the art technologies related to training and behavioral studies. Identifies the best approach training requirements to include, but not limited to hardware, software, simulations, course assessment and refreshment, assessment centers, oral examinations, interviews, computer assisted and adaptive testing, behavior-based assessment and performance, and team and unit assessment and measurement. Develops and revises training courses. Prepares training catalogs and course materials. Trains personnel by conducting formal classroom courses, workshops, and seminars. Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

Experience: 3 to 5 plus years of progressive related education.

Education: Bachelor's Degree or equivalent years of experience in a related field.

### **Voice/Data Communications Engineer (Entry)**

Description: Provides technical direction and engineering knowledge for communications activities including planning, designing, developing, testing, installing and maintaining large communications networks. Ensures that adequate and appropriate planning is provided to direct building architects and planners in building communications spaces and media pathways meet industry standards. Develops, operates, and maintains voice, wireless, video, and data communications systems. Provides complex engineering or analytical tasks and activities associated with one or more technical areas within the communications function. Applies fundamental concepts, processes, practices, and procedures on technical assignments. Performs work that requires practical experience and training. Work is performed under supervision.

Experience: 1 to 3 plus years of progressive related experience.

Education: Bachelor of Science or equivalent years of experience in a related field.



### **Voice/Data Communications Engineer (Journeyman)**

Description: Provides technical direction and engineering knowledge for communications activities including planning, designing, developing, testing, installing and maintaining large communications networks. Ensures that adequate and appropriate planning is provided to direct building architects and planners in building communications spaces and media pathways meet industry standards. Develops, operates, and maintains voice, wireless, video, and data communications systems. Provides complex engineering or analytical tasks and activities associated with one or more technical areas within the communications function. Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

Experience: 2 to 4 plus years of progressive related experience.

Education: Bachelor of Science or equivalent years of experience in a related field.

### **Voice/Data Communications Engineer (Senior)**

Description: Provides technical direction and engineering knowledge for communications activities including planning, designing, developing, testing, installing and maintaining large communications networks. Ensures that adequate and appropriate planning is provided to direct building architects and planners in building communications spaces and media pathways meet industry standards. Develops, operates, and maintains voice, wireless, video, and data communications systems. Provides complex engineering or analytical tasks and activities associated with one or more technical areas within the communications function. Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

Experience: 3 to 5 plus years of progressive related education.

Education: Bachelor of Science or equivalent years of experience in a related field.

### **Voice/Data Communications Engineer (Master)**

Description: Provides technical direction and engineering knowledge for communications activities including planning, designing, developing, testing, installing and maintaining large communications networks. Ensures that adequate and appropriate planning is provided to direct building architects and planners in building communications spaces and media pathways meet industry standards. Develops, operates, and maintains voice, wireless, video, and data communications systems. Provides complex engineering or analytical tasks and activities associated with one or more technical areas within the communications function. Provides technical/management leadership on major tasks or technology assignments. Establishes goals and plans that meet project objectives. Has domain and expert technical knowledge. Directs and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met. Interactions involve client negotiations and interfacing with senior management. Decision making and domain knowledge may have a critical impact on overall project implementation. May manage multiple projects or assignments.

Experience: 1 to 3 plus years of progressive related education.

Education: Master of Science or equivalent years of experience in a related field.

### **Web Content Analyst**

Description: Provides for development and content that will motivate and entertain users so that they regularly access the website and utilize it as a major source for information and decision-making. Provides managing/performing website editorial activities including gathering and researching information that enhances the value of the site. Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

Experience: 3 to 5 plus years of progressive related experience.

Education: Bachelor of Science or equivalent years of experience in a related field.



## **Web Designer**

Description: Designs and builds web pages using a variety of graphics software applications, techniques, and tools. Designs and develops user interface features, site animation, and special-effects elements. Contributes to the design group's efforts to enhance the look and feel of the organization's online offerings. Designs the website to support the organization's strategies and goals relative to external communications. Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

Experience: 3 to 5 plus years of progressive related experience.

Education: Bachelor of Science or equivalent years of experience in a related field.



ITI COMMITMENT TO PROMOTE  
SMALL BUSINESS PARTICIPATION  
PROCUREMENT PROGRAMS

**17. Preamble**

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

**Commitment**

To actively seek and partner with small businesses.

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

To develop and promote company policy initiatives that 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 ordering activity contracts. To accelerate potential opportunities please contact ITI's Director of Contracts at (703) 322-9400.





**BASIC GUIDELINES FOR USING  
“CONTRACTOR TEAM ARRANGEMENTS”**

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

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

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customer’s needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.