



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

Special Item No. 132-51 Information Technology Professional Services

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

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

FPDS Code D302 IT Systems Development Services
FPDS Code D306 IT Systems Analysis Services
FPDS Code D310 IT Backup and Security Services
FPDS Code D311 IT Data Conversion Services
FPDS Code D316 IT Network Management Services

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

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

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

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Contract Number: ***GS-35F-0663M***

Period Covered by Contract: ***July 29, 2002 through July 28, 2017***

General Services Administration
Federal Acquisition Service

Pricelist current through Modification #***PO-0010, dated July 10, 2012***

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

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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 micropurchase 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.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (www.gsa.gov/fas) contain information on a broad array of products and services offered by small business concerns.

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

For orders exceeding the micropurchase 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.

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

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

ORDERING ADDRESS: *Binary Information Technology, Inc.*

11824 Washington Street

Fairfax, VA 22030

PAYMENT ADDRESS; *Binary Information Technology, Inc.*

11824 Washington Street

Fairfax, VA 22030

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use 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) 934-8952

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 Contract
- Block 16: Data Universal Numbering System (DUNS) Number: **11-211-5139**
- Block 30: Type of Contractor: **A. Small Disadvantaged Business**
- Block 31: Woman-Owned Small Business - **Yes**
- Block 37: Contractor's Taxpayer Identification Number (TIN): **54-1763477**
- Block 40: Veteran Owned Small Business (VOSB): **No**

- 4a. CAGE Code: **1XEJ3**
- 4b. Contractor **has** registered with the Central Contractor Registration Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51	30 Days or as agreed upon

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.

c. i. **SIN 132-54 and SIN 132-55, ACCELERATED SERVICE DELIVERY (7 calendar days or less):** the time required for COMSATCOM services to be available after order award. Under Accelerated Service Task Orders, service acceptance testing, unless otherwise required by the satellite provider or host nation, shall be deferred until Ordering Activity operations permit.

ii. **SIN 132-54 and SIN 132-55, TIME-CRITICAL DELIVERY (4 hours or less):** the time required for COMSATCOM services to be available after order award. Under Time-Critical Task Orders, service acceptance testing unless otherwise required by the satellite provider or host nation shall be deferred until Ordering Activity operations permit. Time-Critical Delivery shall be predicated on the availability of COMSATCOM transponded

capacity (contracted bandwidth and power, pre-arranged Host Nation Agreements, frequency clearance) or COMSATCOM subscription services (bandwidth, terminals, network resources, etc.).

iii. For SIN 132-54 and SIN 132-55, EXTENDED SERVICE DELIVERY TIMES: the time required under extenuating circumstances for COMSATCOM services to be available after order award. Such extenuating circumstances may include extended time required for host nation agreements or landing rights, or other time intensive service delivery requirements as defined in the individual requirement. Any such extended delivery times will be negotiated between the Ordering Activity and Contractor.

7. DISCOUNTS: Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: **0%** - **0** days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity *None*
- c. Dollar Volume *None*
- d. Other Special Discounts (i.e. Government Education Discounts, etc.) *Government Educational Institutions are offered the same discounts as all other Government customers.*

8. TRADE AGREEMENTS ACT OF 1979, as amended:

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

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:

10. Small Requirements: The minimum dollar of orders to be issued is **\$100**.

11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)

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

Special Item Number 132-51 - Information Technology Professional Services

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS

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

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

Information Technology products under this Schedule that do not conform to Federal Information Processing

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

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS): Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal 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.

14. 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 a time and a half of the labor rate).

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

16. GSA ADVANTAGE!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. Ordering Activities procuring open market items must follow FAR 8.402(f).

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

- (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.

c. The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.

19. OVERSEAS ACTIVITIES

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

Not Offered

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall 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 applies.

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

23. SECTION 508 COMPLIANCE.

I certify that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant:

Yes _____

No _____

The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): www.binaryinformationtechnology.com

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

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

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

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

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

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

- (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
- (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

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

26. SOFTWARE INTEROPERABILITY.

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

27. ADVANCE PAYMENTS

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

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

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

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES 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 or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

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

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

6. INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS -COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I - OCT 2008) (DEVIATION I - FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data - General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

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

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

**USA COMMITMENT TO PROMOTE
SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS**

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact *Minh Nguyen, Binary Information Technology, Inc. (703)934-8952, minh.nguyen@ebinaryone.com, (703)934-8953 fax.*

BPA NUMBER _____

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

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

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

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

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

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);

- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

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

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

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

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

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

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

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

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

Here is a general outline on how it works:

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

BIT LABOR CATEGORIES	CLIN	GSA RATES
Management	01-1100	
Project Manager I	01-1101	\$71.01
Project Manager II	01-1102	\$111.02
Project Manager III	01-1103	\$140.65
Program Manager I	01-1110	\$153.96
Program Manager II	01-1111	\$178.99
Organizational Change Management Expert I	01-1121	\$124.19
Organizational Change Management Expert II	01-1122	\$134.50
Organizational Change Management Expert III	01-1123	\$146.20
Technical Specialists	01-1200	
Expert Consultant	01-1201	\$105.40
Senior Consultant	01-1202	\$93.82
Consultant	01-1203	\$87.16
IT Consultant III	01-1204	\$111.02
IT Consultant II	01-1205	\$98.81
IT Consultant I	01-1206	\$91.81
Business Systems Analyst	01-1210	\$146.99
IT Security Specialist	01-1221	\$116.24
Sourcing Expert I	01-1231	\$116.24
Sourcing Expert II	01-1232	\$120.38
Sourcing Expert III	01-1233	\$131.73

Senior Enterprise Risk Assessment Analyst	01-1242	\$186.99
Enterprise Resource Planning III	01-1253	\$147.36
Subject Matter Expert I	01-1271	\$116.24
Subject Matter Expert II	01-1272	\$122.99
Subject Matter Expert III	01-1273	\$136.05
Sr Systems Integration Engineer/Architect	01-1281	\$178.50
Systems Engineering	01-1400	
Senior Principal Systems Engineer	01-1401	\$80.24
Principal Systems Engineer	01-1402	\$66.94
Senior Systems Engineer	01-1403	\$53.25
Senior Principal Programmer Analyst	01-1406	\$54.77
Senior Principal Systems Analyst	01-1411	\$73.03
Principal Systems Analyst	01-1412	\$60.84
Senior Principal Sys Development Spec	01-1416	\$73.03
Principal Sys Development Spec	01-1417	\$60.84
Senior Sys Development Spec	01-1418	\$50.71
Senior Principal Systems Programmer	01-1421	\$80.24
Principal Systems Programmer	01-1422	\$66.94
Senior Systems Programmer	01-1423	\$53.25
IT Principal Systems Development Analyst I	01-1431	\$72.60
IT Principal Systems Development Analyst II	01-1432	\$76.93
IT Principal Systems Development Analyst III	01-1433	\$84.24

Software Support	01-1500	
Senior Principal Database Analyst	01-1504	\$80.24
Principal Database Analyst	01-1505	\$66.94
Senior Database Analyst	01-1506	\$55.63
Principal Software QA Specialist	01-1508	\$60.84
Senior Software QA Specialist	01-1509	\$50.71
Technical Writer I	01-1511	\$57.46
Technical Writer II	01-1512	\$72.59
Technical Writer III	01-1513	\$90.37
IV&V Specialist I	01-1521	\$116.41
IV&V Specialist II	01-1522	\$128.47
IV&V Specialist III	01-1523	\$140.65
IT Compliance Expert III	01-1533	\$140.65
Program Management	01-1600	
Principal Management Analyst	01-1601	\$115.16
Senior Management Analyst	01-1602	\$109.42
Management Analyst	01-1603	\$98.18
Associate Management Analyst	01-1604	\$93.34
Communications	01-1700	
Senior Principal Telecommunications Analyst	01-1701	\$80.24
Principal Telecommunications Analyst	01-1702	\$66.94
Telecommunications Analyst	01-1704	\$57.46

Sr. Principal Telecommunications Administrator	01-1706	\$88.60
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LABOR CATEGORY DESCRIPTIONS

MANAGEMENT - CLIN Series 0X-1100

Job Title: Project Manager, CLIN 0X-1101

General Summary:

Directs the performance of a variety of relatively small-related projects or definable portion of a larger program in accordance with contract requirements and company policies, procedures and guidelines. Oversees the technology development and/or application, marketing, and resource allocation for the assignment.

Principal Duties & Responsibilities

- Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance.
- Provides the interface to the customer and other project leaders or program managers.
- Identifies, acquires, and utilizes company resources to achieve project objectives.
- Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints.
- Promotes environment for exceptional customer service, collaboration and team engagement.
- Supervises the on-boarding of new personnel under the project to assure compliance with government regulations, codes, and Company policy and procedures.
- Engages in follow-on business activity associated with assigned projects.

Experience & Education:

- A bachelor degree or equivalent experience in a related technical environment is required.
- Minimum of five years experience is required with increasing responsibilities in information systems design and management. Relevant experience includes: complete project development from inception to deployment; proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-tasks, effective communication and people management skills.

Job Title: Project Manager II, CLIN 0X-1102

General Summary:

Directs the performance of a variety of relatively small-related projects or definable portion of a larger program in accordance with contract requirements and company policies, procedures and guidelines. Oversees the technology development and/or application, marketing, and resource allocation for the assignment.

Principal Duties & Responsibilities

- Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance.
- Provides the interface to the customer and other project leaders or program managers.
- Identifies, acquires, and utilizes company resources to achieve project objectives.

- Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints.
- Promotes environment for exceptional customer service, collaboration and team engagement.
- Supervises the on-boarding of new personnel under the project to assure compliance with government regulations, codes, and Company policy and procedures.
- Engages in follow-on business activity associated with assigned projects.

Experience & Education:

- A bachelor degree or equivalent experience in a related technical environment is required.
- Minimum of six years experience is required with increasing responsibilities in information systems design and management. Relevant experience includes: complete project development from inception to deployment; proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-tasks, effective communication and people management skills.
- Alternative Experience: Master's Degree with 4 years of relevant experience or 8 years of relevant experience in lieu of degree.

Job Title: Project Manager III, CLIN 0X-1103

General Summary:

Directs the performance of relatively large projects or a significant portion of a larger program in accordance with contract requirements and company policies, procedures and guidelines. Oversees the technology development and/or application, marketing, resource allocation, and cross-functional customer engagement for the assignment.

Principal Duties & Responsibilities

- Defines & leads project efforts and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance.
- Engages with the customer and other project leaders or program managers to ensure stakeholder requirements are satisfied.
- Identifies, acquires, and utilizes company resources to achieve project objectives.
- Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints.
- Creates environment for exceptional customer service, collaboration and team engagement.
- Ensures successful on-boarding of new personnel on the project to assure compliance with government regulations, codes, and Company policy and procedures.
- Identify & recommend value-added follow-on business activity.

Experience & Education:

- A bachelor degree or equivalent experience in a related technical environment is required.
- Minimum of 9 years experience is required with increasing responsibilities in information systems design and management. Relevant experience includes: complete project development from inception to deployment; proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-tasks, effective communication and people management skills.

- Preference for PMP.
- Alternative Experience: Master's Degree with 7 years of relevant experience or 12 years of relevant experience in lieu of degrees/certifications.

Job Title: Program Manager I, CLIN 0X-1110

General Summary:

Provides expertise and thought leadership to ensure efforts are completed on time and meet the business needs. Provides expertise on an as-needed basis to all task assignments. Leads the full scope (people, process & technology coordination/interface) for performance of relatively large projects or a significant program in accordance with contract requirements and company policies, procedures and guidelines.

Principal Duties & Responsibilities

- Defines & leads project/program efforts and retains overall responsibility for successful engagement /performance including cost, schedule, integration of people, process and technology sub-components and contractual compliance.
- Engages with the customer and stakeholder touch-points, and other project leaders or program managers to ensure requirements are satisfied and outcomes are realized.
- Identifies, acquires, and utilizes resources to achieve project objectives to include: manpower, computing power, facilities.
- Assumes responsibility to confer with stakeholders to provide technical advice and to assist with problem resolution.
- Ensures quality and productivity standards are maintained while meeting client deadlines, budget constraints and delivering on successful outcomes.
- Serves as the example for exceptional customer service, collaboration and team engagement.
- Ensures successful on-boarding of new personnel on the project to assure compliance with government regulations, codes, and Company policy and procedures.
- Participates in contract negotiations, identifies & recommends value-added follow-on business activity.

Experience & Education:

- A bachelor degree or equivalent experience in a related technology and business environment are required.
- Minimum of 12 years experience is required with increasing responsibilities in information systems solution design and management involving a variety of technologies and functions. Relevant experience includes: experience with full scope end-to-end development, deployment, or ERP implementation roles, proven expertise in a leadership role responsible for proposing and engaging both human and financial resources. Demonstrated capability in managing multi-tasks, effective communication and people management skills.
- Preference for experience to include Consulting and/or Government.
- Preference for PMP or PgMP certifications.
- Alternative Experience: Master's Degree with 10 years of relevant experience or 14 years of strong relevant experience in lieu of degrees/certifications. Preference for experience to include Consulting and/or Government.

Job Title: Program Manager II, CLIN 0X-1111

General Summary:

Provides expertise and thought leadership in successfully executing all program management disciplines to ensure efforts are completed on time and meet the business needs. Provides expertise on an as-needed basis to all task assignments. Coordinates with contractor management and Government personnel to ensure that that problems have been properly defined and that the solution will satisfy the Government's requirements across sub-teams and promotes cross-functional customer engagement for the assignment.

Principal Duties & Responsibilities:

- Defines & leads project/program efforts and retains overall responsibility for successful engagement /performance including cost, schedule, integration of people, process and technology sub-components and contractual compliance.
- Engages with the customer and stakeholder touch points, and other project/program managers to ensure requirements are satisfied and outcomes/asures of effectiveness are realized.
- Identifies, acquires, and utilizes resources to achieve project objectives to include: manpower, computing power, facilities.
- Assumes responsibility to engage stakeholders to provide advice and be a leader in problem resolution.
- Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Accountable for successful outcomes or measures of effectiveness for the effort.
- Serves as the example for exceptional customer service, collaboration and team engagement.
- Ensures successful on-boarding of new personnel on the project to assure compliance with government regulations, codes, and Company policy and procedures.
- Participates in contract negotiations, identifies & recommends value-added follow-on business activity.

Experience & Education:

- A bachelor degree, master's degree preferred or equivalent experience in a related technology and business environment are required.
- Minimum of 15 years experience is required with increasing responsibilities in information systems solution design and management involving a variety of technologies and industry. Relevant experience includes: experience with full scope end-to-end development, deployment or ERP implementation roles, proven expertise in a leadership role responsible for envisioning, proposing, building consensus for and engaging both human and financial resources. Demonstrated capability in sharing the vision, leading efforts and people, Effective executive level communication skills.
- Preference for experience to include Consulting and/or Government.
- Preference for PMP or PgMP certifications.
- Alternative Experience: Master's Degree with 12-14 years of relevant experience or 15-20 years of strong relevant experience in lieu of degrees/certifications.

Job Title: Organizational Change Management Expert I, CLIN 0X-1121

General Summary:

Candidates for these positions must have strong consulting skills with proven experience in organizational change management for large transition and/or transformation efforts and the ability to interface successfully with all levels of client staff and leadership.

Principal Duties & Responsibilities

- Interviewing, gathering and interpretation of requirements for organizational analysis, leadership development needs, and the creation of change management goals and measures of effectiveness.
- Facilitating identification of all stakeholders and ability to define roles in term of responsibility, accountability, , contributor or informational engagement.
- Assessing organizational culture, strategic communications needs.
- Establishing communication channels to engage and assess change readiness.
- Developing a change management transition plan that includes input for organizational design, communications, facilitation and timelines.

Experience & Education:

- A bachelor degree with a minimum of 12 years experience is required with increasing responsibilities in organization change efforts and roles with responsibility for mentoring and management of people. Relevant experience includes: organizational leadership roles, large scale change effort preferably for a major system implementation, demonstrated capability in managing multi-tasks, excellent communication and people management skills.
- Preference for Quality or Change Management training/certification.
- Alternative Experience: Master's Degree with 10 years of relevant experience or 15 years of relevant experience in lieu of degrees/certifications.

Job Title: Organizational Change Management Expert II, CLIN 0X-1122

General Summary:

Candidates for these positions must have strong consulting skills with proven experience in organizational change management for large transition and/or transformation efforts and the ability to interface successfully with all levels of client staff and leadership. This role required seasoned experience and awareness of integrations of major end-to-end processes and resource pool and incentives to support required change.

Principal Duties & Responsibilities

- Interviewing and interpretation of requirements for organizational analysis, leadership development needs, and the creation of change management goals and measures of effectiveness.
- Engagement of all stakeholders and ability to define roles in term of responsibility, accountability, , contributor or informational engagement.
- Assessing organizational culture, strategic communications needs.
- Assessing effectiveness of established and proposed communication channels to engage, assess change readiness and effect required change.
- Developing a change management transition plan that includes input for organizational design, communications, facilitation and timelines.
- Leading effective deployment of the plan, communicating and making course corrections as needed to ensure success.

Experience & Education:

- A bachelor degree with a minimum of 15 years experience is required with increasing responsibilities in organization change efforts and roles with responsibility for mentoring and management of people. Relevant experience includes: Well rounded organizational leadership roles, large scale change effort preferably for a major system implementation, demonstrated capability in managing multi-tasks, excellent communication and people management skills.
- Preference for Consulting, Quality or Change Management experience/training/certification.
- Alternative Experience: Master's Degree with 13 years of relevant experience or 17 years of relevant experience in lieu of degrees/certifications.

Job Title: Organizational Change Management Expert III, CLIN 0X-1123

General Summary:

Candidates for these positions must have strong consulting skills with proven experience in organizational change management for large transition and/or transformation efforts and the ability to interface successfully with all levels of client staff and leadership. This is a seasoned professional role for candidates who have led organizations, understand the dynamics of change and have demonstrated success in leading through the deployment of a major change effort.

Principal Duties & Responsibilities:

- Interviewing and interpretation of requirements for organizational analysis, leadership development needs, and the creation of change management goals and measures of effectiveness.
- Incorporates needs from a major business process, resource pools and incentives plan to design and achieve an effective future state.
- Engagement of all stakeholders and ability to define roles in term of responsibility, accountability, , contributor or informational engagement.
- Assessing organizational culture, strategic communications needs.
- Assessing effectiveness of established and proposed communication channels to engage, assess change readiness and effect required change.
- Developing a change management transition plan that includes input for organizational design, process walk-thru workshops to the extent required for appropriate integrations, communications, facilitation and timelines.
- Leading effective deployment of the plan, communicating and making course corrections as needed to ensure success.

Experience & Education:

- A bachelor degree with a minimum of 18 years experience is required with increasing responsibilities in organization change efforts and roles with responsibility for mentoring and management of people. Relevant experience includes: Well rounded organizational leadership roles, large scale change effort preferably for a major system implementation, demonstrated capability in managing multi-faceted programs, executive communication and people management skills.
- Preference for Consulting, Quality or Change Management experience/training/certification.
- Alternative Experience: Master's Degree with 16 years of relevant experience over 20 years of very relevant experience in lieu of degrees/certifications.

TECHNICAL SPECIALISTS - CLIN Series 0X-1200

Job Title: Expert Consultant, CLIN 0X-1201

General Summary:

Expert Consultants provide expert, independent services and leadership in specialized technical areas.

Principal Duties & Responsibilities:

- Provides expertise on an as-needed basis to all task assignments.
- Provides expert advice and assistance in state-of-the-art software/hardware.
- Coordinates with contractor management and Government personnel to ensure that the problem has been properly defined and that the solution will satisfy the Government's requirement.

Experience & Education:

- Master's Degree in Computer Science, Engineering, Mathematics, Business, Management or equivalent.
- Experience qualifications will be determined on a case by-case basis.
- Generally this requires fifteen (15) years of general experience in information systems, including ten (10) years of specialized experience providing state-of-the-art solutions in information systems technology (or, if the particular area of expertise is new state-of-the-art technology, the specialized experience may be less than ten (10) years and more consistent with the age of the technology).

Job Title: Senior Consultant, CLIN 0X-1202

General Summary:

Senior Consultants provide expert, independent services and leadership in specialized technical areas.

Principal Duties & Responsibilities:

- Conducts preliminary and advanced design studies and prepares and presents the major portions of engineering proposals.
- Conceives and develops solutions to complex analytical, design, and test problems that program(s) experience.
- Contributes to systems philosophy and design objectives.
- Analyzes and resolves critical failures in test and service without the benefit theoretical studies.
- Assures continuity of design features from advanced design through contract status.
- Writes very complex specifications and engineering reports as a result of advance studies, special engineering investigations, and similar activities.
- Develops aspects of new theory and design criteria for general application.

Experience & Education:

- A master degree and nine years of applicable technical experience, or a bachelor degree with at least fifteen years of applicable technical experience, or equivalent experience are required.

Job Title: Consultant, CLIN 0X-1203

General Summary:

Consultants provide expert, independent services and leadership in specialized technical areas.

Principal Duties & Responsibilities:

- Conducts preliminary and advanced design studies and prepares and presents the major portions of engineering proposals.
- Conceives and develops solutions to complex analytical, design, and test problems that program(s) experience.
- Contributes to systems philosophy and design objectives.
- Analyzes and resolves important failures in test and service, often without recourse to intense theoretical studies and test programs.
- Assures continuity of design features from advanced design through contract status.
- Writes complex specifications and engineering reports as a result of advance studies, special engineering investigations, and similar activities.
- Develops aspects of new theory and design criteria for general application.

Experience & Education:

- A master degree and seven to nine years of applicable technical experience, or a bachelor degree and ten to fifteen years of applicable technical experience, or equivalent experience are required.

Job Title: IT Consultant III, CLIN 0X-1204

General Summary:

IT Consultants provide expert, independent services and leadership in specialized technical areas.

Principal Duties & Responsibilities:

- Provides expertise on an as-needed basis to all task assignments.
- Provides expert advice and assistance in state-of-the-art software/hardware.
- Coordinates with contractor management and Government personnel to ensure that the problem has been properly defined and that the solution will satisfy the Government's requirement.

Experience & Education:

- Master's Degree in Computer Science, Engineering, Mathematics, Business, Management or equivalent.
- Experience qualifications will be determined on a case by-case basis.
- Generally this requires fifteen (15) years of general experience in information systems, including ten (10) years of specialized experience providing state-of-the-art solutions in information systems technology (or, if the particular area of expertise is new state-of-the-art technology, the specialized experience may be less than ten (10) years and more consistent with the age of the technology).

Job Title: IT Consultant II, CLIN 0X-1205

General Summary:

IT Consultants provide expert, independent services and leadership in specialized technical areas.

Principal Duties & Responsibilities:

- Conducts preliminary and advanced design studies and prepares and presents the major portions of engineering proposals.
- Conceives and develops solutions to complex analytical, design, and test problems that program(s) experience.
- Contributes to systems philosophy and design objectives.
- Analyzes and resolves critical failures in test and service without the benefit theoretical studies.
- Assures continuity of design features from advanced design through contract status.
- Writes very complex specifications and engineering reports as a result of advance studies, special engineering investigations, and similar activities.
- Develops aspects of new theory and design criteria for general application.

Experience & Education:

- A master degree and nine years of applicable technical experience, or a bachelor degree with at least fifteen years of applicable technical experience, or equivalent experience are required.

Job Title: IT Consultant I, CLIN 0X-1206

General Summary:

IT Consultants provide expert, independent services and leadership in specialized technical areas.

Principal Duties & Responsibilities:

- Conducts preliminary and advanced design studies and prepares and presents the major portions of engineering proposals.
- Conceives and develops solutions to complex analytical, design, and test problems that program(s) experience.

- Contributes to systems philosophy and design objectives.
- Analyzes and resolves important failures in test and service, often without recourse to intense theoretical studies and test programs.
- Assures continuity of design features from advanced design through contract status.
- Writes complex specifications and engineering reports as a result of advance studies, special engineering investigations, and similar activities.
- Develops aspects of new theory and design criteria for general application.

Experience & Education:

- A master degree and seven to nine years of applicable technical experience, or a bachelor degree and ten to fifteen years of applicable technical experience, or equivalent experience are required.

Job Title: Business Systems Analyst, CLIN 0X-1210

General Summary:

Under general direction, formulates and defines systems scope and objectives through research and fact-finding combined with an understanding of applicable business systems and industry requirements. With this knowledge, develops or modifies moderately complex information systems. Includes analysis of business and user needs, documenting requirements, and revising existing system logic as necessary.

Principal Duties & Responsibilities

- Defines & leads project efforts and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance.
- Engages with the customer and other project leaders or program managers to ensure stakeholder requirements are satisfied.
- Identifies, acquires, and utilizes company resources to achieve project objectives.
- Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints.
- Creates environment for exceptional customer service, collaboration and team engagement.
- Ensures successful on-boarding of new personnel on the project to assure compliance with government regulations, codes, and Company policy and procedures.
- Competent to work at the highest technical level of most phases of systems analysis while considering the business implications of the application technology to the current and future business environment.
- Identify & recommend value-added follow-on business activity.
- May work independently or lead teams.

Experience & Education:

- A bachelor degree or equivalent experience in a related technical environment are required.
- Minimum of 12 years experience is required with increasing responsibilities in gathering requirements from individuals and groups. Relevant experience includes: supporting requirements definition, collaborative design and problem solving

efforts, developing a spirit of teamwork within groups of people with diverse interests and skills and overcoming resistance to change.

- Alternative Experience: Master's Degree with 10 years of relevant experience or 14 years of relevant experience in lieu of degree.

Job Title: IT Security Specialist, CLIN 0X-1221

General Summary:

Provides technical knowledge and analysis of information assurance, to include applications; operating systems; Internet and Intranet; physical security e.g. access control and perimeter protection; networks; risk assessment; critical infrastructure continuity and contingency planning; emergency preparedness; security awareness and training. Provides analysis of existing system's vulnerability to possible intrusions, resource manipulation, resource denial and destruction of resources. Provides technical support and analysis to document organizational information protection framework, and supports policy and procedures preparation and implementation.

Principal Duties & Responsibilities

- Conducts preliminary and advanced physical, infrastructure, network and program security design studies and reviews, prepares and presents synopsis and recommendations for improvement.
- Conceives and develops solutions to complex analytical, network and program security design, and test problems.
- Contributes to enterprise, IT organization and project security design and implementation objectives.
- Analyzes and resolves critical security failures, breaches and issues in test and production.
- Writes complex security specifications and engineering reports as a result of advance studies, special investigations, and similar activities.
- Assists in planning, design and implementation of new technology for integration into the existing IT infrastructure.

Experience & Education:

- A bachelor degree or equivalent experience in a related technical environment are required.
- Minimum of eight years experience is required with increasing responsibilities in information systems design and management. Relevant experience includes: prepare and present program security design studies and reviews, demonstrated capability in managing multi-tasks, effective communication and issue management skills.
- Alternative Experience: Master's Degree with 6 years of relevant experience or 10 years of relevant experience in lieu of degree.

Job Title: Sourcing Expert, CLIN 0X-1231

General Summary:

Serves as an expert in procuring software, hardware and other computer equipment that is aligned to functional, technology, legal, security and other requirements.

Principal Duties & Responsibilities

- Understands the client's procurement process.
- Provides advice and assistance in defining business and technology requirements.
- Develops RFPs, vendor evaluations and participates in vendor selection panels
- Negotiate contracts and ensures they address delivery risks and provide sufficient protection for clients.
- Assist in on-going monitoring of vendor performance
- Manage vendor risks, and track ongoing compliance and SLAs
- Drive contract changes, as needed

Experience & Education:

- A bachelor degree or equivalent experience in a related technical environment are required.
- Minimum of 7 years of relevant business experience required. Relevant experience includes: vendor management, full scope contract negotiation and procurement
- Alternative Experience: Master's Degree with 5 year of relevant experience or 9 years of relevant experience in lieu of degree.

Job Title: Sourcing Expert II, CLIN 0X-1232

General Summary:

Serves as an expert in procuring software, hardware and other computer equipment that is aligned to functional, technology, legal, security and other requirements.

Principal Duties & Responsibilities

- Understands the client's procurement process.
- Provides advice and assistance in defining business and technology requirements.
- Develops RFPs, vendor evaluations and participates in vendor selection panels
- Negotiate contracts and ensures they address delivery risks and provide sufficient protection for clients.
- Assist in on-going monitoring of vendor performance
- Manage vendor risks, and track ongoing compliance and SLAs
- Drive contract changes, as needed

Experience & Education:

- A bachelor degree or equivalent experience in a related technical environment are required.
- Minimum of 9 years of relevant business experience required. Relevant experience includes: vendor management, full scope contract negotiation and procurement
- Alternative Experience: Master's Degree with 7 year of relevant experience or 11 years of relevant experience in lieu of degree.

Job Title: Sourcing Expert III, CLIN 0X-1233

General Summary:

Serves as an expert in procuring software, hardware and other computer equipment that is aligned to functional, technology, legal, security and other requirements.

Principal Duties & Responsibilities

- Understands the client's procurement process.
- Provides advice and assistance in defining business and technology requirements.

- Develops RFPs, vendor evaluations and participates in vendor selection panels
- Negotiate contracts and ensures they address delivery risks and provide sufficient protection for clients.
- Assist in on-going monitoring of vendor performance
- Manage vendor risks, and track ongoing compliance and SLAs
- Drive contract changes, as needed

Experience & Education:

- A bachelor degree or equivalent experience in a related technical environment are required.
- Minimum of 11 years of relevant business experience required. Relevant experience includes: vendor management, full scope contract negotiation and procurement
- Alternative Experience: Master's Degree with 9 year of relevant experience or 13 years of relevant experience in lieu of degree.

Job Title: Senior Enterprise Risk Assessment Analyst, CLIN 0X-1242

General Summary:

The Systems Security Analyst analyzes and defines security requirements for a variety of computer and telecommunications issues.

Principal Duties & Responsibilities

- Assist in developing tools used to measure the performance of Risk Management programs at both the Program level and project level.
- Assist in design and development of an enterprise risk management plan, matrix and other risk tools that will be used to facilitate process, tracking, monitoring and mitigation of risk.
- Conduct research, analysis and measure the effectiveness of risk the management programs / events.
- Prepare formal documentation and present plans, results and recommendations to team leads, program managers and others verbally and in writing.
- Provide strategic and quantitative research and analysis supporting enterprise risk management metrics and the risk management teams for IT projects in various areas to identify trends and enhance decision support.
- Research current practices; examine alternative solutions and conduct cost benefit analyses; establish an evaluation strategy to monitor the effectiveness of the framework; assess and report results; implement enhancements as needed.
- Perform data analysis and statistical methodology analyses and report outcomes to risk management teams as needed in order to support various enterprise risk management projects and initiatives. This includes the ability to accurately assess and determine driving or influencing factors.
- Partner with the Business users and stakeholders to integrate and leverage data; monitor impacts and align risk impacts to the agency strategic goals.
- Consult with leaders to design, develop and deliver key driver analysis in order to address targeted issues, sustain progress, and improve performance outcomes.

Experience & Education:

- A bachelor degree or equivalent experience in a related technical environment are required.

- Minimum of 8 years experience is required with increasing responsibilities in information systems design and management. Relevant experience includes: experience analyzing, defining and assisting in the security implementation of systems with demonstrated knowledge of information assurance and the application of those methodologies to IPT programs.
- Alternative Experience: Master's Degree with 6 years of relevant experience or 10 years of relevant experience in lieu of degree.

Job Title: Enterprise Resource Planning III, CLIN 0X-1253

General Summary:

Performs evaluation and implementation tasks for Enterprise Resource Planning (ERP) and ERP-related software products using general industry experience, including industry best practices and extensive product knowledge. Leads parts of the project and creates project methodology as needed.

Principal Duties & Responsibilities

- Provides knowledge of multiple functional areas or other areas of expertise* with hands-on experience in multiple modules or vendors and has the ability to transfer knowledge and skill.
- Accomplished at several roles and knowledgeable about applying technology to business operations.
- Applies industry best practices, product knowledge, and experience to lead overall business requirements gathering sessions and makes overall business process recommendations.
- Develops or executes functional and technical specifications and testing for complex interfaces, module integration, system extensions, and reporting systems.
- Executes project plan tasks and other duties as assigned. Provides regular status on tasks and issues. Coordinates resources and occasionally assumes project management responsibilities.

*Example areas of Expertise: Functional Area (HRMS, Financials, Distribution, Manufacturing, Student Admin), Tools Development, Web Development, and Technical Infrastructure.

Experience & Education:

- A bachelor degree or equivalent experience in a related technical environment are required.
- Minimum of 4 years of general business experience.
- Alternative Experience: Master's Degree with 3 year of relevant experience or 7 years of relevant experience in lieu of degree.

Job Title: Subject Matter Expert I, CLIN 0X-1271

General Summary:

Candidates for these positions must have strong analysis and teaming skills to actively engage with a team providing requirements gathering, problem resolution, development ideas, productions support and improvement in the area specific to their subject matter expertise.

Principal Duties & Responsibilities

- Develops requirements from a project's inception to its conclusion in the subject matter area for simple to moderately complex systems.
- Assists other senior consultants with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts.

Experience & Education:

- A bachelor degree with a minimum of 8 years experience is required with increasing responsibilities. Relevant experience examples might include: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; specific software; life-cycle management; software development methodologies; and modeling and simulation.
- Alternative Experience: Master's Degree with 6 years of relevant experience or 10 years of relevant with associate degree or certification.

Job Title: Subject Matter Expert II, CLIN 0X-1272

General Summary:

Candidates for these positions must have strong analysis and teaming skills to actively engage with a team providing requirements gathering, problem resolution, development ideas, productions support and improvement in the area specific to their subject matter expertise.

Principal Duties & Responsibilities

- Defines the problems and analyzes and develops plans and requirements in the subject matter area for moderately complex to complex systems.
- Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications

Experience & Education:

- A bachelor degree with a minimum of 12 years experience is required with increasing responsibilities. Relevant experience examples might include: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; specific software; life-cycle management; software development methodologies; and modeling and simulation.
- Alternative Experience: Master's Degree with 10 years of relevant experience or 14 years of relevant experience in lieu of degree or certification.

Job Title: Subject Matter Expert III, CLIN 0X-1273

General Summary:

Candidates for these positions must have strong analysis and teaming skills to actively engage with a team providing requirements gathering, problem resolution, development ideas, productions support and improvement in the area specific to their subject matter expertise.

Principal Duties & Responsibilities

- Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex systems in the subject matter area.
- Makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts.

Experience & Education:

- A bachelor degree with a minimum of 15 years experience is required with increasing responsibilities. Relevant experience examples might include: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; specific software; life-cycle management; software development methodologies; and modeling and simulation.
- Alternative Experience: Master's Degree with 13 years of relevant experience or 18 years of relevant with associate degree or certification.

Job Title: Senior System Integration Engineer / Architect, CLIN 0X-1281

General Summary:

Acts as a lead in defining and executing integration engineering activities within a project. These activities may consist of concept exploration and assessment, systems integration, systems of systems integration, performance management, technology assessment, testing and validation, and development and staffing of a systems integration plan.

Principal Duties & Responsibilities

- Performs concept exploration and assessment, systems integration, systems of systems integration, performance management, technology assessment, testing and validation.
- Development and staffing of a systems integration management plan.
- Supports other Engineers and Program Managers, as required.
- Analyzes and develops technical documentation detailing the integration and system performance.
- Coordinates the activities of system integration engineers assigned to specific systems integration projects.
- May perform other duties as assigned.

Experience & Education:

- A bachelor degree with a minimum of 12 years experience is required with increasing combination of technical and team lead responsibilities.
- Alternative Experience: Master's Degree with 10 years of relevant experience or 14 years of relevant with associate degree or certification.

SYSTEMS ENGINEERING - CLIN Series 0X-1400

Job Title: Senior Principal Systems Engineer, CLIN 0X-1401

General Summary:

Serves as an expert in the application of systems engineering disciplines to the analysis, design, specification, development, implementation, management, and evolution of computer based systems.

Principal Duties & Responsibilities:

- Responsible for the development, implementation, and execution of processes and procedures to insure that contractual products are in compliance with Software Engineering Institute standards.
- May work as the lead in high visibility aspects of major software system or computer system or may serve as an overall consultant monitoring the application of procedures and processes to ensure the development of standards conforming software and computer systems products.

Experience & Education:

- A bachelor degree in systems engineering or software engineering is required>
- A master degree in a computer science or an engineering discipline is highly desirable, and ten to fifteen years of software, computer systems, information management, or information technology experience with at least five years supervision/management experience is required.

Job Title: Principal Systems Engineer, CLIN 0X-1402

General Summary:

Serves as an expert in the application of systems engineering disciplines to the analysis, design, specification, development, implementation, management, and evolution of computer based systems.

Principal Duties & Responsibilities:

- Responsible for the development, implementation, and execution of processes and procedures to insure that contractual products are in compliance with Software Engineering Institute standards.
- May work as the lead in high visibility aspects of major software system or computer system or may serve as an overall consultant monitoring the application of procedures and processes to ensure the development of standards conforming software and computer systems products.

Experience & Education:

- A bachelor degree in systems engineering or software engineering is required.
- A master degree in a computer science or an engineering discipline is highly desirable, and seven to nine years of software, computer systems, information management, or information technology experience with at least three years supervision/management experience is required.

Job Title: Senior Systems Engineer, CLIN 0X-1403

General Summary:

Works as a lead engineer in the application of systems engineering disciplines to the analysis, design, specification, development, implementation, management, and evolution of computer based systems.

Principal Duties & Responsibilities:

- Responsible for the development, implementation, and execution of processes and procedures to insure that contractual products are in compliance with Software Engineering Institute standards.
- May work as one of the leads in some aspects of major software system or computer system.

Experience & Education:

- A bachelor degree in systems engineering or software engineering is required,
- A master degree in a computer science or an engineering discipline is highly desirable, and five to seven years of software, computer systems, information management, or information technology experience are required.

Job Title: Senior Principal Programmer Analyst, CLIN 0X-1406

General Summary:

Serves as the company expert in designing, developing, implementing, and maintaining complex business, accounting, and management information systems.

Principal Duties & Responsibilities:

- Works on complex assignments.
- Works with users to define existing or new system scope and objectives.
- Defines modifications to and maintenance of operational programs and procedures.
- Directs users in the operation of the application.
- Provides guidance to and may supervise less experienced programmer/analyst.

Experience & Education:

- A bachelor degree in computer science, management information systems, or related field, or equivalent experience and a minimum of ten years of related experience is required.

Job Title: Senior Principal System Analyst, CLIN 0X-1411

General Summary:

Serves as company expert in establishing complex operational databases, software configuration control and system interfaces for computer system(s) assigned.

Principal Duties & Responsibilities:

- Develops procedures to maintain file servers, network access, document, analyze, and troubleshoot system anomalies to ensure optimum equipment performance.
- May supervise less experienced systems personnel.
- Prepare system for operational use and oversee operational tests.

Experience & Education:

- A bachelor degree in computer science, management information systems, or related field, or equivalent experience and a minimum of ten years of related experience is required.

Job Title: Principal System Analyst, CLIN 0X-1412

General Summary:

Establish complex operational databases, software configuration control and system interfaces for computer system(s) assigned.

Principal Duties & Responsibilities:

- Maintain file servers, network access, document, analyze, and troubleshoot system anomalies to ensure optimum equipment performance.
- May supervise less experienced systems personnel.
- Prepare system for operational use and oversee operational tests.

Experience & Education:

- Bachelor degree in computer science, management information systems, or related field, or equivalent experience and seven to nine years of related experience are required.

Job Title: Senior Principal Systems Development Specialist, CLIN 0X-1416

General Summary:

As the senior level technical expert, devises solutions for solving complex customer problems using company or customer furnished computer systems and equipment or commercial off-the-shelf packages.

Principal Duties & Responsibilities:

- Responsible for the installation, development, implementation, and customization of hardware and software systems elements.
- May work on; equipment or software design, engineering evaluation or test, configuration management procedures, statistical analysis and modeling.
- Works with end users and may assist with training.
- Occasionally, may provide guidance and assistance to less experienced staff.

- Continues to improve technical expertise through the identification of new processes and technical alternatives to resolve problems and/or general improvements.

Experience & Education:

- A bachelor degree in computer science, management information systems, or related field, or equivalent experience and ten or more years of related experience are required.
- Experience should include eight years developing large technically complex systems and six years with a major responsibility for developing, revising, and controlling technical documentation of a complex system.

Job Title: Principal Systems Development Specialist, CLIN 0X-1417

General Summary:

As the technical expert, devises solutions for solving complex customer problems using company or customer furnished computer systems and equipment or commercial off-the-shelf packages.

Principal Duties & Responsibilities:

- Responsible for the installation, development, implementation, and customization of hardware and software systems elements.
- May work on equipment or software design, engineering evaluation or test, configuration management procedures, statistical analysis and modeling.
- Works with end users and may assist with training.
- Occasionally, may provide guidance and assistance to less experienced staff.
- Continues to improve technical expertise through the identification of new processes and technical alternatives to resolve problems and/or general improvements.

Experience & Education:

- A bachelor degree in computer science, management information systems, or related field, or equivalent experience and seven to nine years of related experience are required.
- Experience should include six years developing large technically complex systems, and four years with a major responsibility for developing revising and controlling technical documentation of a complex system.

Job Title: Senior Systems Development Specialist, CLIN 0X-1418

General Summary:

Helps devise solutions for solving complex customer problems using company or customer furnished computer systems and equipment or commercial off-the-shelf packages.

Principal Duties & Responsibilities:

- Responsible for the installation, development, implementation, and customization of hardware and software systems elements.
- May work on equipment or software design, engineering evaluation or test, configuration management procedures, statistical analysis and modeling.
- Works with end users and may assist with training.
- Occasionally, may provide guidance and assistance to less experienced staff.
- Continues to improve technical expertise through the identification of new processes and technical alternatives to resolve problems and/or general improvements.

Experience & Education:

- A bachelor degree in computer science, management information systems, or related field, or equivalent experience and five to seven years of related experience are required.
- Experience should include three years developing large technically complex systems, and two years with a major responsibility for developing revising and controlling technical documentation of a complex system.

Job Title: Senior Principal Systems Programmer, CLIN 0X-1421

General Summary:

Serves as professional authority in one or more applications in the business systems information system area.

Principal Duties & Responsibilities:

- Collaborates in the requirements definition, trade studies, analysis, plan, and implementation of business system applications (e.g., HRIS, Finance, Payroll, Database).
- Analyzes and resolves failures in test and service, and assures continuity of requirements are being satisfied.

Experience & Education:

- A bachelor degree in technical discipline or equivalent experience and a minimum of ten years of related experience are required.

Job Title: Principal Systems Programmer, CLIN 0X-1422

General Summary:

Plans, conducts, and coordinates major programming applications of complex computer based business systems.

Principal Duties & Responsibilities:

- Provides analytical support and technical advice during the conceptualization, development, and implementation phases.
- Prepares cost estimates and detailed schedules for system projects.
- Provides leadership to lower level employees.

Experience & Education:

- A bachelor degree in computer science, management information systems, or related field, or equivalent experience and seven to nine years of experience in systems analysis and complex business systems support are required.

Job Title: Senior Systems Programmer, CLIN 0X-1423

General Summary:

Helps plan, conduct, and coordinate many major programming applications of complex computer-based business systems.

Principal Duties & Responsibilities:

- Provides analytical support and technical advice during the conceptualization, development, and implementation phases.
- Prepares cost estimates and detailed schedules for system projects.
- May provide leadership to lower level employees.

Experience & Education:

- A bachelor degree in computer science, management information systems, or related field, or equivalent experience and five to seven years of experience in systems analysis and complex business systems support are required.

Job Title: IT Principal Developments Analyst I, CLIN 0X-1431

General Summary:

Serves as company expert in establishing complex operational databases, software configuration control and system interfaces for computer system(s) assigned.

Principal Duties & Responsibilities:

- Develops procedures to maintain file servers, network access, document, analyze, and troubleshoot system anomalies to ensure optimum equipment performance.
- May supervise less experienced systems personnel.
- Prepare system for operational use and oversee operational tests.

Experience & Education:

- A bachelor degree in computer science, management information systems, or related field, or equivalent experience and a minimum of ten years of related experience is required.

Job Title: IT Principal Developments Analyst II, CLIN 0X-1432

General Summary:

As the senior level technical expert, devises solutions for solving complex customer problems using company or customer furnished computer systems and equipment or commercial off-the-shelf packages.

Principal Duties & Responsibilities:

- Responsible for the installation, development, implementation, and customization of hardware and software systems elements.
- May work on; equipment or software design, engineering evaluation or test, configuration management procedures, statistical analysis and modeling.
- Works with end users and may assist with training.
- Occasionally, may provide guidance and assistance to less experienced staff.
- Continues to improve technical expertise through the identification of new processes and technical alternatives to resolve problems and/or general improvements.

Experience & Education:

- A bachelor degree in computer science, management information systems, or related field, or equivalent experience and ten or more years of related experience are required.
- Experience should include eight years developing large technically complex systems and six years with a major responsibility for developing, revising, and controlling technical documentation of a complex system.

Job Title: IT Principal Developments Analyst III, CLIN 0X-1433

Experience & Education:

As the senior level technical expert, devises solutions for solving complex customer problems using company or customer furnished computer systems and equipment or commercial off-the-shelf packages.

Principal Duties & Responsibilities:

- Responsible for the installation, development, implementation, and customization of hardware and software systems elements.
- May work on; equipment or software design, engineering evaluation or test, configuration management procedures, statistical analysis and modeling.

- Works with end users and may assist with training.
- Occasionally, may provide guidance and assistance to less experienced staff.
- Continues to improve technical expertise through the identification of new processes and technical alternatives to resolve problems and/or general improvements.

General Summary:

- A bachelor degree in computer science, management information systems, or related field, or equivalent experience and ten or more years of related experience are required.
- Experience should include eight years developing large technically complex systems and up to ten years with a major responsibility for developing, revising, and controlling technical documentation of a complex system.

SOFTWARE SUPPORT - CLIN Series 0X-1500

Job Title: Senior Principal Database Analyst, CLIN 0X-1504

General Summary:

As lead company expert, defines database organizations, standards, controls, procedures, and documentation. Provides experienced technical consulting in the definition, design, and creation of a database environment.

Principal Duties & Responsibilities:

- Advises applications development staff and users on data based solutions to business problems, data architectures, database management system facilities and capabilities, and the operation and tuning of databases.
- Ensures economic and efficient availability of data within adequate safeguards.
- Develops expertise in use of automated tools for database design and implementation.
- Develops procedures to address needs of ICL, shelf scripts and batch processes.
- Ensures that documentation is complete and up-to-date.
- Develops procedures relating to database and application security including procedures by which access is authorized, enabled, changed and withdrawn.
- Develops procedures for periodic database backup.
- Participates as a leader and as the senior team member.

Experience & Education:

- A bachelor degree in computer science, or related field, or equivalent experience and a minimum of ten years of related experience are required.

Job Title: Principal Database Analyst, CLIN 0X-1505

General Summary:

Defines and oversees database organizations, standards, controls, procedures, and documentation. Provides experienced technical consulting in the definition, design, and creation of a database environment.

Principal Duties & Responsibilities:

- Advises applications development staff and users on data based solutions to business problems, data architectures, database management system facilities and capabilities, and the operation and tuning of databases.
- Ensures economic and efficient availability of data within adequate safeguards.
- Designs and implements databases with respect to access methods, access time, batch processes, device allocation, validation checks, organization, protection and security, documentation, and statistical methods.
- Develops and maintains expertise in use of automated tools for database design and implementation.
- Develops, maintains and documents, shell scripts and batch processes.
- Participates as a leader and as a team member, and works to maintain a positive environment.

Experience & Education:

- A bachelor degree in computer science, or related field, or equivalent experience and seven to nine years of related experience are required.

Job Title: Senior Database Analyst, CLIN 0X-1506

General Summary:

Defines and administers database organizations, standards, controls, procedures, and documentation. Provides experienced technical consulting in the definition, design, and creation of a database environment.

Principal Duties & Responsibilities:

- Advises applications development staff and users on database solutions to business problems, data architectures, database management system facilities and capabilities, and the operation and tuning of databases.
- Ensures economic and efficient availability of data within adequate safeguards.
- Designs, implements, and maintains databases with respect to access methods, access time, batch processes, device allocation, validation checks, organization, protection and security, documentation, and statistical methods.
- Includes maintenance of database dictionaries, and integration of systems through database design.
- Develops and maintains expertise in use of automated tools for database design and implementation.

Experience & Education:

- A bachelor degree in computer science, management information systems, or equivalent experience and five to seven years of experience in a data center environment are required.

Job Title: Principal Software QA Specialist, CLIN 0X-1508

General Summary:

Ensures that quality software is prepared for release to production by independently executing test scripts. May also develop test scripts. Reviews requirements, specifications and documentation to gain a thorough understanding of the programs and processes to be certified.

Principal Duties & Responsibilities:

- Provides or validates estimates for assigned tasks.
- Creates and modifies test scripts to certify system changes.
- Develops test control databases.
- Maintains test databases and ensures their integrity and currency.
- Distributes test data from control database to development staff to satisfy adequate unit testing.
- Assists in developing the configuration management tasks on a project (test scripts, source code control, coordination of requirement changes) as required.
- Releases completed projects into production.
- Writes trace-ability matrices and test reports.
- Performs major program changes or develops software programs as required.

Experience & Education:

- A bachelor degree or equivalent experience and seven to nine years of related experience are required.

Job Title: Senior Software QA Specialist, CLIN 0X-1509

General Summary:

Ensures that quality software is prepared for release to production by independently executing test scripts. Writes test scripts, reviews requirements, specifications and documentation to gain a thorough understanding of the programs and processes to be certified.

Principal Duties & Responsibilities:

- Provides or validates estimates for assigned tasks.
- Creates and modifies test scripts to certify system changes.
- Develops test control databases.
- Maintains test databases and ensures their integrity and currency.
- Distributes test data from control database to development staff to satisfy adequate unit testing.
- Assists with configuration management tasks on a project (test scripts, source code control, coordination of requirement changes) as required.
- Releases completed projects into production.
- May write trace-ability matrices and test reports.
- May perform program changes or develop software programs as required.

Experience & Education:

- A bachelor degree or equivalent experiences and five to seven years of related experience are required.

Job Title: Technical Writer I, CLIN 0X-1511

General Summary:

Researches, organizes, writes, edits, and produces data for use in a wide variety of complex technical publications requiring in-depth knowledge and understanding of the subject matter and allied fields.

Principal Duties & Responsibilities:

- Recommends overall organization and layout, editorial standards and publication methods.
- Coordinates publication with outside sources and vendors as needed.
- Develops department editing standards and styles.
- May provide work leadership for lower level employees.

Experience & Education:

- A bachelor degree in an applicable technical field or equivalent experience, and six to eight years of technical writing/editing experience is required.

Job Title: Technical Writer II, CLIN 0X-1512

General Summary:

Researches, organizes, writes, edits, and produces data for use in a wide variety of complex technical publications requiring in-depth knowledge and understanding of the subject matter and allied fields.

Principal Duties & Responsibilities:

- Recommends overall organization and layout, editorial standards and publication methods.
- Coordinates publication with outside sources and vendors as needed.
- Develops department editing standards and styles.
- May provide work leadership for lower level employees.

Experience & Education:

- A bachelor degree in an applicable technical field or equivalent experience, and six to ten years of technical writing/editing experience is required.

Job Title: Technical Writer III, CLIN 0X-1513

General Summary:

Researches, organizes, writes, edits, and produces data for use in a wide variety of complex technical publications requiring in-depth knowledge and understanding of the subject matter and allied fields.

Principal Duties & Responsibilities:

- Recommends overall organization and layout, editorial standards and publication methods.
- Coordinates publication with outside sources and vendors as needed.
- Develops department editing standards and styles.
- May provide work leadership for lower level employees.

Experience & Education:

- A bachelor degree or equivalent experience in a related technical environment are required.
- Minimum of 9 years of general business experience.
- Alternative Experience: Master's Degree with 7 year of relevant experience or 10 years of relevant experience in lieu of degree.

Job Title: IV & V Specialist I, CLIN 0X-1521

General Summary:

Ensures that overall project and IT organization goals and objectives are attained by providing independent oversight throughout the systems development lifecycle

Principal Duties & Responsibilities

- Responsible for planning and working with project teams to ensure integration with project activities.
- During each project phase and at milestone checkpoints provides reviews of projects activities, identifies project gaps and risks, and develops recommendations on actions to mitigate.
- Reviews key project documents for gaps including project planning and scoping, requirements, design, testing, conversion and implementation planning.
- Performs regular assessments to verify that project standards and procedures are being followed. At each project milestone performs project status reviews using techniques such as earned value to verify project status and budget.
- As required, performs reviews including assessing performance against agreed upon SLAs.
- During testing and system rollout assists users in acceptance testing and operational readiness.

Experience & Education:

- A bachelor degree or equivalent experience in a related technical environment are required.
- Minimum of 5 years of general business experience.
- Alternative Experience: Master's Degree with 3 year of relevant experience or 7 years of relevant experience in lieu of degree.

Job Title: IV & V Specialist II, CLIN 0X-1522

General Summary:

Ensures that overall project and IT organization goals and objectives are attained by providing independent oversight throughout the systems development lifecycle

Principal Duties & Responsibilities

- Assist in developing overall IV&V strategy and plan and working with project teams to ensure integration with project activities.
- May provide the project sponsor, management and project leadership insights and visibility into project risks and issues.
- During each project phase and at milestone checkpoints provides reviews of projects activities, identifies project gaps and risks, and develops recommendations on actions to mitigate.
- Reviews key project documents for gaps including project planning and scoping, requirements, design, testing, conversion and implementation planning.
- Performs regular assessments to verify that project standards and procedures are being followed. At each project milestone performs project status reviews using techniques such as earned value to verify project status and budget.
- As required, performs reviews including assessing performance against agreed upon SLAs.
- During testing and system rollout assists users in acceptance testing and operational readiness.

Experience & Education:

- A bachelor degree or equivalent experience in a related technical environment are required.
- Minimum of 7 years of general business experience.
- Alternative Experience: Master's Degree with 5 year of relevant experience or 9 years of relevant experience in lieu of degree.

Job Title: IV & V Specialist III, CLIN 0X-1523

General Summary:

Ensures that overall project and IT organization goals and objectives are attained by providing independent oversight throughout the systems development lifecycle

Principal Duties & Responsibilities

- Responsible for developing overall IV&V strategy and plan and working with project teams to ensure integration with project activities.
- Provides the project sponsor, management and project leadership insights and visibility into project risks and issues.
- During each project phase and at milestone checkpoints provides reviews of projects activities, identifies project gaps and risks, and develops recommendations on actions to mitigate.
- Reviews key project documents for gaps including project planning and scoping, requirements, design, testing, conversion and implementation planning.
- Performs regular assessments to verify that project standards and procedures are being followed. At each project milestone performs project status reviews using techniques such as earned value to verify project status and budget.

- As required, performs IV & V team and / or vendor management oversight and reviews including assessing performance against agreed upon SLAs.
- During testing and system rollout assists users in acceptance testing and operational readiness.

Experience & Education:

- A bachelor degree or equivalent experience in a related technical environment are required.
- Minimum of 9 years of general business experience.
- Alternative Experience: Master's Degree with 7 year of relevant experience or 11 years of relevant experience in lieu of degree.

Job Title: IT Compliance Expert III, CLIN 0X-1533

General Summary:

Devises solutions for solving complex customer IT compliance and risk problems related to OMB, agency and industry standards and guidance such as FISMA, A-123, FFMIA, Sarbanes Oxley, and COBIT. Has the ability of develop an integrated risk and compliance management framework to drive efficient and effecting compliance effort.

Principal Duties & Responsibilities

- May work on security, system development or infrastructure assessments, improvement projects or independent reviews.
- Works with IT, business and end users and may assist with training to ensure regulatory and organization requirements are understood and followed.
- Will regularly provide guidance and assistance to less experienced staff. As required will assist in producing mandated regulatory filings and reports.

Experience & Education:

- A bachelor degree or equivalent experience in a related technical environment are required.
- *CISA, CGEIT certification or equivalent experience (validate)*
- Minimum of 9 years of general business experience.
- Alternative Experience: Master's Degree with 7 year of relevant experience or 11 years of relevant experience in lieu of degree.

PROGRAM MANAGEMENT - CLIN Series 0X- 1600

Job Title: Principal Management Analyst, CLIN 0X-1601

General Summary:

Analyze various aspects of organizational functioning, including management, processes, structure, culture, and performance. Conduct organizational or process analysis, utilizing qualitative and quantitative analysis tools and techniques. Identify sources of problems; make recommendations for solutions, including designing and implementing appropriate organizational interventions. Apply organizational and management theory and principles

to understand and improve organizational effectiveness and efficiency in achieving business goals.

Principal Duties & Responsibilities:

- Areas of expertise may include organizational development, organizational design, process management including ISO 9000 and business process improvement/re-engineering, quality management, performance measurement, performance management, communications, leadership, management, human systems, human resource development, team development, organizational psychology, strategic planning, and change management.
- Work with all levels of the organization, from leadership and senior management to the workforce; interactions may include coaching, interviewing, workshop facilitation, training, and surveys.
- Focus is on understanding how and why an organization, program, process or group of people function in the present manner, how effectively the organization, program, process or group is functioning; how function or performance could be improved; and, what should be done to bring about the improvement in effectiveness and/or efficiency.

Experience & Education:

- A bachelor degree and/or a master's degree and seven to nine years of experience are required.

Job Title: Senior Management Analyst, CLIN 0X-1602

General Summary:

Analyze various aspects of organizational functioning, including management, processes, structure, culture, and performance. Conduct organizational or process analysis, utilizing qualitative and quantitative analysis tools and techniques. Identify sources of problems; make recommendations for solutions, including designing and implementing appropriate organizational interventions. Apply organizational and management theory and principles to understand and improve organizational effectiveness and efficiency in achieving business goals.

Principal Duties & Responsibilities:

- Areas of expertise may include organizational development,, organizational design, process management including ISO 9000 and business process improvement/re-engineering, quality management, performance measurement, performance management, communications, leadership, management,, human systems, human resource development, team development, organizational psychology, strategic planning, and change management.
- Work with all levels of the organization, from leadership and senior management to the workforce; interactions may include coaching, interviewing, workshop facilitation, training, and surveys.
- Focus is on understanding how and why an organization, program, process or group of people function in the present manner, how effectively the organization,

program, process or group is functioning, how function or performance could be improved, and what should be done to bring about the improvement in effectiveness and/or efficiency.

Experience & Education:

- Bachelor/masters degrees and five to seven years of experience are required.

Job Title: Management Analyst, CLIN 0X-1603

General Summary:

Analyze various aspects of organizational functioning, including management, processes, structure, culture, and performance. Conduct organizational or process analysis, utilizing qualitative and quantitative analysis tools and techniques. Identify sources of problems; make recommendations for solutions, including designing and implementing appropriate organizational interventions. Apply organizational and management theory and principles to understand and improve organizational effectiveness and efficiency in achieving business goals.

Principal Duties & Responsibilities:

- Areas of expertise may include organizational development, organizational design, process management including ISO 9000 and business process improvement/re-engineering, quality management, performance measurement, performance management, communications, leadership, management, human systems, human resource development, team development, organizational psychology, strategic planning, and change management.
- Work with all levels of the organization, from leadership and senior management to the workforce; interactions may include coaching, interviewing, workshop facilitation, training, and surveys.
- Focus is on understanding how and why an organization, program, process or group of people, function in the present manner; how effectively the organization, program, process or group is functioning; how function or performance could be improved; and what should be done to bring about the improvement in effectiveness and/or efficiency.

Experience & Education:

- A bachelor degree and/or master degree and two to four years of experience are required.

Job Title: Associate Management Analyst, CLIN 0X- 1604

General Summary:

Assists in the analysis of various aspects of organizational functioning, including management, processes, structure, culture, and performance. Conduct organizational or process analysis, utilizing qualitative and quantitative analysis tools and techniques. Helps to identify sources of problems, make recommendations for solutions, including designing and implementing appropriate organizational interventions.

Principal Duties & Responsibilities:

- Apply organizational and management theory and principles to understand and improve organizational effectiveness and efficiency in achieving business goals.
- Develops areas of expertise to include organizational development, organizational design, process management including ISO 9000 and business process improvement/re-engineering, quality management, performance measurement, performance management, communications, leadership, management, human systems, human resource development, team development, organizational psychology, strategic planning, and change management.
- Work with all levels of the organization, from leadership and senior management to the workforce; interactions may include coaching, interviewing, workshop facilitation, training, and surveys.
- Focus is on understanding how and why an organization, program, process or group of people function in the present manner, how effectively the organization, program, process or group is functioning, how function or performance could be improved, and what should be done to bring about the improvement in effectiveness and/or efficiency.

Experience & Education:

- A bachelor degree in Organizational Development, Industrial Psychology or related field and zero to two of years of experience are required.

COMMUNICATIONS - CLIN Series 0X-1700

Job Title: Senior Principal Telecommunications Analyst, CLIN 0X-1701

General Summary:

Serving as the recognized authority manages the plans, evaluates, and/or coordinates the installation of local and/or remote data and voice communications equipment such as terminals, modems, video conferencing units, concentrators, minicomputers, central processing units, facsimiles, and pager-s. Designs complex networks or portions of networks that include selection of hardware and software packages.

Principal Duties & Responsibilities:

- Oversees voice network reconfiguration and billing reconciliation.
- Ensures that all software including network control programs satisfy the communications needs covering both the hardware and software installed.
- Company expert in the development of standards for carrier service and equipment.
- Ensures that appropriate network documentation exists, including operational instructions.
- Provides regulatory monitoring and voice network analysis regarding short and long range planning for in-house systems.

Experience & Education:

- A bachelor degree or equivalent experience and a minimum of ten years of related experience are required.

Job Title: Principal Telecommunications Analyst, CLIN 0X-1702

General Summary:

Plans, evaluates, and/or coordinates the installation of local and/or remote data and voice communications equipment such as terminals, modems, video conferencing units, concentrators, minicomputers, central processing units, facsimiles, and pagers. Designs entire networks or portions of networks that include selection of hardware and software packages.

Principal Duties & Responsibilities:

- Oversees voice network reconfiguration and billing reconciliation.
- Ensures that all software including network control programs satisfy the communications needs covering both the hardware and software installed.
- Company expert in the development of standards for carrier service and equipment.
- Ensures that appropriate network documentation exists, including operational instructions. Provides regulatory monitoring and voice network analysis regarding short and long range planning for in house systems.

Experience & Education:

- A bachelor degree or equivalent experiences and seven to nine years of related experience are required.

Job Title: Telecommunications Analyst, CLIN 0X-1704

General Summary:

Plans, evaluates, and/or coordinates the installation of local and/or remote data and voice communications equipment such as terminals, modems, video conferencing units, concentrators, minicomputers, central processing units, facsimiles, and pagers. Designs entire networks or portions of networks that include selection of hardware and software packages.

Principal Duties & Responsibilities:

- Over-sees voice network reconfiguration and billing reconciliation.
- Ensures that all software including network control programs satisfy the communications needs covering both the hardware and software installed.
- Develops or assists in the development of standards for carrier service and equipment.

- Prepares or ensures that appropriate network documentation exists, including operational instructions.
- Provides regulatory monitoring and voice network analysis regarding short and long range planning for in-house systems.

Experience & Education:

- A bachelor degree or equivalent experiences and two to four years of related experience are required.

Job Title: Senior Principal Network Administrator, CLIN 0X-1706

General Summary:

As a recognized industry expert manages the company's designs, installation, and maintains and coordinates the use of the network system. Evaluates complex hardware and software and peripheral equipment for large, complex networks.

Principal Duties & Responsibilities:

- Manages network performance.
- Troubleshoots and resolves complex problems to ensure quality transmission service on the network.
- Manages and maintains, create/deletes user accounts, maintains and updates system security plans on all platforms.
- Implements and manages network policies, procedures and standards.
- Enforces security procedures.
- Manages and schedules the network technician staff and develops the training for users.

Experience & Education:

- A bachelor degree in computer science, management information systems, or equivalent experience and a minimum of ten years of experience in a data center environment are required.