GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST

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

SCHEDULE TITLE: Multiple Award Schedule (MAS)
CONTRACT NUMBER: GS-35F-0672R

CONTRACT PERIOD: 06/07/2005 to 06/16/2025
Modification PO-0035 - Effective February 2022

For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at www.gsa.gov

CONTRACTOR: Astor & Sanders Corporation
9900 Belward Campus Drive, Suite 275
Rockville, MD 20850
Phone: 301-838-3420
Fax: 301-838-3421
E-mail: astorcontracts@astor-sanders.com
Web: www.astor-sanders.com

CONTRACTOR’S ADMINISTRATION SOURCE:
Sadhna Agrawal | 301.838.3420 | astorcontracts@astor-sanders.com

BUSINESS SIZE: Small | Socioeconomic Indicators: Small, Woman-Owned Business
CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

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<th>SIN</th>
<th>DESCRIPTION</th>
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<tr>
<td>54151S</td>
<td>Information Technology Professional Services</td>
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1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:
   (Government net price based on a unit of one)

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<tr>
<th>SIN</th>
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<td>54151S</td>
<td>Network Technician</td>
<td>$47.15/hour</td>
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1c. HOURLY RATES: (Services Only): Please see page 6 - 27 for all services offered. See pages 28 - 29 for service pricing.

2. MAXIMUM ORDER*: The maximum order for SIN 54151S is $500,000 per order

*Ordering activities may request a price reduction at any time before placing an order, establishing a BPA, or in conjunction with the annual BPA review. However, the ordering activity shall seek a price reduction when the order or BPA exceeds the simplified acquisition threshold. Schedule contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order or BPA.

3. MINIMUM ORDER: $100.00

4. GEOGRAPHIC COVERAGE: Domestic delivery (i.e., the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington D.C., and U.S. Territories)

5. POINT(S) OF PRODUCTION: NA for Services

6. DISCOUNT FROM LIST PRICES: Prices listed are net GSA rates inclusive of IFF

7. QUANTITY DISCOUNT(S): None

8. PROMPT PAYMENT TERMS: Net 30 from receipt of invoice or date of acceptance, whichever is later.

9a. Government Purchase Cards must be accepted at or below the micro-purchase threshold.

9b. Government Purchase Cards are accepted above the micro-purchase threshold. Contact contractor for limit.

10. FOREIGN ITEMS: N/A for Services

11a. TIME OF DELIVERY: As negotiated between Astor & Sanders Corporation and the Ordering activity (normally 60 days)
11b. **EXPEDITED DELIVERY:** As agreed to at the Task Order Level

11c. **OVERNIGHT AND 2-DAY DELIVERY:** As agreed to at the Task Order Level

11d. **URGENT REQUIREMENTS:** Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. **FOB POINT:** Destination

13a. **ORDERING ADDRESS:** 9900 Belward Campus Drive, Suite 275, Rockville MD 20850

13b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in FAR 8.405-3

14. **PAYMENT ADDRESS:** Same as contractor

15. **WARRANTY PROVISION:** Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty

16. **EXPORT PACKING CHARGES:** None

17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** (any thresholds above the micro-purchase level may be inserted by contractor)

18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A

19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of $2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds $2,000, then the requirements of the Davis-Bacon Act apply. The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, de-installation, and reinstallation services under SIN 33411

20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A

20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A

21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A
22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE): N/A

23. PREVENTIVE MAINTENANCE (IF APPLICABLE): N/A

24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

24b. Section 508 Compliance for EIT: If applicable, Section 508 compliance information on the services in this contract are available in Electronic and Information Technology (EIT) at the following: www.astor-sanders.com. The EIT standard can be found at: www.Section508.gov/.

25. DUNS NUMBER: 131499316

26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE: Contractor has an Active Registration in the SAM database.
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Labor Category Descriptions

PROJECT MANAGER

- **Minimum/General Experience:** Eight years of engineering and/or project management experience or the equivalent technical knowledge and 10 years’ experience in a technical field. At least 4 years of experience in specialized ADP and telecommunications disciplines involving system interfaces, system integration and network development, and/or integration involving a wide range of network, hardware, and software solutions.

- **Functional Responsibility:** Plans and conducts work requiring judgment in the independent evaluation, selection and substantial adaptation and modification of standard techniques. Prepares detailed and complex engineering packages including specifications, drawings, and other documents required for development and procurement of equipment and materials in support of the client. Involved in definition of project scope and development of novel concepts and approaches. Provides data to higher management to support commitments made and technical decisions reached that influence the scope and direction of projects. Develops engineering standards and procedures governing the installation of equipment, facilities, and systems within the area of assigned responsibility. Plans, organizes, and supervises the work of project staff and other project-oriented personnel. Must be capable of performing enterprise-wide strategic systems planning, information planning, business, and analysis. Performs process and data modeling in support of the planning and analysis efforts using manual and automated tools.

- **Minimum Education:** Bachelor’s degree or higher in engineering, a technical science, business, or operations research. Associate degree or certification in specialized computer training and five additional years of relevant experience in lieu of Bachelor’s degree.

SENIOR SYSTEMS ENGINEER

- **Minimum/General Experience:** 6 years of experience in complex technical/engineering projects, including three years of experience in analytical problem solving of workflow, organization, and planning.

- **Functional Responsibility:** Utilizing specialized knowledge and operating independently, to analyze and enhance systems used within the organization. Performs interviews and other research to provide technical, managerial, and administrative functions for problem definition, analysis, requirements development, continuous administration, deployment, and implementation, for complex to extremely complex systems in the subject matter area. Makes recommendations and advises on organization-wide systems improvements, optimization or maintenance efforts, in the following representative areas: information systems architecture, networking and networks; telecommunications including legacy and high-speed technologies, protocols, operations and management; automation, computer languages, operating systems, database systems, security, decision support systems; risk management and electronic analysis, software including commercial software and software development, life-cycle management; modeling and simulation; data management; etc. Leads task team and assigns tasks, assesses risks, develops project plans/schedules. Reviews defined system, requirements, problems and identified approaches, and makes final decision on approach or modification to be implemented.
for solution.

- **Minimum Education:** Bachelor’s degree or four years of relevant experience in lieu of Bachelor’s degree
- **Required/Supplemental Certifications:**
- **Substitution Methodology:** 4 years pertinent experience = Bachelor’s Degree

## Web Developer IV

- **Minimum/General Experience:** 6-8 years of experience designing robust, clear, and visually interesting interfaces for many types of web sites and applications: case management systems, collaborative workspaces, dashboards.
- **Functional Duties/Responsibility:** Responsibilities may include to be a scrum master, technical leadership for design, develop and oversight of work plans and reports. May lead the sprint or act as a senior resource for the sprint. May design UX, a product, that is useful, easy to use and delightful to interact with. In charge of designing each screen or page which user interacts and ensuring that the UI visually communicating the path that the UX designer has laid out. Both oversees others and designs and constructs web pages/sites, including incorporating graphic user interface (GUI) features and other techniques. Designs and codes web components, units, and modules that meet web specifications in a sprint. Participates in large web story board session to build the backlog Maintains and provides ongoing design of the website. Knowledgeable in a variety of web concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals by building the backlog. A wide degree of creativity and latitude is expected.
- **Minimum Education:** Bachelor’s degree four years of relevant experience in lieu of Bachelor’s degree
- **Additional Certifications:** None
- **Substitution Methodology:** 4 years pertinent experience = Bachelor’s Degree

## Subject Matter Expert IV

- **Minimum/General Experience:** Minimum 12 years of experience and Bachelor’s degree or equivalent experience with specialized certificate
- **Functional Responsibility:** Provide expert advice, analysis, design, or implementation support on complex tasks related to security, software development, architecture, database, storage, data, network, cloud, systems engineering, IT management, complex business/discipline issues or other technologies. Brings in industry experience and in-depth knowledge on key areas of expertise to provide extensive design and strategical plans for the customer on broad issues.
- **Minimum Education:** Bachelor’s degree or four years of relevant experience in lieu of Bachelor’s degree
- **Additional Certifications:** None
- **Substitution Methodology:** 4 years pertinent experience = Bachelor’s Degree

## SENIOR NETWORK ENGINEER

- **Minimum/General Experience:** Six years of experience analyzing, identifying, and resolving complex
network hardware, circuit, and transmission logic problems. Must be familiar with the principles of assessing and analyzing network transmission application to resolve reported malfunctions.

• **Functional Responsibility:** Analyzes problems for resolution through electronic data processing-based network and telecommunications tools and methods. As a Lead Analyst, provides supervision and guidance to other network systems analysts. Plans Local Area Network systems software development and enhancements and approves systems enhancement documentation prior to installation. Assigns, instructs, and reviews the integration, test, and implementation work of other network analysts. Provides guidance in areas of formulating requirements, analyzing project proposals, recommending optimum approaches, and developing designs. Investigates availability and provides cost estimates of new equipment requested. Monitors task status and provides recommendations to alleviate any discrepancies. Is familiar with baseband and broadband technologies, standards, transmission methods, and solutions.

• **Minimum Education:** Bachelor’s degree with an engineering or technical science major. Associate degree or certification in specialized computer training and five additional years of relevant experience in lieu of Bachelor’s degree.

• **Required/Supplemental Certifications:**

• **Substitution Methodology:** Associate degree or certification in specialized computer training and five additional years of relevant experience in lieu of Bachelor’s degree.

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**Data Scientist IV**

• **Minimum/General Experience:** 6-8 years’ experience in data analysis, design, and implementation of databases and analytics in support of business processes.

• **Functional Responsibility:** Responsibilities may include project management, leadership for their specific discipline and oversight of work plans and reports. Under little or no supervision, applies a wide set of statistical, programming and/or engineering disciplines for planning, design, analysis, and specification development for systems and databases to support the end user analysis process. Participates in the effort for machine learning and data mining strategies. Specialist in modeling and simulation functions or operations such as, but not limited to exercises, plans, coordination, demonstrations, and instruction in the fields Responsible for, or assists in the recommendations of platform, end user Business Intelligence tools, design, quality assurance standards, and performance standards. Determines cost-benefit of tradeoffs in recommended options. Works with all assigned project staff.

• **Minimum Education:** Bachelor’s degree or four years of relevant experience in lieu of Bachelor’s degree; Master’s Degree is desirable

• **Additional Certifications:** None

• **Substitution Methodology:** 4 years pertinent experience = Bachelor’s Degree

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**NETWORK ENGINEER**

• **Minimum/General Experience:** 4 years of experience analyzing, identifying, resolving complex network hardware, circuit, and transmission logic problems. Supporting network infrastructure to include routers, switches, firewalls and other hardware and network management software.
• **Functional Responsibility:** Performs general network operations and maintenance tasks. Analyzes problems for resolution using network and telecommunications tools and methods. Plans Local Area Network, Wide Area Network, and/or unified communications systems development and enhancements. Performs administrative functions for problem definition, analysis, continuous administration, deployment, and implementation, for data network and telecommunications. Performs site surveys, provides guidance in areas of formulating requirements, recommending approaches, and developing operations and maintenance approaches. Provides user support. Is familiar with baseband and broadband technologies, standards, transmission methods, and solutions. Monitors network and provides recommendations to alleviate any discrepancies.

• **Minimum Education:** Bachelor’s degree or four years of relevant experience in lieu of Bachelor’s degree

• **Required/Supplemental Certifications:**

• **Substitution Methodology:** 4 years pertinent experience = Bachelor’s Degree

**NETWORK TECHNICIAN**

• **Minimum/General Experience:** 2 years’ experience associated with the design, installation, and maintenance of local area network systems.

• **Functional Responsibility:** Analyzes, troubleshoots, administers and supports LAN, WAN, and Unified Communications solutions to make the most of resources and technology available to meet business requirements. Installs, tests, troubleshoot and optimizes LAN, WAN and UC system’s hardware components such as repeaters, bridges, routers, gateways, firewalls, cabling, modems, controllers, servers, multiplexers. Provides help desk support to users.

• **Minimum Education:** Associate degree or two years of relevant experience in lieu of Associate’s degree

• **Required/Supplemental Certifications:**

• **Substitution Methodology:** 2 years pertinent experience = Associate’s Degree

**Web Developer I**

• **Minimum/General Experience:** 0 - 2 years of experience designing robust, clear, and visually interesting interfaces for many types of web sites and applications: case management systems, collaborative workspaces, dashboards.

• **Functional Duties/Responsibility:** Responsibilities may include implement UX, a product, that is useful, easy to use and delightful to interact with. Implement each screen or page which user interacts and ensuring that the UI visually communicating the path that the UX designer has laid out. Designs and constructs web pages/sites including incorporating graphic user interface (GUI) features and other techniques. Designs and codes web components, units, and modules that meet web specifications in a sprint. Participates in large web story board session to build the backlog. Maintains and provides ongoing design of the website, promos and ad banners, seasonal content specials and custom chat launcher design for partners. Works under immediate supervision. Typically reports to a supervisor or manager.

• **Minimum Education:** Bachelor’s degree or four years of relevant experience in lieu of Bachelor’s degree

• **Additional Certifications:** None

• **Substitution Methodology:** 4 years pertinent experience = Bachelor’s Degree
ANALYST MID

- **Minimum/General Experience:** 3-6 years of experience with software design methodologies including requirements definition, use cases, business rules, entity relationships, wireframes, and testing.

- **Functional Duties/Responsibility:** Reviews, analyzes, and modifies programming systems including encoding, testing, debugging, deploying and installing to support an organization's application systems including data. Consults with users to identify business requirements, data requirements, current operating procedures and to clarify program objectives. May be expected to write documentation to describe program development, logic, coding, and corrections. Writes user documentation for users to describe installation and operating procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

- **Minimum Education:** Bachelor's degree or four years of relevant experience in lieu of Bachelor's degree

- **Required/Supplemental Certifications:**

- **Substitution Methodology:** 4 years pertinent experience = Bachelor’s Degree

PROGRAMMER JUNIOR

- **Minimum/General Experience:** 0-2 years of experience with the development and maintenance of complex web-based applications.

- **Functional Duties/Responsibility:** Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's business applications. Gathers requirements from users and creates specifications and develops code for new applications. Designs and writes codes to support existing application. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.

- **Minimum Education:** Associate degree or two years of relevant experience in lieu of Associate’s degree

- **Required/Supplemental Certifications:**

- **Substitution Methodology:** 2 years pertinent experience = Associate’s Degree

SYSTEMS ADMINISTRATOR MID

- **Minimum/General Experience:** 3 to 6 years of experience in field providing system and technology administration of networks, information systems or complex software deployments.

- **Functional Duties/Responsibility:** Based on the schedule performs monitoring, asset management, configuration management, and release management. Troubleshoots and monitors existing systems making recommendations for improved performance and service to the user. Installs new software releases and system upgrades, evaluates and installs patches, and resolves software related problems. Performs system backups and recovery. Maintains data files and monitors system configuration to ensure data integrity. Has knowledge of commonly used concepts, practices, and procedures within a
particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.

- **Minimum Education:** Bachelor’s degree or four years of relevant experience in lieu of Bachelor’s degree
- **Required/Supplemental Certifications:** None
- **Substitution Methodology:** 4 years pertinent experience = Bachelor’s Degree

**Subject Matter Expert I**

- **Minimum/General Experience:** Minimum 8 years of experience and Bachelor’s degree in computer science or a related discipline, or equivalent experience with specialized certificate
- **Functional Responsibility:** Provide expert advice, analysis, design, or implementation support on complex tasks related to security, software development, architecture, database, storage, data network, cloud, systems engineering, IT management, complex business/discipline issues or other technologies. Brings in industry experience and in-depth knowledge on key areas of expertise to provide extensive design and strategical plans for the customer on broad issues.
- **Minimum Education:** Bachelor’s degree or four years of relevant experience in lieu of Bachelor’s degree
- **Additional Certifications:** None
- **Substitution Methodology:** 4 years pertinent experience = Bachelor’s Degree

**PROGRAMMER MID**

- **Minimum/General Experience:** 3 - 6 years of experience with the development and maintenance of complex web-based applications.
- **Functional Duties/Responsibility:** Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization’s business applications. Gathers requirements from users and creates specifications and develops code for new applications. Designs and writes codes to support existing application. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.
- **Minimum Education:** Bachelor’s degree or four years of relevant experience in lieu of Bachelor’s degree
- **Required/Supplemental Certifications:**
- **Substitution Methodology:** 4 years pertinent experience = Bachelor’s Degree

**Data Analyst I**

- **Minimum/General Experience:** 0 - 2 years’ experience
- **Functional Responsibility:** Conducts data analysis using databases, applications, and tools. Requires competence in database applications and systems, using data analysis techniques to achieve client goals. Develops reports and analyses, and data cleansing and validation support services.
- **Minimum Education**: Associate degree or two years of relevant experience in lieu of Associate’s degree
- **Required/Supplemental Certifications**: None

**Business Analyst IV**

- **Minimum/General Experience**: 6-8 years' experience
- **Functional Responsibility**: Responsibilities may include project management, leadership for their specific discipline and design and oversight of work plans and reports. Reviews, analyzes, and evaluates business systems and user needs. May develop user stories. Formulates systems to parallel overall business strategies and/or user stories. Writes detailed description of user needs, program functions, and leads develop or modify applications, systems and computer programs. Familiar with related computer software/programs used to perform job functions. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Performs continuous iterative exploration and investigation of business/program performance/metrics to gain insight and drive planning for business/program. May lead and direct the work of others.
- **Minimum Education**: Bachelor’s degree or four years of relevant experience in lieu of Bachelor’s degree
- **Additional Certifications**: None
- **Substitution Methodology**: 4 years pertinent experience = Bachelor’s Degree

**ANALYST SENIOR**

- **Minimum/General Experience**: 6 – 8 years of experience with web or software design methodologies including requirements definition, use cases, business rules, entity relationships, wireframes, and testing.
- **Functional Duties/Responsibility**: May lead and perform reviews, analyzes, and modifies programming systems including encoding, testing, debugging, deploying and installing to support an organization's application systems including data. Consults with users to identify business requirements, data requirements, current and current operating procedures and to clarify program objectives. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May provide consultation on complex projects and is considered to be the top-level contributor/specialist. Typically reports to a manager or head of a unit/department.
- **Minimum Education**: Bachelor’s degree or four years of relevant experience in lieu of Bachelor’s degree
- **Required/Supplemental Certifications**: 
- **Substitution Methodology**: 4 years pertinent experience = Bachelor’s Degree

**IT Security Specialist III**

- **Minimum/General Experience**: 4-6 Years
- **Functional Responsibility**: Leads and assists in the maintenance of systems to protect data from unauthorized users. Identifies, reports, and resolves security violations. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals.
- **Minimum Education**: BS/BA (or equivalent) or four years of relevant experience in lieu of Bachelor’s degree
- **Additional Certifications**: None
- **Substitution Methodology**: 4 years pertinent experience = Bachelor’s Degree

### Business Analyst II

- **Minimum/General Experience**: 2-4 years' experience
- **Functional Responsibility**: Reviews, analyzes, and evaluates business systems and user needs. May develop user stories. Formulates systems to parallel overall business strategies and/or user stories. Writes detailed description of user needs, program functions, and collaborates with development team to develop or modify computer programs. Familiar with related computer software/programs used to perform job functions. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Performs continuous iterative exploration and investigation of business/program performance/metrics to gain insight and drive planning for business/program.

### Network Engineer II

- **Minimum Experience**: 5 years’ experience analyzing, identifying, and resolving complex network hardware, circuit, and transmission logic problems
- **Functional Responsibilities**: Analyzes problems for resolution through electronic data processing-based network and telecommunications tools and methods. Plans Local Area Network systems software development and enhancements and approves systems enhancement documentation prior to installation. Reviews the integration, test, and implementation work of other network analysts. Participates in formulating requirements, analyzing project proposals, recommending optimum approaches, and developing designs. Investigates availability and provides cost estimates of new equipment requested. Monitors task status and provides recommendations to alleviate any discrepancies.

### Software Developer IV

- **Minimum/General Experience**: 6 - 8 years of experience and Bachelor’s degree in related field or 4 years of relevant experience in lieu of bachelor’s degree
- **Functional Responsibility**: Responsibilities may include to be a scrum master, technical leadership for design, develop and oversight of work plans and reports. May lead the sprint or act as a senior resource
for the sprint. Designs and codes software components, units, and modules that meet product specification and development and/or sprint schedules. Tests and debugs assigned components and units. Participates in large system and subsystem planning to build the backlog. Adheres to product build and release schedules and strategies. Acts as a technical resource for lower-level developers. Requires comprehensive knowledge of one or more platforms and operating systems, and of programming languages. Typically requires knowledge of one or more systems architectures. Knowledge in a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. Works under general supervision. Typically reports to a manager.

- **Minimum Education:** Bachelor’s degree in or four years of relevant experience in lieu of Bachelor’s degree
- **Additional Certifications:** None
- **Substitution Methodology:** 4 years pertinent experience = Bachelor’s Degree

**PROGRAMMER SENIOR**

- **Minimum/General Experience:** 6-8 years of experience with the design, code, and maintenance of complex web-based applications.
- **Functional Duties/Responsibility:** Leads design and development of IT solutions which incorporate technical infrastructure, hardware, and software. Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's business applications. Gathers requirements from users and creates specifications and develops code for new or existing applications. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top-level contributor/specialist. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
- **Minimum Education:** Bachelor’s degree or four years of relevant experience in lieu of Bachelor’s degree
- **Required/Supplemental Certifications:**
- **Substitution Methodology:** 4 years pertinent experience = Bachelor’s Degree

**WEB DEVELOPER**

- **Minimum/General Experience:** 2 - 4 years of experience designing robust, clear, and visually interesting interfaces for many types of web sites and applications.
- **Functional Duties/Responsibility:** Responsibilities may include implement UX, a product, that is useful, easy to use and delightful to interact with. Implement each screen or page which user interacts and ensuring that the UI visually communicating the path that the UX designer has laid out. Designs and constructs web pages/sites including incorporating graphic user interface (GUI) features and other techniques. Designs and codes web components, units, and modules that meet web specifications in a sprint. Maintains and provides ongoing design of the website, promos and ad banners, seasonal content specials and custom chat launcher design for partners.
• **Minimum Education:** Bachelor’s degree or four years of relevant experience in lieu of Bachelor’s degree
• **Required/Supplemental Certifications:**
• **Substitution Methodology:** 4 years pertinent experience = Bachelor’s Degree

**IT Consultant IV**

• **Minimum/General Experience:** 6-8 years of experience
• **Functional Responsibility:** Visits customer site to analyze and enhance IT systems used within the organization. Performs interviews and other research. Provides technical, managerial, and administrative assistance for problem definition, analysis, requirements development and implementation, for highly complex systems in subject matter area. Makes recommendations and advises on organization-wide systems improvements, optimization or maintenance efforts, in the following representative areas: information systems architecture; networking and networks; telecommunications, including legacy and high-speed technologies, protocols, operations and management; automation, including micro through mainframe hardware, computer languages, operating systems, database systems, security, decision support systems; risk management and electronic analysis, software including commercial software and software development, life-cycle management; modeling and simulation; graphics; data management; etc.
• **Minimum Education:** Bachelor’s degree or four years of relevant experience in lieu of Bachelor’s degree
• **Additional Certifications:** None
• **Substitution Methodology:** 4 years pertinent experience = Bachelor’s Degree

**DATABASE ADMINISTRATOR**

• **Minimum/General Experience:** 3 – 6 years of experience with database design methodologies, database management policies/procedures and object-oriented concepts.
• **Functional Duties/Responsibility:** Designs and builds databases for data storage or processing. Develops strategies for warehouse implementation, data acquisition, application integration and archive recovery. Cleans and maintains the database by removing and deleting old data. May evaluate new data sources for adherence to the organization's quality standards and ease of integration.
• **Minimum Education:** Bachelor’s degree in Computer Science or other related field or four years of relevant experience in lieu of Bachelor’s degree
• **Required/Supplemental Certifications:** None
• **Substitution Methodology:** 4 years pertinent experience = Bachelor’s Degree

**Help Desk Specialist IV**

• **Minimum Experience:** 6-8 years’ experience providing support for applications and infrastructure
• **Functional Responsibility:** Helps supervise the day-to-day operations of the help desk. Identifies, researches, and resolves complex technical problems. Experience with integrated Service Desk processes to support integrated Monitoring and Service Desk. Understanding of customers' desktop applications,
Windows operating systems and office systems technologies remote access methods, basic networking functions, and e-mail clients. Experience providing support for applications and infrastructure, e.g. email, MS Office, Windows, desktops.

- **Minimum Education:** Bachelor’s degree or four years of relevant experience in lieu of Bachelor’s degree
- **Additional Certifications:** None
- **Substitution Methodology:** 4 years pertinent experience = Bachelor’s Degree

SOFTWARE ARCHITECT

- **Minimum/General Experience:** At least 3 years of experience in a technically diverse environment. Demonstrated proficiency with architecting enterprise solutions spanning multiple lines of business and multiple functional domains. Demonstrated proficiency with Service Oriented Architecture (SOA) methods and implementation technologies.
- **Functional Duties/Responsibility:** Responsible for designing and implementing information systems which will adequately support the enterprise infrastructure of the organization. Analyzes system requirements and ensures that systems will offer security and will be effectively integrated with current applications. Ensures that all systems are working at optimal levels and offers support to application development department regarding new technologies and system requirements.
- **Minimum Education:** Bachelor’s degree in Computer Science or other related field or four years of relevant experience in lieu of Bachelor’s degree
- **Required/Supplemental Certifications:**
- **Substitution Methodology:** 4 years pertinent experience = Bachelor’s Degree

TECHNICAL WRITER

- **Minimum/General Experience** 3 years of experience as a Technical Writer. Demonstrated experience working with end users and technical staff to document, including but not limited to, information systems, applications and web interfaces. Demonstrated proficiency with Microsoft Word, Excel and PowerPoint. May support training activities for associated technical implementations to end users.
- **Functional Duties/Responsibility:** Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.
- **Minimum Education:** Bachelor’s degree or four years of relevant experience in lieu of Bachelor’s degree
- **Required/Supplemental Certifications:** None
- **Substitution Methodology:** 4 years pertinent experience = Bachelor’s Degree
Data Scientist III

- **Minimum Experience**: 4-6 years' experience in data analysis, design, and implementation of databases and analytics in support of business processes.
- **Functional Responsibilities**: Conducts quantitative analysis using operations research tools, economics, and other quantitative techniques in the areas of procedural implementations and performance issues. Creates analysis procedures. Assists in the definition of machine learning and data mining strategies. Creates, deploys, maintains and refines decision management models. Specialist in modeling and simulation functions or operations such as, but not limited to exercises, plans, coordination, demonstrations, and instruction in the fields
- **Minimum Education**: Bachelor’s degree or four years of relevant experience in lieu of Bachelor’s degree
- **Additional Certifications**: None
- **Substitution Methodology**: 4 years pertinent experience = Bachelor’s Degree

Network Engineer IV

- **Minimum Experience**: 7 years’ experience analyzing, identifying, and resolving complex network hardware, circuit, and transmission logic problems
- **Functional Responsibilities**: Responsibilities may include project management, technical leadership for their specific discipline and technical design and oversight of work plans and reports. Analyzes problems for resolution through electronic data processing-based network and telecommunications tools and methods. Plans Local Area Network systems software development and enhancements and approves systems enhancement documentation prior to installation. Reviews the integration, test, and implementation work of other network analysts. Participates in formulating requirements, analyzing project proposals, recommending optimum approaches, and developing designs. Investigates availability and provides cost estimates of new equipment requested. Monitors task status and provides recommendations to alleviate any discrepancies.
- **Minimum Education**: Bachelor’s degree or four years of relevant experience in lieu of Bachelor’s degree
- **Additional Certifications**: None
- **Substitution Methodology**: 4 years pertinent experience = Bachelor’s Degree

HELPDESK TECHNICIAN

- **Minimum/General Experience** 1– 4 years of experience working in a help desk, desktop support or troubleshooting capacity.
- **Functional Duties/Responsibility** Provides support to end users on a variety of issues remotely and/or deskside. Identifies, researches, and resolves technical problems. Responds to telephone calls, chat, web, email and personnel requests for technical support. Documents, tracks and monitors the problem to ensure a timely resolution.
- **Minimum Education**: Associate degree in related field or two years of relevant experience in lieu of Associate’s degree
ADMINISTRATIVE ASSISTANT

- **Minimum/General Experience:** 1-4 years of experience working in an administrative capacity.
- **Functional Duties/Responsibility:** Performs a variety of administrative functions. Schedules appointments, arranges travel, coordinates, gives information to callers, and takes dictation. Composes memos, transcribes notes, researches and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. Assist with compiling and developing the annual budget. Provides administrative support to project team members.
- **Minimum Education:** High School diploma or equivalent
- **Required/Supplemental Certifications:**
- **Substitution Methodology:**

**Data Analyst II**

- **Minimum Experience:** 2-4 years’ experience
- **Functional Responsibilities:** Performs expert analysis of specific data and prepares reports and documentation to support analytic findings. Conducts review and analysis of current business processes and procedures and makes recommendations to improve efficiency and effectiveness with regards to improving business processes to meet existing and future requirements.
- **Minimum Education:** Bachelor’s degree or four years of relevant experience in lieu of Bachelor’s degree
- **Additional Certifications:** None
- **Substitution Methodology:** 4 years pertinent experience = Bachelor’s Degree

**Help Desk Specialist III**

- **Minimum Experience:** 4-6 years’ experience providing support for applications and infrastructure
- **Functional Responsibility:** Experience with integrated Service Desk processes to support integrated Monitoring and Service Desk. Understanding of customers' desktop applications, Windows operating systems and office systems technologies remote access methods, basic networking functions, and e-mail clients. Experience providing support for applications and infrastructure, e.g. email, MS Office, Windows, desktops.
- **Minimum Education:** Bachelor’s degree or four years of relevant experience in lieu of Bachelor’s degree
- **Additional Certifications:** None
- **Substitution Methodology:** 4 years pertinent experience = Bachelor’s Degree

**PRODUCTION SUPPORT SPECIALIST**

- **Minimum/General Experience:** 2-4 years of experience supporting large and complex production
systems and applications.

- **Functional Duties/Responsibility** Responsible for the prompt resolution of requests, issues, or defects as they impact the production environment. Works closely with the managers to ensure changes to the production environment are controlled, documented, and supportable.

- **Minimum Education**: Bachelor’s degree or four years of relevant experience in lieu of Bachelor’s degree

- **Required/Supplemental Certifications**: None

- **Substitution Methodology**: 4 years pertinent experience = Bachelor’s Degree

**Enterprise System Architect II**

- **Minimum/General Experience**: 2-4 Years

- **Functional Responsibility**: Responsibilities may include project management, technical leadership for their specific discipline and technical design and oversight of work plans and reports. Leads and/or assists with designing architecture for an organization on an enterprise level. Helps defines system and application architecture and provides vision, problem anticipation, and problem-solving ability to organization. Performs implementation and maintenance of enterprise-wide system tools and ensures scalability. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals.

- **Minimum Education**: Bachelor’s degree or four years of relevant experience in lieu of Bachelor’s degree

- **Additional Certifications**: None

- **Substitution Methodology**: 4 years pertinent experience = Bachelor’s Degree

**SYSTEMS ADMINISTRATOR SENIOR**

- **Minimum/General Experience**: 6-8 years of experience in field providing system and technology administration of networks, information systems or complex software deployments.

- **Functional Duties/Responsibility** Writes functional specifications and prepares schedules for monitoring, capacity planning, asset management, configuration management, change management and release management. Troubleshoots and monitors existing systems making recommendations for improved performance and service to the user. Installs new software releases and system upgrades, evaluates and installs patches, and resolves software and/or hardware related problems. Performs system backups and recovery. Maintains data files and monitors system configuration to ensure data integrity. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a project leader or manager.

- **Minimum Education**: Bachelor’s degree or four years of relevant experience in lieu of Bachelor’s degree

- **Required/Supplemental Certifications**: None

- **Substitution Methodology**: 4 years pertinent experience = Bachelor’s Degree
Data Scientist V

- **Minimum Experience:** 8-10 years' experience in data analysis, design, and implementation of databases and analytics in support of business processes.
- **Functional Responsibility:** Responsibilities may include project management, leadership for their specific discipline and oversight of work plans and reports. Identifies business trends and problems through complex big data analysis. Interprets results from multiple sources using a variety of techniques, ranging from simple data aggregation via statistical analysis to complex data mining. Designs, develops and implements the most valuable business solutions for the organization. Prepares big data, implements data models and develops database to support the business solutions. Leads the effort for machine learning and data mining strategies. Specialist in modeling and simulation functions or operations such as, but not limited to exercises, plans, coordination, demonstrations, and instruction in the fields. Works on advanced, complex projects or business issues requiring state of the art solution.
- **Minimum Education:** Bachelor’s degree or four years of relevant experience in lieu of Bachelor’s degree; Master’s Degree is desirable
- **Additional Certifications:** None
- **Substitution Methodology:** 4 years pertinent experience = Bachelor’s Degree

CONFIGURATION MANAGEMENT SPECIALIST

- **Minimum/General Experience:** 4 years of experience with structured development methodologies and processes. Has experience in any form of Configuration Management practices and principles. Hands on CM experience in any discipline of data base, or development, or documentation, or artifacts. Should have strong verbal and written communication skills and must be organized and detail oriented. Must have a team player attitude and an ability to interact with all levels of an organization in a professional, diplomatic, and tactful manner
- **Functional Responsibility:** Responsible for Configuration Management related tasks and for implementing CM processes, policies, and/or procedures. Plans or executes tasks for managing various artifacts utilizing CM practices. Continuous responsibility of setting up new product repositories (and importing code into it), helping the users set up workspaces, perform regular troubleshooting for users, training the users in using the CM technology, environment and processes. Responsible for the continuous building of the product release, establishing a build process, and the ability to improve the build process. Ensure the CM process is being followed across all assigned projects.
- **Minimum Education:** A Bachelor’s degree in a business, management, technical, engineering, or related field.
- **Additional Certifications:** Certification in any related technologies would be a plus.
- **Substitution Methodology:** 4 years’ experience or associate degree plus two years of relevant experience = Bachelor’s Degree

CONSULTING ENGINEER (LEVEL I)
Web Developer III

- **Minimum/General Experience:** 4 – 6 years of experience designing robust, clear, and visually interesting interfaces for many types of web sites and applications: case management systems, collaborative workspaces, dashboards. Some supervisory experience.

- **Functional Duties/Responsibility:** Responsibilities may include to be a scrum master, technical leadership for design, develop and oversight of work plans and reports. May lead the sprint or act as a senior resource for the sprint. May design UX, a product, that is useful, easy to use and delightful to interact with. In charge of designing each screen or page which user interacts and ensuring that the UI visually communicating the path that the UX designer has laid out. Designs and constructs web pages/sites including incorporating graphic user interface (GUI) features and other techniques. Designs and codes web components, units, and modules that meet web specifications in a sprint. Participates in large web story board session to build the backlog. Maintains and provides ongoing design of the website, promos and ad banners, seasonal content specials and custom chat launcher design for partners. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. Works under general supervision. Typically reports to a manager or head of a unit/department.

- **Minimum Education:** Bachelor’s degree or four years of relevant experience in lieu of Bachelor’s degree

- **Additional Certifications:** None

- **Substitution Methodology:** 4 years pertinent experience = Bachelor’s Degree
**Subject Matter Expert V**

- **Minimum/General Experience:** Minimum 20 years of experience and Bachelor’s, or equivalent experience with specialized certificate
- **Functional Responsibility:** Provide expert advice, analysis, design, or implementation support on complex tasks related to security, software development, architecture, database, storage, data, network, cloud, systems engineering, IT management, complex business/discipline issues or other technologies. Brings in industry experience and in-depth knowledge on key areas of expertise to provide extensive design and strategical plans for the customer on broad issues.
- **Minimum Education:** Bachelor’s degree or four years of relevant experience in lieu of Bachelor’s degree
- **Additional Certifications:** None
- **Substitution Methodology:** 4 years pertinent experience = Bachelor’s Degree

**Software Developer V**

- **Minimum/General Experience:** 8 - 10 years of experience and Bachelor's degree in related field or 4 years of relevant experience in lieu of bachelor’s degree
- **Functional Responsibility:** Responsibilities may include to be a scrum master, technical leadership for design, develop and oversight of work plans and reports. May perform sprint planning and lead the sprint. Provide overall support for designs and coding guidelines for a team. Develops software components, units, and modules that meet product specification and development and/or sprint schedules. Participates in large system and subsystem planning and creating backlog. Ensures team performing as per the sprint or overall schedule. Leads team of software developers to provide development support. Requires comprehensive knowledge of one or more platforms and operating systems and of programming languages. Typically requires knowledge of one or more system architectures. Knowledgeable with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. Works independently and collaboratively. Typically reports to a project manager.
- **Minimum Education:** Bachelor’s degree in or four years of relevant experience in lieu of Bachelor’s degree
- **Additional Certifications:** None
- **Substitution Methodology:** 4 years pertinent experience = Bachelor’s Degree

**Network Engineer III**

- **Minimum Experience:** 6 years’ experience analyzing, identifying, and resolving complex network hardware, circuit, and transmission logic problems
- **Functional Responsibilities:** May lead and analyze problems for resolution through electronic data processing-based network and telecommunications tools and methods. Plans Local Area Network
systems software development and enhancements and approves systems enhancement documentation prior to installation. Reviews the integration, test, and implementation work of other network analysts. Participates in formulating requirements, analyzing project proposals, recommending optimum approaches, and developing designs. Investigates availability and provides cost estimates of new equipment requested. Monitors task status and provides recommendations to alleviate any discrepancies.

- **Minimum Education**: Bachelor’s degree or four years of relevant experience in lieu of Bachelor’s
- **Additional Certifications**: None
- **Substitution Methodology**: 4 years pertinent experience = Bachelor’s Degree

### Project Manager IV

- **Minimum/General Experience**: 6 - 8 of project management experience or equivalent technical knowledge and 10 years’ experience in a technical field. At least 4 years of experience in specialized ADP and telecommunications disciplines involving system interfaces, system integration, and network development, and/or integration involving a wide range of network, hardware, and software solutions.
- **Functional Responsibility**: Responsibilities include project management, technical leadership for their specific discipline and design and oversight of work plans and reports. Plans and conducts work requiring judgment in the independent evaluation, selection, and adaptation and modification of standard techniques. Leads detailed complex engineering packages, e.g., specifications, drawings, and other documents required for development and procurement of equipment and materials. Supports definition of project scope and development of novel concepts and approaches. Provides data to higher management to support commitments and technical decisions reached that influence project scope and direction. Leads development of engineering standards and procedures governing installation of equipment, facilities and systems within assigned area of responsibility. Plans, organizes, and supervises work of project staff and other project-oriented personnel. Capable of performing enterprise-wide strategic planning, information planning, business, and analysis. Knowledgeable in variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Wide degree of creativity and latitude is expected. Works independently and collaboratively.
- **Minimum Education**: Bachelor’s degree or Four years of relevant experience in lieu of Bachelor’s degree.
- **Additional Certifications**: None
- **Substitution Methodology**: 4 years pertinent experience = Bachelor’s Degree

### IT Security Specialist IV

- **Minimum/General Experience**: 6-8 Years
- **Functional Responsibility**: Responsibilities may include project management, technical leadership for their specific discipline and technical design and oversight of work plans and reports. Leads and assists in the maintenance of systems to protect data from unauthorized users. Identifies, reports, and resolves security violations. Familiar with standard concepts, practices, and procedures within a security field. Relies on experience and judgment to plan and accomplish goals.
- **Minimum Education**: BS/BA degree or four years of relevant experience in lieu of Bachelor’s degree
• Additional Certifications: None
• Substitution Methodology: 4 years pertinent experience = Bachelor’s Degree

IT Consultant V

• Minimum/General Experience: 8-10 years of experience
• Functional Responsibility: Travels to the customer site to analyze and enhance the IT systems used within the organization. Performs interviews and other research. Provides technical, managerial, and administrative assistance 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 systems improvements, optimization or maintenance efforts, in the following representative areas: information systems architecture; networking and networks; telecommunications including legacy and high-speed technologies, protocols, operations and management, cloud computing, computer languages, operating systems, database systems, security, decision support systems; risk management and electronic analysis, software including commercial software and software development, life-cycle management; modeling and simulation; graphics; data management; etc.
• Minimum Education: Bachelor’s degree or four years of relevant experience in lieu of Bachelor’s degree
• Additional Certifications: None
• Substitution Methodology: 4 years pertinent experience = Bachelor’s Degree

Technical Consultant

• Minimum/General Experience: 4 years’ experience with design, execution, and oversight of large-scale IT projects.
• Functional Responsibilities: Visits customer site to analyze and enhance IT systems used within the organization. Performs interviews and other research. Provides technical, managerial, and administrative assistance for problem definition, analysis, requirements development and implementation, for highly complex systems in subject matter area. Makes recommendations and advises on organization-wide systems improvements, optimization or maintenance efforts, in the following representative areas: information systems architecture; networking and networks; telecommunications, including legacy and high-speed technologies, protocols, operations and management; automation, including micro through mainframe hardware, computer languages, operating systems, database systems, security, decision support systems; risk management and electronic analysis, software including commercial software and software development, life-cycle management; modeling and simulation; graphics; data management.
• Minimum Education: Bachelors or four years of relevant experience in lieu of Bachelor’s degree. Advanced professional education and training in management principles and practices are desirable.
• Additional Certifications: None
• Substitution Methodology: 4 years pertinent experience = Bachelor’s Degree
Help Desk Specialist/Manager V

- **Minimum Experience**: 8-10 years' experience
- **Functional Responsibility**: Responsibilities may include project management, technical leadership for help desk and technical design and oversight of work plans and reports. Helps supervise the day-to-day operations of the help desk. Identifies, researches, and resolves complex technical problems. Creates and manages escalation procedures and ensures service levels are maintained. Documents, tracks, and monitors problems to ensure resolution in a timely manner. Working supervisor may have limited authority for personnel actions. Knowledge with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected.
- **Minimum Education**: Bachelor’s degree or four years of relevant experience in lieu of Bachelor’s degree
- **Additional Certifications**: None
- **Substitution Methodology**: 4 years pertinent experience = Bachelor’s Degree

Functional Expert Consultant

- **Minimum Experience**: 6 years’ experience in selected area of responsibility
- **Functional Responsibility**: Provides task-unique functional expertise necessary to interpret requirements, ensure responsiveness and achieve successful performance. May include subject matter and unique technical knowledge. Assists engineering, training, exercise, analytical, scientific, intelligence, construction, facilities and/or logistics staff with the analysis, evaluation, design, and implementation of systems, resources, methods, processes, analytical, or engineering related tasks.
- **Minimum Education**: Bachelor’s degree or four years of relevant experience in lieu of Bachelor’s degree
- **Additional Certifications**: None
- **Substitution Methodology**: 4 years pertinent experience = Bachelor’s Degree

Enterprise System Architect III

- **Minimum Experience**: 4-6 years’ experience, with at least 1 year of task leadership experience.
- **Functional Responsibilities**: Responsibilities may include project management, technical leadership for their specific discipline and technical design and oversight of work plans and reports. Leads with designing architecture for an organization on an enterprise level. Helps defines system and application architecture and provides vision, problem anticipation, and problem-solving ability to organization. Performs implementation and maintenance of enterprise-wide system tools and ensures scalability. Familiar with a variety of the field's concepts, practices, and procedures. Relies on past experience and judgment to plan and accomplish goals. Performs a variety of tasks.
- **Minimum Education**: Bachelor’s degree or four years of relevant experience in lieu of Bachelor’s degree
- **Additional Certifications**: None
- **Substitution Methodology**: 4 years pertinent experience = Bachelor’s Degree
Data Manager III

- **Minimum Experience:** 4-6 years’ experience
- **Functional Responsibilities:** Maintains organizational database(s). Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams and documents the process. Writes codes for database access, modifications, and constructions including stored procedures. Oversees Data Analyst.
- **Minimum Education:** Bachelor’s degree or four years of relevant experience in lieu of Bachelor’s
- **Additional Certifications:** None
- **Substitution Methodology:** 4 years pertinent experience = Bachelor’s Degree

Data Analyst III

- **Minimum Experience:** 4-6 years’ experience
- **Functional Responsibilities:** Performs expert analysis of specific data and prepares reports and documentation to support analytic findings. Conducts review and analysis of current business processes and procedures and makes recommendations to improve efficiency and effectiveness with regards to improving business processes to meet existing and future requirements.
- **Minimum Education:** Bachelor’s degree or four years of relevant experience in lieu of Bachelor’s
- **Additional Certifications:** None
- **Substitution Methodology:** 4 years pertinent experience = Bachelor’s Degree

Business Analyst V

- **Minimum/General Experience:** 8-10 years’ experience
- **Functional Responsibility:** Responsibilities may include project management, leadership for their specific discipline and design and oversight of work plans and reports. Reviews, analyzes, and evaluates business systems and user needs. May develop user stories. Formulates systems to parallel overall business strategies and/or user stories. Writes detailed description of user needs, program functions, and leads to develop or modify applications, systems and computer programs. Familiar with related computer software/programs used to perform job functions. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Performs continuous iterative exploration and investigation of business/program performance/metrics to gain insight and drive planning for business/program. May lead and direct the work of others.
- **Minimum Education:** Bachelor’s degree or four years of relevant experience in lieu of Bachelor’s degree
- **Additional Certifications:** None
- **Substitution Methodology:** 4 years pertinent experience = Bachelor’s Degree

Consulting Engineer (Level II)

- **Minimum Experience:** 10 years’ experience
• **Functional Responsibilities:** Consulting-level staff in all science and engineering disciplines. Responsibilities may include senior project and program management, technical leadership for their specific discipline and technical design and oversight of work plans and reports. May have professional registrations or certifications. Serve as resource managers for staff within market focus, discipline, or geographic region. Outstanding technical qualities are known in the marketplace, and professional reputation enhances company’s stature. Functions as Lead on assigned projects; prepares or directs economic analyses, calculations, specifications and inquiries; provides technical direction for of assigned staff; establishes or approves engineering design criteria, scopes of work, budget, schedules, and other requirements; investigates, analyzes and maintains current knowledge of technical developments, industry opportunities and conditions and problems within area; recommends approval of finished design drawings, purchase requisitions, specifications and reports; serves as a technical resource throughout the company, primarily in technical and business development activities; implements and directs the Quality Assurance and Health and Safety Programs and ensures subordinate personnel are appropriately trained; prepares and presents technical papers at professional society conferences; prepares and presents expert testimony and provides counsel to other employees who do the same.

• **Minimum Education:** Bachelor’s degree in designated area or four years of relevant experience in lieu of Bachelor’s; Master’s degree desirable

• **Additional Certifications:** None

• **Substitution Methodology:** 4 years pertinent experience = Bachelor’s Degree
PRICES FOR IT PROFESSIONAL SERVICES AT HOURLY RATES

The following hourly labor rates are applicable to customer-site (on-site) operations.

<table>
<thead>
<tr>
<th>Labor Category Title</th>
<th>GSA Hourly Rate Incl. IFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>$ 145.80</td>
</tr>
<tr>
<td>Senior Systems Engineer</td>
<td>$ 99.14</td>
</tr>
<tr>
<td>Web Developer IV</td>
<td>$ 115.53</td>
</tr>
<tr>
<td>Subject Matter Expert IV</td>
<td>$ 283.17</td>
</tr>
<tr>
<td>Senior Network Engineer</td>
<td>$ 82.51</td>
</tr>
<tr>
<td>Data Scientist IV</td>
<td>$ 161.29</td>
</tr>
<tr>
<td>Network Engineer</td>
<td>$ 64.83</td>
</tr>
<tr>
<td>Network Technician</td>
<td>$ 47.15</td>
</tr>
<tr>
<td>Web Developer I</td>
<td>$ 76.25</td>
</tr>
<tr>
<td>Analyst Mid</td>
<td>$ 81.14</td>
</tr>
<tr>
<td>Programmer Junior</td>
<td>$ 65.76</td>
</tr>
<tr>
<td>Systems Administrator Mid</td>
<td>$ 69.85</td>
</tr>
<tr>
<td>Subject Matter Expert I</td>
<td>$ 226.29</td>
</tr>
<tr>
<td>Programmer Mid</td>
<td>$ 82.83</td>
</tr>
<tr>
<td>Data Analyst I</td>
<td>$ 63.24</td>
</tr>
<tr>
<td>Business Analyst IV</td>
<td>$ 126.02</td>
</tr>
<tr>
<td>Analyst Senior</td>
<td>$ 93.95</td>
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<tr>
<td>IT Security Specialist III</td>
<td>$ 119.84</td>
</tr>
<tr>
<td>Business Analyst II</td>
<td>$ 106.43</td>
</tr>
<tr>
<td>Network Engineer II</td>
<td>$ 106.89</td>
</tr>
<tr>
<td>Software Developer IV</td>
<td>$ 130.39</td>
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<tr>
<td>Programmer Senior</td>
<td>$ 96.94</td>
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<tr>
<td>Web Developer</td>
<td>$ 92.71</td>
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<tr>
<td>IT Consultant IV</td>
<td>$ 113.46</td>
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<tr>
<td>Database Administrator</td>
<td>$ 110.75</td>
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<tr>
<td>Help Desk Specialist IV</td>
<td>$ 70.70</td>
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<tr>
<td>Software Architect</td>
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<tr>
<td>Technical Writer</td>
<td>$ 70.02</td>
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<td>Data Scientist III</td>
<td>$ 129.21</td>
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<tr>
<td>Network Engineer IV</td>
<td>$ 149.34</td>
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<tr>
<td>Helpdesk Technician</td>
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<tr>
<td>Administrative Assistant</td>
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<tr>
<td>Data Analyst II</td>
<td>$ 101.71</td>
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<tr>
<td>Help Desk Specialist III</td>
<td>$ 65.56</td>
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<tr>
<td>Production Support Specialist</td>
<td>$ 89.00</td>
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<tr>
<td>Enterprise System Architect II</td>
<td>$ 115.94</td>
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<tr>
<td>Systems Administrator Senior</td>
<td>$ 86.44</td>
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<tr>
<td>Data Scientist V</td>
<td>$ 207.84</td>
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<tr>
<td>Configuration Management Specialist</td>
<td>$ 98.69</td>
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<tr>
<td>Position</td>
<td>Salary</td>
</tr>
<tr>
<td>----------------------------------------------</td>
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</tr>
<tr>
<td>Consulting Engineer (Level 1)</td>
<td>$164.50</td>
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<tr>
<td>Web Developer III</td>
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<tr>
<td>Subject Matter Expert V</td>
<td>$306.76</td>
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<tr>
<td>Software Developer V</td>
<td>$142.25</td>
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<tr>
<td>Network Engineer III</td>
<td>$125.08</td>
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<tr>
<td>Project Manager IV</td>
<td>$258.47</td>
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<tr>
<td>IT Security Specialist IV</td>
<td>$163.37</td>
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<tr>
<td>IT Consultant V</td>
<td>$123.94</td>
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<tr>
<td>Technical Consultant</td>
<td>$97.67</td>
</tr>
<tr>
<td>Help Desk Specialist/Manager V</td>
<td>$117.39</td>
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<tr>
<td>Functional Expert Consultant</td>
<td>$102.23</td>
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<tr>
<td>Enterprise System Architect III</td>
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<tr>
<td>Data Manager III</td>
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<td>Data Analyst III</td>
<td>$110.54</td>
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<tr>
<td>Business Analyst V</td>
<td>$152.43</td>
</tr>
<tr>
<td>Consulting Engineer (Level II)</td>
<td>$186.74</td>
</tr>
</tbody>
</table>
USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

Astor & Sanders Corporation provides commercial products and services to the 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 ensure 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 Sadhna Agrawal, President, Astor & Sanders Corporation, (301) 838-3420, e-mail sagrawal@astor-sanders.com, or fax (301) 838-3421.
BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE  
(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and 
___(Contractor)______________ enter into a cooperative agreement to further reduce the 
administrative costs of acquiring commercial items from the General Services Administration (GSA) 
Federal Supply Schedule Contract(s)____________________.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for 
sources; the development of technical documents, solicitations and the evaluation of offers. Teaming 
Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal 
Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, 
individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the 
ordering activity that works better and costs less.

Signatures

_________________________________________ Ordering Contractor  ________________________________  Activity Date

_________________________________________ Date
(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

   (2) Delivery: DESTINATION

   (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

   ________________________________

   (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;

   *SPECIAL BPA DISCOUNT/PRICE

   DELIVERY SCHEDULE/DATES

   ________________________________

   POINT OF CONTACT

   ________________________________
(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.

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.

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 customer activity requirement.

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

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

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors. Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

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