GENERAL SERVICES ADMINISTRATION
Federal Supply Service

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

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

Schedule Title: **Multiple Award Schedule**

Schedule Number: **MAS**

Contract Number: **GS-35F-069GA**

Modification Number: **PA-0016, effective October 28, 2020**

Contract Period: **November 11, 2016 – November 10, 2021**

Business Size: **Small**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at http://www.fss.gsa.gov.

TCG, Inc.
7348 Georgia Avenue, NW
Washington, DC 20012 - 1720
Phone: (202) 986-5533
Fax: (202) 986-5532
www.tcg.com

Contract Administration: Daniel Turner
Email: GSAContracts@tcg.com

Table of Contents

Customer Information

1a.   **Special Item Numbers:**
Information Technology
SIN 54151S : see page 14 - 25 for description and page 12 - 13 for pricing.

1b.   **Lowest priced model and lowest unit prices:** Prices shown in pricelist are net. See page 12 - 13 for lowest unit prices per SIN.

1c.   **Labor Category Descriptions:** See page 14 - 25 for IT Services.

2.   **Maximum Order:** SIN 54151S - $500,000. Orders exceeding the maximum order threshold may be placed in accordance with clause I-FSS-125, ―Requirements Exceeding the Maximum Order (SEP 1999).

3.   **Minimum Order:** $100.

4.   **Geographic Coverage:** Domestic.

5.   **Points of Production:** Washington, DC

6.   **Statement on Net Price:** Prices shown in pricelist are net.

7.   **Quantity Discounts:** None. However, discounts for orders placed that exceed the maximum order threshold shall be negotiated on an order by order basis.

8.   **Prompt Payment Terms:** None.

9a.   **Acceptance of Government purchase cards below micro-purchase threshold:** TCG, Inc. accepts Government Purchase Cards below the micro-purchase threshold.

9b.   **Acceptance of Government purchase cards above micro-purchase threshold:** TCG, Inc. accepts Government Purchase Cards above the micro-purchase threshold.

10.   **Foreign Items:** N/A

11a.   **Time of Delivery:** To be negotiated per each delivery order.

11b.   **Expedited Delivery:** Contact TCG, Inc. for expedited delivery.

11c. **Overnight and Two-day Delivery:** Contact TCG, Inc. for overnight and two-day delivery.

11d. **Urgent Requirements:** Contact TCG, Inc. for urgent requirements.

12. **F.O.B Points:** Destination

13. **Ordering Address:**

TCG, INC.
7348 Georgia Avenue, NW
Washington, DC 20012-1720
Attn: Daniel Turner, President
Phone: (202) 986-5533
Fax: (202) 986-5532
E-mail: GSAContracts@tcg.com

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

14. **Payment Address:**

TCG, INC.
7348 Georgia Avenue, NW
Washington, DC 20012-1720
Attn: Daniel Turner, President

15. **Warranty Provision:** N/A

16. **Export Packing Charges:** N/A

17. **Terms and conditions of Government commercial credit card acceptance:** N/A

18. **Terms and conditions of Government rental, maintenance, and repair:** N/A

19. **Terms and conditions of installation:** N/A

20. **Terms and conditions of repair parts indicating date of parts price lists and any discount from list prices:** N/A

21. **List of service and distribution points:** N/A

22. **List of participating dealers:** N/A

23. **Preventive Maintenance:** N/A

24a. **Environmental Attributes:** N/A

24b. **Section 508 Compliance:** N / A

25. **Data Universal Number (DUNS):** 94-213-4602

26. **Notification regarding registration in System for Award Management (SAM) database:**
TCG, Inc. is registered in the SAM database.

Corporate Overview of TCG

About TCG
TCG, Inc. provides information technology and management consulting services to the federal government, commercial enterprises, and not-for-profit organizations. Founded in 1994 by president, Daniel A. Turner, the company has achieved its success despite—or perhaps because of—its "virtual" character. While Mr. Turner retains an office in Washington, D.C., his staff is located across America, and uses the latest technologies and tools to telecommute every day. By making the work experience ideal for his employees, Mr. Turner has been able to hire the best people and still offer competitive rates to clients.

TCG's primary focus had been the development and implementation of Web-based technology solutions and consulting services. In response to client demands, the company has diversified into the delivery of security assurance services and telecommuting best practices consulting, based on TCG's extensive experience in both areas. TCG continues to deliver solutions and services for clients such as the National Institutes of Health, the National Cancer Institute, Sprint, the American Geophysical Union, the Department of Justice, and the American Association of Pharmaceutical Scientists.

TCG, Inc. was named one of America's entrepreneurial growth leaders by Inc magazine in October 2001, in the annual ranking of the Inc 500, the nation's fastest-growing private companies.

TCG ~ Management Consulting Process
TCG prides itself on its collaborative consulting process, one based on the carpenter's rule of measure twice, cut once. We rely on the expertise our clients bring to their project, and we spend more time in planning than most, and thus less time in fixing problems. The result is a well-conceived, open-ended solution designed to meet the business objectives of our clients.

TCG has its own consulting process, honed through years of experience with clients. When working with TCG, a client can expect a commitment to meeting their needs, no matter what it takes, and a process that includes the client at every point. We have experience, but we don't have our client's experience, and we need their insight to inform our work. TCG believes that every step of the process needs the same attention to detail we give from the beginning.

TCG ~ Leading-Edge Consulting and IT Services

TCG understands that agencies are facing increasing pressure from the public and Congress to reduce costs, cut bureaucracy, and increase service quality. To deliver these results, agencies are re-evaluating their missions, visions, strategies, and programs in light of future funding projections.

TCG offers a full spectrum of consultation and program integration and project management services designed to support Federal agencies' management, organizational and business improvement efforts.

Combining this expertise with our IT related professionals services, TCG offers best practice solutions to clients in today's highly complex and technological business environment.

Information Technology Professional Services

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 54151S)

1.   SCOPE

a.   The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.

b.   The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

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/IAM PROFESSIONAL SERVICES AND PRICING

a.   The Contractor shall provide a description of each type of IT/IAM Service offered under Special Item Numbers 54151S IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

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

IT Professional Services Prices – Labor Rates

SIN 54151S Information Technology Professional Services

TCG - Hourly Rates	
Labor Category	Rates
Application System Analyst IV	$90.87
Application System Analyst III	$104.99
Application System Analyst II	$125.99
Application System Analyst I	$159.89
Chief Senior Scientist	$216.44
Clerk IV**	$32.31
Clerk III**	$40.38
Configuration Manager	$104.99
Contract Administrator	$104.99
Course of Instruction Developer	$92.07
Database Administrator I	$72.68
Database Administrator II	$132.61
Database Specialist	$160.76
Desktop Publishing Specialist	$84.00
Documentation Specialist/Manager	$156.66
Graphic Artist/Illustrator	$75.91
Information Security Service Manager	$151.80
Programmer IV	$61.36
Programmer III	$79.97
Programmer II	$99.94
Programmer I	$145.37
Project Control Specialist	$86.34
Senior Project Control Specialist	$117.89
Project Manager	$239.84
Senior Project Manager	$277.81
Quality Assurance Specialist	$116.28
Quality Assurance Manager	$163.13
Security Analyst	$100.12
Software Developer IV	$86.34
Software Developer III	$107.94
Software Developer II	$132.44
Software Developer I	$172.68
Subject Matter Expert IV	$151.80
Subject Matter Expert III	$200.28
Subject Matter Expert II	$259.03
Subject Matter Expert I	$383.68

Technical Writer	$77.52
Video Production Specialist	$108.20
Visual Information Designer	$135.67
Web Content Administrator	$100.96
Web Designer	$129.20
Web Marketing Manager	$124.37
Web Operations Manager	$218.04
Web Software Developer	$201.89
Web Technical Administrator	$132.44

**Service Contract Labor Standards

The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated (**) SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCLS rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

The wage determination number is 2005-2103

SCLS Eligible Contract Labor Category	SCLS Equivalent Code Title	WD Number
Clerk III	01112	05-2103
Clerk IV	01113	05-2103

Note 1: Hourly Rates do not include OT Premium

Note 2: 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 3: TCG, Inc. offers the following IT Services under this schedule which correlate back to the IT Professional Services Schedule SINS identified below:

· 54151S Information Technology Services

IT Professional Labor Category Descriptions

APPLICATION SYSTEM ANALYST IV
Minimum/General Experience: This level is staffed by beginners who have had sufficient educational background and/or experience to qualify them to start in applications systems analysis.

Functional Responsibility: Under immediate supervision, assists in research and fact-finding to develop or modify information systems. Assists in preparing detailed specifications from which programs will be written. Analyzes and revises existing system logic difficulties and documentation as necessary.

Minimum Education: B.S. or B.A. Degree

APPLICATION SYSTEM ANALYST III
Minimum/General Experience: Competent to work on most phases of applications systems analysis activities, but requires instruction and guidance in other phases.

Functional Responsibility: Under general supervision, formulates and defines system scope and objectives through research and fact-finding to develop or modify moderately complex information systems. Prepares detailed specifications from which programs will be written. Analyzes and revises existing system logic difficulties and documentation as necessary.

Minimum Education: B.S. or B.A. Degree

APPLICATION SYSTEM ANALYST II
Minimum/General Experience: Under general direction formulates/defines system scope and objectives based on user needs. Competent to work at the highest technical level of all phases of applications systems analysis activities. May use CASE tools.

Functional Responsibility: Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time and form of desired results. Prepares detailed specifications from which programs will be written. Analyzes and revises existing system logic difficulties and documentation as necessary.

Minimum Education: B.S. or B.A. Degree

APPLICATION SYSTEM ANALYST I
Minimum/General Experience: Top level technical expert in one or more highly specialized phases of applications systems analysis. Acts independently under general direction. Has full technical knowledge of all phases of applications systems analysis. May use CASE tools. May have duties instructing, directing and checking the work of other applications systems analysis personnel. May have quality assurance review responsibilities.

Functional Responsibility: Provides technical consulting on complex projects. Formulates/defines system scope and objectives. Often acts as business expert and assists users in defining needs. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time and form of desired results. Prepares detailed specifications from which programs will be written. Analyzes and revises existing system logic difficulties and documentation as necessary.

Minimum Education: B.S. or B.A. Degree

CHIEF SENIOR SCIENTIST
Minimum/General Experience: Minimum of ten years of experience is required, of which six must be specialized. Specialized experience required includes demonstrated ability to complete engineering project development from inception to deployment; demonstrated ability to provide technical guidance and direction in multiple tasks across several functional areas and including the use of different technologies; proven expertise in applying information, telecommunications, or related engineering technologies. Is widely recognized as an expert in the selected field as a result of certification, authoring, or holding either appointed or elected position of one or more influential organizations.

Functional Responsibility: Is responsible for technical aspects of a program or project. Operates within client guidance, contractual limitations, and company business and policy directives. Serves as technical focal point of contact with client on program activities. In the absence of a program manager, performs those duties and ensures that all required resources including manpower, production standards, computer time, and facilities are available for program implementation. Acting as the program manager, manages program consisting of multiple project tasks including project identification, design, development and delivery. Provides expert guidance and direction at the highest possible expert and intellectual levels for

very difficult areas requiring innovation and research for tasks involving information technology related policy at a high level affecting large organizations or population. Confers with project manager to provide technical advice and to assist with problem resolution. May participate in contract negotiations.

Minimum Education: Ph.D., LL.D., or M.D. Degree

CLERK IV
Minimum/General Experience: Must have two years of experience in data entry.

Functional Responsibility: Operates keyboard or other data entry device to enter data into computer or onto magnetic tape or disk for subsequent entry. Enters alphabetic, numeric, or symbolic data from source documents into computer using data entry device, such as keyboard or optical scanner, and follows format displayed on screen. Compares data entered with source documents. Deletes incorrectly entered data, and re-enters correct data. May compile, sort, and verify accuracy of data to be entered.

Minimum Education: H.S. Diploma

CLERK III
Minimum/General Experience: Must have four years of experience in data entry.

Functional Responsibility: Operates keyboard or other data entry device to enter data into computer or onto magnetic tape or disk for subsequent entry. Enters alphabetic, numeric, or symbolic data from source documents into computer using data entry device, such as keyboard or optical scanner, and follows format displayed on screen. Compares data entered with source documents. Deletes incorrectly entered data, and re-enters correct data. May compile, sort, and verify accuracy of data to be entered.

Minimum Education: H.S. Diploma

CONFIGURATION MANAGER
Minimum/General Experience: Two years of configuration management experience in hardware and software components for a large-scale network system is required.

Functional Responsibility: Analyzes proposed changes of product design to determine effect on overall system and coordinates recording of modifications for management control. Confers with manufacturer or customer

representatives to establish change-reporting procedure and prepares directives for change authorization and documentation by company and subcontractor personnel. Analyzes proposed part-design changes and exhibits to prepare report of effect on overall product for management action, using knowledge of engineering, manufacturing, and procurement activities.

Minimum Education: B.S. or B.A. Degree

CONTRACT ADMINISTRATOR

Minimum/General Experience: Experience is required in contract administration, purchasing, cost and price analysis, and negotiations.

Functional Responsibility: Directs contract administration activities including cost and business proposal preparation. Performs cost and price analysis, and conducts negotiations. Originates and executes complex custom service contracts for equipment hardware, software, and services. Determines appropriate contract form and develops supplementary contract language for software licenses and stand-alone service contracts. Ensures company is in full compliance with all contract terms and conditions. Provides all necessary auditing and financial information to client. Maintains contract file and serves as a company liaison.

Minimum Education: B.S. or B.A. Degree

COURSE OF INSTRUCTION DEVELOPER

Minimum/General Experience: Must have three to four years of experience in information systems development, training or related fields.

Functional Responsibility: Develops and conducts training programs for employees of industrial, commercial, service, or government establishment. Confers with management to gain knowledge of work situation requiring training for employees to better understand changes in policies, procedures, regulations, and technologies. Selects or develops teaching aids, such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works. Tests trainees to measure progress and to evaluate effectiveness of training.

Minimum Education: B.S. or B.A. Degree

DATABASE ADMINISTRATOR I

Minimum/General Experience: Must have five years of progressive experience in database management systems (DBMS) analysis and programming with two years of experience managing, designing, and modeling databases.

Functional Responsibility: Plans, organizes, and controls overall activities of database systems. Responsibilities include monitoring standards, systems, and procedures as they relate to database design and integration; defining the scope of the database function; organizing the database function; documenting activities, procedures, and results; and managing database security.

Minimum Education: B.S. or B.A. Degree

DATABASE ADMINISTRATOR II

Minimum/General Experience: Must have seven years of progressive experience in database management systems (DBMS) analysis and programming with three years of experience managing, designing, and modeling databases.

Functional Responsibility: Plans, organizes, and controls overall activities of database systems. Responsibilities include monitoring standards, systems, and procedures as they relate to database design and integration; defining

the scope of the database function; organizing the database function; documenting activities, procedures, and results; and managing database security.

Minimum Education: B.S. or B.A. Degree

DATABASE SPECIALIST

Minimum/General Experience. At least 8 years of specialized experience including data design, data architecture, metadata and repository creation.

Functional Responsibility: Provides senior technical support to translate business needs into long-term architecture solutions. Defines, designs, and builds data bases and is responsible for developing data architecture blueprints, evaluating hardware and software platforms, and integrating systems. Responsible for developing enterprise level data strategy, data architecture, and data management policies, processes, and procedures. Advises application developers on technology, methodology, and best practices to reach enterprise goals such as data sharing, data integration, data quality, and data security.

Minimum Education: Bachelor's Degree or equivalent.

DESKTOP PUBLISHING SPECIALIST

Minimum/General Experience: Must have one year of desktop publishing experience

Functional Responsibility: Uses a microcomputer and associated software to design and produce high- quality documents, which simulate typeset quality. Imports text from word processing software and reformats to enhance design characteristics. Imports graphic software images and integrates with text. May operate digital scanner and edit graphic images.

Minimum Education: B.S. or B.A. Degree

DOCUMENTATION SPECIALIST/MANAGER

Minimum/General Experience: Experienced in preparing and maintaining technical documentation. Must be competent to work at a high level of all phases of documentation.

Functional Responsibility: Prepares and or maintains systems, programming, and operations documentation, procedures, and methods (e.g., user and reference manuals). Maintains an up-to-date internal documentation library. Provides or coordinates special documentation services as required. May act as project leader for large documentation jobs.

Minimum Education: B.S. or B.A. Degree

GRAPHIC ARTIST/ILLUSTRATOR

Minimum/General Experience: Must have four year experience in developing computer graphics art for electronic publications and training material.

Functional Responsibility: Under general direction, designs, implements, and maintains semi-detailed electronic art. Is capable of producing engineering drawings and 2D/3D graphics with animation for training programs and simulators.

Minimum Education: H.S. Diploma and technical training in computer graphics art.

INFORMATION SECURITY SERVICE MANAGER

Minimum/General Experience: Minimum of five years of experience is required including defining computer security requirements for high-level applications, evaluation of approved security product capabilities, and developing solutions to problems.

Functional Responsibility: Analyzes and defines security requirements. Designs, develops, engineers, and implements solutions to requirements. Gathers and organizes technical information about goals and needs, existing security products, and ongoing programs. Performs risk analyses that also include risk assessment.

Minimum Education: B.S. or B.A. Degree

PROGRAMMER IV
Minimum/General Experience: This level is staffed by beginners who have had sufficient educational background and/or experience to qualify them to start in applications programming.

Functional Responsibility: Under immediate supervision, modifies applications programs from detailed specifications. Codes, debugs, documents and maintains those programs.

Minimum Education: B.S. or B.A. Degree

PROGRAMMER III
Minimum/General Experience: Competent to work on most phases of applications programming activities, but requires instruction and guidance in phases.

Functional Responsibility: Under general supervision, modifies moderately complex applications programs from detailed specifications. Codes, debugs, documents and maintains those programs.

Minimum Education: B.S. or B.A. Degree

PROGRAMMER II
Minimum/General Experience: Competent to work at the highest level of all phases of applications programming activities.

Functional Responsibility: Under general direction, devises or modifies procedures to solve complex problems considering computer equipment capacity and limitation, operating time and form of desire results. Designs, codes, tests, debugs and documents programs.

Minimum Education: B.S. or B.A. Degree

PROGRAMMER I
Minimum/General Experience: Top level technical expert in one or more highly specialized phases of applications programming. Acts independently under general direction.

Functional Responsibility: Provides technical consulting on complex projects. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time and form of desired results. Responsible for program design, coding, testing, debugging and documentation. Has full technical knowledge of all phases of applications programming. May have duties instructing, directing and checking the work of other programming personnel. May have quality assurance review responsibilities.

Minimum Education: B.S. or B.A. Degree

PROJECT CONTROL SPECIALIST

Minimum/General Experience: Minimum of four years of experience, assisting in the preparation and analysis of financial reports and the development of complex project schedules.

Functional Requirements: Tracks program tasks/requirements specified in the contract in accordance with the specified schedule and cost constraints. Utilizes Project software linked to an automated cost-tracking tool, to track program requirements and cost. Validates contract cost from financial management system. Conducts trend analysis of program cost and provides resultant information and insight to the Program Management Organization (PMO). Responsible for the execution of CDRLs within a contract, including coordinating activities within the PMO to develop all CDRLs. Responsible for developing program schedules, management, and financial CDRL requirements.

Minimum Education: B.S. or B.A. Degree

SENIOR PROJECT CONTROL SPECIALIST

Minimum/General Experience: Minimum of ten years experience, of which three years must be specialized in the preparation and analysis of financial statements and the development and tracking of complex project schedules/tasks.

Functional Responsibilities: Develops and implements a tracking system to track program tasks/requirements in accordance with the contract requirements. The SPCS utilizes Microsoft Project linked to an automated cost tracking tool to track program requirements and cost. Validates contract cost from financial management system. Coordinates with Program Management Organization (PMO) providing trends and insight concerning contract cost and status of program requirements. Responsible for the execution of Contract Data Requirements Lists (CDRL's) within a contract, including coordinating activities within PMO to develop all CDRL's. Responsible for developing program schedules, management and financial CDRL requirements.

Minimum Education: B.S. or B.A. Degree

PROJECT MANAGER

Minimum/General Experience: Minimum of eight years of experience is required, of which six years must be specialized. Specialized experience includes: complete project development from inception to deployment; proven expertise in the management and control of funds and resources, demonstrated capability in managing multitask contracts.

Functional Responsibility: 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. May work under a Program Manager for multiple projects. Identifies, acquires, and utilizes company resources to achieve project technical objectives. Establishes priorities, task assignments, and completion. Ensures that quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Ensures   quality assurance and timely delivery of all specified deliverables. Identifies all task responsibilities and reports any changes or suggestions accordingly to a Senior Program Manager or Program Manager. Supervises the training of new personnel under the project to ensure compliance with government regulations, codes, and company policy and procedures. Participates in contract negotiations.

Minimum Education: B.S. or B.A. Degree

SENIOR PROJECT MANAGER

Minimum/General Experience: Minimum of ten years of experience is required, of which eight years must be specialized. Specialized experience includes complete project development from inception to deployment, demonstrated ability to provide guidance and direction in multiple tasks across several functional areas; proven

expertise in the management and control of funds and resources; and demonstrated capability in managing multitask contracts.

Functional Responsibility: 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. May work under a Program Manager for multiple projects. Identifies, acquires, and utilizes company resources to achieve project technical objectives. Establishes priorities, task assignments, and completion. Ensures that quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Ensures quality assurance and timely delivery of all specified deliverables. Identifies all task responsibilities and reports any changes or suggestions accordingly to a Senior Program Manager or Program Manager. Supervises the training of new personnel under the project to ensure compliance with government regulations, codes, and company policy and procedures. Participates in contract negotiations.

Minimum Education: B.S. or B.A. Degree

QUALITY ASSURANCE SPECIALIST
Minimum/General Experience: Performs work flow analysis and recommends quality improvements. Typically reports to Quality Assurance Manager.

Functional Responsibility: Under limited supervision, carries out procedures to ensure that all system product and services meet minimum company standards and end-user requirements. Thoroughly tests products to ensure proper operation and freedom from defects. Documents all problems and work to resolve them; reports progress on problem resolution to management. Devises improvements to current procedures and develops models of possible future configurations.

Minimum Education: B.S. or B.A. Degree

QUALITY ASSURANCE MANAGER
Minimum/General Experience: Minimum of six years of experience is required in quality assurance and quality control. At least three years of experience in verification and validation, software testing and integration, software metrics, and their applications to software quality assessment is required.

Functional Responsibility: Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Reviews and verifies the preparation of quality assurance documentation and procedures. Conducts formal and informal reviews at predetermined points throughout the development life cycle. Interfaces with clients for quality assurance audits, resolution of discrepancies, and other quality assurance matters.

Minimum Education: B.S. or B.A. Degree

SECURITY ANALYST
Minimum/General Experience: Must have six years of experience with security engineering responsibility for large-scale secure data communications networks.

Functional Responsibility: Ensures that prototype and pilot services are safe from security threats. Responsibilities include the installation, operation, and management of approved security devices to provide a variety of security services.

Minimum Education: B.S. or B.A. Degree

SOFTWARE DEVELOPER IV

Minimum/General Experience: Under direct supervision, performs maintenance on existing software products; assists in coding, testing, and debugging new software or making enhancement to existing software.

Functional Responsibility: Writes programs according to specifications from higher level staff or business analysts. Make suggestions for problem solutions or software enhancements. May assist in development of user manuals. Works with technical staff to learn and understand problems with software.

Minimum Education: B.S. or B.A. Degree

SOFTWARE DEVELOPER III
Minimum/General Experience: Under general supervision, develops, codes, test, and debugs new software of enhancements to existing software. Has good understanding of business application.

Functional Responsibility: Works with technical staff to understand problems with software and resolve them. Resolves customer complaints with software and responds to suggestions for improvements and enhancements. May assist in development of software user manuals. Demonstrates software.

Minimum Education: B.S. or B.A. Degree

SOFTWARE DEVELOPER II
Minimum/General Experience: Under general direction, participates as high level technical expert in design, development, coding, testing, and debugging new software or significant enhancements to existing software.

Functional Responsibility: Works with technical staff to understand problems with software and develops specifications to resolve them. Resolves customer complaints and responds to suggestions for improvements and enhancements. Participates in the development of software user manuals. May act as team leader on less complex projects. Assists in training less experienced software development staff.

Minimum Education: B.S. or B.A. Degree

SOFTWARE DEVELOPER I
Minimum/General Experience: Under general direction, has full technical knowledge and thorough understanding of business application of the project.

Functional Responsibility: Provides technical consulting on complex projects. Formulates/defines system scope and objectives. Often acts as business expert and assists users in defining needs. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time and form of desired results. Prepares detailed specifications from which programs will be written. Analyzes and revises existing system logic difficulties and documentation as necessary.

Minimum Education: B.S. or B.A. Degree

SUBJECT MATTER EXPERT IV
Minimum/General Experience: Three years of experience in a functional area of expertise is required.

Functional Responsibility: Provides expert consultative support to a functional technical area of the project. Develops solutions to complex problems. Works closely with the information technologists to identify the best technological solution to technical issues.

Minimum Education: B.S. or B.A. Degree

SUBJECT MATTER EXPERT III

Minimum/General Experience: The continual evolution of new technologies and specialized skills minimize the emphasis placed upon the relevant experience the person may possess.

Functional Responsibility: Provides expert consultative support to a functional area of the project. Develops solutions to complex problems. Works closely with the information technologists to identify the best technological solution to technical issues. This positions provides specialized support to the contract which may, or may not, be technical in nature

Minimum Education: B.S. or B.A. Degree

SUBJECT MATTER EXPERT II

Minimum/General Experience: The continual evolution of new technologies and specialized skills minimize the emphasis placed upon the relevant experience the person may possess.

Functional Responsibility: Provides expert consultative support to a functional area of the project. Provide extremely high level functional system development or analysis. Position incorporates the design, integration, documentation, implementation and analysis on exceptionally complex problems requiring extensive knowledge of the subject matter. This positions provides specialized support to the contract which may, or may not, be technical in nature

Minimum Education: Specific skills and education that pertain to specialized requirements of the project.

SUBJECT MATTER EXPERT I

Minimum/General Experience: A minimum of eighteen years of experience is required, of which eight years must be specialized. The continual evolution of new technologies and specialized skills is critical to maintain current knowledge in focused areas of expertise.

Functional Responsibility: Provides expert consultative support to a project, program or client. Provides extremely high-level functional, technical or business expertise and analysis. The position requires the design, integration, documentation, implementation and analysis of exceptionally complex problems requiring extensive knowledge of a subject. This position provides specialized support that may be technical, functional, managerial or business oriented.

Minimum Education: Bachelor's Degree and specific skills and education that pertain to specialized subject matter requirements.

TECHNICAL WRITER

Minimum/General Experience: Must have two years of experience in writing and editing technical documents.

Functional Responsibility: Assists in the collecting and organizing of information for preparation of user manuals, training materials, installation guides, and reports. Edits functional descriptions, system specifications, user manuals, reports, or other client deliverables.

Minimum Education: B.S., B.A., or A.A. Degree

VIDEO PRODUCTION SPECIALIST

Minimum/General Experience: Must have four years of experience in video, studio, and post-production, computerized editing equipment, and production of interactive video discs.

Functional Responsibility: Under general direction, implement media production via videotape recorder/player, digital special effects equipment, and digital still frame storage equipment. Develops tapes for videodisc, single frame editing, and production techniques. Utilizes authoring and production automation systems to produce interactive videodiscs.

Minimum Education: B.S. or B.A. Degree

VISUAL INFORMATION DESIGNER
Minimum/General Experience: Must have five years of experience in visual communications or related fields. Functional Responsibility: Responsible for the planning, designing, producing, and editing of visual material used in printed material, exhibits, briefings, television, motion pictures, etc. to include photographs and illustrations.

Minimum Education: B.S. or B.A. Degree

WEB CONTENT ADMINISTRATOR
Minimum/General Experience: Requires experience in production management, web page design, HTML, and web graphics types and standards.

Functional Responsibility: Responsible for developing and providing content that will motivate and entertain users so that they regularly access the website and utilize it as a major source for information and decision making. Responsible for managing/performing website editorial activities including gathering and researching information that enhances the value of the site. Locates, negotiates, and pursues content. Seeks out customers to gather feedback for website improvement and enhancements.

Minimum Education: B.S. or B.A. Degree

WEB DESIGNER
Minimum/General Experience: Requires an understanding of web-based technologies and knowledge of HTML, PhotoShop, Illustrator, and/or other design-related applications.

Functional Responsibility: Designs and builds web pages using a variety of graphics software applications, techniques, and tools. Designs and develops user interface features, site animation, and special-effect elements. Contributes to the design group's efforts to enhance the look and feel or the organization's online offerings. Designs the website to support the organization's strategies and goals relative to external communications.

Minimum Education: B.S. or B.A. Degree

WEB MARKETING MANAGER
Minimum/General Experience: Requires an understanding of web technologies.

Functional Responsibility: Responsible for developing and implementing the organization's web strategies for promoting products/services through strategic marketing on the website. Responsible for assisting in the creation and implementation of the web marketing plan. Works closely with design and content management teams to ensure site meets marketing objectives. Monitors site access patterns to adjust strategies and plans.

Minimum Education: B.S. or B.A. Degree

WEB OPERATIONS MANAGER
Minimum/General Experience: Requires extensive experience with web technologies and web page design.

Functional Responsibility: Responsible for ongoing oversight of web strategy and operations. Develops business plan and annual budget for website function. Accountable for budget, staff planning, management, and product/service delivery. Oversees operational activities of the website(s) with specific attention aimed at content creation and website maintenance.

Minimum Education: B.S. or B.A. Degree

WEB SOFTWARE DEVELOPER

Minimum/General Experience: Requires developmental experience in web-based languages.

Functional Responsibility: Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, CGI, and Javascript) for a component of the website. Works with graphic designers and other members of a project team to develop the site concept, interface design, and architect of the website. Responsible for interface implementation. Requires navigation and site-design instincts.

Minimum Education: B.S. or B.A. Degree

WEB TECHNICAL ADMINISTRATOR

Minimum/General Experience: Requires experience in systems technologies.

Functional Responsibility: In role of onsite administrator, responsible for achieving overall technical integrity of organization's website. Maintains and upgrades hardware and telecommunication connectivity. Administers e-mail, chat, and FTP services. Communicates router configuration changes and troubleshoots system errors and bugs. Maintains servers, creates monitoring reports and logs, and ensures functionality of links. Monitors site for acceptable performance and user accessibility. Establishes backups and monitors site security.

Minimum Education: B.S. or B.A. Degree

Allowable Substitution of Education and Experience

The minimum education and experience will be met when the equivalencies in the tables below are considered. Additional educational achievements in excess of requirements can be substituted for experience requirements:

REQUIRED EDUCATION	ACTUAL EDUCATION OBTAINED	ADDITIONAL YEARS OF EXPERIENCE CREDITED THE TCG EMPLOYEE
M.A./M.S.	Ph.D.	4
B.A./B.S.	Ph.D.	6
B.A./B.S.	M.A./M.S.	2
H.S./G.E.D.	B.A./B.S.	4

Additional experience in excess of requirements can be substituted for educational requirements:

ACTUAL EDUCATION	REQUIRED EDUCATION	ADDITIONAL YEARS OF EXPERIENCE NEEDED FOR EDUCATIONAL REQUIREMENTS

		EQUIVALENCY
H.S./G.E.D.	B.A./B.S.	4
H.S./G.E.D.	M.A./M.S.	6
H.S./G.E.D.	Ph.D.	No Equivalency
B.A./B.S.	M.A./M.S.	2
B.A./B.S.	Ph.D.	No Equivalency
M.A./M.S.	Ph.D.	4