



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY 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: Federal Supply Schedule 70 – General Purpose Commercial Information Technology Equipment, Software, and Services

CONTRACT NUMBER: GS-35F-073DA
Price list current as of Modification: A829

CONTRACT PERIOD: Dec 02, 2020 to Nov 30, 2025

For more information on ordering from Federal Supply go to this website: www.gsa.gov/schedules

CONTRACTOR: **Elegant Enterprise-Wide Solutions, Inc.**
24035 Whitten Farm CT
Aldie VA 20105
Phone number: 703-909-1289
Fax number: 703-722-6628
E-Mail: varora@elegantsolutions.us

CONTRACTOR'S ADMINISTRATION SOURCE: Vikas Arora, President
24035 Whitten Farm CT
Aldie VA 20105
Phone number: 703-909-1289
Fax number: 703-722-6628
E-Mail: varora@elegantsolutions.us

BUSINESS SIZE: Small, Disadvantaged Minority Owned Business



CUSTOMER INFORMATION:

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

SIN	Recovery	Cooperative Purchasing	SIN Description
54151S	54151S-RC	54151S-STLOC	Information Technology Professional Services
541611	541611-RC		Management & Financial Consulting, Acquisition & Grants Management Support, Business Program & Project Management Services
OLM	OLM-RC	OLM-STLOC	Order Level Materials

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:

(Government net price based on a unit of one)

To be completed by contractor on text file submission

1c. HOURLY RATES (Services only):

SIN	Labor Category/ Service Title	Minimum Education	Year 1 Hourly Rate	Year 2 Hourly Rate	Year 3 Hourly Rate	Year 4 Hourly Rate	Year 5 Hourly Rate
54151S	IT Support Consultant, Jr.	Bachelors	\$53.75	\$55.09	\$56.47	\$57.88	\$59.34
54151S	IT Support Consultant	Bachelors	\$69.56	\$71.30	\$73.09	\$74.91	\$76.79
54151S	IT Support Consultant, Sr.	Bachelors	\$104.57	\$107.18	\$109.86	\$112.61	\$115.43
54151S	IT Consultant, Jr.	Bachelors	\$62.43	\$63.99	\$65.59	\$67.23	\$68.92
54151S	IT Consultant	Bachelors	\$81.66	\$83.71	\$85.80	\$87.95	\$90.15
54151S	IT Consultant, Sr.	Bachelors	\$90.09	\$92.34	\$94.65	\$97.02	\$99.45
54151S	IT Project Manager	Bachelors	\$110.89	\$113.66	\$116.50	\$119.42	\$122.40
54151S	Technical Consultant, Sr.	Bachelors	\$122.16	\$125.21	\$128.34	\$131.55	\$134.83
54151S	Sr. Systems/ Technical Architect	Bachelors	\$132.61	\$135.93	\$139.32	\$142.81	\$146.38
54151S	Subject Matter/ Domain Expert	Bachelors	\$145.39	\$149.03	\$152.76	\$156.57	\$160.49
541611	Program Manager	Bachelors	\$92.85	\$95.16	\$97.54	\$99.98	\$102.48
541611	Senior Human Resources Specialist	Bachelors	\$82.10	\$84.15	\$86.26	\$88.41	\$90.62
541611	Marketing Analyst	Bachelors	\$48.87	\$50.09	\$51.34	\$52.61	\$53.93
541611	Human Resources Assistant	Bachelors	\$56.69	\$58.11	\$59.56	\$61.05	\$62.57
541611	Payroll Clerk	Bachelors	\$45.42	\$46.56	\$47.73	\$48.92	\$50.14
541611	Billing Specialist	Bachelors	\$51.35	\$52.62	\$53.94	\$55.29	\$56.68
541611	Administrative Assistant	High School	\$51.35	\$52.62	\$53.94	\$55.29	\$56.68
541611	Data Entry Operator	High School	\$44.43	\$45.54	\$46.68	\$47.85	\$49.05
541611	Receptionist	High School	\$42.46	\$43.52	\$44.60	\$45.72	\$46.86
541611	Personal Assistant	High School	\$47.40	\$48.58	\$49.80	\$51.05	\$52.33
541611	Financial Analyst	Bachelors	\$66.16	\$67.81	\$69.50	\$71.23	\$73.02
541611	Accounting Clerk	High School	\$49.37	\$50.61	\$51.88	\$53.18	\$54.51
541611	Secretary	High School	\$51.80	\$53.10	\$54.43	\$55.79	\$57.18
541611	Project Manager	Bachelors	\$87.96	\$90.16	\$92.41	\$94.72	\$97.09
541611	Business Consultant/ Analyst	Bachelors	\$68.41	\$70.13	\$71.88	\$73.67	\$75.52
541611	System Analyst	Bachelors	\$68.41	\$70.13	\$71.88	\$73.67	\$75.52
541611	Research Analyst	Bachelors	\$43.98	\$45.08	\$46.21	\$47.37	\$48.55



2. MAXIMUM ORDER*:

\$500,000 for 54151S - Information Technology Professional Services

\$1,000,000 for 541611 - Management & Financial Consulting, Acquisition & Grants Management Support, Business Program & Project Management Services

NOTE TO ORDERING ACTIVITIES: *If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contactor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. MINIMUM ORDER: \$100.00

4. GEOGRAPHIC COVERAGE:

SIN	Scope
54151S	50 States DC, Territories
541611	50 States DC, Territories
OLM	50 States DC, Territories

5. POINT(S) OF PRODUCTION: N/A

6. DISCOUNT FROM LIST PRICES: Prices are net

7. QUANTITY DISCOUNT(S): 0.05% for orders over \$500,000

8. PROMPT PAYMENT TERMS: 0.05% NET20

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

9.b Government Purchase Cards are not accepted above the micro-purchase threshold. Contact contractor for limit.

10. FOREIGN ITEMS: N/A

11a. TIME OF DELIVERY: Negotiated with Ordering Agency

11b. EXPEDITED DELIVERY: Negotiated with Ordering Agency

11c. OVERNIGHT AND 2-DAY DELIVERY: Negotiated with Ordering Agency

11d. URGENT REQUIRMENTS: Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. FOB POINT: Destination

13a. ORDERING ADDRESS: Same as contractor

13b. ORDERING PROCEDURES: Ordering activities shall use the ordering procedures described in Federal Acquisition Regulation 8.405-3 when placing an order or establishing a BPA for supplies or services. The ordering procedures, information on Blanket Purchase Agreements (BPA's) and a



sample BPA can be found at the GSA/FSS Schedule Homepage (fss.gsa.gov/schedules).

14. **PAYMENT ADDRESS:** Same as contractor
15. **WARRANTY PROVISION:** N/A
16. **EXPORT PACKING CHARGES:** N/A
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):** N/A
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 Electronic and Information Technology (EIT):** N/A
25. **DUNS NUMBER:** 12-139-6126
26. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Contractor has an Active Registration in the SAM database.



Labor Categories Descriptions

SIN: 54151S

Commercial Job Title: IT Support Consultant, Jr.

- **Minimum/General Experience:** 3 Years of progressive experience in projects with similar scope and complexity for federal government or equivalent.
- **Functional Responsibility:** An individual knowledgeable in Information Technology. Has experience in the specific Information Technology discipline(s) described in an actual Statement of Work or Statement of Need. Demonstrates good oral and written communication skills. Provides support in the less technical disciplines of Information Technology, such as computer operations, moving and installing equipment, computer cabling, data entry and verification, media duplication, document control and software installation. Works as a member of a team. Provides support to users in the areas of network operations, configuration, network monitoring and setup. Serves as the point of contact for troubleshooting network problems. Performs architecture, design, and requirements analysis using systems engineering tools. Performs business rules analysis and design. Has experience with roll-out of large distributed systems and application architecture and engineering experience. Must have good communication skills. Duties include accurately testing, identifying, repairing, resolving, and documenting end user technical issues regarding basic network/desktop support, printers, PDAs, and LAN cable drops; troubleshooting and resolving software issues; reimaging computers/ hard drives; backing up and restoring settings and associated systems administration activities; Also help technical team in deployment and troubleshooting any issues during deployment
- **Minimum Education:** Bachelor's degree in relevant field from an accredited college or university

Commercial Job Title: IT Support Consultant

- **Minimum/General Experience:** 5 Years of progressive experience in projects with similar scope and complexity for federal government or equivalent.
- **Functional Responsibility:** An individual knowledgeable in Information Technology. Has experience in the specific Information Technology discipline(s) described in an actual Statement of Work or Statement of Need. Demonstrates good oral and written communication skills. Provides support in the less technical disciplines of Information Technology, such as computer operations, moving and installing equipment, computer cabling, data entry and verification, media duplication, document control and software installation. Works as a member of a team. Provides support to users in the areas of network operations, configuration, network monitoring and setup. Serves as the point of contact for troubleshooting network problems. Performs architecture, design, and requirements analysis using systems engineering tools. Performs business rules analysis and design. Has experience with roll-out of large distributed systems and application architecture and engineering experience. Must have good communication skills. Duties include accurately testing, identifying, repairing, resolving, and documenting end user technical issues regarding basic network/desktop support, printers, PDAs and LAN cable drops; troubleshooting and resolving software issues; reimaging computers/ hard drives; backing up and restoring settings and associated systems administration activities; Also help technical team in deployment and troubleshooting any issues during deployment
- **Minimum Education:** Bachelor's degree in relevant field from an accredited college or university

Commercial Job Title: IT Support Consultant, Sr.

- **Minimum/General Experience:** 7 Years of progressive experience in projects with similar scope and complexity for federal government or equivalent.
- **Functional Responsibility:** An individual knowledgeable in Information Technology. Has experience in the specific Information Technology discipline(s) described in an actual Statement of Work or Statement of Need. Demonstrates good oral and written communication skills. Provides support in the less technical disciplines of Information Technology, such as computer operations, moving and installing equipment, computer cabling, data entry and verification, media duplication, document control and software installation. Works as a member of a team. Provides support to users in the areas of network operations, configuration, network monitoring and setup. Serves as the point of contact for troubleshooting network problems. Performs architecture, design, and requirements analysis using systems engineering tools. Performs business rules analysis and design. Has experience with roll-out of large distributed systems and application architecture and engineering experience. Must have good communication skills. Duties include accurately testing, identifying, repairing, resolving, and documenting end user technical issues regarding basic network/desktop support, printers, PDAs, and LAN cable drops; troubleshooting



and resolving software issues; reimaging computers/ hard drives; backing up and restoring settings and associated systems administration activities; Also help technical team in deployment and troubleshooting any issues during deployment

- **Minimum Education:** Bachelor's degree in relevant field from an accredited college or university

Commercial Job Title: IT Consultant, Jr.

- **Minimum/General Experience:** 3 Years of progressive experience in projects with similar scope and complexity for federal government or equivalent.
- **Functional Responsibility:** Participates in design of software tools and subsystems. Work with applications engineers and programmers to interpret design requirements and specifications. Able to integrate and test software at system and subsystem level. Analyzes functional business applications and design specifications for functional activities. Translates design into computer software. Works as a member of a team or only under general direction. Provides direction for personnel performing SW development tasks. Reviews work for correctness, adherence to design concept and standards, program documents to ensure adherence to requirements and progress in accordance with schedules. Coordinates with project manager to ensure problem resolution and user satisfaction. Makes recommendations, for approval of major systems installations. Prepares milestone status reports, delivers presentations on system concept. Assists in the administration of all relational databases, database design, development, maintenance, security, and backup. Perform the daily backup and recovery procedures. Maintains detailed user/group role security models and for adding and dropping database objects, performance tuning, and performance analysis. Expert with state-of-the-art emerging technologies and their use in solution to solve complex user requirements. Analyzes, designs, and applies the knowledge needed to investigate and solution emerging technologies. Provide technical expertise and guidance in emerging technologies, plan, conduct, and technically direct implementations. Analyze the trade-off of implementing vs. not implementing technology. Can provide cost benefit projections of using emerging technology. May provide team leadership or consulting support on complex tasks.
- **Minimum Education:** Bachelor's degree in relevant field from an accredited college or university

Commercial Job Title: IT Consultant

- **Minimum/General Experience:** 5 Years of progressive experience in projects with similar scope and complexity for federal government or equivalent.
- **Functional Responsibility:** Participates in the design of software tools and subsystems. Work with applications engineers and programmers to interpret design requirements and specifications. Able to integrate and test software at system and subsystem level. Analyzes functional business applications and design specifications for functional activities. Translates design into computer software. Works as a member of a team or only under general direction. Provides direction for personnel performing SW development tasks. Reviews work for correctness, adherence to design concept and standards, program documents to ensure adherence to requirements and progress in accordance with schedules. Coordinates with project manager to ensure problem resolution and user satisfaction. Makes recommendations, for approval of major systems installations. Prepares milestone status reports, delivers presentations on system concept. Assists in the administration of all relational databases, database design, development, maintenance, security, and backup. Perform the daily backup and recovery procedures. Maintains detailed user/group role security models and for adding and dropping database objects, performance tuning, and performance analysis. Expert with state-of-the-art emerging technologies and their use in solution to solve complex user requirements. Analyzes, designs, and applies the knowledge needed to investigate and solution emerging technologies. Provide technical expertise and guidance in emerging technologies, plan, conduct, and technically direct implementations. Analyze trade-off of implementing vs. not implementing technology. Can provide cost benefit projections of using emerging technology. May provide team leadership or consulting support on complex tasks.
- **Minimum Education:** Bachelor's degree in relevant field from an accredited college or university

Commercial Job Title: IT Consultant, Sr.

- **Minimum/General Experience:** 7 Years of progressive experience in projects with similar scope and complexity for federal government or equivalent.
- **Functional Responsibility:** Participate in design of software tools and subsystems. Work with applications engineers and programmers to interpret design requirements and specifications. Able to integrate and test software at system and subsystem level. Analyzes functional business applications and design specifications for functional activities. Translates design into computer software. Works as a member of a team or only under general direction. Provides direction for personnel performing SW development tasks. Reviews work for correctness, adherence to design



concept and standards, program documents to ensure adherence to requirements and progress in accordance with schedules. Coordinates with project manager to ensure problem resolution and user satisfaction. Makes recommendations, for approval of major systems installations. Prepares milestone status reports, delivers presentations on system concept. Assists in the administration of all relational databases, database design, development, maintenance, security, and backup. Perform the daily backup and recovery procedures. Maintains detailed user/group role security models and for adding and dropping database objects, performance tuning and performance analysis. Expert with state-of-the-art emerging technologies and their use in solution to solve complex user requirements. Analyzes, designs, and applies knowledge needed to investigate and solution emerging technologies. Provide technical expertise and guidance in emerging technologies, plan, conduct, and technically direct implementations. Analyze trade-off of implementing vs. not implementing technology. Can provide cost benefit projections of using emerging technology. May provide team leadership or consulting support on complex tasks.

- **Minimum Education:** Bachelor's degree in relevant field from an accredited college or university

Commercial Job Title: IT Project Manager

- **Minimum/General Experience:** 5 Years of progressive experience in projects with similar scope and complexity for federal government or equivalent.
- **Functional Responsibility:** Simultaneously plans and directs a highly technical project (or a group of related tasks) and assists Program Manager in working with government Contracting Officer, the COTR, government management personnel, and client agency representatives. Under the guidance of the Program Manager, is responsible for the overall management of specific Task Orders and ensures that the technical solutions and schedules in the Task Order are implemented in timely manner. Experienced in specific domain with general knowledge of other domains. Provides strategic guidance and influences program direction. Recommends large scale information system solutions, and assists with business integration across organizational levels. Provides program-level guidance within area of expertise and recommends domain-specific solutions and policies. Evaluates various business models including cost-benefit analysis and return on investment (ROI).
- **Minimum Education:** Bachelor's degree in relevant field from an accredited college or university

Commercial Job Title: Technical Consultant, Sr.

- **Minimum/General Experience:** 7 Years of progressive experience in projects with similar scope and complexity for federal government or equivalent.
- **Functional Responsibility:** Conducts and prepares configuration management plans and procedures, performs configuration audits, monitors trouble reports and change requests, evaluates and selects tools to automate the change control process, and provides status accounting support. Coordinates with users and developers on the release of new software versions. Establishes, operates, and maintains program documentation support libraries. Assists in the evaluation, definition, standardization, and tracking of data elements and object names. Determines entity relationships, assigns attributes, and develops procedures for maintaining enterprise data models. Facilitates working groups of functional experts to establish central repository requirements for data storage, protection, and retrieval. Creates and populates data dictionaries. Provides full range of data mapping, validation, and documentation support. Participates in analyzing enterprise-wide operations to determine functional requirements and to identify the necessary supporting information technologies and resources. Assists with the preparation and implementation of strategic business plans and tactical program plans. Develops performance-based management systems linking program goals and objectives to measurable criteria and indicators of success. Designs organizational structures to eliminate functional redundancies, increase processing efficiency, and establish clear managerial/technical accountability. Documents standard operating policies and procedures as guidance for internal control reviews and compliance measurement of program assets. Provides legislative analysis and rulemaking support to assess programmatic impact of proposed regulations and directives. Conducts market research, industry surveys, and technology demonstrations to evaluate commercialization opportunities. Produces annual reports, executive briefings, conference proceedings, brochures, and comparable forms of outreach materials to support information dissemination and technology transfer.
- **Minimum Education:** Bachelor's degree in relevant field from an accredited college or university

Commercial Job Title: Subject Matter/ Domain Expert I

- **Minimum/General Experience:** 12 years of specialized experience in determining information technology effects on the organizational structure and determining ability that IT can support/



meet organizational goals.

- **Functional Responsibility:** Confers with client management to understand client's strategic information technology business goals and information technology strategy. Analyzes client requirements and recommends development or acquisition strategies. Assist in developing strategic plans and concepts. Demonstrate exceptional oral and written communication skills. Possess requisite knowledge and expertise so recognized in the professional community that the individual is considered "expert" in technical/ specialty area being addressed.
- **Minimum Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline. With a Master's Degree two years' experience. With at least eight years of specialized experience, a degree is not required.

Commercial Job Title: Sr. Systems/ Technical Architect

- **Minimum/General Experience:** 8 years of specialized experience in determining information technology effects on organizational structure and determining ability that IT can support/ meet organizational goals.
- **Functional Responsibility:** Sr. Systems/ Technical Architect has overall responsibility for design and development of small to medium scale systems. Has experience working across many aspects of system design and development, encompassing both detailed and overall integration aspects of system development. In addition, may have partial project management responsibility
- **Minimum Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline. With a Master's Degree two years' experience. With at least eight years of specialized experience, a degree is not required

Note: Above Experience may be substituted for education as outlined in Table below:

Education & Experience Levels			Equivalent Education and Experience	
Education	And	Experience	Acquired degree	Minimum
Bachelor's degree or higher	and	5 years	High School/GED	9 Years
			Associate	7 Years
			Master	3 years



SIN: 541611

Job Title	Detailed Position Description and functional responsibilities	Min Years of Experience	Min Education Level
Program Manager	Provide Support in Organizing programs and activities in accordance with the mission and goals of the organization. Developing new programs to support the strategic direction of the organization. Creating and managing long-term goals. Developing a budget and operating plan for the program. Developing an evaluation method to assess program strengths and identify areas for improvement. Managing team with diverse array of talents and responsibilities.	10 years of work experience with projects involving Administrative, Program management, organizational, business, and/or technical services	Bachelor's degree in Business, Finance, and Management, Information Systems or other related discipline
Senior Human Resources Specialist	Apply a broad range of leadership skills. Advanced skills and expertise in the full range of HR areas including but not limited to staffing, classification, processing, benefits, recruitment, and compensation.	5 years of experience in Human Resources or relevant experience with 3 or more years leading/ managing teams	Bachelor's Degree or equivalent with relevant certifications
Marketing Analyst	Responsibilities include Measuring performance of online and offline campaigns, Reporting on marketing KPIs like leads, conversion rates, website traffic and social media engagement and tracking advertising costs, researching consumer behavior and exploring market trends and opportunities.	5 years of experience in Marketing of Products/ services	Bachelor's degree
Human Resources Assistant	Apply human resources skills in support of managers, program staff, and customers on the full range of HR topics including but not limited to staffing, classification, processing, benefits, recruitment, and compensation.	3 years of human resources support experience	Bachelor's degree; or equivalent combination of training and experience.
Payroll Clerk	Manage compensation packages using payroll software. Collect and verify timekeeping information for all employees. Calculate pay according to hours worked incorporating leaves and overtime. Calculate bonuses and commissions when appropriate. Manage and calculate taxes and deductions. Initiate periodical payments timely by either preparing and administering checks or making direct deposits through bank payment system. Issues statements and invoices and maintain records. Update paper and electronic payroll records by entering adjustments on pay rates, employee status changes etc. Calculate unemployment and severance payments. Deal with complaints and questions regarding payroll from employees and upper management. Investigate and resolve any discrepancies in payroll. Prepare and submit reports with payroll information to supervisor	3 years of payroll processing experience	Bachelor's degree; or equivalent combination of training and experience.
Billing Specialist	Assume responsibility of receiving and sorting incoming payments with attention to credibility. Manage the status of accounts and balances and identify inconsistencies. Issue and post bills, receipts and invoices. Check validity of debit accounts. Update accounts receivable database with new accounts or missed payments. Ensure all clients remain informed on their outstanding debts and deadlines. Provide solutions to any relative problems of clients. Write thorough reports on billing activity with clear and reliable data.	5 years of Financial Invoice processing and Account Management Experience	Bachelor's degree; or equivalent combination of training and experience.
Administrative Assistant	Provide wide ranging administrative support to staff. Duties may include, but not limited to:	3 years of related hands-on	High School diploma or



	manage and coordinate calendars; screen phone calls and assist visitors; make travel arrangements; coordinate conference/ meeting arrangements; prepares agendas, correspondence and spreadsheets; opens and routes incoming mail; makes files, files information and maintains files in accordance with agency guidelines; monitors office supply inventories, uploads documents to SharePoint and maintains information in various databases.	experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need.	equivalent experience and training
Data Entry Operator	Works from various standardized source documents that have been coded and require little or no selecting, coding or interpreting of data. Problems such as erroneous items and codes, or missing information are resolved at the supervisory level. Work is routine and repetitive. Responsible for judgment in selecting procedures to be followed, and searching for interpreting, selecting or coding items to be entered from a variety of document sources.	3 years of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need.	High School diploma or equivalent experience and training
Receptionist	Greets visitors, determining nature of visits and directing visitors to appropriate persons. Other duties such as recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; making appointments; keeping a log of visitors; and issuing visitor passes. In this position, one may also work on a computer and perform other routine clerical work that may occupy major portion of worker's time	5 years of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need.	High School diploma or equivalent experience and training
Personal Assistant	Performs work in support of human resource professionals that requires a good working knowledge of personnel procedures, guides, and precedents. Job tasks include interviewing applicants, obtaining references and recommending placement in a well-defined occupation. At this level, assistants typically have range of personal contacts within and outside organization, in addition to handling employee-sensitive material. This Assistant may be involved in identifying potential issues and grievance procedures, in addition to documenting necessary information to avoid company threat. The Personnel Assistant may make recommendations to human resource professionals on job classification, wage rates, and employee salaries. The use of computers may be relied on heavily for organizational and reporting purposes.	5+ years of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need.	High School diploma or equivalent experience and training
Financial Analyst	Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Performs a variety of complicated tasks. May lead and direct work of others.	5 Years of Financial Invoice processing and Account Management Experience	Bachelor's degree; or equivalent combination of training and experience.
Accounting Clerk	Maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include reviewing invoices	3 Years of Financial Invoice processing and	High School diploma or equivalent



	and statements verifying information, ensuring sufficient funds have been obligated and if questionable, resolving with the submitting unit determining accounts involved. The review will include coding transactions, and processing material through data processing for application in accounting system; analysis and reconciliation of computer printouts with operating unit reports (contacting units, researching causes of discrepancies, and taking action to ensure that accounts balance). Conformance with requirements and technical soundness of completed work are reviewed by supervisor, or are controlled by mechanisms built into accounting processes.	Account Management Experience	experience and training
Secretary	Provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains close and highly responsive relationship to day-to-day activities of supervisor and staff, works independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of organization, programs, and procedures related to work of office. Computers may exist in the environment, requiring working knowledge of certain office software programs	5 years of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need.	High School diploma or equivalent experience and training
Project Manager	Provides direction on projects from inception through completion and to provide technical and managerial assistance on all aspects of project management to comply with the technical requirements of the contract for the customer. Performs day -to-day management of assigned delivery order projects that involve teams of data processing and other business information system and management professionals who have previously been involved in analyzing, designing, integrating, testing, documenting, converting, extending and implementing automated information and systems. Demonstrates proven skills in those areas addressed by delivery order to be managed. Organizes, directs and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates strong writing and oral communication skills. Under the guidance of the Program Manager, is responsible for the overall management of specific Task Orders and ensures that the solutions and schedules in the Task Order are implemented in a timely manner.	5 years' experience as a Project Manager. Experience with projects involving management, organizational, business and/or technical services	A Bachelor's degree in Business, Finance, Management, Information Systems or another applicable field. With a Master's Degree 3 years IT experience.
Business Consultant/ Analyst	Staff professional, expert in a specific domain with general knowledge of other domains. Provides strategic guidance and influences program direction. Recommends large scale information system solutions, and assists with business integration across organizational levels. Provides program-level guidance within area of expertise and recommends domain-specific solutions and policies. Evaluates various business models including cost-benefit analysis and return on investment (ROI).	2 Years of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need.	A Bachelor's degree in Business, Finance, and Management, Information Systems or other related discipline.
Research Analyst	Supports large specialized projects related to the individual's subject matter expertise. These personnel are renowned experts in either functional domains (e.g., finance, personnel,	5 year of work experience with the specific requirements	A Bachelor's degree in Business, Finance,



	acquisition, medical etc.), technical disciplines (e.g., computer security, network engineering, etc.), or academic subject areas with many years of experience. Plans, performs engineering research, design development, and other assignments in conformance with engineering and customer specifications. Coordinates the activities of Engineers, and Analysts assigned to specific program.	specified by an actual Statement of Work or Statement of Need.	Management, Information Systems or another applicable field.
System Analyst	Provides translation of user requirements for business, engineering and other technical areas or functions into overall system designs, including significant managerial experience. Performs studies and analyses to develop improvements to management, organization and business applications for the advancement of quality enhancements through reengineering techniques. Provides support to complex systems analysis, design, development and testing activities. Performs elaborate analyses and studies. Prepares reports and gives presentations to upper management. Works independently or as a member of a team. Performs elaborate analyses and studies. Defines the problem and develops system requirements and program specifications from which programmers prepare detailed flowcharts, programs, and tests. Closely coordinates with programmers to ensure proper implementation of program and system specifications. In conjunction with functional users, develops system alternative solutions.	3 years of progressive experience in systems analysis or business information systems experience	A Bachelor's degree in Business, Finance, Management, Information Systems or other related discipline