



**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 – Information Technology

FSC Group: SIN 132-51 Information Technology (IT) Professional Consulting

SIN 132-62 Homeland Security Presidential Directive 12 Product and Service Components

Contract Number: GS-35F-0747J

For more information on ordering from Federal Supply Schedules click on FSS Schedules at www.fss.gsa.gov

Contract Period: September 10, 1999 – September 9, 2019

CONTRACTOR:

Citizant, Inc.

15000 Conference Center Drive, Suite 500
Chantilly, VA 20151
Phone: (703) 667-9420
Fax: (703) 263-9003
www.citizant.com

Contract Administrator:

Vincent Langan
Contracts Manager
Citizant, Inc.
15000 Conference Center Drive, Suite 500
Chantilly, VA 20151
Phone: (703) 687-1667
Fax: (703) 263-9003
vlangan@citizant.com

Business Size: Women owned Small Business



Customer Information:

1a. Awarded Special Item Numbers: **SINs 132-51 and 132-62**

1b. See **Page 33-34 for pricing**

2. Maximum order for SIN 132-51: **\$500,000** per Order (exclusive of any discount for prompt payment).
Maximum order for SIN 132-62: **\$1,000,000** per Order (exclusive of any discount for prompt payment).

*If the best value selection places your order over the Maximum Order identified in this catalog/price list, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor 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**

4. Geographic coverage (delivery area): **Domestic, 50 states, DC, Puerto Rico and US Territories**

5. Point(s) of production (city, county, and state, or foreign country): **Not applicable**

6. Discount from list prices or statement of net prices: **Prices are net to the customer and include the .75% Industrial Funding Fee (IFF).**

7. Quantity discounts: **None**

8. Prompt Payment terms: **.5%-10 days; net 30 days**

9a. Notification whether Government purchase cards are accepted at or below the micro-purchase threshold. **Accepted at or below the micro-purchase threshold**

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. **Not accepted**

10. Foreign items: **Not applicable**

11a. Time of Delivery: **To be negotiated at the task order level**

11b. Expedited delivery: **Not applicable**

11c. Overnight and 2-day delivery: **Not applicable**

11d. Urgent Requirements: See contract clause I-FSS-14-B. **To be negotiated at the task order level**

12. F.O.B point(s): Destination

Any contractor travel required in the performance of this contract and orders placed hereunder must comply with the Federal Travel Regulations (FTR) or Joint Travel Regulations (JTR), 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. The contractor shall not add the Industrial Funding Fee onto travel costs.

13a. **Ordering** address(es):

Citizant, Inc.

15000 Conference Center Drive, Suite 500

Chantilly, VA 20151

Phone: (703) 667-9420

Fax: (703) 263-9003

13b. Ordering Procedures: For supplies and 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(es):

Citizant, Inc.

15000 Conference Center Drive, Suite 500

Chantilly, VA 20151

OR

Send wire transfer, please call for instructions

Payment Telephone Inquiries:

Citizant Accounts Receivable

Phone: (703) 667-9420

15. Warranty provision: **To be negotiated at the task order level**

16. Export packing charges: Not applicable

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro purchase level): Not applicable

18. Terms and conditions of rental, maintenance, and repair (if applicable): Not applicable

19. Terms and conditions of installation (if applicable): Not applicable

20. Terms and conditions of repair parts (if applicable): Not applicable

20a. Terms and conditions for any other services (if applicable): Not applicable

21. List of services and distribution points (if applicable): Not applicable

22. List of participating dealers (if applicable): Not applicable

23. Preventative maintenance (if applicable): Not applicable

24a. Special attributes such as environmental attributes (e.g. recycled content, energy efficiency, and/or reduced pollutants) : Not applicable

24b. Section 508 Compliance for Electronic and Information Technology (EIT): Not applicable

25. Data Universal Number System (DUNS) number: **068729529**

26. Notification regarding registration in System for Award Management (SAM) database: **Valid through 1/16/2019**

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

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT 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

- 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 in accordance with this clause.
- 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

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) 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 Services.

9. INDEPENDENT CONTRACTOR

All IT 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 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 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) 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 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

- a. The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- b. The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
 - (1) The offeror;
 - (2) Subcontractors; and/or
 - (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING



Awarded Contract Price List

INFORMATION TECHNOLOGY 132-51 LABOR CATEGORY DESCRIPTIONS

Administrative Support Specialist 1

Minimum/General Experience:

An Administrative Support Specialist 1 has six (6) months of total experience and some specialized experience or formal training.

Functional Responsibility:

Provides administrative-type support to technical and management-level personnel. This includes, but is not limited to, documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc. Duties may include, but are not limited to, coordinating and planning office administration and support; understanding and providing documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc. required in changing office environments; and reporting directly to a client, usually at the client location, to support its operations as required.

Minimum Education:

High School Diploma or G.E.D. or other equivalent degree program.

Administrative Support Specialist 2

Minimum/General Experience:

An Administrative Support Specialist 2 has from one (1) to three (3) years experience and at least six (6) months specialized experience or formal training.

Functional Responsibility:

Provides administrative-type support to technical and management-level personnel. This includes, but is not limited to, documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc. Duties may include, but are not limited to, coordinating and planning office administration and support; understanding and providing documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc. required in changing office environments; and reporting directly to a client, usually at the client location, to support its operations as required.

Minimum Education:

High School Diploma or G.E.D. or other equivalent degree program.

Advanced Technology Manager

Minimum/General Experience:

An Advanced Technology Manager typically has over ten (10) years of progressively responsible experience in software engineering, or business process reengineering, and systems analysis and design. An Advanced Technology Manager has performed on several projects utilizing advanced application development technologies and practices. Additionally, an Advanced Technology Manager has experience writing technical papers and giving presentations to technical and non-technical audiences.

Functional Responsibility:

An Advanced Technology Manager is a thought leader in a significant technology or methodology. An Advanced Technology Manager conducts research and development, and reports findings in white papers, technical articles, and oral presentations. An Advanced Technology Manager participates in advisory boards and committees, industry standards and practices groups, and represents Citizant in professional associations such as ACM or IEEE. An Advanced Technology Manager also develops and presents training courses. In addition, an Advanced Technology Manager develops and manages professional development programs and advises consultants regarding career, education, and training plans.

Minimum Education:

An Advanced Technology Manager has a graduate degree in Computer Science or a related discipline, or a Bachelor of Science degree plus significant additional research and study in an advanced discipline.

Associate Systems Developer

Minimum/General Experience:

An Associate Systems Developer has six (6) months or less total experience and some specialized project experience or formal training.

Functional Responsibility:

Associate Systems Developer duties include providing project consulting or development support on all phases of software engineering methodologies and the implementation of software engineering. An Associate Systems Developer provides design, and development support to the project. In addition, an Associate Systems Developer performs moderately complex analysis, design, development, testing and implementation of software in support of a range of functional and technical environments.

Minimum Education:

An Associate Systems Developer has a Bachelor of Science degree in Computer Science or a related discipline.

Business and Economic Analyst 1

Minimum/General Experience:

A Business and Economic Analyst 1 has six (6) months of total experience and some specialized experience or formal training.

Functional Responsibility:

Assists in Functional Economic Analysis (FEA) to evaluate the costs of alternative ways to accomplish functional objectives. The FEA states investment costs, benefits, and risks as a net change to the functional baseline cost, the cost of doing business now and in the future. Ensures that cross-functional, security, and other integration issues are addressed.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Business and Economic Analyst 2

Minimum/General Experience:

A Business and Economic Analyst 2 has from one (1) to four (4) years of total experience and at least six (6) months specialized experience or formal training.

Functional Responsibility:

Performs Functional Economic Analysis (FEA) to evaluate the costs of alternative ways to accomplish functional objectives. The FEA states investment costs, benefits, and risks as a net change to the functional baseline cost, the cost of doing business now and in the future. Ensures that cross-functional, security, and other integration issues are addressed. Significant knowledge and experience in FEA and the ability to work independently on typical assignments.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Business and Economic Analyst 3

Minimum/General Experience:

A Business and Economic Analyst 3 has least five (5) years of total experience and at least two (2) years specialized experience or formal training.

Functional Responsibility:

Performs Functional Economic Analysis (FEA) to evaluate the costs of alternative ways to accomplish functional objectives. The FEA states investment costs, benefits, and risks as a net change to the functional baseline cost, the cost of doing business now and in the future. Ensures that cross-functional, security, and other integration issues are addressed. Significant knowledge and experience in FEA and the ability to direct a team on typical assignments.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Business Process Engineer 1

Minimum/General Experience:

A Business Process Engineer 1 has at least four (4) years experience and at least two (2) years specialized project experience or formal training.

Functional Responsibility:

Applies business process improvement practices to reengineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis, and modern business methods and performance measurement techniques. Assists in establishing standards for information systems procedures. Develops and applies organization wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with corporate information management guiding principles, cost savings and open system architecture objectives.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's degree.

Business Process Engineer 2

Minimum/General Experience:

A Business Process Engineer 2 has at least six (6) years experience and at least four (4) years specialized project experience or formal training.

Functional Responsibility:

Applies business process improvement practices to reengineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis, and modern business methods and performance measurement techniques. Assists in establishing standards for information systems procedures. Develops and applies organization wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with corporate information management guiding principles, cost savings and open system architecture objectives. Provides daily supervision and direction to staff.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's degree.

Business Systems Architect

Minimum/General Experience:

A Business System Architect has at least four (4) years experience and at least two (2) years specialized project experience or formal training.

Functional Responsibility:

Provides expertise in the areas of system architecture, system design and systems management processes. Analyzes and recommends commercially available hardware capable of meeting systems requirements. The system architect maintains a deep understanding of architecture, techniques and management processes across a broad spectrum of systems, applications and requirements.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's degree.

Communications & Network Engineer 1

Minimum/General Experience:

A Communication & Network Engineer 1 has six (6) months of total experience and some specialized experience or formal training.

Functional Responsibility:

Has knowledge in one or more aspects of data and telecommunications network architectures for Government applications. May possess broad knowledge in network integration, network interoperability, network implementation, telecommunications technologies, or network protocols. Capable of working, with supervision, on specific tasks associated with specific aspects of network architecture projects. Communication & Network Engineer duties include providing assistance and performs general technical tasks for network architecture planning; providing support for one or more specific areas associated with network-architecture technology, interoperability, or integration; supporting the development of technical analyses, white papers, or research for specific technical areas of network architecture; and assisting in general analysis on network interoperability topologies, technologies, interfaces, and protocols.

Minimum Education:

Bachelor's Degree in Electrical/Electronics Engineering, computer Science, or Information Systems. Eight (8) years experience in telecommunications network architectures may be substituted for a Bachelor's Degree.

Communications & Network Engineer 2

Minimum/General Experience:

A Communication & Network Engineer 2 has a minimum of two (2) years total experience and at least one (1) year of specialized experience or formal training.

Functional Responsibility:

Has knowledge in one or more aspects of data and telecommunications network architectures for Government applications. May possess broad knowledge in network integration, network interoperability, network implementation, telecommunications technologies, or network protocols. Capable of independent work on specific tasks associated with the implementation of specific aspects of network architecture projects and is capable of providing limited guidance or supervision of Engineers working on highly complex network architecture projects. Communication & Network Engineer duties include, but are not limited to, providing general support for network architecture planning; providing technical support in one or more specific areas associated with network-architecture technology, interoperability, or integration; providing support for the development of technical analyses, white papers, or research for specific technical areas of network architecture; and providing general analyses on network interoperability topologies, technologies, interfaces, and protocols.

Minimum Education:

A Bachelor's Degree in Computer Science, Electrical or Electronics Engineering, Information Systems, or equivalent

Communications & Network Engineer 3

Minimum/General Experience:

A Communication & Network Engineer 3 has at least six (6) years of total experience and at least three (3) years specialized experience or formal training.

Functional Responsibility:

Has in-depth knowledge of multiple aspects of data and telecommunications network architectures for Government applications. May possess subject matter expertise in network integration, network interoperability, network implementation, telecommunications technologies, or network protocols. Has the ability to use experience and technical judgment to reach conclusions in the face of limited and/or uncertain data. Supervises or manages the implementation of specific aspects of network architecture planning and is capable of supervising a team of specialty Engineers working on highly complex network architecture projects. Communication & Network Engineer duties include, but are not limited to, providing lead specialty engineering for a specific technology area associated with network architectures; providing technical support in one or more specific areas associated with network-architecture technology, interoperability, or integration; performing technical lead management responsibilities for specific technical areas of network architecture projects; and providing in-depth analyses on network interoperability, topologies, technologies, interfaces, and protocols.

Minimum Education:

A Master's Degree in computer Science, Electrical or Electronics Engineering, Information Systems, or equivalent and 1-year experience. A Bachelor's Degree in computer Science, Electrical Engineering, Information Systems, or equivalent and 2 years general work experience is considered equivalent to a Master's Degree and 1 year experience.

Computer Engineer 1

Minimum/General Experience:

A Computer Engineer 1 has a minimum of three (3) years of experience.

Functional Responsibility:

Performs a variety of engineering tasks concerned with the design and implementation, including personnel, hardware, software and support facilities and/or equipment. Supports analysis projects by utilizing existing modeling and simulation tools. Support data collection, study definition, model execution, data extraction and performance measurement activities.

Minimum Education:

Bachelor's Degree in related discipline or equivalent

Computer Engineer 2

Minimum/General Experience:

A Computer Engineer 2 has a minimum of five (5) years general technical experience.

Functional Responsibility:

Applies a strong analysis background, strong technical initiative, experience in operational and technical analysis of systems, along with strong experience in modeling and simulation background. Performs a variety of engineering tasks concerned with the design and implementation, including personnel, hardware, software and support facilities and/or equipment. Supports analysis projects by utilizing existing modeling and simulation tools. Support data collection, study definition, model execution, data extraction and performance measurement activities.

Minimum Education:

Master's Degree or higher in Physical Science, Engineering, Logistics, Aeronautics, Mathematics or Aerospace.

Computer Engineer 3

Minimum/General Experience:

A Computer Engineer 3 has a minimum of seven (7) years general technical experience.

Functional Responsibility:

Applies a strong analysis background, strong technical initiative, experience in operational and technical analysis of systems, along with strong experience in modeling and simulation background. Performs a variety of engineering tasks concerned with the design and implementation, including personnel, hardware, software and support facilities and/or equipment. Supports analysis projects by utilizing existing modeling and simulation tools and developing tools as needed. Support data collection, study definition, model execution, data extraction and performance measurement activities. Excellent people and organization skills are required. Ability to work in a rapid paced environment is important.

Minimum Education:

Master's Degree or higher in Physical Science, Engineering, Logistics, Aeronautics, Mathematics or Aerospace.

Courseware Author

Minimum/General Experience:

A Courseware Author has a complete and thorough knowledge of the technical material that is being written. Courseware Authors must have 5 years of Systems Developer experience and are quite proficient in the technology that they are writing about.

Functional Responsibility:

A Courseware Author is responsible for the assembly, writing, and review of technical courseware material. Courseware Authors create slides using PowerPoint (by Microsoft) or some other presentation software. In addition Courseware Authors provide the necessary supporting documentation that addresses any points in a presentation. Courseware Authors also design exercises and exercise answer keys for Courseware Instructors to use.

Minimum Education:

A Courseware Author has a Bachelor of Science degree in Computer Science or a related discipline.

Courseware Instructor

Minimum/General Experience:

A Courseware Instructor has a complete and thorough knowledge of the technical material that is being presented. Courseware Instructors must have 7 years of years of Systems Developer experience and are quite proficient in the technology that they are presenting to students. Courseware Instructors are comfortable in field of student training and have, at minimum, lectured to students on Citizant internal training classes or served as an assistant in a public class delivered by another Courseware Instructor

Functional Responsibility:

A Courseware Instructor is responsible for all aspects of delivering technical training to a classroom of students. Courseware Instructors plan lectures, choose topics of discussion, organize exercises and grade students on their comprehension and proficiency. Courseware Instructors are also responsible for all logistics with the delivery of a class/lecture including the establishment of the technical environment, delivery of hardcopy materials, quality of the classroom environment, etc.

Minimum Education:

A Courseware Instructor has a Bachelor of Science degree in Computer Science or a related discipline.

Data Analyst 1

Minimum /General Experience:

A Data Analyst 1 has a minimum of one (1) year of experience with business process analysis and data retrieval and reporting functions.

Functional Responsibility:

Reviews, evaluates, designs, implements and maintains data systems. Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams and documents the process. Possession of excellent oral and written communication skills. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.

Minimum Education:

Education/Certifications or equivalent required:

BS or BA degree in a related field required.

Data Analyst 2

Minimum /General Experience:

A Data Analyst 2 has a minimum of three (3) years of experience with business process analysis and at least two (2) years of experience with data retrieval and reporting functions.

Functional Responsibility:

Reviews, evaluates, designs, implements and maintains data systems. Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams and documents the process. Possession of excellent oral and written communication skills. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

Minimum Education:

Education/Certifications or equivalent required:

BS or BA degree in a related field required; MS, MA, or MBA degree preferred

Data Architect

Minimum/General Experience:

A Data Architect has a minimum of eight (8) years experience and at least four (4) years specialized project experience or formal training.

Functional Responsibility:

Interacts with all levels of users, technical staff and program management. Applies database design, analysis, and implementation; database interface designing, coding, troubleshooting, and implementation; and design and implementation of system-wide database strategy. Formulates and defines the top-level architecture of the data, including the standards & formats, and will apply analytical skills to support data architecture development, studies, and analysis projects. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top-level contributor/specialist. A wide degree of creativity and latitude is expected. Provides daily supervision and direction to staff.

Minimum Education:

Bachelor's Degree in related discipline or equivalent.

Database Administrator 1

Minimum/General Experience:

A Database Administrator 1 has a minimum of two (2) years of experience in a client/server environment with hands-on experience with PL/SQL.

Functional Responsibility:

Applies techniques for backup/recovery, software upgrades, data replication, data mirroring, and production application release support.

Minimum Education:

B.S. in Computer Science, engineering, or related technical discipline.

Database Administrator 2

Minimum/General Experience:

A Database Administrator 2 has a minimum of four (4) years of experience with at least 3 years in using current DBMS technologies and application design using various database management systems; experience with DBMS internals.

Functional Responsibility:

Applies techniques for backup/recovery procedures for the processing environments and ensures that data integrity, security, and recoverability are built into the DBMS applications. Performs software upgrades, data replication, data mirroring, and production application release support. Performs evaluations and makes recommendations on available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.

Minimum Education:

B.S. in Computer Science, engineering, or related technical discipline.

Database Administrator 3

Minimum/General Experience:

A Database Administrator 3 has a minimum of six (6) years of experience in the development and maintenance of database systems and at least 5 years of experience with database management systems, system design and analysis, operating systems software, and internal and data manipulation languages

Functional Responsibility:

Conducts database administration for test, development and production databases, including installation and configuration, partition maintenance, backup and restore/recovery, and database performance monitoring and tuning. Works productively in a fast-paced and complex environment involving multiple interfaces. Manages the development plan, budget staff and data resources of database projects. Supports application developers in planning preparation, load analysis, and backup and recovery of data. When necessary, reallocates resources to maximize benefits. Prepares and delivers presentations on DBMS concepts. Provides daily supervision and direction to support staff. Monitors performance and evaluates areas to improve efficiency. Manages client assignments, technical and functional content. Budgets and staff resources.

Minimum Education:

B.S. in Computer Science, engineering, or related technical discipline.

Database Management Engineer 1

Minimum/General Experience:

A Database Management Engineer 1 has six (6) months of total experience and some specialized project experience or formal training.

Functional Responsibility:

Provides technical expertise for the production of detailed database designs and design documentation, including data models, and data flow diagrams. Evaluates and configures DBMS products to match user requirements with system capabilities. Determines file organization, indexing methods, and security procedures for system databases. Plans, coordinates conversion and migration of existing (or legacy) databases to state of the art DBMS's. Significant knowledge of the field and the ability to work independently on typical assignments.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Database Management Engineer 2

Minimum/General Experience:

A Database Management Engineer 2 has from one (1) to three (3) years of total experience and at least six (6) months specialized project experience or formal training.

Functional Responsibility:

Provides technical expertise for the production of detailed database designs and design documentation, including data models, and data flow diagrams. Evaluates and configures DBMS products to match user requirements with system capabilities. Determines file organization, indexing methods, and security procedures for system databases. Plans, coordinates conversion and migration of existing (or legacy) databases to state of the art DBMS's. Generally regarded as an expert in their particular discipline or technology.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Database Management Engineer 3

Minimum/General Experience:

A Database Management Engineer 3 has at least four (4) years of total experience and at least two (2) years specialized project experience or formal training.

Functional Responsibility:

Provides technical expertise for the production of detailed database designs and design documentation, including data models, and data flow diagrams. Evaluates and configures DBMS products to match user requirements with system capabilities. Determines file organization, indexing methods, and security procedures for system databases. Plans, coordinates conversion and migration of existing (or legacy) databases to state of the art DBMS's. Experience with several architectures and platforms in an integrated environment.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

E-Commerce Specialist 1

Minimum/General Experience:

An E-Commerce Specialist 1 has at least five (5) years experience and at least one (1) year specialized in EC/EDI and systems design and specific design and/or implementation experience with automated procurement systems.

Functional Responsibility:

Provides expert functional advice and direction to client's users, management and project teams working on complex systems in the area of Electronic Commerce. Consults with management and clients to define and evaluate solutions and functional requirements for complex problems. Solves especially complex training, implementation, and/or operational problems. May act as Program Manager or deputy.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

E-Commerce Specialist 2

Minimum/General Experience:

An E-Commerce Specialist 2 has at least five (5) years experience and at least one (1) year specialized in EC/EDI and systems design and specific design and/or implementation experience with automated procurement systems.

Functional Responsibility:

Provides expert functional advice and direction to client's users, management and project teams working on complex systems in the area of Electronic Commerce. Consults with management and clients to define and evaluate solutions and functional requirements for complex problems. Solves especially complex training, implementation, and/or operational problems. Directs and supervises resources for performance of project assignments and activities. Manages project scheduling, design, implementation, testing and acceptance. Primary client interface. Responsible for quality of output.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Enterprise Architect

Minimum/General Experience:

An Enterprise architect has a minimum of four (4) years experience in information technology and strategic planning, with at least 1 year of experience as a subject matter expert in Enterprise Architecture disciplines. Experience with the Federal Enterprise Architecture Framework and associated architecture development process.

Functional Responsibility:

Applies architecture principles, standards, trends in technology and industry best practices. Knowledge of Federal guideline such as the Government Paperwork Elimination Act of 1999, Government Performance Act of 1993, Clinger-Cohen Act, and OMB Circular A-130. Ability to analyze problems logically and objectively, apply sound judgment in developing solutions, meet tight deadlines, and adjust to changing priorities. Effective written and oral communication skills and the ability to present technical findings in a clear and concise manner. Identifies and documents business area activities, data, applications, and technologies. Support the development of enterprise architecture standards, policies, and guidelines. Works with federal management, program offices, and personnel across the agency enterprise, and coordinate the integration of other agency initiatives and segments into the agency Enterprise Architecture.

Minimum Education:

BS degree in Engineering, Information Systems, Computer Science or a related scientific or technical discipline.

Graphics Designer 1

Minimum/General Experience:

A Graphics Designer 1 has from one (1) to three (3) years experience and at least six (6) months specialized design experience or formal training.

Functional Responsibility:

Ability to develop graphics for both programmatic and technical tasks. General knowledge of the administrative field and the ability to work with minimal supervision. Assists in the preparation of presentation graphics, and supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Responsible for integrating the graphics generated with automated tools and the deliverable documents.

Minimum Education:

Associate's Degree or equivalent. Four (4) years of general experience is considered equivalent to an Associate's Degree.

Information Engineer 1

Minimum/General Experience:

An Information Engineer 1 has six (6) months of total experience and some specialized project experience or formal training.

Functional Responsibility:

Performs as an applications programmer on large-scale database management systems, knowledge of computer equipment, and ability to develop complex software to satisfy design objectives. Analyzes application software and design specifications for information process activities. Develops block diagrams and logic flow charts. Translates detailed design into application software. Tests, debugs, and refines the application software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Works under general supervision.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's degree.

Information Engineer 2

Minimum/General Experience:

An Information Engineer 2 has from one (1) to three (3) years experience and at least six (6) months specialized project experience or formal training.

Functional Responsibility:

Works with SQL and third/fourth generation languages in the design and implementation of systems and using database management systems. Possesses ability to assume increasing responsibilities in information engineering activities. Knowledgeable of applicable standards. Analyzes and studies complex information system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and computer Aided Software Engineering (CASE) tools. Provides input to estimate software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Works independently under minimal supervision.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's degree.

Information Engineer 3

Minimum/General Experience:

An Information Engineer 3 has from four (4) to six (6) years experience and at least two (2) years specialized project experience or formal training.

Functional Responsibility:

Performs information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, and documentation preparation. Implements information engineering projects, systems analysis, design and programming using CASE and IE tools and methods, systems planning, business information planning, and business analysis. Applies business process improvement practices to re-engineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assists in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives. Possesses the ability to work independently.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's degree.

Information Engineer 4

Minimum/General Experience:

An Information Engineer 4 has from seven (7) to nine (9) years experience and at least four (4) years specialized project experience or formal training.

Functional Responsibility:

Performs systems development, functional and data requirements analysis, systems analysis and design, programming, program design, and documentation preparation. Manages the implementation of information engineering projects and performs systems analysis, design and programming selecting CASE or IE tools and methods, e.g., Oracle CASE, COOL:Gen CASE, I-CASE. Works in the client/server environment. Utilizes managerial and supervisory skills. Prepares written and oral communications, including giving formal presentations to different audiences. Applies an enterprise-wide set of disciplines for the planning, analysis, design and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions. Performs enterprise-wide strategic systems planning, business information planning, business and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools; such as Integrated computer-Aided Software Engineering (I-CASE) tools. Applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents. Utilizes various methodologies, e.g., IDEF 0 process modeling and IDEF 1X data modeling. Provides daily supervision and direction to staff.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's degree.

Information Engineer 5

Minimum/General Experience:

An Information Engineer 5 has at least nine (9) years experience and at least five (5) months specialized project experience or formal training.

Functional Responsibility:

Performs information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, and documentation preparation. Manages the implementation of information engineering projects and experience in systems analysis, design, and programming using CASE and IE tools and methods, e.g., Oracle CASE, IEF CASE, I-CASE. Works in the client/server environment. Utilizes managerial and supervisory skills. Prepares written and oral communications skills, including giving formal presentations to different audiences. Applies an enterprise-wide set of disciplines for the planning, analysis, design, and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions. Performs enterprise-wide strategic systems planning, business information planning, business and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools; such as Integrated computer-Aided Software Engineering (I-CASE) tools. Applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents. Familiar with various methodologies, e.g., IDEF 0 process modeling and IDEF 1X data modeling. Provides daily supervision and technical guidance in software engineering techniques and automated support tools to supporting staff.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's degree.

Information Security Specialist 1

Minimum/General Experience:

An Information Security Specialist 1 has from one (1) to three (3) years of total experience and at least six (6) months specialized project experience or formal training.

Functional Responsibility:

Formulates and assesses I/T security policy to include business impact. Prepares security plans for employing enterprise-wide security architecture to include the design of cryptographic solutions. Develops integrated security services management. Executes security awareness training. Assesses and audits network penetration testing anti virus planning assistance, risk analysis and incident response. Provides security-engineering support for application development (including system security certifications and project evaluations). This may include the development, design and implementation of firewalls, and evaluation, review and test of security code. Experience with several architectures and platforms in an integrated environment. Significant knowledge of the field and the ability to work independently on typical assignments.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Information Security Specialist 2

Minimum/General Experience:

An Information Security Specialist 2 has at least four (4) years of total experience and at least two (2) years specialized project experience or formal training.

Functional Responsibility:

Formulates and assesses I/T security policy to include business impact. Prepares security plans for employing enterprise-wide security architecture to include the design of cryptographic solutions. Develops integrated security services management. Executes security awareness training. Assesses and audits network penetration testing anti virus planning assistance, risk analysis and incident response. Provides security-engineering support for application development (including system security certifications and project evaluations). This may include the development, design and implementation of firewalls, and evaluation, review and test of security code. Experience with several architectures and platforms in an integrated environment.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Principal Systems Developer

Minimum/General Experience:

A Principal Systems Developer has extensive experience in all phases of software engineering and typically has eight (8) or more years of progressively responsible experience performing systems development, functional data requirements analysis, systems analysis and design. A Principal Systems Developer has at least three (3) years specialized experience.

Functional Responsibility:

Principal Systems Developer duties include leading and directing work of consultants on large application development programs (including multiple large projects); scoping and planning of application development projects; providing consulting and/or periodic project reviews, conducting training classes on all phases of software engineering methodologies, and the implementation of software engineering. A Principal Systems Developer is an industry recognized expert in at least one area of the software engineering methodology and associated Technical Disciplines. A Principal Systems Developer applies software, hardware, and standard information technology skills in the analysis, specification, development, integration, and acquisition of systems. A Principal Systems Developer ensures these systems and applications are compliant with standards for open architectures, reference models, and profiles of standards. A Principal Systems Developer performs analysis and validation of software and hardware components to ensure the integration of these components into interoperable information management designs.

Minimum Education:

A Principal Systems Developer has at least a Bachelor of Science degree (and preferably a graduate degree) in Computer Science, Management Information Systems, or a related discipline.

Program Manager 1

Minimum/General Experience:

A Program Manager 1 has at least eight (8) years of total experience and at least four (4) years specialized project experience or formal training.

Functional Responsibility:

This position is responsible for managing at the program level, encompassing the accumulated status of individual project/task order within the program. Program Manager plans, coordinates and manages all aspects of complex information technology programs. Prepares and presents status on program schedules, program costs, program deliverables, program risks, and risk containment strategies. Experienced in advising senior executives on effective utilization of information technology systems and reengineering to meet business objectives. Program Manager responsibilities include, but are not limited to, effective management of funds and personnel, and is accountable for the quality and timely delivery of all contractual items; operating within client guidance, contractual limitations, and Company business and policy directives; serving as focal point-of-contact with client regarding program activities; ensuring that all required resources including manpower, production standards, computer time, and facilities are available for program implementation; managing program consisting of multiple projects including project identification, design, development, and delivery; maintaining the development and execution of business opportunities based on broad, general guidance; conferring with project manager to provide technical advice and to assist with problem resolution; and marketing new technology and follow-on business acquisitions.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Program Manager 2

Minimum/General Experience:

A Program Manager 2 has at least eight (8) years of total experience and at least six (6) years specialized project experience or formal training.

Functional Responsibility:

This position is responsible for managing at the program level, encompassing the accumulated status of individual project/task order within the program. Program Manager plans, coordinates and manages all aspects of complex information technology programs. Prepares and presents status on program schedules, program costs, program deliverables, program risks, and risk containment strategies. Experience of progressive accomplishment managing and implementing large, complex information technology systems. Experienced in advising senior executives on effective utilization of information technology systems and reengineering to meet business objectives. Program Manager responsibilities include, but are not limited to, effective management of funds and personnel, and is accountable for the quality and timely delivery of all contractual items; operating within client guidance, contractual limitations, and Company business and policy directives; serving as focal point-of-contact with client regarding program activities; ensuring that all required resources including manpower, production standards, computer time, and facilities are available for program implementation; managing program consisting of multiple projects including project identification, design, development, and delivery; maintaining the development and execution of business opportunities based on broad, general guidance; conferring with project manager to provide technical advice and to assist with problem resolution; and marketing new technology and follow-on business acquisitions.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Program Manager 3

Minimum/General Experience:

A Program Manager typically has over ten (10) years of progressively responsible experience in software engineering, or business process reengineering, and systems analysis and design and project management. A Program Manager has performed management tasks on several major application development projects.

Functional Responsibility:

A Program Manager is the most senior position within the Citizant Consultant Ladder. This individual has broad management authority over very large projects and initiatives, which potentially span multiple accounts or customers. Typically, the Program Manager defines and directs projects at the highest level and is responsible for the long-term success of programmatic initiatives as defined by the senior management team of Citizant. A Program Manager has authority to manage program budgets, direct recruiting efforts and perform career planning and employee actions. A Program Manager is an expert in project management tools and methods.

Minimum Education:

A Program Manager has a graduate degree in Computer Science or Business Administration (or a related discipline), or a Bachelor of Science degree plus significant additional research and study in an advanced discipline.

Project Manager 1

Minimum/General Experience:

A Project Manager 1 has at least four (4) years of total experience and at least two (2) years specialized project experience or formal training.

Functional Responsibility:

This position is responsible for managing at the project/task level. Project Manager plans, coordinates and manages all aspects of complex information technology projects. Prepares and presents status on project schedules, project costs, project deliverables, project risks, and risk containment strategies. Experienced in advising senior executives on effective utilization of information technology systems and reengineering to meet business objectives.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Project Manager 2

Minimum/General Experience:

A Project Manager 2 has at least six (6) years of total experience and at least six (6) months project management experience or formal training.

Functional Responsibility:

This position is responsible for managing at the project/task level. Project Manager plans, coordinates and manages all aspects of complex information technology projects. Prepares and presents status on project schedules, project costs, project deliverables, project risks, and risk containment strategies. Experienced in advising senior executives on effective utilization of information technology systems and reengineering to meet business objectives. Project Manager has extensive experience with large systems modernization and business practice reengineering.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Project Manager 3

Minimum/General Experience:

A Project Manager 3 has at least six (6) years of total experience and at least two (2) years project management experience or formal training.

Functional Responsibility:

This position is responsible for managing at the project/task level. Project Manager plans, coordinates and manages all aspects of complex information technology projects. Prepares and presents status on project schedules, project costs, project deliverables, project risks, and risk containment strategies. Experienced in advising senior executives on effective utilization of information technology systems and reengineering to meet business objectives. Project Manager has extensive experience with large systems modernization and business practice reengineering.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Project Manager 4

Minimum/General Experience:

A Project Manager 4 has at least eight (8) years of total experience and at least four (4) years project management experience or formal training.

Functional Responsibility:

This position is responsible for managing at the project/task level. Project Manager plans, coordinates and manages all aspects of complex information technology projects. Prepares and presents status on project schedules, project costs, project deliverables, project risks, and risk containment strategies. Experienced in advising senior executives on effective utilization of information technology systems and reengineering to meet business objectives. Project Manager has extensive experience with large systems modernization and business practice reengineering.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Project Manager 5

Minimum/General Experience:

A Project Manager typically has over ten (10) years of progressively responsible experience in software engineering, or business process reengineering, and systems analysis and design. A Project Manager has performed on several projects utilizing application development and other development technologies.

Functional Responsibility:

A Project Manager possesses significant business, systems analysis and development experience, and brings this to bear by providing management and executive level services beyond software engineering methodologies and specific development technologies. A Project Manager has experience in planning and managing full life cycle development using a software engineering methodology, preparing and presenting executive briefings, and creating innovative yet practical solutions. Project Manager duties include directing work of consultants on large application development programs, which could include multiple large projects; scoping and planning of Application development projects; providing consulting and/or periodic project reviews; conducting training classes on all phases of software engineering methodologies and the implementation of software engineering methodologies. A Project Manager is an industry recognized expert in at least one area of a software engineering methodology and associated Technical Discipline.

Minimum Education:

A Project Manager has a Bachelor of Science degree in Computer Science or a related discipline.

QA/CM/Test & Evaluation Specialist 1

Minimum/General Experience:

A QA/CM/Test & Evaluation Specialist 1 has from one (1) to three (3) years of total experience and at least six (6) months specialized project experience or formal training.

Functional Responsibility:

Provides technical and administrative support for personnel performing software development tasks, including the review of work products for correctness, adherence to design concepts and to user standards, review of program documentation to assure government standards/requirements are adhered to, configuration management for all hardware and software, and for progress in accordance with schedules. Coordinates with the Program Manager and/or Quality Assurance/Configuration Manager to ensure problem resolution and user satisfaction. Makes recommendations, if needed, for approval of systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, end user representatives. Performs software testing at all levels from module or unit testing through all levels of software integration testing. Writes software test plans in support of software design to ensure the integrity of test plans. Interfaces with the software development group throughout the software development process. Develops test data and predefines specific test acceptance criteria. Supports the software configuration management process and understands all software components and their interface requirements. Experience with several architectures and platforms in an integrated environment. Significant knowledge of the field and the ability to work independently on typical assignments.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

QA/CM/Test & Evaluation Specialist 2

Minimum/General Experience:

A QA/CM/Test & Evaluation Specialist 2 has from four (4) to six (6) years experience and at least two (2) years specialized project experience or formal training.

Functional Responsibility:

Develops, implements, and maintains quality assurance/configuration management programs in support of a variety of software, hardware, and services. Establishes standards for life cycle, documentation, development methods, testing, and maintenance. Develops and defines major and minor characteristics of quality/configuration management (including metrics and scoring parameters) and determines requisite quality control/configuration management resources for an actual task order. Conducts or participates in formal and informal reviews at predetermined points throughout the system life cycle. Serves as liaison between Program Management and other functional groups to resolve issues regarding quality assurance/configuration management. Reviews and evaluates software products and services for adherence to government directives, standards, and guidelines. May provide task direction and guidance to less experienced team members. Performs software testing at all levels from module or unit testing through all levels of software integration testing. Writes software test plans in support of software design to ensure the integrity of test plans. Interfaces with the software development group throughout the software development process. Develops test data and predefines specific test acceptance criteria. Supports the software configuration management process and understands all software components and their interface requirements. Generally regarded as an expert in their particular discipline or technology.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

QA/CM/Test & Evaluation Specialist 3

Minimum/General Experience:

A QA/CM/Test & Evaluation Specialist 3 has at least seven (7) years experience and at least four (4) years specialized project experience or formal training.

Functional Responsibility:

Develops, implements, and maintains quality assurance/configuration management programs in support of a variety of software, hardware, and services. Establishes standards for life cycle, documentation, development methods, testing, and maintenance. Develops and defines major and minor characteristics of quality/configuration management (including metrics and scoring parameters) and determines requisite quality control/configuration management resources for an actual task order. Conducts or participates in formal and informal reviews at predetermined points throughout the system life cycle. Serves as liaison between Program Management and other functional groups to resolve issues regarding quality assurance/configuration management. Reviews and evaluates software products and services for adherence to government directives, standards, and guidelines. May provide daily supervision and direction to support staff. Performs software testing at all levels from module or unit testing through all levels of software integration testing. Writes software test plans in support of software design to ensure the integrity of test plans. Interfaces with the software development group throughout the software development process. Develops test data and predefines specific test acceptance criteria. Supports the software configuration management process and understands all software components and their interface requirements. Generally regarded as an expert in their particular discipline or technology. Experience with several architectures and platforms in an integrated environment. Provides supervision and direction to staff.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Security Analyst 1

Minimum/General Experience:

A Security Analyst 1 has at least four (4) years experience and at least two (2) years specialized project experience or formal training.

Functional Responsibility:

Analyzes and defines security requirements. Designs, develops, engineers and implements solutions to computer security requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products and ongoing programs in the computer security arena. Performs risk analyses which also includes risk assessment.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Security Analyst 2

Minimum/General Experience:

A Security Analyst 2 has at least six (6) years experience and at least four (4) years specialized project experience or formal training.

Functional Responsibility:

Analyzes and defines security requirements. Designs, develops, engineers and implements solutions to computer security requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products and ongoing programs in the computer security arena. Performs risk analyses that also includes risk assessment.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Security Analyst 3

Minimum/General Experience:

A Security Analyst 3 has at least eight (8) years experience and at least five (5) years specialized project experience or formal training.

Functional Responsibility:

Analyzes and defines security requirements. Designs, develops, engineers and implements solutions to computer security requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products and ongoing programs in the computer security arena. Performs risk analyses that also includes risk assessment.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Security Architect 1

Minimum/General Experience:

A Security Architect 1 has at least ten (10) years experience and at least six (6) years specialized project experience or formal training.

Functional Responsibility:

Analyzes and defines security requirements. Designs, develops, engineers and implements solutions to computer security requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products and ongoing programs in the computer security arena. Performs risk analyses which also includes risk assessment. Provides supervision and direction to staff.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Senior Systems Developer

Minimum/General Experience:

A Senior Systems Developer will have five (5) to eight (8) years of systems development experience and will have performed as such on several previous application development projects. A Senior Systems Developer has at least one (1) year of specialized experience.

Functional Responsibility:

Senior Systems Developer duties may include directing work of Systems Developers on large application development projects; scoping and planning of application development projects; providing consulting and/or periodic project reviews; conducting training classes on all phases of software engineering methodologies and the implementation of software engineering; is an expert in at least one area of a software engineering methodology. A Senior Systems Developer analyzes information requirements and evaluates analytically and systematically problems of workflow, organization, and planning and develops appropriate corrective action. A Senior Systems Developer develops and applies organization-wide information models for designing and building integrated shared software and database management systems.

Minimum Education:

A Senior Systems Developer has a Bachelor of Science degree in Computer Science or a related discipline.

Software Engineer 1

Minimum/General Experience:

A Software Engineer 1 has six (6) months of total experience and some specialized project experience or formal training.

Functional Responsibility:

Performs system capabilities analysis, installs, tests, and validates operational automation and communications software as specified by installation standards, manufacturer's guidance, and licensing terms. Scope of responsibility includes analysis, design, development, testing, and debugging of computer software in support of distinct product hardware (computer or other electrical/electronic device) or technical (computer) service line(s) or business. Activities range from operating system architecture, through integration and software design, to selection of computer systems, languages, and equipment.

Minimum Education:

Associate's Degree or equivalent. Four (4) years of general experience is considered equivalent to an Associate's Degree.

Software Engineer 2

Minimum/General Experience:

A Software Engineer 2 has from one (1) to three (3) years experience and at least six (6) months specialized project experience or formal training.

Functional Responsibility:

Performs system capabilities analysis, installs, tests, and validates operational automation and communications software as specified by installation standards, manufacturer's guidance, and licensing terms. Scope of responsibility includes analysis, design, development, testing, and debugging of computer software in support of distinct product hardware (computer or other electrical/electronic device) or technical (computer) service line(s) or business. Activities range from operating system architecture, through integration and software design, to selection of computer systems, languages, and equipment. The Software Engineer 2 maintains a broad knowledge of software engineering and a demonstrated ability to independently work on complex assignments.

Minimum Education:

Associate's Degree or equivalent. Four (4) years of general experience is considered equivalent to an Associate's Degree.

Software Engineer 3

Minimum/General Experience:

A Software Engineer 3 has at least four (4) years experience and at least two (2) years specialized project experience or formal training.

Functional Responsibility:

Performs system capabilities analysis, installs, tests, and validates operational automation and communications software as specified by installation standards, manufacturer's guidance, and licensing terms. Scope of responsibility includes analysis, design, development, testing, and debugging of computer software in support of distinct product hardware (computer or other electrical/electronic device) or technical (computer) service line(s) or business. Activities range from operating system architecture, through integration and software design, to selection of computer systems, languages, and equipment. The Software Engineer 3 maintains a deep understanding of architecture, techniques and management processes across a broad spectrum of systems, applications and requirements.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Software Engineer 4

Minimum/General Experience:

A Software Engineer 3 has at least six (6) years experience and at least four (4) years specialized project experience or formal training.

Functional Responsibility:

Performs system capabilities analysis, installs, tests, and validates operational automation and communications software as specified by installation standards, manufacturer's guidance, and licensing terms. Scope of responsibility includes analysis, design, development, testing, and debugging of computer software in support of distinct product hardware (computer or other electrical/electronic device) or technical (computer) service line(s) or business. Activities range from operating system architecture, through integration and software design, to selection of computer systems, languages, and equipment. The Software Engineer 4 is an expert in large and complex information technology systems implementation. Expertise is applied across multiple information technology platforms and the integration of diverse architectures.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Strategic Planning Analyst 1

Minimum/General Experience:

A Strategic Planning Analyst 1 has from one (1) to three (3) years experience and at least six (6) months specialized project experience or formal training.

Functional Responsibility:

Participates in the creation of an appropriate information technology strategy or plan. Applies process improvement and reengineering methodologies and principles to process modernization projects. Provides group facilitation, interviewing, and training. Assists more experienced business process engineers in coordinating between multiple project teams to ensure enterprise-wide integration of reengineering efforts. Assignments are generally of limited scope and reviewed by more experienced analysts. (May include specific knowledge of paperless environment and electronic document management systems.)

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Strategic Planning Analyst 2

Minimum/General Experience:

A Strategic Planning Analyst 2 has from three (3) to six (6) years experience and at least two (2) years specialized project experience or formal training.

Functional Responsibility:

Confers with client management to understand the client's strategic goals and participates in the creation of an appropriate information technology strategy or plan. Applies process improvement and reengineering methodologies and principles to process modernization projects. Provides group facilitation, interviewing, and training. Assists more experienced business process engineers in coordinating multiple project teams to ensure enterprise-wide integration of reengineering efforts. (May include specific knowledge of paperless environment and electronic document management systems.)

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Strategic Planning Analyst 3

Minimum/General Experience:

A Strategic Planning Analyst 3 has at least seven (7) years experience and at least four (4) years specialized project experience or formal training.

Functional Responsibility:

Confers with client management to understand the client's strategic goals and participates in the creation of an appropriate information technology strategy or plan. Applies process improvement and reengineering methodologies and principles to process modernization projects. Provides group facilitation, interviewing, and training. Assists more experienced business process engineers in coordinating multiple project teams to ensure enterprise-wide integration of reengineering efforts. (May include specific knowledge of paperless environment and electronic document management systems.) Provides supervision and direction to staff.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Systems Developer

Minimum/General Experience:

A Systems Developer will have from one (1) year to five (5) years of systems development and software engineering experience, and has at least six (6) months specialized experience on an application development project. A Systems Developer brings application development project experience including design and implementation of systems and using database management systems to each new project. General experience includes increasing responsibilities in software engineering activities.

Functional Responsibility:

Systems Developer duties include providing project consulting and support; conducting training classes on all phases of software engineering methodologies and the subsequent implementation of the related systems; with a specialization in at least one area of the development life cycle. Systems Developers are capable of leading project teams through all stages of development. A Systems Developer manages software development and support using formal specifications, data flow diagrams, other accepted design techniques, and/or Computer-Aided Software Engineering (CASE) tool software. A Systems Developer analyzes and studies complex system requirements, designs specifications to code, and integrates and tests software components. A Systems Developer designs software tools and subsystems to support software reuse and domain analyses, and manages their implementation. Systems Developers review existing programs and assist in making refinements, reducing operating time, and improving current techniques. Systems Developers manage software development and supervise software configuration management.

Minimum Education:

A Systems Developer has a Bachelor of Science degree in Computer Science or a related discipline.

Systems Engineer 1

Minimum/General Experience:

A Systems Engineer 1 has six (6) months of total experience and some specialized project experience or formal training.

Functional Responsibility:

Provides expertise in the areas of system design, systems engineering techniques and systems management processes. Analyzes and recommends commercially available hardware capable of meeting system requirements. Systems engineers generally are involved in project tasks that apply to specialized technology problems versus distinct service or product line (e.g., signal processing, navigation and guidance, communications). Assignments involve integration of electronic processes or methodologies to resolve total system problems or applications. Processes may range from simple electromechanical to sophisticated use of computer or other electronic technology and equipment.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Systems Engineer 2

Minimum/General Experience:

A Systems Engineer 2 has from one (1) to three (3) years experience and at least six (6) months specialized project experience or formal training.

Functional Responsibility:

Provides expertise in the areas of system design, systems engineering techniques and systems management processes. Analyzes and recommends commercially available hardware capable of meeting system requirements. Systems engineers generally are involved in project tasks that apply to specialized technology problems versus distinct service or product line (e.g., signal processing, navigation and guidance, communications). Assignments involve integration of electronic processes or methodologies to resolve total system problems or applications. Processes may range from simple electromechanical to sophisticated use of computer or other electronic technology and equipment. The Systems Engineer 2 maintains a broad knowledge of the labor category field and a demonstrated ability to independently work on complex assignments.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Systems Engineer 3

Minimum/General Experience:

A Systems Engineer 3 has at least four (4) years experience and at least two (2) years specialized project experience or formal training.

Functional Responsibility:

Provides expertise in the areas of system design, systems engineering techniques and systems management processes. Analyzes and recommends commercially available hardware capable of meeting system requirements. Systems engineers generally are involved in project tasks that apply to specialized technology problems versus distinct service or product line (e.g., signal processing, navigation and guidance, communications). Assignments involve integration of electronic processes or methodologies to resolve total system problems or applications. Processes may range from simple electromechanical to sophisticated use of computer or other electronic technology and equipment. The Systems Engineer 3 maintains a deep understanding of architecture, techniques and management processes across a broad spectrum of systems, applications and requirements.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Systems Engineer 4

Minimum/General Experience:

A Systems Engineer 4 has at least five (5) years experience and at least three (3) years specialized project experience or formal training.

Functional Responsibility:

Provides expertise in the areas of system design, systems engineering techniques and systems management processes. Analyzes and recommends commercially available hardware capable of meeting system requirements. Systems engineers generally are involved in project tasks that apply to specialized technology problems versus distinct service or product line (e.g., signal processing, navigation and guidance, communications). Assignments involve integration of electronic processes or methodologies to resolve total system problems or applications. Processes may range from simple electromechanical to sophisticated use of computer or other electronic technology and equipment. The senior systems engineer is an expert in large and complex information technology systems implementation and directs other system engineers. Expertise is applied across multiple information technology platforms and the integration of diverse architectures.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Systems & Help Desk Administrator 1

Minimum/General Experience:

A Systems & Help Desk Administrator 1 has six (6) months of total experience and some specialized experience or formal training.

Functional Responsibility:

Serves as the initial point-of-contact for troubleshooting hardware/software, PC, and printer problems. Under general supervision, provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this contract or predecessors. Demonstrated ability to communicate orally and in writing and a positive customer service attitude.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Systems & Help Desk Administrator 2

Minimum/General Experience:

A Systems & Help Desk Administrator 2 has at least three (3) years experience and at least six (6) months specialized project experience or formal training.

Functional Responsibility:

Serves as the initial point-of-contact for troubleshooting hardware/software, PC, and printer problems. Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this contract or predecessors. Demonstrated ability to communicate orally and in writing and a positive customer service attitude.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Systems & Help Desk Administrator 3

Minimum/General Experience:

A Systems & Help Desk Administrator 3 has at least six (6) years experience and at least three (3) years specialized project experience or formal training.

Functional Responsibility:

Manages the help desk function and personnel. Provides daily supervision and direction to staff who are responsible for phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed or deployed under this contract. The personnel serve as the first point-of-contact for troubleshooting hardware/software, PC, and printer problems.

Minimum Education:

Bachelor's Degree in related discipline or equivalent and 6 years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's degree 4 years of general experience is required.

Technical Writer 1

Minimum/General Experience:

A Technical Writer 1 has six (6) months of total experience and some specialized project experience or formal training.

Functional Responsibility:

Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and other reports and deliverables. A Technical Writer edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Technical Writer 2

Minimum/General Experience:

A Technical Writer 2 has from one (1) to three (3) years of total experience and at least six (6) months specialized project experience or formal training.

Functional Responsibility:

Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents. A Technical Writer edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents. Significant knowledge and experience in technical writing and the ability to work independently on typical assignments.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Technical Writer 3

Minimum/General Experience:

A Technical Writer 3 has at least four (4) years of total experience and at least two (2) years specialized project experience or formal training.

Functional Responsibility:

Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents. Collects and organizes information required for preparation of user's manuals, training materials, installation guides, proposals, and other reports and deliverables. Significant knowledge and experience in technical writing and the ability to lead/direct a team of technical writers on typical assignments.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Training Specialist 1

Minimum/General Experience:

A Training Specialist 1 has six (6) months of total experience and some specialized experience or formal training.

Functional Responsibility:

Under supervision, develops training plans and the associated curricula. Identifies the resources necessary to implement the plan and ensures that training is conducted in accordance with the plan. Identifies and analyzes training considerations such as central vs. regional, hands-on vs. classroom, train-the-trainer vs. train-the-user, etc. Experience with several architectures and platforms in an integrated environment. Significant knowledge of the field and the ability to work independently on typical assignments.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Training Specialist 2

Minimum/General Experience:

A Training Specialist 2 has from one (1) to three (3) years experience and at least six (6) months specialized training development experience or formal training.

Functional Responsibility:

Develops training plans and the associated curricula. Identifies the resources necessary to implement the plan and ensures that training is conducted in accordance with the plan. Identifies and analyzes training considerations such as central vs. regional, hands-on vs. classroom, train-the-trainer vs. train-the-user, etc. Experience with several architectures and platforms in an integrated environment. Significant knowledge of the field and the ability to work independently on typical assignments.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Training Specialist 3

Minimum/General Experience:

A Training Specialist 3 has at least four (4) years experience and at least two (2) years specialized training development experience or formal training.

Functional Responsibility:

Has overall responsibility for conducting customized training classes. Develops training plans and the associated curricula. Identifies the resources necessary to implement the plan and ensures that training is conducted in accordance with the plan. Identifies and analyzes training considerations such as central vs. regional, hands-on vs. classroom, train-the-trainer vs. train-the-user, etc. Generally regarded as an expert in their particular discipline or technology.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Training Specialist 4

Minimum/General Experience:

A Training Specialist 4 has at least five (5) years experience and at least three (3) years specialized training development experience or formal training.

Functional Responsibility:

Has overall responsibility for conducting customized training classes. Develops training plans and the associated curricula. Identifies the resources necessary to implement the plan and ensures that training is conducted in accordance with the plan. Identifies and analyzes training considerations such as central vs. regional, hands-on vs. classroom, train-the-trainer vs. train-the-user, etc. Generally regarded as an expert in their particular discipline or technology. Experience with several architectures and platforms in an integrated environment. Leads/manages team training efforts.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Web Architect

Minimum/General Experience:

A Web Architect has at least five (5) years experience and at least three (3) years specialized project experience or formal training.

Functional Responsibility:

Designs architectures that include software, hardware, and communications solutions to support total requirements, as well as provide for present and future cross-functional requirements and interfaces. Ensures architectures are in compliance with open systems standards as they apply to the client's environment. Evaluates compatibility of information system development efforts with agency architectures and recommends adjustments, as appropriate. Evaluates problems of workflow, organization, and planning and develops appropriate corrective action.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Web Developer 1

Minimum/General Experience:

A Web Developer 1 has six (6) months of total experience and some specialized project experience or formal training.

Functional Responsibility:

Performs system analysis and design techniques for Internet or Intranet development, which may include HyperText Markup Language (HTML), HyperText Transfer Protocol (HTTP), and Common Gateway Interface (CGI). Analyzes and develops Internet/Intranet application software processing wide range of capabilities, including numerous engineering, business, and network traffic management functions. Works independently or under general direction.

Minimum Education:

Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's degree.

Web Developer 2

Minimum/General Experience:

A Web Developer 2 has from one (1) to three (3) years experience and at least six (6) months specialized experience or formal training.

Functional Responsibility:

Performs system analysis and design techniques for Internet or Intranet development and distribution to remote sites using various technologies, which may include HyperText Markup Language (HTML), HyperText Transfer Protocol (HTTP), Common Gateway Interface (CGI), FrontPage, and Netscape software. Develops and applies organization-wide information models for use in designing and building integrated, shared software, and database management systems. Constructs sound, logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives. Provides daily supervision and direction to junior staff.

Minimum Education:

Bachelor's Degree in related discipline or equivalent.

Web Developer 3

Minimum/General Experience:

A Web Developer 3 has at least four (4) years experience and at least two (2) years specialized project experience or formal training.

Functional Responsibility:

Performs an enterprise-wide set of disciplines for planning, analysis, design, and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions. Establishes system information requirements, using analysis of the information exchange technologies, in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI), and International Standards Organization (ISO) reference models, and profiles of standard such as: Institute of Electrical and Electronic Engineers (IEEE), Open Systems Environment (OSE) reference model, and across the application program interface (API). Provides daily supervision and direction to staff.

Minimum Education:

Bachelor's Degree in related discipline or equivalent.

Substitutions. Citizant, Inc. reserves the right to make the following substitutions in the education and/or experience requirements of any of the skill service categories set forth herein.

1. Two (2) years of experience is equal to an Associate's Degree, four (4) years of experience is equal to a Bachelor's Degree, six (6) years of experience is equal to a Master's Degree, and vice versa.
2. Certification related to the technology is equivalent to two (2) years of the experience or education requirement.



AUTHORIZED GSA SCHEDULE CONTRACT PRICING FOR SIN 132-51

Labor Category	GSA Rate On Site 9/10/17 - 9/9/18	GSA Rate On Site 9/10/18 - 9/9/19
Administrative Support Specialist 1	\$50.79	\$51.80
Administrative Support Specialist 2	\$67.92	\$69.28
Advanced Technology Manager	\$217.65	\$222.01
Associate Systems Developer	\$117.90	\$120.26
Business and Economic Analyst 1	\$93.89	\$95.77
Business and Economic Analyst 2	\$136.30	\$139.03
Business and Economic Analyst 3	\$175.57	\$179.08
Business Process Engineer 1	\$169.30	\$172.69
Business Process Engineer 2	\$194.72	\$198.62
Business Systems Architect	\$220.12	\$224.52
Communications & Network Engineer 1	\$93.89	\$95.77
Communications & Network Engineer 2	\$114.91	\$117.21
Communications & Network Engineer 3	\$157.08	\$160.22
Computer Engineer 1	\$116.55	\$118.88
Computer Engineer 2	\$162.73	\$165.99
Computer Engineer 3	\$218.42	\$222.79
Courseware Author	\$129.70	\$132.30
Courseware Instructor	\$217.65	\$222.01
Data Analyst 1	\$169.30	\$172.69
Data Analyst 2	\$194.72	\$198.62
Data Architect	\$199.09	\$203.07
Database Administrator 1	\$114.91	\$117.21
Database Administrator 2	\$131.71	\$134.34
Database Administrator 3	\$162.88	\$166.14
Database Management Engineer 1	\$122.03	\$124.47
Database Management Engineer 2	\$158.99	\$162.17
Database Management Engineer 3	\$178.02	\$181.58
E-Commerce Specialist 1	\$220.12	\$224.52
E-Commerce Specialist 2	\$245.52	\$250.43
Enterprise Architect	\$217.12	\$221.47
Graphics Designer 1	\$90.47	\$92.28
Information Engineer 1	\$118.51	\$120.88
Information Engineer 2	\$152.38	\$155.43

Labor Category	GSA Rate On Site 9/10/17 - 9/9/18	GSA Rate On Site 9/10/18 - 9/9/19
Information Engineer 3	\$177.78	\$181.34
Information Engineer 4	\$203.20	\$207.26
Information Engineer 5	\$228.58	\$233.15
Information Security Specialist 1	\$167.50	\$170.85
Information Security Specialist 2	\$176.94	\$180.48
Principal Systems Developer	\$172.32	\$175.76
Program Manager 1	\$157.20	\$160.34
Program Manager 2	\$203.76	\$207.83
Program Manager 3	\$217.65	\$222.01
Project Manager 1	\$104.99	\$107.09
Project Manager 2	\$138.24	\$141.00
Project Manager 3	\$185.84	\$189.56
Project Manager 4	\$188.24	\$192.01
Project Manager 5	\$190.45	\$194.25
QA/CM/Test & Evaluation Specialist 1	\$105.06	\$107.16
QA/CM/Test & Evaluation Specialist 2	\$129.53	\$132.12
QA/CM/Test & Evaluation Specialist 3	\$150.53	\$153.54
Security Analyst 1	\$203.20	\$207.26
Security Analyst 2	\$220.12	\$224.52
Security Analyst 3	\$253.98	\$259.06
Security Architect 1	\$296.31	\$302.24
Senior Systems Developer	\$154.16	\$157.25
Software Engineer 1	\$126.98	\$129.52
Software Engineer 2	\$147.31	\$150.26
Software Engineer 3	\$165.14	\$168.44
Software Engineer 4	\$189.64	\$193.43
Strategic Planning Analyst 1	\$125.63	\$128.14
Strategic Planning Analyst 2	\$163.65	\$166.92
Strategic Planning Analyst 3	\$197.43	\$201.37
Systems & Help Desk Administrator 1	\$83.51	\$85.18
Systems & Help Desk Administrator 2	\$107.15	\$109.29
Systems & Help Desk Administrator 3	\$125.70	\$128.22
Systems Developer	\$144.65	\$147.55
Systems Engineer 1	\$106.67	\$108.80
Systems Engineer 2	\$134.79	\$137.49
Systems Engineer 3	\$165.94	\$169.26

Labor Category	GSA Rate On Site 9/10/17 - 9/9/18	GSA Rate On Site 9/10/18 - 9/9/19
Systems Engineer 4	\$181.12	\$184.74
Technical Writer 1	\$93.13	\$94.99
Technical Writer 2	\$121.92	\$124.36
Technical Writer 3	\$143.90	\$146.78
Training Specialist 1	\$93.13	\$94.99
Training Specialist 2	\$111.60	\$113.84
Training Specialist 3	\$132.49	\$135.14
Training Specialist 4	\$152.38	\$155.43
Web Architect	\$321.70	\$328.14
Web Developer 1	\$167.60	\$170.96
Web Developer 2	\$189.64	\$193.43
Web Developer 3	\$206.57	\$210.70

**TERMS AND CONDITIONS APPLICABLE TO AUTHENTICATION PRODUCTS AND SERVICES
(SPECIAL ITEM NUMBER 132-62)**

1. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering authentication products and 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.
- c. When placing an order, ordering activities may deal directly with the contractor or ordering activities may send the requirement to the Program Management Office to received assisted services for a fee.

2. 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 the Services under SINs 132-60 A-E, 132-61 and 132-62 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.

3. 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.

4. INSPECTION OF SERVICES

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

5. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

6. INDEPENDENT CONTRACTOR

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

7. 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.

8. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for products and/or 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.

9. 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.

11. 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.

12. 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.

13. DESCRIPTION OF AUTHENTICATION PRODUCTS, SERVICES AND PRICING

Integration Services:

Integration services provide system administration, security administration, system operators (i.e., registrars, issuers), on-site installation, troubleshooting, and training, and system configuration (i.e., operating system, software, and peripheral installations and configuration) services to our customers, to support common, interoperable, multi-application Homeland Security Presidential Directive (HSPD-12) Personal Identity Verification (PIV) smart card solution which adhere to HSPD-12 National Institute of Standards and Technology (NIST), and Federal Information Processing Standard (FIPS) 201.

Services Category	GSA Rate On Site 3/1/18 - 9/9/18	GSA Rate On Site 9/10/18 - 9/9/19
Integration Services	\$296.31	\$302.24