



6K SYSTEMS™

Federal Supply Services

Authorized Federal Supply Schedule 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 are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is: GSAAdvantage.gov.

Multiple Award Schedule



FSC Group: MAS Contract Number: GS-35F-0883N

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

Contract Period: September 8th 2013 through September 7th 2023

CONTRACTOR:	6K Systems, Inc.
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BUSINESS SIZE:	Small Business

Price list current through Modification PO-0005 effective September 8th 2013

CUSTOMER INFORMATION:

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SIN/NAICS	SIN/NAICS Description
54151S	Information Technology Professional Services
54151HEAL	Health Information Technology Services
OLM	Order Level Materials

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply:

Labor Category	Government Site Rate	Contractor Site Rate
Application Engineer Senior	\$126.15	\$145.07
Computer Programmer/Analyst, Senior	\$ 84.43	\$ 97.09
Computer Programmer/Analyst	\$ 69.76	\$ 80.22
Computer Programmer/Analyst, Junior	\$ 58.78	\$ 67.60
Computer Security System Specialist, Senior	\$114.42	\$131.58
Computer Security System Specialist	\$ 94.70	\$108.91
Configuration Specialist, Senior	\$109.00	\$125.35
Configuration Specialist	\$ 98.48	\$113.25
Database Administrator, Senior	\$ 78.10	\$ 89.82
Database Administrator	\$ 64.80	\$ 74.52
Database Manager, Senior	\$161.84	\$186.12
Database Manager	\$ 67.70	\$ 77.86
Enterprise Architect, Senior	\$147.47	\$169.99
Enterprise Architect	\$117.98	\$135.68
GIS Analyst, Senior	\$ 82.67	\$ 95.07
GIS Analyst	\$ 76.77	\$ 88.29
GIS Technician, Senior	\$ 82.67	\$ 95.07
Information Engineer, Senior	\$ 80.28	\$ 92.32
Information Engineer	\$ 74.55	\$ 85.73
Information Security Analyst III	\$117.55	\$135.18
Information Security Analyst II	\$ 98.48	\$113.25
Information Security Analyst I	\$ 76.26	\$ 87.70
Programmer Analyst, Senior	\$ 82.39	\$ 94.75

Programmer Analyst	\$ 66.53	\$ 76.51
Programmer Analyst, Junior	\$ 57.12	\$ 65.69
Programmer/Software Developer III	\$102.11	\$117.43
Programmer/Software Developer II	\$ 87.39	\$100.50
Programmer/Software Developer I	\$ 63.17	\$ 72.65
Systems Analyst, Senior	\$103.66	\$119.21
Systems Analyst	\$ 98.48	\$113.25
Senior Systems Architect	\$104.25	\$119.89
Systems Architect	\$ 76.26	\$ 87.70
System Administrator	\$ 75.06	\$ 86.32
Help Desk Analyst III	\$ 73.87	\$84.95
Help Desk Analyst II	\$ 58.88	\$ 67.71
Help Desk Analyst I	\$ 31.13	\$ 35.80
Help Desk Specialist, Senior	\$ 63.33	\$ 72.83
Help Desk Specialist	\$ 54.88	\$ 63.11
Infrastructure Analyst, Senior	\$ 86.02	\$ 98.92
Infrastructure Analyst	\$ 76.26	\$ 87.70
Internet/Intranet Website Developer	\$ 55.33	\$ 63.63
IT Training Specialist III	\$ 76.00	\$ 87.40
IT Training Specialist II	\$ 69.000	\$ 79.35
IT Training Specialist	\$ 51.89	\$ 59.67
LAN/Help Desk Manager	\$ 69.80	\$ 80.27
Network Administrator, Senior	\$ 73.55	\$ 84.58
Network Administrator	\$ 66.63	\$ 76.62
Network Administrator, Junior	\$ 57.12	\$ 65.69
Network Engineer, Senior	\$ 87.10	\$100.17
Network Engineer	\$ 70.33	\$ 80.88
Network Engineer, Junior	\$ 64.50	\$ 74.18
System Administrator Specialist III	\$ 61.72	\$ 70.98
System Administrator Specialist II	\$ 55.62	\$ 63.96
System Administrator Specialist I	\$ 48.07	\$ 55.28
Telecommunications Specialist III	\$ 86.10	\$ 99.02
Telecommunications Specialist II	\$ 75.66	\$ 87.01
Telecommunications Specialist	\$ 65.65	\$ 75.50
Web Content Analyst, Senior	\$ 67.00	\$ 77.05

Web Content Analyst	\$ 58.75	\$ 67.56
Web Specialist	\$ 65.65	\$ 75.50
Acquisition Specialist, Senior	\$96.00	\$110.40
Acquisition Specialist	\$ 88.63	\$101.92
Acquisition Specialist, Junior	\$ 78.00	\$ 89.70
Administrative Specialist	\$ 39.00	\$ 44.85
Budget Analyst III	\$ 92.12	\$105.94
Budget Analyst II	\$ 80.50	\$ 92.58
Budget Analyst I	\$ 65.72	\$ 75.58
Documentation Specialist II	\$ 48.29	\$ 55.53
Documentation Specialist I	\$ 23.64	\$ 27.19
Documentation Specialist, Senior	\$ 53.85	\$ 61.93
Documentation Specialist	\$ 48.29	\$ 55.53
Graphic Specialist	\$ 65.65	\$ 75.50
IV&V Functional Analyst, Senior	\$ 89.23	\$102.61
IV&V Functional Analyst	\$ 88.63	\$101.92
IV&V Functional Analyst, Junior	\$ 72.00	\$ 82.80
Management Analyst, Senior	\$100.44	\$115.51
Management Analyst	\$ 92.10	\$105.92
Program Director	\$151.40	\$174.11
Program Manager III	\$137.64	\$158.29
Program Manager II	\$134.08	\$154.19
Program Manager	\$ 98.95	\$113.79
Program Manager, Deputy	\$ 96.00	\$110.40
Project Manager V	\$115.98	\$133.38
Project Manager IV	\$107.99	\$123.73
Project Manager III	\$ 92.78	\$106.70
Project Manager II	\$ 88.54	\$101.82
Project Manager	\$ 78.70	\$ 90.51
Project/Program Management Assistant I	\$ 60.21	\$ 69.24
Project Scheduler	\$ 62.49	\$ 71.86
Auditor, Quality Assurance	\$132.72	\$152.63
Quality Assurance Specialist, Senior	\$113.00	\$129.95
Quality Assurance Specialist	\$107.59	\$123.73
Quality Assurance Specialist, Junior	\$ 87.75	\$100.91

Subject Matter Expert II	\$132.72	\$152.63
Subject Matter Expert I	\$103.94	\$119.53
Task Manager	\$ 97.82	\$112.49
Technical Writer/Editor, Senior	\$ 87.17	\$100.25
Technical Writer/Editor	\$ 77.10	\$ 88.67
Technical Writer/Editor, Junior	\$ 60.94	\$ 70.08
Technical Writer II	\$ 73.87	\$ 84.95
Technical Writer I	\$ 68.63	\$ 78.92
Technical Writer, Junior	\$ 63.29	\$ 72.78
Health IT Project Manager	N/A	\$137.00
Health IT Program Manager	\$148.50	N/A
Health IT Program Director	\$155.00	N/A
Health IT Systems Architect	\$140.00	N/A
Health IT Senior Systems Analyst	\$106.25	N/A
Health IT Computer Programmer	\$125.00	N/A
Health IT Senior Software Engineer	\$112.10	
Health IT Process Supervisor	N/A	\$70.00
Health IT Process Analyst	N/A	\$62.00
Health IT Knowledge Management Consultant	N/A	\$140.00
Health IT Information Technology (IT) Specialist	N/A	\$110.00
Health IT Instructional Designer	\$90.75	N/A
Health IT Senior Instructional Designer	\$104.95	N/A
Health IT Graphic Designer	\$90.75	N/A
Health IT Technical Writer	\$80.75	N/A

Service Contract Labor Standards: The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and / or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.

LABOR CATEGORY DESCRIPTIONS

Commercial Job Title	Application Engineer, Senior
Minimum/General Experience	A Master’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline, or a Bachelor’s degree in the same from an accredited university and four (4) years of experience performing the foregoing functions. Position requires a minimum of eight (8) years of experience managing or performing software engineering activities, of which at least five (5) years must be specialized and three (3) of which shall be within the last five (5) years. Specialized experience includes: demonstrated experience working with ADA, SQL, and third/fourth generation languages in the design and implementation of systems and using database management systems. General experience includes increasing responsibilities in software engineering activities. Knowledgeable of applicable standards and supervisory skills is required.
Functional Responsibility	Analyzes and studies complex 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. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

Commercial Job Title	Computer Programmer/Analyst, Senior
Minimum/General Experience	A Master’s Degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university; or a Bachelor’s degree and four (4) years of experience performing the previous functions. At a minimum 8 years of experience in programming.
Functional Responsibility	Develops architectural design, functional specification, technical specification, interfaces, and documentation of hardware or software systems. Uses detailed specifications and adapt standardized techniques, methods, criteria and precedents to develop or modify portions of a system or program. Applies knowledge of computer science principles, information management principles, data processing functions, ADP hardware and software systems structures and operations, and computer programming languages and techniques to solve automation problems. Applies scientific, engineering, or business objectives by writing, modifying, or adapting computer programs in machine level, assembly, and third or fourth generation programming languages. Interfaces with and uses minicomputer and mainframe computer systems in addressing project objectives.

Commercial Job Title	Computer Programmer/Analyst
Minimum/General Experience	A Bachelors Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline This position requires a minimum of six (6) years general experience with at least four (4) years specializing in computer applications, programming, and data storage/retrieval. Specifically, three of the last five years shall include experience in the analysis and design of business applications for complex systems, large-scale computers, and database management. The individual must use programming languages such as ADA, COBOL, Java, C#, 4GL, and/or DBMS. The analyst shall possess knowledge of current storage and retrieval methods and the ability to formulate specifications for other computer programmers to use in coding, testing, and debugging of computer programs.
Functional Responsibility	Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Project and/or Program Manager to ensure problem solution and user satisfaction. Makes recommendations if needed for approval of major system installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.

Commercial Job Title	Computer Programmer/Analyst, Junior
Minimum/General Experience	An Associate Degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university; or a High School diploma and eight (8) years of experience performing the previous functions. At a minimum three (3) years experience in programming.
Functional Responsibility	Develops architectural design, functional specification, technical specification, interfaces, and documentation of hardware or software systems. Uses detailed specifications and adapt standardized techniques, methods, criteria and precedents to develop or modify portions of a system or program. Applies knowledge of computer science principles, information management principles, data processing functions, ADP hardware and software systems structures and operations, and computer programming languages and techniques to solve automation problems. Applies scientific, engineering, or business objectives by writing, modifying, or adapting computer programs in machine level, assembly, and third or fourth generation programming languages. Interfaces with and uses minicomputer and mainframe computer systems in addressing project objectives.

Commercial Job Title	Computer Security System Specialist, Senior
Minimum/General Experience	A Bachelor Degree in Electrical Engineering, Information Science, Information Systems, Computer Science, Physics, Math, or other related discipline, or an Associate Degree and twelve (12) years of experience performing the foregoing functions.
Functional Responsibility	From a senior-level perspective, analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses and assessments.

Commercial Job Title	Computer Security System Specialist
Minimum/General Experience	A Bachelor Degree in Electrical Engineering, Information Science, Information Systems, Computer Science, Physics, Math, or other related discipline, or an Associate Degree and ten (10) years of experience performing the foregoing functions.
Functional Responsibility	Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses and assessments.

Commercial Job Title	Configuration Specialist, Senior
Minimum/General Experience	Bachelors Degree in Computer Science, Information Systems, Engineering, Business, or a related field and/or equivalent work experience. Eight (8) years configuration management experience with knowledge configuration management practices, procedures, and processes.
Functional Responsibility	Fulfills a senior-level leadership role in software development process with specific expertise in the area of configuration management. Works with clients to define policy and procedures necessary to insure quality products. Mentors the technical staff on configuration management concepts. Is familiarity with government and industry standards. Provides technical guidance and assistance to configuration management staff. Works independently on projects of major complexity or scope. Designs, develops, and establishes configuration management processes and documentation based on program requirements. Develop procedures required to support the configuration management activities. Establishes requirements for configuration management tools, and makes recommendations on which tools should be purchased or developed. Works with technical staff and client to insure that all appropriate software and documents are controlled. Builds deliverable software releases. Participates in design reviews, audits, schedule, and budgeting meetings. Experienced with computer operating systems, compilers, linkers, and assemblers.

Commercial Job Title	Configuration Specialist
Minimum/General Experience	Bachelors Degree in Computer Science, Information Systems, Engineering, Business, or a related field and/or equivalent work experience. Six (6) years configuration management experience with knowledge configuration management practices, procedures, and processes.
Functional Responsibility	Fulfills a leadership role in software development process with specific expertise in the area of configuration management. Helps to define policy and procedures necessary to insure quality products. Mentors the technical staff on configuration management concepts. Is familiarity with government and industry standards. Provides technical guidance and assistance to configuration management staff. Works independently on projects of major complexity or scope. Designs, develops, and establishes configuration management processes and documentation based on program requirements. Develop procedures required to support the configuration management activities. Establishes requirements for configuration management tools, and makes recommendations on which tools should be purchased or developed. Works with technical staff and client to insure that all appropriate software and documents are controlled. Builds deliverable software releases. Participates in design reviews, audits, schedule, and budgeting meetings. Experienced with computer operating systems, compilers, linkers, and assemblers.

Commercial Job Title	Database Administrator, Senior
Minimum/General Experience	Bachelors Degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field and/or equivalent work experience. Five (5) years of direct experience designing, developing, maintaining, and enhancing data base systems.
Functional Responsibility	Applies senior-level knowledge of computer science concepts and techniques in the design, development, installation, and maintenance of relational databases to satisfy engineering, scientific, or business data acquisition and management. Develops and maintains necessary public synonyms, data base links, and user access controls. Provides database tuning and monitoring to insure effective and efficient data access to include comparison of performance ratios, tuning of memory configuration, disk I/O, and application software. Design and maintenance of the physical layout of the databases and calculating disk space requirements for database tables and indexes. Responsible for segments or phases of broader, more complex projects.

Commercial Job Title	Database Administrator
Minimum/General Experience	Bachelors Degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field and/or equivalent work experience. Three (3) years of direct experience designing, developing, maintaining, and enhancing data base systems.
Functional Responsibility	Applies knowledge of computer science concepts and techniques in the design, development, installation, and maintenance of relational databases to satisfy engineering, scientific, or business data acquisition and management. Develops and maintains necessary public synonyms, data base links, and user access controls. Provides database tuning and monitoring to insure effective and efficient data access to include comparison of performance ratios, tuning of memory configuration, disk I/O, and application software. Design and maintenance of the physical layout of the databases and calculating disk space requirements for database tables and indexes. Responsible for segments or phases of broader, more complex projects.

Commercial Job Title	Database Manager, Senior
Minimum/General Experience	A Masters Degree in Computer Sciences, Systems Analysis, Information Management, Software Engineering, Statistics, or Mathematics. A minimum of ten (10) years of direct experience, two (2) of which shall be within the last five (5) years in database management, development and systems analysis. Must have demonstrated program, deliverables, and staff management experience.
Functional Responsibility	Manages high-level databases. Directs the entire software development process, from the establishment and definition of requirements to implementation, acceptance, and maintenance. Participates in the design and development of database management systems (DBMS) at the highest level, and in defining system and subsystems. Provides leadership in problem solving, implementation practices, and selection of DBMS theory. Manages the software development process based on cost and personnel factors. Provides technical guidance to systems and applications programmers. Directs and participates in the conceptual system design and specification. Ensures that software design promotes modularity and portability is reliable, serviceable, and maintainable has demonstrable accuracy, privacy, and security, and is sufficient within the parameters of the system. Assists in reviewing computer database information software support systems and data requirements, as well as communication and response needs, and recommends operating systems and languages to support them. Develops test plans and test data for operating systems and support software. Assists with the design and documentation of data requirements, system test and implementation plans, and system demonstrations.

Commercial Job Title	Database Manager
Minimum/General Experience	A Bachelors Degree in Computer Sciences, Systems Analysis, Information Management, Software Engineering, Statistics, or Mathematics. A minimum of seven (7) years of direct experience, two (2) of which shall be within the last five (5) years in database management, development and systems analysis. Must have demonstrated program, deliverables, and staff management experience.
Functional Responsibility	Manages high-level databases. Participates in the entire software development process, from the establishment and definition of requirements to implementation, acceptance, and maintenance. Participates in the design and development of database management systems (DBMS) at the highest level, and in defining system and subsystems. Provides leadership in problem solving, implementation practices, and selection of DBMS theory. Manages the software development process based on cost and personnel factors. Provides technical assistance to systems and applications programmers. Participates in the conceptual system design and specification. Ensures that software design promotes modularity and portability is reliable, serviceable, and maintainable has demonstrable accuracy, privacy, and security, and is sufficient within the parameters of the system. Assists in reviewing computer database information software support systems and data requirements, as well as communication and response needs, and recommends operating systems and languages to support them. Assists in developing test plans and test data for operating systems and support software. Assists with the design and documentation of data requirements, system test and implementation plans, and system demonstrations.

Commercial Job Title	Enterprise Architect, Senior
Minimum/General Experience	Masters Degree in Computer Science, Information Systems, Engineering, Business, or a related field and/or equivalent work experience. Eight (8) years experience in planning, analysis, design, and construction of information systems on an enterprise- wide basis or across a major sector of the enterprise.
Functional Responsibility	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. Has experience with such methodologies as IDEF 0-process modeling and IDEF 1x data modeling. Provides technical guidance in software engineering techniques and automated support tools.

Commercial Job Title	Enterprise Architect
Minimum/General Experience	<p>Masters Degree in Computer Science, Information Systems, Engineering, Business, or a related field and/or equivalent work experience.</p> <p>Seven (7) years experience in planning, analysis, design, and construction of information systems on an enterprise- wide basis or across a major sector of the enterprise.</p>
Functional Responsibility	<p>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.</p> <p>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. Has experience with such methodologies as IDEF 0-process modeling and IDEF 1x data modeling. Provides technical guidance in software engineering techniques and automated support tools.</p>

Commercial Job Title	GIS Analyst, Senior
Minimum/General Experience	<p>BS in Computer Science with GIS experience, or BS in Geography with minor concentration in Computer Science and GIS programming experience or a related field and/or equivalent work experience or a related field and/or equivalent work experience.</p> <p>Eight (8) years of experience in GIS. Responsible for high-level GIS programming. Must have diverse experience in GIS applications and computer graphics, and be knowledgeable in the application of relational databases to GIS. Must have experience in the development of GIS applications, preferably in ARC/INFO. Must have a working knowledge of UNIX, MS-DOS, and Windows. Must have ability to communicate effectively technical information to non-technical computer users, both orally, and in writing.</p>
Functional Responsibility	<p>Works closely with GIS user community to determine specific application requirements and specifications. Develops, designs, tests, and implements custom GIS applications using an appropriate combination of programming tools found in the GIS application development suite, and the UNIX programming environment. Develops documentation and user training materials for each application. Conducts user-training sessions for applications, and provides user support.</p>

Commercial Job Title	GIS Analyst
Minimum/General Experience	<p>BS in Computer Science with GIS experience, or BS in Geography with minor concentration in Computer Science and GIS programming experience or a related field and/or equivalent work experience or a related field and/or equivalent work experience.</p> <p>Six (6) years of experience in GIS. Responsible for writing and using AML programming language and generating complex multi-layered maps. Must be knowledgeable in GIS concepts and computer graphics fundamentals, and be familiar with relational data base fundamentals and concepts. Some experience in the development of GIS applications, preferably in ARC/INFO. A working knowledge of UNIX is essential. Must have ability to effectively communicate technical information to non-technical computer users, both orally and in writing</p>
Functional Responsibility	<p>Works closely with GIS user community to determine specific application requirements and specifications. Develops, designs, tests, and implements custom GIS applications using an appropriate combination of programming tools found in the GIS application development suite, and the UNIX programming environment. Develops documentation and user training materials for each application. Conducts user-training sessions for applications, and provides user support.</p>

Commercial Job Title	GIS Technician, Senior
Minimum/General Experience	<p>BS in Computer Science with GIS experience, or BS in Geography with minor concentration in Computer Science and GIS programming experience or a related field and/or equivalent work experience or a related field and/or equivalent work experience. Five (5) years of experience in GIS. Responsible for writing and using AML programming language and generating complex multi-layered maps. Must be knowledgeable in GIS concepts and computer graphics fundamentals, and be familiar with relational data base fundamentals and concepts. Some experience in the development of GIS applications, preferably in ARC/INFO. A working knowledge of UNIX is essential. Must have ability to communicate effectively technical information to non-technical computer users, both orally and in writing.</p>
Functional Responsibility	<p>Works closely with GIS user community to determine specific application requirements and specifications. Develops, designs, tests, and implements custom GIS applications using an appropriate combination of programming tools found in the GIS application development suite, and the UNIX programming environment. Develops documentation and user training materials for each application. Conducts user-training sessions for applications, and provides user support.</p>

Commercial Job Title	Information Engineer, Senior
Minimum/General Experience	A Bachelor Degree in Computer Science, Information Systems, Engineering, Business or equivalent, an Associate's degree and twelve (12) years of experience. Ten (10) years of general experience is required with at least seven (7) years specializing in computer applications, programming, and data storage/retrieval.
Functional Responsibility	Works with Ada, 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. Knowledge of applicable standards and provides general technical support. 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. May manage, coordinate, or install system upgrades. Uses diagnostic software to test and isolate ADPE to validate functionality. May provide system analysis and integration and oversee system operations. Often assists with monitoring system performance and security and sets up terminal/printer queues. Provides in-service support for proper use of system software, hardware, or applications and provides Tier 1 technical support for ADPE. Works independently under minimal supervision.

Commercial Job Title	Information Engineer
Minimum/General Experience	A Bachelor Degree in Computer Science, Information Systems, Engineering, Business or equivalent, an Associate's degree and ten (10) years of experience. Eight (8) years of general experience is required with at least six (6) years specializing in computer applications, programming, and data storage/retrieval.
Functional Responsibility	Works with Ada, 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. Knowledge of applicable standards and provides general technical support. 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

	<p>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. May manage, coordinate, or install system upgrades. Uses diagnostic software to test and isolate ADPE to validate functionality. May provide system analysis and integration and oversee system operations. Often assists with monitoring system performance and security and sets up terminal/printer queues. Provides in-service support for proper use of system software, hardware, or applications and provides Tier 1 technical support for ADPE. Works independently under minimal supervision.</p>
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Commercial Job Title	Information Security Analyst III
Minimum/General Experience	<p>Masters Degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field and/or equivalent work experience. Eight (8) years specialized experience in IT hardware, software, and systems access security.</p>
Functional Responsibility	<p>Leads efforts developing, implementing, and monitoring ADP security procedures and issues. Leads a team in conducting risks assessments, firewall determinations, and security procedures. Participates as an authority in planning, cost analysis, and implementation of all aspects of ADP security. Develops and implements InfoSec and CompuSec procedures in all areas. Designs, develops, implements, and supports all ADP security policy, procedures, and systems.</p>

Commercial Job Title	Information Security Analyst II
Minimum/General Experience	<p>Bachelors Degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field and/or equivalent work experience. Eight (8) years specialized experience in IT hardware, software, and systems access security.</p>
Functional Responsibility	<p>Implements and monitors ADP security procedures and issues. Conducts risks assessments, firewall determinations, and security procedures. Participates in planning, cost analysis, and implementation of all aspects of ADP security. Develops and implements InfoSec and CompuSec procedures in all areas. Designs, develops, implements, and supports all ADP security policy, procedures, and systems.</p>

Commercial Job Title	Information Security Analyst I
Minimum/General Experience	Bachelors Degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field and/or equivalent work experience. Five (5) years of experience in software security.
Functional Responsibility	Supports the implementation and monitoring of ADP security procedures and issues. Assists in risk assessments, firewall determinations, and security procedures. Participates in planning, cost analysis, and implementation of all aspects of ADP security. Assist in development and implementation of InfoSec and CompuSec procedures in all areas. Assists in the design, development, implementation, and support of ADP security policy, procedures, and systems.

Commercial Job Title	IT Training Specialist III
Minimum/General Experience	Bachelor Degree in Education, Computer Science, Information Systems, Engineering, Business, or a related field and/or equivalent work. Five (5) years of specialized experience in developing and providing technical and end-user training on computer hardware and application software. Must have a demonstrated ability to communicate effectively orally and in writing.
Functional Responsibility	Provides the Customer with appropriate training to achieve its mission goal and maintain currency in applicable state-of-the-art technologies and business paradigms. Conducts the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Commercial Job Title	IT Training Specialist II
Minimum/General Experience	Bachelor Degree in Education, Computer Science, Information Systems, Engineering, Business, or a related field and/or equivalent work. Three (3) years of specialized experience in developing and providing technical and end-user training on computer hardware and application software. Must have a demonstrated ability to communicate effectively orally and in writing.
Functional Responsibility	Provides the Customer with appropriate training to achieve its mission goal and maintain currency in applicable state-of-the-art technologies and business paradigms. Conducts the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Commercial Job Title	IT Training Specialist
Minimum/General Experience	Bachelor Degree in Education, Computer Science, Information Systems, Engineering, Business, or a related field and/or equivalent work. Two (2) years of specialized experience in developing and providing technical and end-user training on computer hardware and application software. Must have a demonstrated ability to communicate effectively orally and in writing.
Functional Responsibility	Provides the Customer with appropriate training to achieve its mission goal and maintain currency in applicable state-of-the-art technologies and business paradigms. Conducts the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Commercial Job Title	Programmer Analyst, Senior
Minimum/General Experience	A Bachelor Degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university, , or an Associate Degree and six (6) years of experience performing the foregoing functions. At a minimum Five (5) years of experience performing the foregoing functions. At least four (4) years of the foregoing experience must have been in programming.
Functional Responsibility	Develops architectural design, functional specification, technical specification, interfaces, and documentation of hardware or software systems. Uses detailed specifications and adapt standardized techniques, methods, criteria and precedents to develop or modify portions of a system or program. Applies knowledge of computer science principles, information management principles, data processing functions, ADP hardware and software systems structures and operations, and computer programming languages and techniques to solve automation problems. Applies scientific, engineering, or business objectives by writing, modifying, or adapting computer programs in machine level, assembly, and third or fourth generation programming languages. Interfaces with and uses minicomputer and mainframe computer systems in addressing project objectives.

Commercial Job Title	Programmer Analyst
Minimum/General Experience	<p>A Bachelor Degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university, , or an Associate Degree and two (2) years of experience performing the foregoing functions. At a minimum Three (3) years of experience performing the foregoing functions. At least two (2) years of the foregoing experience must have been in programming.</p>
Functional Responsibility	<p>Develops architectural design, functional specification, technical specification, interfaces, and documentation of hardware or software systems. Uses detailed specifications and adapt standardized techniques, methods, criteria and precedents to develop or modify portions of a system or program. Applies knowledge of computer science principles, information management principles, data processing functions, ADP hardware and software systems structures and operations, and computer programming languages and techniques to solve automation problems. Applies scientific, engineering, or business objectives by writing, modifying, or adapting computer programs in machine level, assembly, and third or fourth generation programming languages. Interfaces with and uses minicomputer and mainframe computer systems in addressing project objectives.</p>

Commercial Job Title	Programmer Analyst, Junior
Minimum/General Experience	<p>An Associate Degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university; or a High School diploma and eight (8) years of experience performing the previous functions. At a minimum three (3) years experience in programming.</p>
Functional Responsibility	<p>Develops architectural design, functional specification, technical specification, interfaces, and documentation of hardware or software systems. Uses detailed specifications and adapt standardized techniques, methods, criteria and precedents to develop or modify portions of a system or program. Applies knowledge of computer science principles, information management principles, data processing functions, ADP hardware and software systems structures and operations, and computer programming languages and techniques to solve automation problems. Applies scientific, engineering, or business objectives by writing, modifying, or adapting computer programs in machine level, assembly, and third or fourth generation programming languages. Interfaces with and uses minicomputer and mainframe computer systems in addressing project objectives.</p>

Commercial Job Title	Programmer/Software Developer III
Minimum/General Experience	Masters Degree in Computer Science, Information Systems, Engineering, Business, or a related field and/or equivalent work experience. Seven (7) years experience with high-level programming languages such as C, ADA, Fortran, and SQL, using object- oriented programming languages such as C++ and Java, specification and design of complex software systems including the use of CASE tools.
Functional Responsibility	Leads a team in analyzing customer needs and develops overall concept and design objectives, develops specifications, responsible for planning software development program, creates work breakdown structure (WBS) and schedule, assigns software development team personnel to tasks, responsible for program management and success, tracks resources and expenditures, reviews plan against performance, supervises software development team members' day to day activities, defines and implements get-well plan as necessary, defines software validation/test plan, writes programs and software documentation, troubleshoots and debugs computer programs, and performs object-oriented program design.

Commercial Job Title	Programmer/Software Developer II
Minimum/General Experience	Bachelors Degree in Computer Science, Information Systems, Engineering, Business, or a related field and/or equivalent work experience. Five (5) years experience with high-level programming languages such as C, ADA, Fortran, and SQL, using object- oriented programming languages such as C++ and Java, specification and design of complex software systems including the use of CASE tools.
Functional Responsibility	Analyzes customer needs and develops overall concept and design objectives, develops specifications, responsible for planning software development program, creates work breakdown structure (WBS) and schedule, assigns software development team personnel to tasks, responsible for program management and success, tracks resources and expenditures, reviews plan against performance, supervises software development team members' day to day activities, defines and implements get-well plan as necessary, defines software validation/test plan, writes programs and software documentation, troubleshoots and debugs computer programs, and performs object-oriented program design.

Commercial Job Title	Programmer/Software Developer I
Minimum/General Experience	Bachelors Degree in Computer Science, Information Systems, Engineering, Business, or a related field and/or equivalent work experience. Three (3) years experience using high-level programming languages such as C, ADA, Fortran, Pascal, and SQL, using object-oriented programming languages such as C++ and Java, working under supervision in the design, development, and implementation of computer software. Experience in the preparation of documentation, conducting program tests, and correcting program errors. Knowledge of sound computer programming standards, conventions, and techniques.
Functional Responsibility	Works under supervision to support the activities of Software Developer, writes computer programs, troubleshoots and debugs computer programs, implements databases, writes software documentation, and may supervise more junior personnel.

Commercial Job Title	Systems Analyst, Senior
Minimum/General Experience	Bachelors Degree in Computer Science, Information Systems, Engineering, Business, or a related field and/or equivalent work experience. Seven (7) years experience analyzing and assessing information technology, and designing and developing applications and information systems.
Functional Responsibility	Provides senior-level leadership in defining system requirements and establishing priorities with customer while ensuring that day-to-day project requirements are met. Leads a team in developing system and programming specifications. Leads a team in designing data processing solutions based on identified business needs and approved client technical considerations. Researches and resolves application production problems. Leads a team in conducting documentation and user requirement/needs analyses. Studies customer environment by analyzing job tasks, organizational structure and user requirements to propose system-wide solution.

Commercial Job Title	Systems Analyst
Minimum/General Experience	Bachelors Degree in Computer Science, Information Systems, Engineering, Business, or a related field and/or equivalent work experience. Five (5) years experience analyzing and assessing information technology, and designing and developing applications and information systems.
Functional Responsibility	Leads efforts to define system requirements and priorities with customer and ensures that day-to-day project requirements are met. Develops system and programming specifications. Designs data processing solutions based on business needs and technical considerations. Researches and resolves application production problems. Conducts documentation and user requirement/needs analysis. Studies customer environment by analyzing job tasks, organizational structure and user requirements to propose system-wide solution.

Commercial Job Title	Senior Systems Architect
Minimum/General Experience	Masters Degree in Computer Science, Information Systems, Engineering, Business, or a related field and/or equivalent work experience. Ten (10) years of experience analyzing and providing solutions relative to Government or industry standards, processes, procedures, methodologies, and tools.
Functional Responsibility	Provides senior-level leadership in establishing system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Helps develop guidance leading architecture designs 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 standards – such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model – as they apply to the implementation and specification of Information management (IM) solution of the application platform, across the application program interface (API), and the external environment/software application. Ensures that the common operating environment is TAFIM compliant.

Commercial Job Title	Systems Architect
Minimum/General Experience	Bachelors Degree in Computer Science, Information Systems, Engineering, Business, or a related field and/or equivalent work experience. Eight (8) years of experience analyzing and providing solutions relative to Government or industry standards, processes, procedures, methodologies, and tools.
Functional Responsibility	Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Under guidance, 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 standards – such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model – as they apply to the implementation and specification of Information management (IM) solution of the application platform, across the application program interface (API), and the external environment/software application. Ensures that the common operating environment is TAFIM compliant.

Commercial Job Title	System Administrator, Senior
Minimum/General Experience	A Bachelors Degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university; or a High School diploma and ten (10) years of experience performing the previous functions. A minimum of eight (8) years of experience performing the foregoing functions.
Functional Responsibility	Installs, manage and support the daily activities of configuration and operation of complex systems, such as Blackberry connectivity systems for remote email, and/or the national domain system components in addition to other systems such as IBM Lotus email, CITRIX remote access, backup and file/print systems. Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Provides technical assistance to other system administrators in the performance of these systems.

Commercial Job Title	System Administrator
Minimum/General Experience	An Associate Degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university; or a High School diploma and eight (8) years of experience performing the previous functions. A minimum of six (6) years of experience performing the foregoing functions.
Functional Responsibility	Installs, manage and support the daily activities of configuration and operation of complex systems, such as Blackberry connectivity systems for remote email, and/or the national domain system components in addition to other systems such as IBM Lotus email, CITRIX remote access, backup and file/print systems. Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Provides technical assistance to other system administrators in the performance of these systems.

Commercial Job Title	Help Desk Analyst III
Minimum/General Experience	Associate Degree in Computer Science or other related discipline and/or equivalent work experience. Seven (7) years of experience providing user, hardware, software, and general information technology support.
Functional Responsibility	Provides daily supervision and direction to staff that 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. Capable of managing help desks in a multi-server environment, comprehensive knowledge of PC operating systems, e.g., Windows, as well as networking and mail standards and supervision of help desk employees. General experience includes information systems development, network, and other work in the client/server field, or related fields. Demonstrated ability to communicate orally and in writing and a positive customer service attitude. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems. Oversee and lead efforts in desktop support, training, and other related support. Define and resolve equipment and data communications network problems to ensure service continuity to all users. Provide support in evaluating and resolving network and front-end processor problems. Operating, monitoring, and troubleshooting the network using hardware and software diagnostic tools.

Commercial Job Title	Help Desk Analyst II
Minimum/General Experience	Associate Degree in Computer Science or other related discipline and/or equivalent work experience. Five (5) years of experience providing user, hardware, software, and general information technology support.
Functional Responsibility	Provides daily supervision and direction to staff that 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. Capable of managing help desks in a multi-server environment, comprehensive knowledge of PC operating systems, e.g., Windows, as well as networking and mail standards and supervision of help desk employees. General experience includes information systems development, network, and other work in the client/server field, or related fields. Demonstrated ability to communicate orally and in writing and a positive customer service attitude. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems. Oversee and lead efforts in desktop support, training, and other related support. Define and resolve equipment and data communications network problems to ensure service continuity to all users. Provide support in evaluating and resolving network and front-end processor problems. Operating, monitoring, and troubleshooting the network using hardware and software diagnostic tools.

Commercial Job Title	Help Desk Analyst I
Minimum/General Experience	Associate Degree in Computer Science or other related discipline and/or equivalent work experience. Three (3) years of experience providing user, hardware, software, and general information technology support.
Functional Responsibility	Support efforts to define and resolve equipment and data communications network problems to ensure service continuity to all users. Provide support in evaluating and resolving network and front-end processor problems. Assist in operating, monitoring, and troubleshooting the network using hardware and software diagnostic tools. 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. Serves as a technical point of contact for troubleshooting hardware/software PC and printer problems.

Commercial Job Title	Help Desk Specialist IV
Minimum/General Experience	Bachelor Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required, or a High School diploma with twelve (12) years of experience performing the foregoing functions. This position requires a minimum of ten (10) years of experience, three (3) of which shall be in the last five (5) years, and at least three (3) years must be specialized. Specialized experience includes knowledge of PC operating systems, e.g., Windows, as well as networking and mail standards and work on a help desk. General experience includes information systems development and other work in the client/server field, or related fields. Demonstrated ability to communicate orally and in writing and a positive customer service attitude are a must.
Functional Responsibility	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. Serves as a technical point of contact for troubleshooting hardware/software PC and printer problems.

Commercial Job Title	Help Desk Specialist III
Minimum/General Experience	A Bachelor Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required, or a High School diploma with ten (10) years of experience performing the foregoing functions. This position requires a minimum of eight (8) years of experience, three (3) of which shall be in the last five (5) years, and at least three (3) years must be specialized. Specialized experience includes knowledge of PC operating systems, e.g., Windows, as well as networking and mail standards and work on a help desk. General experience includes information systems development and other work in the client/server field, or related fields. Demonstrated ability to communicate orally and in writing and a positive customer service attitude are a must.

Functional Responsibility	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. Serves as a technical point of contact for troubleshooting hardware/software PC and printer problems.
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Commercial Job Title	Help Desk Specialist II
Minimum/General Experience	An Associate Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required, or a High School diploma with seven (7) years of experience performing the foregoing functions. This position requires a minimum of five (5) years of experience, three (3) of which shall be in the last five (5) years, and at least three (3) years must be specialized. Specialized experience includes knowledge of PC operating systems, e.g., Windows, as well as networking and mail standards and work on a help desk. General experience includes information systems development and other work in the client/server field, or related fields. Demonstrated ability to communicate orally and in writing and a positive customer service attitude are a must.
Functional Responsibility	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. Serves as a technical point of contact for troubleshooting hardware/software PC and printer problems.

Commercial Job Title	Help Desk Specialist I
Minimum/General Experience	An Associate Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required, or a high school diploma and five (5) years of experience performing the foregoing functions. This position requires a minimum of three (3) years of experience, one (1) of which shall be in the last three (3) years, and at least one (1) year must be specialized. Specialized experience includes knowledge of PC operating systems, e.g., Windows, as well as networking and mail standards and entry-level work on a help desk. General experience includes information systems development and other work in the client/server field, or related fields. Demonstrated ability to communicate orally and in writing and a positive customer service attitude are a must.
Functional Responsibility	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. Serves as a technical point of contact for troubleshooting hardware/software PC and printer problems.

Commercial Job Title	Infrastructure Analyst, Senior
Minimum/General Experience	Bachelor Degree in Education, Computer Science, Information Systems, Engineering, Business, or a related field and/or equivalent work. Seven (7) years experience and knowledge of IT systems infrastructure, system programming, and systems hardware, software, and telecommunications.
Functional Responsibility	Responsible for the planning and implementation of changes to the information technology infrastructure. Applies changes, subject to some review, to current information technology infrastructure following established processes. May also contribute to the development of new processes. Applies information analysis to resolve low to medium complexity infrastructure problems and low to moderate in risk. Delivers infrastructure technology for multi- functional business requirements with limited interrelationship to the overall business process. Has some interaction with functional business partners on tactical issues and limited contact with suppliers. Completes routine changes and improvements to existing processes, with some review. This may include modifying existing operating systems, designs, or program code. Has responsibility for communicating and recording change documentation. May create change processes for new situations or business requirements.

Commercial Job Title	Infrastructure Analyst
Minimum/General Experience	Bachelor Degree in Education, Computer Science, Information Systems, Engineering, Business, or a related field and/or equivalent work. Five (5) years experience and knowledge of IT systems infrastructure, system programming, and systems hardware, software, and telecommunications.
Functional Responsibility	Responsible for the planning and implementation of changes to the information technology infrastructure. Applies changes, subject to some review, to current information technology infrastructure following established processes. May also contribute to the development of new processes. Applies information analysis to resolve low to medium complexity infrastructure problems and low to moderate in risk. Delivers infrastructure technology for multi- functional business requirements with limited interrelationship to the overall business process. Has some interaction with functional business partners on tactical issues and limited contact with suppliers. Completes routine changes and improvements to existing processes, with some review. This may include modifying existing operating systems, designs, or program code. Has responsibility for communicating and recording change documentation. May create change processes for new situations or business requirements.

Commercial Job Title	LAN Help Desk Manager
Minimum/General Experience	<p>A Bachelor Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline, or an Associate Degree and two (2) years of experience performing the foregoing functions. This position requires a minimum of seven (7) years of experience, of which at least five (5) years must be specialized and three (3) of which shall be within the last five (5) years. Specialized experience includes: management of help desks in a multi-server environment, comprehensive knowledge of PC operating systems and networks, e.g., Windows, as well as networking and mail standards and supervision of help desk employees. General experience includes information systems development, network and other work in the client/server field, or related fields. Demonstrated ability to communicate orally and in writing and a positive customer service attitude.</p>
Functional Responsibility	<p>Provides daily supervision and direction to staff that 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. This position serves as the focal point for all hardware/software/network issues.</p>

Commercial Job Title	Network Administrator, Senior
Minimum/General Experience	<p>A Bachelor Degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university, or a High School diploma and fifteen (15) years of experience performing the foregoing functions. A minimum of twelve (12) years of experience performing the foregoing functions.</p>
Functional Responsibility	<p>From a senior-level perspective, administers, evaluates, installs, maintains, and provides overall support for LANs and WANs, including backbone components such as routers and switches. Designs, tests, and implements interface programs, develops security procedures, and regulates usage. Performs planning, cost analysis, and all aspects of large-scale projects. Designs, tests, and implements large scale LAN and WAN network applications and troubleshoots problem areas. Coordinates network policy, procedures, and standards. Assists training of users.</p>

Commercial Job Title	Network Administrator III
Minimum/General Experience	A Bachelor Degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university, or an Associate Degree in the same from an accredited university and twelve (12) years of experience performing the foregoing functions. A minimum of ten (10) years of experience performing the foregoing functions.
Functional Responsibility	Administers, evaluates, installs, maintains, and provides overall support for LANs and WANs, including backbone components such as routers and switches. Designs, tests, and implements interface programs, develops security procedures, and regulates usage. Performs planning, cost analysis, and all aspects of large-scale projects. Designs, tests, and implements large scale LAN and WAN network applications and troubleshoots problem areas. Coordinates network policy, procedures, and standards. Assists training of users.

Commercial Job Title	Network Administrator II
Minimum/General Experience	A Bachelors Degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university, or an Associate Degree and ten (10) years of experience performing the foregoing functions. A minimum of eight (8) years of experience performing the foregoing functions.
Functional Responsibility	Administers, evaluates, installs, maintains, and provides overall support for LANs and WANs, including backbone components such as routers and switches. Designs, tests, and implements interface programs, develops security procedures, and regulates usage. Performs planning, cost analysis, and all aspects of large-scale projects. Designs, tests, and implements large scale LAN and WAN network applications and troubleshoots problem areas. Coordinates network policy, procedures, and standards. Assists training of users.

Commercial Job Title	Network Administrator I
Minimum/General Experience	A Bachelors Degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university, or a High School diploma and eight (8) years of experience performing the foregoing functions. A minimum of six (6) years of experience performing the foregoing functions.
Functional Responsibility	Administers, evaluates, installs, maintains, and provides overall support for LANs and WANs, including backbone components such as routers and switches. Designs, tests, and implements interface programs, develops security procedures, and regulates usage. Performs planning, cost analysis, and all aspects of large-scale projects. Designs, tests, and implements large scale LAN and WAN network applications and troubleshoots problem areas. Coordinates network policy, procedures, and standards. Assists training of users.

Commercial Job Title	Network Engineer, Senior
Minimum/General Experience	Bachelor Degree in Computer Science, Information Systems, Engineering, Business, or a related field and/or equivalent work experience. Ten (10) years experience designing, developing, testing, securing, and implementing local area networks (LANs), wide area networks (WANs), and telecommunications systems.
Functional Responsibility	Lead efforts in designing multi-protocol networks using routers and large bridged networks and creating and maintaining network documentation. Assisting user groups with network and communications issues. Defining of routed networks addressing schemes, designing network links for mainframe access, building and configuring the Internet with IP routers, and segmenting networks bridges. Troubleshooting IP configuration problems through understanding of router techniques and examine router traffic. Generating and installing operating systems and activating workstation.

Commercial Job Title	Network Engineer
Minimum/General Experience	Bachelor Degree in Computer Science, Information Systems, Engineering, Business, or a related field and/or equivalent work experience. Eight (8) years experience designing, developing, testing, securing, and implementing local area networks (LANs), wide area networks (WANs), and telecommunications systems.
Functional Responsibility	Lead efforts in designing multi-protocol networks using routers and large bridged networks and creating and maintaining network documentation. Assisting user groups with network and communications issues. Defining of routed networks addressing schemes, designing network links for mainframe access, building and configuring the Internet with IP routers, and segmenting networks bridges. Troubleshooting IP configuration problems through understanding of router techniques and examine router traffic. Generating and installing operating systems and activating workstation.

Commercial Job Title	Network Engineer, Junior
Minimum/General Experience	Bachelor Degree in Computer Science, Information Systems, Engineering, Business, or a related field and/or equivalent work experience. Three (3) years experience assisting with designing, developing, testing, securing, and implementing local area networks (LANs), wide area networks (WANs), and telecommunications systems.
Functional Responsibility	Under supervision, works with a team in designing multi-protocol networks using routers and large bridged networks, and creating and maintaining network documentation. Assisting user groups with network and communications issues. Assists with defining of routed networks addressing schemes, designing network links for mainframe access, building and configuring the Internet with IP routers, and segmenting networks bridges. Troubleshooting IP configuration problems through understanding of router techniques and examine router traffic. Generating and installing operating systems and activating workstation.

Commercial Job Title	System Administrator Specialist III
Minimum/General Experience	A Bachelors degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university; or an Associate Degree and two (2) years of experience performing the previous functions. A minimum of five (5) years of experience performing the foregoing functions.
Functional Responsibility	Installs, manage and support the daily activities of configuration and operation of systems, such as IBM Lotus email, CITRIX remote access, backup and file/print systems. Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Assists the users in accessing and using the system.

Commercial Job Title	System Administrator Specialist II
Minimum/General Experience	A Bachelors Degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university; or an Associate Degree and two (2) years of experience performing the previous functions. A minimum of four (4) years of experience performing the foregoing functions.
Functional Responsibility	Installs, manage and support the daily activities of configuration and operation of systems, such as IBM Lotus email, CITRIX remote access, backup and file/print systems. Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Assists the users in accessing and using the system.

Commercial Job Title	System Administrator Specialist I
Minimum/General Experience	A Bachelors degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university; or a High School diploma and six (6) years of experience performing the previous functions. A minimum of three (3) years of experience performing the foregoing functions.
Functional Responsibility	Installs, manage and support the daily activities of configuration and operation of systems, such as IBM Lotus email, CITRIX remote access, backup and file/print systems. Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Assists the users in accessing and using the system.

Commercial Job Title	Telecommunications Specialist III
Minimum/General Experience	Bachelor Degree in Computer Science, Information Systems, Engineering, Telecommunications, or a related field and/or equivalent work. Nine (9) years of experience in support of telecommunication systems or networks.
Functional Responsibility	From a senior-level perspective, supports the planning, analysis, design, testing, and troubleshooting of networks or operational systems. Participates in systems planning, information planning, and analysis in support of telecommunications support functions, including trouble ticket management, service order entry, and/or configuration management. Tests processes and data models in support of the planning and analysis efforts using both manual and automate tools. Evaluates system problems of workflow, organization, and planning. Develops appropriate corrective action. Knowledgeable of applicable telecommunications engineering techniques and the use of automated support tools. Performs all work in accordance with established standards.

Commercial Job Title	Telecommunications Specialist II
Minimum/General Experience	Bachelor Degree in Computer Science, Information Systems, Engineering, Telecommunications, or a related field and/or equivalent work. Seven (7) years of experience in support of telecommunication systems or networks.
Functional Responsibility	Supports the planning, analysis, design, testing, and troubleshooting of networks or operational systems. Participates in systems planning, information planning, and analysis in support of telecommunications support functions, including trouble ticket management, service order entry, and/or configuration management. Tests processes and data models in support of the planning and analysis efforts using both manual and automate tools. Evaluates system problems of workflow, organization, and planning. Develops appropriate corrective action. Knowledgeable of applicable telecommunications engineering techniques and the use of automated support tools. Performs all work in accordance with established standards.

Commercial Job Title	Telecommunications Specialist
Minimum/General Experience	Bachelor Degree in Computer Science, Information Systems, Engineering, Telecommunications, or a related field and/or equivalent work. Five (5) years of experience in support of telecommunication systems or networks.
Functional Responsibility	Supports the planning, analysis, design, testing, and troubleshooting of networks or operational systems. Participates in systems planning, information planning, and analysis in support of telecommunications support functions, including trouble ticket management, service order entry, and/or configuration management. Tests processes and data models in support of the planning and analysis efforts using both manual and automate tools. Evaluates system problems of workflow, organization, and planning. Develops appropriate corrective action. Knowledgeable of applicable telecommunications engineering techniques and the use of automated support tools. Performs all work in accordance with established standards.

Commercial Job Title	Web Content Analyst, Senior
Minimum/General Experience	Bachelor Degree in Computer Science or related fields and at least three (3) years of directly relevant experience.
Functional Responsibility	Implements, upgrades, and maintains websites on the Internet and Intranets. Maintains and monitors website communication links. Monitors, analyzes, and recommends strategies relevant to traffic in and out of the website. Insures that firewall mechanisms, virus protection, and other security mechanisms operate effectively. Performs in all phases of Internet and Intranet site implementation and connection. Must have knowledge of telecommunications and local area network protocols. Must have extensive knowledge of security devices and mechanisms.

Commercial Job Title	Web Content Analyst
Minimum/General Experience	Bachelor Degree in Computer Science or related fields with at least two (2) years of directly relevant experience or High School diploma with at least four (4) years of directly relevant experience.
Functional Responsibility	Implements, upgrades, and maintains websites on the Internet and Intranets. Maintains and monitors website communication links. Monitors, analyzes, and recommends strategies relevant to traffic in and out of the website. Insures that firewall mechanisms, virus protection, and other security mechanisms operate effectively. Performs in all phases of Internet and Intranet site implementation and connection. Must have knowledge of telecommunications and local area network protocols. Must have extensive knowledge of security devices and mechanisms.

Commercial Job Title	Web Specialist
Minimum/General Experience	Bachelors Degree in Computer Science, Information Systems, Engineering, Business, or a related field and/or equivalent work. Three (3) years experience in the development of Internet/Intranet applications such as home pages, interfaces with databases, and security. Proficient with HyperText Markup Language (HTML), JAVA, or other Internet/Intranet application engines as required.
Functional Responsibility	Develops Internet/Intranet applications to present the client to the outside world and to provide the client easy access to other Internet services. Develops home pages. Implements interfaces to allow outside users to access client databases and other information sources. Evaluates firewalls and other Internet access tools. Implements evaluated tools and topologies as directed.

Commercial Job Title	Acquisition Specialist, Senior
Minimum/General Experience	Masters Degree in Business, Contracts Management, Computer Science, or a related field and/or equivalent work. Seven (7) years experience supporting all aspects of procurement, contract management, and SOW and RFP development.
Functional Responsibility	Provides a full spectrum of acquisition support throughout the project. Knowledge of business processes as they relate to the Federal Acquisition Regulations (FAR); development of statements of work (SOW), statements of objectives (SOO), and requests for proposal (RFP); preparation of milestone documentation and acquisition plans; development of specifications and performance-based work statements; performing market analyses; conducting needs assessments; providing formalized training; and creating acquisition policies and procedures.

Commercial Job Title	Acquisition Specialist
Minimum/General Experience	Bachelor Degree in Business, Contracts Management, Computer Science, or a related field and/or equivalent work. Five (5) years experience supporting all aspects of procurement, contract management, and SOW and RFP development.
Functional Responsibility	Provides a full spectrum of acquisition support throughout the project. Knowledge of business processes as they relate to the Federal Acquisition Regulations (FAR); development of statements of work (SOW), statements of objectives (SOO), and requests for proposal (RFP); preparation of milestone documentation and acquisition plans; development of specifications and performance-based work statements; performing market analyses; conducting needs assessments; providing formalized training; and creating acquisition policies and procedures.

Commercial Job Title	Acquisition Specialist, Junior
Minimum/General Experience	Bachelor Degree in Business, Contracts Management, Computer Science, or a related field and/or equivalent work. Three (3) years experience supporting all aspects of procurement, contract management, and SOW and RFP development.
Functional Responsibility	Under supervision provides a full spectrum of acquisition support throughout the project. Knowledge of business processes as they relate to the Federal Acquisition Regulations (FAR); development of statements of work (SOW), statements of objectives (SOO), and requests for proposal (RFP); preparation of milestone documentation and acquisition plans; development of specifications and performance-based work statements; performing market analyses; conducting needs assessments; providing formalized training; and creating acquisition policies and procedures.

Commercial Job Title	Administrative Specialist
Minimum/General Experience	High School diploma. Two (2) years experience in general office practices. Proficiency with word processing, spreadsheets, database, and other office software.
Functional Responsibility	Conducts a variety of clerical and other administrative tasks. Types correspondence and other documents and forms as directed. Maintains project files both manually and electronically. Maintains the calendar for the office staff. Plans and coordinates project meetings as directed. Makes travel arrangements for staff. Attends project meetings, recording meeting minutes and action items. Assists in the development of project reports and briefing, including writing initial drafts for review from notes and verbal direction and providing graphical representation of project status. Prepares budget, cost, and other spreadsheets. Provides word processing support as needed for data conversion, records or data management, and non-technical documentation.

Commercial Job Title	Budget Analyst III
Minimum/General Experience	Bachelor Degree in Business, Finance, Accounting, Management, or a related field and/or equivalent work. Seven (7) years experience with a knowledge of budget formulation and execution, estimation methods, and principles of finance, accounting, and business management.
Functional Responsibility	Responsible for Federal budget formulation, execution, and reporting. Must be experienced in the coordination, preparation, and analysis of budget and other related fiscal items. Participation in special reviews. Ability to analyze data and draw sound conclusions. Analyze situations accurately and adopt an effective course of action. Prepare clear, comprehensive, and concise reports and other written material. Apply statistical methods and analyze a variety of accounting data and accounting principles and practices. Work closely with operating managers. Establish and maintain cooperative working relationships; and communicate effectively.

Commercial Job Title	Budget Analyst II
Minimum/General Experience	Bachelor Degree in Business, Finance, Accounting, Management, or a related field and/or equivalent work. Five (5) years experience with a knowledge of budget formulation and execution, estimation methods, and principles of finance, accounting, and business management.
Functional Responsibility	Responsible for Federal budget formulation, execution, and reporting. Must be experienced in the coordination, preparation, and analysis of budget and other related fiscal items. Participation in special reviews. Ability to analyze data and draw sound conclusions. Analyze situations accurately and adopt an effective course of action. Prepare clear, comprehensive, and concise reports and other written material. Apply statistical methods and analyze a variety of accounting data and accounting principles and practices. Work closely with operating managers. Establish and maintain cooperative working relationships; and communicate effectively.

Commercial Job Title	Budget Analyst I
Minimum/General Experience	Bachelor Degree in Business, Finance, Accounting, Management, or a related field and/or equivalent work. Three (3) years experience with a knowledge of budget formulation and execution, estimation methods, and principles of finance, accounting, and business management.
Functional Responsibility	Responsible for Federal budget formulation, execution, and reporting. Must be experienced in the coordination, preparation, and analysis of budget and other related fiscal items. Participation in special reviews. Ability to analyze data and draw sound conclusions. Analyze situations accurately and adopt an effective course of action. Prepare clear, comprehensive, and concise reports and other written material. Apply statistical methods and analyze a variety of accounting data and accounting principles and practices. Work closely with operating managers. Establish and maintain cooperative working relationships; and communicate effectively.

Commercial Job Title	Documentation Specialist II
Minimum/General Experience	High School diploma, plus technical writing course work and/or related work experience. Five (5) years experience in word processing, data entry, typesetting, editing, and supporting business and technical document development.
Functional Responsibility	Working under general direction, prepares and/or maintains systems, programming, and operations documentation, procedures, and methods (e.g., user and reference manuals). Maintains an up-to date internal documentation library. Provides or coordinates special documentation services as required. May act as task leader for large documentation jobs.

Commercial Job Title	Documentation Specialist I
Minimum/General Experience	High School diploma, plus technical writing course work and/or related work experience. Three (3) years experience in word processing, data entry, typesetting, editing, and supporting business and technical document development.
Functional Responsibility	Applies knowledge of word processing to perform page layouts, graphics layouts, and proper selection and use of Technical language and grammar to develop, draft, edit, and revise User Manuals, Operating Guides, Reports, and presentation materials for corporate and/or stand alone computing applications.

Commercial Job Title	Documentation Specialist, Senior
Minimum/General Experience	High School diploma, plus technical writing course work and/or related work experience. Seven (7) years experience in word processing, data entry, typesetting, editing, and supporting business and technical document development.
Functional Responsibility	Working under general direction, prepares and/or maintains systems, programming, and operations documentation, procedures, and methods (e.g., user and reference manuals). Maintains an up-to date internal documentation library. Provides or coordinates special documentation services as required. May act as task leader for large documentation jobs.

Commercial Job Title	Documentation Specialist
Minimum/General Experience	High School diploma, plus technical writing course work and/or related work experience. Five (5) years experience in word processing, data entry, typesetting, editing, and supporting business and technical document development.
Functional Responsibility	Working under general direction, prepares and/or maintains systems, programming, and operations documentation, procedures, and methods (e.g., user and reference manuals). Maintains an up-to date internal documentation library. Provides or coordinates special documentation services as required. May act as task leader for large documentation jobs.

Commercial Job Title	Graphic Specialist
Minimum/General Experience	Bachelor's degree in Art, Communications, Graphics Arts, Computer Graphics or a related field and/or equivalent experience. Two (2) years computer graphics experience.
Functional Responsibility	Designs and produces computer graphic images in coordination with users. Sets up and operates computer graphics systems. Troubleshoots equipment problems and performs minor preventive maintenance. Coordinates graphic production scheduling and support from outside vendors. Ensures that graphic projects are completed on time, within budget, and to user's satisfaction.

Commercial Job Title	IV & V Functional Analyst, Senior
Minimum/General Experience	Bachelor Degree in Education, Computer Science, Information Systems, Engineering, Business, or a related field and/or equivalent work. Seven (7) years assessing, analyzing, evaluating information technology, systems and applications design and development methodologies, hardware and software systems, and business rules and processes.
Functional Responsibility	Conducts complete life cycle Independent Verification and Validation (IV&V) of complex systems. Creates test plans, test specifications and test procedures, as well as test reports and formal test result presentations. Ensures that all software development projects meet the milestones and can fulfill the allocated system requirements. Conducts thorough software testing at various levels to ensure that the system fulfills its requirements and is in accordance with its design intent and applicable standards and conventions. Conduct system verification and validation by examining the correctness, completeness, reliability, and maintainability at each step in the development process to identify flaws or errors as early as possible in the typical five-phase software development life cycle (SDLC). Capability to conduct IV&V activities on modifications, enhancements, or proposed/approved changes to the software and hardware design.

Commercial Job Title	IV & V Functional Analyst
Minimum/General Experience	Bachelor Degree in Education, Computer Science, Information Systems, Engineering, Business, or a related field and/or equivalent work. Five (5) years assessing, analyzing, evaluating information technology, systems and applications design and development methodologies, hardware and software systems, and business rules and processes.
Functional Responsibility	Conducts complete life cycle Independent Verification and Validation (IV&V) of complex systems. Creates test plans, test specifications and test procedures, as well as test reports and formal test result presentations. Ensures that all software development projects meet the milestones and can fulfill the allocated system requirements. Conducts thorough software testing at various levels to ensure that the system fulfills its requirements and is in accordance with its design intent and applicable standards and conventions. Conduct system verification and validation by examining the correctness, completeness, reliability, and maintainability at each step in the development process to identify flaws or errors as early as possible in the typical five-phase software development life cycle (SDLC). Capability to conduct IV&V activities on modifications, enhancements, or proposed/approved changes to the software and hardware design.

Commercial Job Title	IV & V Functional Analyst, Junior
Minimum/General Experience	Bachelor Degree in Education, Computer Science, Information Systems, Engineering, Business, or a related field and/or equivalent work. Three (3) years assessing, analyzing, evaluating information technology, systems and applications design and development methodologies, hardware and software systems, and business rules and processes.
Functional Responsibility	Under supervision, conducts complete life cycle Independent Verification and Validation (IV&V) of complex systems. Creates test plans, test specifications and test procedures, as well as test reports and formal test result presentations. Ensures that all software development projects meet the milestones and can fulfill the allocated system requirements. Conducts thorough software testing at various levels to ensure that the system fulfills its requirements and is in accordance with its design intent and applicable standards and conventions. Conduct system verification and validation by examining the correctness, completeness, reliability, and maintainability at each step in the development process to identify flaws or errors as early as possible in the typical five-phase software development life cycle (SDLC). Capability to conduct IV&V activities on modifications, enhancements, or proposed/approved changes to the software and hardware design.

Commercial Job Title	Management Analyst, Senior
Minimum/General Experience	A Bachelor Degree in Public Administration, Business Administration, Finance, Economics, or a related field. Eight (8) years of progressively responsible experience, three years of which must be equivalent to a management level that has demonstrated the ability to analyze problems to identify significant factors, gather pertinent data, and recognize solutions; plan and organize work; and communicate effectively orally and in writing.

Functional Responsibility	Performing multiple assignments independently involving Directives Management (i.e., agency and departmental policies). Managing and/or coordinating the content and development of technical training materials for internal and external presentations. Performing team lead functions on select committees and work groups. Using various software systems to create and communicate critical program documents, presentations, and messages regarding directives.
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Commercial Job Title	Management Analyst
Minimum/General Experience	A Bachelor Degree in Public Administration, Business Administration, Finance, Economics, or a related field. Five (5) years of progressively responsible experience, three years of which must be equivalent to a management level that has demonstrated the ability to analyze problems to identify significant factors, gather pertinent data, and recognize solutions; plan and organize work; and communicate effectively orally and in writing.
Functional Responsibility	Performing multiple assignments independently involving Directives Management (i.e., agency and departmental policies). Managing and/or coordinating the content and development of technical training materials for internal and external presentations. Performing team lead functions on select committees and work groups. Using various software systems to create and communicate critical program documents, presentations, and messages regarding directives.

Commercial Job Title	Program Director
Minimum/General Experience	Masters Degree in Computer Science, Information Systems, Engineering, Business, or a related field and/or equivalent work experience. Twelve (12) years experience in project/program management from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms. Demonstrated capability assisting in managing multi-task contracts and or subcontracts. Charged with the responsibility to managed multiple project/programs requiring senior-level leadership based on a solid foundation of experience over a variety of IT project/program management challenges.
Functional Responsibility	Under the direction of a senior company officer, Vice President or above, serves as the Program Director for a large, complex program or multiple programs with the responsibility for the overall management of the specific program(s) and insuring that the technical solutions, resources, and schedules in the program(s) are implemented in a timely manner. Duties are normally spelled out in a formal Charter or other document specifically outlining duties and responsibilities. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.

Commercial Job Title	Program Manager III
Minimum/General Experience	Masters Degree in Computer Science, Information Systems, Engineering, Business, or a related field and/or equivalent work experience. Twenty (20) years experience in project/program management from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms. Demonstrated capability assisting in managing multi-task contracts and or subcontracts.
Functional Responsibility	Serves as the program manager for a large, complex program responsible for the overall management of the specific program and insuring that the technical solutions and resources, and schedules in the program are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.

Commercial Job Title	Program Manager II
Minimum/General Experience	Masters Degree in Computer Science, Information Systems, Engineering, Business, or a related field and/or equivalent work experience. Fifteen (15) years experience in project/program management from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms. Demonstrated capability assisting in managing multi-task contracts and or subcontracts.
Functional Responsibility	Serves as the program manager for a large, complex program responsible for the overall management of the specific program and insuring that the technical solutions and resources, and schedules in the program are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.

Commercial Job Title	Program Manager
Minimum/General Experience	Masters Degree in Computer Science, Information Systems, Engineering, Business, or a related field and/or equivalent work experience. Twelve (12) years experience in project/program management from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms. Demonstrated capability assisting in managing multi-task contracts and or subcontracts.
Functional Responsibility	Serves as the program manager for a large, complex program responsible for the overall management of the specific program and insuring that the technical solutions and resources, and schedules in the program are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.

Commercial Job Title	Program Manager, Deputy
Minimum/General Experience	Masters Degree in Computer Science, Information Systems, Engineering, Business, or a related field and/or equivalent work experience. Ten (10) years experience in project/program management from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms. Demonstrated capability assisting in managing multi-task contracts and or subcontracts.
Functional Responsibility	Serves as the program manager for a large, complex program responsible for the overall management of the specific program and insuring that the technical solutions and resources, and schedules in the program are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.

Commercial Job Title	Project Manager V
Minimum/General Experience	Masters degree in Computer Science, Information Systems, Engineering, Business, or a related field and/or equivalent work experience. Twenty (20) years experience in project management and demonstrated experience working on large projects, from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and or subcontracts of various types and complexity.
Functional Responsibility	Serves as the project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the Government Contracting Officer (CO), the task order-level Task Managers, Government management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems. Serves as the program manager for a large, complex program responsible for the overall management of the specific program and insuring that the technical solutions and resources, and schedules in the program are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.

Commercial Job Title	Project Manager IV
Minimum/General Experience	Masters Degree in Computer Science, Information Systems, Engineering, Business, or a related field and/or equivalent work experience. Fifteen (15) years experience in project management and demonstrated experience working on large projects, from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and or subcontracts of various types and complexity.

Functional Responsibility	<p>Serves as the project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the Government Contracting Officer (CO), the task order-level TMs, Government management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems. Serves as the program manager for a large, complex program responsible for the overall management of the specific program and insuring that the technical solutions and resources, and schedules in the program are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.</p>
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Commercial Job Title	Project Manager III
Minimum/General Experience	<p>Masters Degree in Computer Science, Information Systems, Engineering, Business, or a related field and/or equivalent work experience. Eight (8) years experience in project development, understands management and control of funds and resources using complex reporting mechanisms. Able to take direction and manage multi-task contracts and or subcontracts of various types and complexity. Must have demonstrated a progressive increase in responsibilities in information systems design and or management.</p>
Functional Responsibility	<p>Manages and supervises personnel involved in relevant areas of project activity. Supports the program and program manager in the program/project organization and metrics gathering and analysis. Shares responsibility for program financial and business management with Program Manager. In conjunction with the Program Manager, establishes and maintains technical and financial reports in order to show progress to Program Manager, and government program authorities (i.e., management and clients). Maintains client contact to ensure conformity to all contractual obligations. In conjunction with the program manager, supports the development, maintenance, and implementation of work order management plans; a document that guides the performance of all functional activities performed on the individual work orders. Monitors and reports on program progress relative to program plans, (i.e., planned vs. actual), with respect to programmatic and financial baselines.</p>

Commercial Job Title	Project Manager II
Minimum/General Experience	<p>Bachelor Degree in Business Management, Computer Science or a related field and/or equivalent work experience. Five (5) years of experience assisting a Project/Program Manager in the management of a contract, project, or task. Requires knowledge of and experience using specialized financial and project tracking software systems in addition to commercial-off-the-shelf (COTS) office automation software packages.</p>

Functional Responsibility	Responsible for providing management assistance for planning and executing a project. Assist the Project/Program Manager during the preparation and maintenance of project schedules and budgets. Prepares and delivers status reports or reviews. Tracks staffing, budget, prioritization, and other personnel matters for the Project/Program Manager.
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Commercial Job Title	Project Manager
Minimum/General Experience	Bachelor Degree in Business Management, Computer Science or a related field and/or equivalent work experience. Four (4) years of experience assisting a Project/Program Manager in the management of a contract, project, or task. Requires knowledge of and experience using specialized financial and project tracking software systems in addition to commercial-off-the-shelf (COTS) office automation software packages.
Functional Responsibility	Responsible for providing management assistance for planning and executing a project. Assist the Project/Program Manager during the preparation and maintenance of project schedules and budgets. Prepares and delivers status reports or reviews. Tracks staffing, budget, prioritization, and other personnel matters for the Project/Program Manager.

Commercial Job Title	Project/Program Management Assistant I
Minimum/General Experience	Bachelor Degree in Business, Management, Finance, and Computer Science or a related field and/or equivalent work experience. Three (3) years of experience assisting a Project/Program Manager in the management of a contract, project, or task. Requires knowledge of and experience using specialized financial and project tracking software systems in addition to commercial-off-the-shelf (COTS) office automation software packages.
Functional Responsibility	Responsible for providing management assistance for planning and executing a project. Assist the Project/Program Manager during the preparation and maintenance of project schedules and budgets. Prepares and delivers status reports or reviews. Tracks staffing, budget, prioritization, and other personnel matters for the Project/Program Manager.

Commercial Job Title	Project Scheduler
Minimum/General Experience	Bachelor Degree in Business, Management, Finance, and Computer Science or a related field and/or equivalent work experience. Three (3) years of experience assisting a Project/Program Manager in the management of a contract, project, or task. Requires knowledge of and experience using specialized financial and project tracking software systems in addition to commercial-off-the-shelf (COTS) office automation software packages.
Functional Responsibility	Responsible for providing management assistance for planning and executing a project. Assist the Project/Program Manager during the preparation and maintenance of project schedules and budgets. Prepares and delivers status reports or reviews. Tracks staffing, budget, prioritization, and other personnel matters for the Project/Program Manager.

Commercial Job Title	Auditor, Quality Assurance
Minimum/General Experience	Masters Degree in Computer Science, Information Systems, Engineering, Business, or a related field and/or equivalent work experience. Ten (10) years experience managing the entire audit and quality assurance processes of a software project from inception to deployment. Demonstrated progressive increase in responsibilities.
Functional Responsibility	Subject Matter Expert in the quality assurance /quality control (QA/QC) fields performing as a Lead Auditor performing functional and physical configuration audits. Assists management in all quality and data management functions. Maintains quality assurance records and databases and assures company compliance with Government standards and/or Government requirements. Reviews, and maintains program deliverable documentation and assures quality process compliance, consistency, and correctness. Responsible for program oversight of subcontractor quality assurance plans and compliance. Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle. Provides daily supervision and direction to support staff.

Commercial Job Title	Quality Assurance Specialist, Senior
Minimum/General Experience	Bachelor Degree in Computer Science, Information Systems, Engineering, Business, or a related field and/or equivalent work experience. Twelve (12) years experience in configuration management, verification and validation, software testing and integration, software metrics and their application to software quality assessment. General experience includes increasing responsibilities in quality assurance and quality control.
Functional Responsibility	Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure Government standards/requirements are adhered to, and for progress in accordance with schedules.

	<p>Coordinates with the Project Manager and/or Quality Assurance Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provide Quality Assurance. Efforts include responsibility for compliance with program quality assurance provisions and company quality processes. Responsible for generating and maintaining program quality assurance plans and implementing program company quality control procedures. Responsible for program quality contract deliverables, and overall contract data management activities. Represents the company with senior customer quality and program management interfaces.</p>
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Commercial Job Title	Quality Assurance Specialist
Minimum/General Experience	<p>Bachelor Degree in Computer Science, Information Systems, Engineering, Business, or a related field and/or equivalent work experience. Ten (10) years experience in configuration management, verification and validation, software testing and integration, software metrics and their application to software quality assessment. General experience includes increasing responsibilities in quality assurance and quality control.</p>
Functional Responsibility	<p>Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure Government standards/requirements are adhered to, and for progress in accordance with schedules. Coordinates with the Project Manager and/or Quality Assurance Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provide Quality Assurance. Efforts include responsibility for compliance with program quality assurance provisions and company quality processes. Responsible for generating and maintaining program quality assurance plans and implementing program company quality control procedures. Responsible for program quality contract deliverables, and overall contract data management activities. Represents the company with senior customer quality and program management interfaces.</p>

Commercial Job Title	Quality Assurance Specialist, Junior
Minimum/General Experience	<p>Bachelor Degree in Computer Science, Information Systems, Engineering, Business, or a related field and/or equivalent work experience. Four (4) years experience in configuration management, verification and validation, software testing and integration, software metrics and their application to software quality assessment. General experience includes increasing responsibilities in quality assurance and quality control.</p>

Functional Responsibility	<p>Under supervision, provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure Government standards/requirements are adhered to, and for progress in accordance with schedules. Coordinates with the Project Manager and/or Quality Assurance Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provide Quality Assurance. Efforts include responsibility for compliance with program quality assurance provisions and company quality processes. Responsible for generating and maintaining program quality assurance plans and implementing program company quality control procedures. Responsible for program quality contract deliverables, and overall contract data management activities. Represents the company with senior customer quality and program management interfaces.</p>
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Commercial Job Title	Subject Matter Expert II
Minimum/General Experience	<p>Masters Degree in Computer Science, Information Systems, Engineering, Business, or a related field and/or equivalent work experience. Ten (10) years experience in subject matter and technical or business areas specific to statement of work and/or task order requirements.</p>
Functional Responsibility	<p>Recognized for technical knowledge and judgment in a technical field with proficiency in relevant engineering principals and practices as required for technically complex assignments. Develops solutions to difficult problems. Generates concepts as evidenced by product or process improvement. Uses engineering/scientific tools to integrate requirements and solve technical problems. Utilizes tools, techniques, processes, and/or facilities such as state-of- the-art simulation environments, laboratories, and test facilities. Leads engineering team activities in a specialized engineering or technology subject area. Contributes to the technical planning process and provides technical guidance.</p>

Commercial Job Title	Subject Matter Expert I
Minimum/General Experience	<p>Masters Degree in Computer Science, Information Systems, Engineering, Business, or a related field and/or equivalent work experience. Five (5) years experience in subject matter and technical or business areas specific to statement of work and/or task order requirements.</p>
Functional Responsibility	<p>Provides technical expertise and guidance in the determination of technical and data definition of user requirements. This is a highly specialized category to fulfill needs of the Government to acquire the services of a recognized expert in a particular discipline. Provides subject matter expertise and project direction in any of the field such as a Programmer, Engineer, Analyst, Software Specialist, Software Developer, Human Factors Specialist, Systems Administrator, or Database Specialist.</p>

Commercial Job Title	Task Manager
Minimum/General Experience	Bachelor Degree in Business Management, Computer Science or a related field and/or equivalent work experience. Five (5) years of experience assisting a Project/Program Manager in the management of a contract, project, or task. Requires knowledge of and experience using specialized financial and project tracking software systems in addition to commercial-off-the-shelf (COTS) office automation software packages.
Functional Responsibility	Serves as the manager for a large, complex program responsible for the management of a specific task within the program and insuring that the technical solution(s) and resources, and schedules of the task are incorporated into the overall program and implemented in a timely manner. Participates in enterprise wide horizontal integration planning and interfaces to other functional systems within or integrated with the program.

Commercial Job Title	Technical Writer/Editor, Senior
Minimum/General Experience	Bachelors Degree in English or Journalism. A minimum of six (6) years of experience performing the foregoing technical writing/editing functions. At least three (3) years of the foregoing total experience must have consisted of performing technical writing/editing functions with respect to data collection, data reduction, engineering analysis, mathematics, or digital systems.
Functional Responsibility	Develops, drafts, revises, and edits reports, articles, manuals, specifications, presentation materials, and other technical documents, using rough outlines and materials. Interprets information obtained through research and provided by technical specialists. Applies knowledge of documentation content and format standards to prepare, edit, and publish technical materials.

Commercial Job Title	Technical Writer/Editor
Minimum/General Experience	Bachelors Degree in English or Journalism. A minimum of four (4) years of experience performing the foregoing technical writing/editing functions. At least two (2) years of the foregoing total experience must have consisted of performing technical writing/editing functions with respect to data collection, data reduction, engineering analysis, mathematics, or digital systems.
Functional Responsibility	Develops, drafts, revises, and edits reports, articles, manuals, specifications, presentation materials, and other technical documents, using rough outlines and materials. Interprets information obtained through research and provided by technical specialists. Applies knowledge of documentation content and format standards to prepare, edit, and publish technical materials.

Commercial Job Title	Technical Writer/Editor, Junior
Minimum/General Experience	Bachelors Degree in English or Journalism. A minimum of three (3) years of experience performing the foregoing technical writing/editing functions. At least two (2) years of the foregoing total experience must have consisted of performing technical writing/editing functions with respect to data collection, data reduction, engineering analysis, mathematics, or digital systems.
Functional Responsibility	Under supervision, develops, drafts, revises, and edits reports, articles, manuals, specifications, presentation materials, and other technical documents, using rough outlines and materials. Interprets information obtained through research and provided by technical specialists. Applies knowledge of documentation content and format standards to prepare, edit, and publish technical materials.

Commercial Job Title	Technical Writer II
Minimum/General Experience	Bachelor Degree in Communications, Journalism, English, Engineering, and/or work experience. Seven (7) years of experience in writing, designing, editing, and preparing business or technical documentation.
Functional Responsibility	Demonstrated knowledge of Department of Defense (DOD), Federal Information Processing (FIP), Government Printing Office (GPO), or equivalent commercial documentation standards. Responsible for the documentation design, development, and preparation throughout the production cycle that can include technical writing/editing, editorial consultation, copy, design/editing, proofreading, or overall documentation review. Works with management, technical personnel, authors, and subject matter experts to define documentation content, guidelines, specifications, and development schedules. Prepares required documentation in an appropriate format. Adheres to required configuration management or quality assurance standards. Analyzes the data and user requirements to ensure that documentation is clear, concise, and valid. Performs substantive editing that ensures document organization and quality. Ensures that documents follow the appropriate style guide. May be responsible for any activity in the production cycle through document delivery and maintenance. Coordinates or supervises resources during the production cycle.

Commercial Job Title	Technical Writer I
Minimum/General Experience	Bachelor Degree in Communications, Journalism, English, Engineering, and/or related work experience. Five (5) years of experience in writing, designing, editing, and preparing business or technical documentation.
Functional Responsibility	Knowledge and/or ability to quickly understand Department of Defense (DOD), Federal Information Processing (FIP), Government Printing Office (GPO), or equivalent commercial documentation standards. Assist in documentation design, development, and preparation throughout the production cycle that can include technical writing/editing, editorial consultation, copy design/editing, proofreading, or overall documentation

	<p>review. Works with management, technical personnel, authors, and subject matter experts to define documentation content. Prepares required documentation in an appropriate format. Understands configuration management or quality assurance standards. Ensures that documentation is clear, concise, and valid. Performs substantive editing that ensures document organization and quality. Ensures that documents follow the appropriate style guide.</p>
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Commercial Job Title	Technical Writer, Junior
Minimum/General Experience	<p>A Bachelors Degree in English or Journalism, or an Associate Degree with five (5) years of experience. A minimum of three (3) years of experience performing the foregoing technical writing/editing functions. At least two (1) year of the foregoing total experience must have consisted of performing technical writing/editing functions with respect to data collection, data reduction, engineering analysis, mathematics, or digital systems.</p>
Functional Responsibility	<p>Develops, drafts, revises, and edits reports, articles, manuals, specifications, presentation materials, and other technical documents, using rough outlines and materials. Interprets information obtained through research and provided by technical specialists. Applies knowledge of documentation content and format standards to prepare, edit, and publish technical materials.</p>

Commercial Job Title	Technical Writer, Junior
Minimum/General Experience	<p>A Bachelors Degree in English or Journalism, or an Associate Degree with five (5) years of experience. A minimum of three (3) years of experience performing the foregoing technical writing/editing functions. At least two (1) year of the foregoing total experience must have consisted of performing technical writing/editing functions with respect to data collection, data reduction, engineering analysis, mathematics, or digital systems.</p>
Functional Responsibility	<p>Develops, drafts, revises, and edits reports, articles, manuals, specifications, presentation materials, and other technical documents, using rough outlines and materials. Interprets information obtained through research and provided by technical specialists. Applies knowledge of documentation content and format standards to prepare, edit, and publish technical materials.</p>

Commercial Job Title	Health IT Project Manager I
Minimum/General Experience	<p>Bachelor’s Degree in Management, Business, Finance, Administration, or a related field Ten (10) years of experience managing and supervising business and administrative resources addressing large and complex problems. Demonstrated ability to make sound recommendations relevant to resource allocation and utilization, quality control and quality assurance, and business analysis.</p>

Functional Responsibility	<p>Acts as overall manager, and administrator for one or more delivery orders, serves as the primary interface and point of contact with the Program Manager and client management, Understands Health IT regulations, Health Information Portability and Accountability Act (HIPAA) regulations, Privacy Act and its Implementation into IT programs, Addresses all project issues and supervises program/project operations by developing standard operating procedures, policies, and management plans to ensure the timely, cost-efficient delivery of products and services. Responsible for monitoring and reporting progress, management of acquisition and employment of the program/project resources management and control of financial and administrative aspects of the program/project.</p>
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Commercial Job Title	Health IT Program Manager
Minimum/General Experience	<p>Master’s Degree or Higher in Management, Business, Finance, Administration, or a related field. Fifteen (15) years of experience managing and supervising business and administrative resources addressing large and complex problems. Demonstrated ability to make sound recommendations relevant to resource allocation and utilization, quality control and quality assurance, and business analysis.</p>
Functional Responsibility	<p>Acts as overall manager, and administrator for one or more delivery orders, serves as the primary interface and point of contact with the Program Manager and client management, Understands Health IT regulations, Health Information Portability and Accountability Act (HIPAA) regulations, Privacy Act and its Implementation into IT programs, Addresses all project issues and supervises program/project operations by developing standard operating procedures, policies, and management plans to ensure the timely, cost-efficient delivery of products and services. Responsible for monitoring and reporting progress, management of acquisition and employment of the program/project resources management and control of financial and administrative aspects of the program/project.</p>

Commercial Job Title	Health IT Program Director
Minimum/General Experience	<p>Master’s Degree or Higher in Engineering, IT, Management, Business, Administration, or a related field and Twenty (20) years of experience managing and supervising Health IT, business and administrative resources addressing large and complex problems. Demonstrated ability to make sound recommendations relevant to resource allocation and utilization, quality control and quality assurance, and business analysis.</p>

Functional Responsibility	<p>Acts as overall manager, and administrator for one or more delivery orders, serves as the primary interface and point of contact with the Program Manager and client management, Understands Health IT regulations, Health Information Portability and Accountability Act (HIPAA) regulations, Privacy Act and its implementation into IT programs, addresses all project issues and supervises program/project operations by developing standard operating procedures, policies, and management plans to ensure the timely, cost-efficient delivery of products and services. Responsible for monitoring and reporting progress, management of acquisition and employment of the program/project resources management and control of financial and administrative aspects of the program/project</p>
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Commercial Job Title	Health IT Systems Architect
Minimum/General Experience	<p>Bachelor’s Degree in Engineering, Science, Technology, or a related field and Fifteen (15) years of specialized Health IT experience designing and architecting complex applications and systems utilizing industry best practices and tools (e.g., Rational Suite, Popkin, CoBIT, ITIL, CMMi, ISO, etc.).</p>
Functional Responsibility	<p>Assesses and designs complex Health IT systems and applications. Supports the analysis and evaluation of existing or proposed Health IT systems and applications (e.g., Mobile apps, Web apps, etc.). Reviews Technical Architecture, Technical Reference Models, System reference Models, and other technical documents in line with Federal Enterprise Architecture Framework (FEAF) standards and guidelines. Performs Systems Architecture document development and maintenance over the Health IT project lifecycle (e.g., planning through implementation). Uses Methodologies, estimating techniques, and tools to satisfy customer needs and comply with industry and Government standards and directives. Has experience in overseeing, maintaining and supporting Health IT server systems, trouble shooting systems problems, maintaining system security, and supporting with Section 508 implementation.</p>

Commercial Job Title	Health IT Senior Systems Analyst
Minimum/General Experience	<p>Master’s Degree in Engineering, Science, Technology, or a related field. Fifteen (15) years of specialized experience assessing and evaluating systems and processes, procedures, policies, standards and guidelines utilizing industry best practices (e.g., Project Management Book of Knowledge, ITIL, etc.).</p>

Functional Responsibility	<p>Provides comprehensive support for difficult systems and process analysis and evaluation assignments, Leads the analysis and evaluation of existing or proposed system and project management processes, controls, schedules, resource planning activities, and earned value assessment. Performs detailed project planning, scope, control, management, tracking, and review activities. Leads Systems Analysis document development and maintenance over the program/project lifecycle (e.g., planning through implementation). Uses Methodologies, estimating techniques, and tools to satisfy customer needs and comply with industry and Government standards and directives. Has experience in overseeing, maintaining and supporting server systems, trouble shooting systems problems, maintaining system security, and supporting with Section 508 implementation.</p>
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Commercial Job Title	Health IT Computer Programmer
Minimum/General Experience	<p>Bachelor's Degree in Engineering, Science, Technology, or a related field. Ten (10) years of specialized experience software technologies, platforms, coding, application and systems development and designing, reading and conceptualizing architectures and system interfaces.</p>
Functional Responsibility	<p>Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Designs, codes, tests, debugs, and documents. Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications from which programs will be written and designs, codes, tests, debugs, and documents those programs. Works with the team to understand coding issues, testing and debugging process management and provides overall support through the development life-cycle. Supports web-based development, SCORM compliant programming and understands the critical nature of Health IT Systems.</p>

Commercial Job Title	Health IT Senior Software Engineer
Minimum/General Experience	<p>Bachelor's Degree in Engineering, Science, Technology, or a related field. Fifteen (15) years of specialized experience software technologies, platforms, coding, application and systems development and designing, reading and conceptualizing architectures and system interfaces.</p>
Functional Responsibility	<p>Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Designs, codes, tests, debugs, and documents. Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications from which programs will be written and designs, codes, tests, debugs, and documents those programs. Works with the team to understand coding issues, testing and debugging process management and provides overall support through the development life-cycle. Supports web-based development, SCORM compliant programming and understands the critical nature of Health IT Systems.</p>

Commercial Job Title	Health IT Process Supervisor
Minimum/General Experience	Bachelor's Degree in Engineering, IT, Management, Business, Administration, or a related field and Six (6) years of experience with supervision, task management, deliverable scheduling, progress schedule management, project control, and earned value analysis (EVMS) of Health IT projects and programs.
Functional Responsibility	Responsible for developing, maintaining enhancing, and managing multiple project schedules, and Master Project Schedule if required. Helps to estimate project activity time and durations, and sequences and optimizes project activities to best meet goals and objectives. Develops schedules that span the entire products and/or project lifecycle from concept to product transfer. Produces comprehensive schedules in various formats and levels of detail to suit different users or audience. Integrates the schedule with the project budget, and analyzes the validity of schedules submitted by outside parties contributing to the project. Monitors actual progress, compares it to the baseline, and reports on progress and adverse deviations. Forecasts the schedule project changes

Commercial Job Title	Health IT Process Analyst
Minimum/General Experience	Bachelor Degree in Engineering, IT, Management, Business, Administration, or a related field and Four (4) years of experience assessing and evaluating Health IT project management processes, procedures, policies, standards and guidelines utilizing best practices (e.g. PMBOK).
Functional Responsibility	Provides comprehensive support for difficult program and project analysis and evaluation assignments. Analyzes and evaluates existing or proposed program/project management processes, controls, schedule, resource planning activities, and earned value assessment. Performs detailed project planning, scope, control, management, tracking, and review activities. Supports program/ project management planning (PMP) document development and maintenance over the program/project lifecycle (e.g., planning through implementation). Uses methodologies, modeling/estimating techniques, and tools to satisfy customer needs and comply with industry and Government standards and directives.

Commercial Job Title	Health IT Knowledge Management Consultant
Minimum/General Experience	Master's Degree or Higher in Engineering, IT, Management, Business, Administration, or a related field and Twenty (20) years of experience or Bachelor's Degree or Higher and Twenty- Five (25) years of experience coordinating and communicating all financial and resource management activities for a variety of Health IT projects/task orders through the complete implementation life cycle.

Functional Responsibility	Support coordination, communication and management of all program/ support operations involving multiple projects/task orders and personnel at diverse locations. Organizes, directs, and coordinates the planning and execution of all program/ support activities. Has demonstrated Managing expertise and communications skills to be able to interface with all levels of management. Simultaneously plans and manages the transition of several highly projects. Establishes and alters (as necessary) Management structure to effectively direct program support activities. Meets and confers with regarding the status of specific program activities as well as problems, issues, or conflicts requiring resolution.
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Commercial Job Title	Health IT Information Technology Specialist (IT Specialist)
Minimum/General Experience	Bachelor's Degree in Science, Technology, Engineering or a related field. Six (6) years of experience in providing Information Technology (IT) support and coordinating troubleshooting for all IT related Program and Project Management activities for variety of projects/task orders through the complete implementation life cycle.
Functional Responsibility	Provides extremely high-level subject matter proficiency for work described in the task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems that require doctorate level knowledge of the subject matter for effective implementation. Provides ensuring the timely process through which problems are controlled. Includes problem recognition, research, isolation, resolution, and follow-up steps. Provides second-tier support to end users for either PC, server, or mainframe applications or hardware. Interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems.

Commercial Job Title	Health IT Instructional Designer
Minimum/General Experience	Bachelor's Degree in Education, Science, Technology, Engineering or a related field and Five (5) years of training and training development experience of Health IT systems, management, and processes.
Functional Responsibility	Participates in, and conducts technical training programs. Determines training objectives. Writes training programs, including outlines, text, handouts, tests, and designs laboratory exercises. Lectures class on safety, installation, programming, maintenance, and repair of software, machinery, and equipment, following outline, handouts and texts. Administers written and practical exams and writes performance reports to evaluate trainees' performance. 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. May report directly to an executive or head of a unit/department.

Commercial Job Title	Health IT Senior Instructional Designer
Minimum/General Experience	Master’s Degree in Education, Science, Technology, Engineering or a related field and Ten (10) years or Bachelor’s Degree and Fifteen (15) years of training and training development experience of Health IT systems, management, and processes.
Functional Responsibility	Participates in, and conducts technical training programs. Determines training objectives. Writes training programs, including outlines, text, handouts, tests, and designs laboratory exercises. Lectures class on safety, installation, programming, maintenance, and repair of software, machinery, and equipment, following outline, handouts and texts. Administers written and practical exams and writes performance reports to evaluate trainees' performance. 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. May report directly to an executive or head of a unit/department.

Commercial Job Title	Health IT Graphic Designer
Minimum/General Experience	Associate’s Degree in Graphics, Design, Art, Illustration, or other related discipline and Three (3) years of experience with Health IT related graphics, illustrations, publications, etc. using applications such as Adobe Photoshop, MS Visio, MS PowerPoint, CAD, CAM, Dream Weaver, AutoCAD 2000 NT, and AutoCAD 4000
Functional Responsibility	Produces graphic art and visual materials for promotions, advertisements, films, packaging, and informative and instructional material through a variety of media outlets such as websites and CD-ROMs. Generates and manipulates graphic images, animations, sound, text and video into consolidated and seamless multimedia programs.

Commercial Job Title	Health IT Technical Writer
Minimum/General Experience	Bachelor’s Degree in English, Journalism, Education, Science, Technology, Engineering or a related field and Eight (8) years of experience writing and developing clear and accurate Health IT technical documentation, including help desk documentation and user guides
Functional Responsibility	Researches, organizes, writes, edits, and produces technical data for major publication projects. Organizes material and writes descriptive copy according to standards regarding order, clarity, conciseness, style, and terminology. Ensures technical documentation is accurate, complete, meets editorial and government specifications and adheres to standards for quality, graphics, coverage, format, and style. Organizes, designs and lays out technical documentation manuals. Visually organizes information for the development of document, data, system and program flowcharts. Publishes completed documentation in multiple formats. Maintain records and files of work and revisions. May participate in the establishment of style guidelines and standards for texts and illustrations. May provide work leadership for lower level employees.

ALLOWABLE SUBSTITUTION OF EDUCATION AND EXPERIENCE

The minimum education and experience will be met when the educational equivalencies to the tables below are considered.

An individual's education achievement in excess of minimum requirements can be substituted for experience requirements.

Minimum Education Requirement	Individual's Actual Education Achievement	Additional Years of Experience Credited the Candidate/Employee
MA/MS	PhD	4
BA/BS	PhD	6
BA/BS	MA/MS	2
HS/GED	BA/BA	4

An individual's experience in excess of the minimum requirement can compensate for educational requirements.

Individual's Actual Education Achievement	Minimum Education Requirement	Additional Years of Experience Over the Minimum Requirement for Minimum Educational Equivalency
MA/MS	PhD	4
BA/BS	PhD	6
BA/BS	MA/MS	2
HS/GED	BA/BA	4

2. **Maximum Order:** \$500,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Worldwide
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted).
7. **Quantity discounts:** 6K Systems, Inc. reserves the right to offer additional discounts in instances where the value of the order exceed \$500,000 or when further discounts represent a good business decision.
8. **Prompt payment terms.** Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. Net 30 days.
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-Purchase threshold:** Will accept
10. **Foreign items (list items by country of origin):** Not Applicable
- 11a. **Time of Delivery (Contractor insert number of days):** To Be Determined at the Task Order level
- 11b. **Expedited Delivery.** To Be Determined at the Task Order level

- 11c. Overnight and 2-day delivery.** To Be Determined at the Task Order level
- 11d. Urgent Requirements.** To Be Determined at the Task Order level
- 12. F.O.B Points(s):** Destination
- 13a. Ordering Address(es):** Same as company address
- 13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 14. Payment address(es):** Same as company address
- 15. Warranty provision.:** Contractor's standard commercial warranty.
- 16. Export Packing Charges (if applicable):** N/A
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
- 18. Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 19. Terms and conditions of installation (if applicable):** N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. Terms and conditions for any other services (if applicable):** N/A
- 21. List of service and distribution points (if applicable):** N/A
- 22. List of participating dealers (if applicable):** N/A
- 23. Preventive maintenance (if applicable):** N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.**
- Not Applicable
- 25. Data Universal Numbering System (DUNS) number:** 114214211
- 26. Notification regarding registration in SYSTEM FOR AWARD MANAGEMENT (SAM) database:**
Contract Registered and Active in SAM