GENERAL SERVICES ADMINISTRATION  FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST
MULTIPLE AWARD SCHEDULE - Large Category - Information Technology Category (ITC)
FSC GROUP CLASS MAS
SIN 54151S – INFORMATION TECHNOLOGY PROFESSIONAL SERVICES
FSC/PSC Code D399  Other Information Technology Services, Not Elsewhere Classified

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Contract Number: GS-35F-182DA
(DUNS) Number: 60-163-1604
Period Covered by Contract: February 16, 2021 through February 15, 2026

General Services Administration
Federal Acquisition Service
Pricelist current through Modification # PO-0009, dated 02/09/2021.

Prices Shown Herein are Net (discount deducted)

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (http://www.gsaadvantage.gov). For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.
# Table of Contents

Information for Ordering Activities Applicable to all Special Item Numbers ........................................... 3
Terms and Conditions Applicable to Information Technology (IT) Professional Services (Special Item Number 54151S) .................................................................................................................................. 9
Products and Services Pricelist ............................................................................................................ 11
Services Pricelist .................................................................................................................................... 12
Labor Categories Description .................................................................................................................. 26
USA Commitment to Promote Small Business Participation Procurement Programs .................. 55
Best Value Blanket Purchase Agreement Federal Supply Schedule .................................................... 56
(CUSTOMER NAME) Blanket Purchase Agreement .................................................................................. 57
Contractor Team Arrangements .................................................................................................................. 58
INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL
SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (www.gsa.gov/fas) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT:

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

[  ]  The Geographic Scope of Contract will be domestic and overseas delivery.
[  ]  The Geographic Scope of Contract will be overseas delivery only.
[x]  The Geographic Scope of Contract will be domestic delivery only.

2. CONTRACTOR’S ORDERING ADDRESS AND PAYMENT INFORMATION:

BTC TECHNOLOGIES, LLC
4941 Montgomery Road, Suite B
Ellicott City, Maryland 21043-6748

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice. The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance: (410) 480-1467, (443) 956-6360.

3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.
4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:

Block 9: G. Order/Modification Under Federal Schedule Contract
Block 16: Data Universal Numbering System (DUNS) Number: 60-163-1604
Block 30: Type of Contractor: **Small Disadvantaged Business**

A. Small Disadvantaged Business
B. Other Small Business
C. Large Business
G. Other Nonprofit Organization
L. Foreign Contractor

Block 31: Woman-Owned Small Business – No
Block 37: Contractor's Taxpayer Identification Number (TIN): 20-2899250
Block 40: Veteran Owned Small Business (VOSB): No

A. Service Disabled Veteran Owned Small Business
B. Other Veteran Owned Small Business

4a. CAGE Code: 414T3
4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

<table>
<thead>
<tr>
<th>SPECIAL ITEM NUMBER</th>
<th>DELIVERY TIME (Days ARO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S, Information Technology Professional Services</td>
<td>As negotiated on the task order level</td>
</tr>
</tbody>
</table>

b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. DISCOUNTS: Prices shown are NET Prices; Basic Discounts have been deducted.

a. Prompt Payment: 2% - 15 days from receipt of invoice or date of acceptance, whichever is later.

8. TRADE AGREEMENTS ACT OF 1979, as amended:

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:

10. MINIMUM ORDER (Small Requirements): The minimum dollar of orders to be issued is $100.

11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.) is $500,000

11a. Table of awarded special item number with appropriate cross-reference to item descriptions and awarded price(s).

Special Item No. 54151S, Information Technology Professional Services – See Rate Sheet starting on page 13.
11b. 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. See Rate Sheet starting on page 13.

11c. 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. Labor category descriptions begin on page 22.

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.

b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:

Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS): Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS): Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)

(a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.

(c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
(d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor’s participation in such order may be restricted in accordance with FAR Part 9.5.

(g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency’s order.

(h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency’s order.

(i) Government-Furnished Property: As specified by the agency’s order, the Government may provide property, equipment, materials or resources as necessary.

(j) Availability of Funds: Many Government agencies’ operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government’s obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

(k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES: Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity’s convenience, and (m) Termination for Cause (See 52.212-4)

16. GSA ADVANTAGE!
GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

(1) Manufacturer;
(2) Manufacturer's Part Number; and
(3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is http://www.gsaadvantage.gov

17. PURCHASE OF OPEN MARKET ITEMS
NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, only if-

(1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
(2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;

(3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and

(4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

(1) Time of delivery/installation quotations for individual orders;

(2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.

(3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

c. The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

NONE

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21. CONTRACTOR TEAM ARRANGEMENTS

 Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of $2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds $2,000, then the requirements of the Davis-Bacon Act applies.
23. **SECTION 508 COMPLIANCE.**

I certify that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant:

Yes _X_        No   ____

The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): [WWW.BTCTECHNOLOGIES.COM](http://WWW.BTCTECHNOLOGIES.COM)

The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

24. **PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.**

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from _______ dated _______. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25. **INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)**

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. **SOFTWARE INTEROPERABILITY.**

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item’s interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at [http://www.core.gov](http://www.core.gov).

27. **ADVANCE PAYMENTS**

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)
**NOTE:** All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.

1. **SCOPE**
   a. The prices, terms and conditions stated under Special Item Number SIN 54151S Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
   b. The Contractor shall provide services at the Contractor’s facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. **PERFORMANCE INCENTIVES**
   I-FSS-60 Performance Incentives (April 2000)
   a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
   b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
   c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity’s mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. **ORDER**
   a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
   b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. **PERFORMANCE OF SERVICES**
   a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
   b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
   c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
   d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. **STOP-WORK ORDER**
   FAR 52.242-15 (AUG 1989)
   (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take
all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES


7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.
An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007)  Time-and-Materials/Labor-Hour Proposal Requirements — Commercial Item Acquisition

As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

(1) The offeror;
(2) Subcontractors; and/or
(3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

PRODUCTS AND SERVICES PRICELIST

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 54151S IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
b. Pricing for all IT Professional Services shall be in accordance with the Contractor’s customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

**Services Pricelist**

The rates for the following labor categories are effective as of Modification # PO-0009, dated 02/09/2021

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Hrly-Rate</th>
<th>Education-Degree / General/Specialized Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant I</td>
<td>$46.00</td>
<td>High school diploma or its equivalency and 0-2 years of experience in the field or in a related area. Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, and researches and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.</td>
</tr>
<tr>
<td>Administrative Assistant II</td>
<td>$50.72</td>
<td>High school diploma or its equivalency and 2-4 years of experience in the field or in a related area. Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, and researches and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager. Associate degree in a related field may be substituted for 2 years of experience.</td>
</tr>
<tr>
<td>Administrative Assistant III</td>
<td>$55.41</td>
<td>High school diploma or its equivalency and 5 years of experience in the field or in a related area. Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, and researches and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. 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 direct and lead the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department. A BS degree in a related field may be substituted for 3 years of experience.</td>
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<td>Labor Category</td>
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<tr>
<td>Business Analyst</td>
<td>$83.11</td>
<td>B.S. in Business Administration, Computer Science, or any related field from an accredited institution and 1-3 years of experience. Understands the customer’s business requirements and business process management, and then translates them into specific software requirements. Collects and analyzes the project’s business requirements and transfers the same knowledge to development team. Evaluates the data collected through task analysis, business process, surveys and workshops. Provides suggestions to the development team during the development stage of product to meet the client’s business needs. Prepares accurate and detailed requirement specifications documents, user interface guides, and functional specification documents. Communicates effectively with external clients and internal teams to deliver product’s functional requirements like screen, interface, and GUI designs. Documents the acquired results of analysis and workflows as well as obtains sign-off from the appropriate client. May be asked to design and execute test scripts and test scenarios. Coordinates with the groups of business units who test, validate, evaluate new applications and functions, and determine issues in services and software. Manages any change requests related to the working project plans daily to meet the agreed deadlines. Advanced degree/specialized certification in a related field may be substituted for 2 years of experience.</td>
</tr>
<tr>
<td>Senior Business Analyst</td>
<td>$100.37</td>
<td>B.S. in Business Administration, Computer Science, or any related field from an accredited institution and 3-5 years of experience. Understands the customer’s business requirements and business process management, and then translates them into specific software requirements. Collects and analyzes the project’s business requirements and transfers the same knowledge to development team. Evaluates the data collected through task analysis, business process, surveys and workshops. Provides suggestions to the development team during the development stage of product to meet the client’s business needs. Prepares accurate and detailed requirement specifications documents, user interface guides, and functional specification documents. Communicates effectively with external clients and internal teams to deliver product’s functional requirements like screen, interface, and GUI designs. Documents the acquired results of analysis and workflows as well as obtains sign-off from the appropriate client. May be asked to design and execute test scripts and test scenarios. Coordinates with the groups of business units who test, validate, evaluate new applications and functions, and determine issues in services and software. Manages any change requests related to the working project plans daily to meet the agreed deadlines. Advanced degree/specialized certification in a related field may be substituted for 3 years of experience.</td>
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<td>Labor Category</td>
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<tr>
<td>Lead Business Analyst</td>
<td>$101.24</td>
<td>B.S. in Business Administration, Computer Science, or any related field from an accredited institution and 5+ years of experience. Understands the customer’s business requirements and business process management, and then translates them into specific software requirements. Collects and analyzes the project’s business requirements and transfers the same knowledge to development team. Evaluates the data collected through task analysis, business process, surveys and workshops. Provides suggestions to the development team during the development stage of product to meet the client’s business needs. Prepares accurate and detailed requirement specifications documents, user interface guides, and functional specification documents. Communicates effectively with external clients and internal teams to deliver product’s functional requirements like screen, interface, and GUI designs. Documents the acquired results of analysis and workflows as well as obtains sign-off from the appropriate client. May be asked to design and execute test scripts and test scenarios. Coordinates with the groups of business units who test, validate, evaluate new applications and functions, and determine issues in services and software. Manages any change requests related to the working project plans daily to meet the agreed deadlines. Advanced degree/specialized certification in a related field may be substituted for 3 years of experience.</td>
</tr>
<tr>
<td>Database Administrator</td>
<td>$118.59</td>
<td>B.S. in computer science, systems analysis, information systems or related field and 3-5 years of experience in system/database design. Develops, implements, administers and maintains policies and procedures for ensuring the security and integrity of program/project databases. Implements data models, database designs, data access and table maintenance codes. Resolves database performance and capacity issues, and replication and other distributed data issues. Advanced degree/specialized certification in a related field may be substituted for 3 years of experience.</td>
</tr>
<tr>
<td>Sr. Database Administrator</td>
<td>$125.36</td>
<td>B.S. in computer science, systems analysis, information systems or related field and 6-8 years of experience in system/database design. Develops, implements, administers and maintains policies and procedures for ensuring the security and integrity of program/project databases. Implements data models, database designs, data access and table maintenance codes. Resolves database performance and capacity issues, and replication and other distributed data issues. Advanced degree/specialized certification in a related field may be substituted for 3 years of experience.</td>
</tr>
<tr>
<td>Labor Category</td>
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<tr>
<td>Java Application</td>
<td>$126.40</td>
<td>B.S. in computer science, systems analysis, information systems or related field and 5+ years of experience in SQL, Java, JavaScript, or equivalent. Experienced with full life cycle Java development, have a deep understanding of JavaScript and a strong knowledge of SQL. Experienced in object-oriented application development. Analyzes functional requirements and troubleshoots application code issues utilizing software development tools. Works closely with other developers and quality assurance engineers to create fixes and enhancements to products. Delivers high-quality software that meets and exceeds customers' expectations. Communicates technical and non-technical information clearly. Answers technical questions from customers, and is able to provide efficient technical solutions to problems. Writes technical documentations following approved development standards.</td>
</tr>
<tr>
<td>Programmer 1</td>
<td>$65.36</td>
<td>B.S./B.A. or higher in Information Systems, Computer Science, Engineering, Business, or related field and 1-3 years of experience. Reviews, analyzes, and modifies programming systems including testing, debugging and documenting programs. Advanced degree in a related field may be substituted for 3 years of experience.</td>
</tr>
<tr>
<td>Programmer 2</td>
<td>$75.71</td>
<td>B.S./B.A. or higher in Information Systems, Computer Science, Engineering, Business, or related field and 3-5 years of experience. Reviews, analyzes, and modifies programming systems including testing, debugging and documenting programs. Advanced degree in a related field may be substituted for 3 years of experience.</td>
</tr>
<tr>
<td>Programmer 3</td>
<td>$97.72</td>
<td>B.S./B.A. or higher in Information Systems, Computer Science, Engineering, Business, or related field and 5-7 years of experience. Reviews, analyzes, and modifies programming systems including testing, debugging and documenting programs. Advanced degree in a related field may be substituted for 3 years of experience.</td>
</tr>
<tr>
<td>Programmer (SME)</td>
<td>$125.24</td>
<td>B.S. in computer science, information systems, mathematics, physics or related discipline and 7+ years of experience with specialized focus on a particular technology or business application. Reviews, analyzes, and modifies programming systems including testing, debugging and documenting programs. An advanced degree in a related field may be substituted for 3 years of experience.</td>
</tr>
<tr>
<td>Software Engineer I</td>
<td>$89.34</td>
<td>B.S. in computer science or related field and 2-3 years of experience. Designs, modifies, develops, writes and implements software programming applications. Supports and/or installs software applications/operating systems. Participates in the testing process through test review and analysis, test witnessing and quality control of software. Advanced degree in a related field may be substituted for 3 years of experience.</td>
</tr>
<tr>
<td>Software Engineer II</td>
<td>$109.12</td>
<td>B.S. in computer science or related field and 3-5 years of experience. Designs, modifies, develops, writes and implements software programming applications. Supports and/or installs software applications/operating systems. Participates in the testing process through test review and analysis, test witnessing and quality control of software. Advanced degree in a related field may be substituted for 3 years of experience.</td>
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<tr>
<td>Software Engineer III</td>
<td>$118.60</td>
<td>B.S. in computer science or related field and 3-5 years of experience. Designs, modifies, develops, writes and implements software programming applications. Supports and/or installs software applications/operating systems. Participates in the testing process through test review and analysis, test witnessing and quality control of software. Advanced degree in a related field may be substituted for 3 years of experience.</td>
</tr>
<tr>
<td>Senior Software Engineer</td>
<td>$126.40</td>
<td>B.S. in computer science or related field and 8-10 years of experience. Designs, modifies, develops, writes and implements software programming applications. Supports and/or installs software applications/operating systems. Participates in the testing process through test review and analysis, test witnessing and quality control of software. Advanced degree in a related field may be substituted for 3 years of experience.</td>
</tr>
<tr>
<td>Principal Software Engineer</td>
<td>$129.25</td>
<td>B.S. in computer science or related field and 10+ years of experience. Designs, modifies, develops, writes and implements software programming applications. Supports and/or installs software applications/operating systems. Participates in the testing process through test review and analysis, test witnessing and quality control of software. Advanced degree in a related field may be substituted for 3 years of experience.</td>
</tr>
<tr>
<td>Software Quality Assurance</td>
<td>$84.49</td>
<td>B.S. in computer science or related field and 1-3 years of experience. Responsible for ensuring software quality within the project team through the development and execution of software test plans by way of verification procedures based upon software and system specifications. Reviews product design documentation to ensure that requirements stated are correct, unambiguous, and verifiable. Consults with product development to evaluate system interfaces, operational requirements, and performance requirements of overall system. Defines test methods and creates test plans for new or updated software projects to determine if the software will perform accurately and reliably according to documented requirements as well as established standards under both normal and abnormal conditions. Recommends design improvements or corrections to engineers throughout the development process. Maintains effective communication with the project software engineers on project limitation, capability, performance requirement and hardware interface changes. Executes test plans and creates test reports to describe program evaluation, testing, and correction. Monitors program performance after implementation to prevent reoccurrence of program operating problems and ensure efficiency of operation. Conducts compatibility tests with vendor-provided programs. Creates test tools that facilitate data gathering and test method execution. Participates in risk management meetings.</td>
</tr>
<tr>
<td>Labor Category</td>
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<tr>
<td>Sr. Software Quality Assurance Engineer</td>
<td>$117.33</td>
<td>B.S. in computer science or related field and 3-5 years of experience. Responsible for ensuring software quality within the project team through the development and execution of software test plans by way of verification procedures based upon software and system specifications. Reviews product design documentation to ensure that requirements stated are correct, unambiguous, and verifiable. Consults with product development to evaluate system interfaces, operational requirements, and performance requirements of overall system. Defines test methods and creates test plans for new or updated software projects to determine if the software will perform accurately and reliably according to documented requirements as well as established standards under both normal and abnormal conditions. Recommends design improvements or corrections to engineers throughout the development process. Maintains effective communication with the project software engineers on project limitation, capability, performance requirement and hardware interface changes. Executes test plans and creates test reports to describe program evaluation, testing, and correction. Monitors program performance after implementation to prevent reoccurrence of program operating problems and ensure efficiency of operation. Conducts compatibility tests with vendor-provided programs. Creates test tools that facilitate data gathering and test method execution. Participates in risk management meetings. Advanced degree in a related field may be substituted for 3 years of experience.</td>
</tr>
<tr>
<td>Lead Software Quality Assurance Engineer</td>
<td>$115.67</td>
<td>B.S. in computer science or related field and 5-8 years of experience. Responsible for ensuring software quality within the project team through the development and execution of software test plans by way of verification procedures based upon software and system specifications. Reviews product design documentation to ensure that requirements stated are correct, unambiguous, and verifiable. Consults with product development to evaluate system interfaces, operational requirements, and performance requirements of overall system. Defines test methods and creates test plans for new or updated software projects to determine if the software will perform accurately and reliably according to documented requirements as well as established standards under both normal and abnormal conditions. Recommends design improvements or corrections to engineers throughout the development process. Maintains effective communication with the project software engineers on project limitation, capability, performance requirement and hardware interface changes. Executes test plans and creates test reports to describe program evaluation, testing, and correction. Monitors program performance after implementation to prevent reoccurrence of program operating problems and ensure efficiency of operation. Conducts compatibility tests with vendor-provided programs. Creates test tools that facilitate data gathering and test method execution. Participates in risk management meetings. Advanced degree in a related field may be substituted for 3 years of experience.</td>
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<tr>
<td>Software Quality Assurance Manager</td>
<td>$127.16</td>
<td>B.S. in computer science or related field and 10+ years of experience. Manages and provides technical assistance in identifying, evaluating and developing methods and procedures that are efficient, effective and meet the services and development effort for all quality assurance standard efforts for the project. Gathers and analyzes data in support of business cases, proposed projects, for system/software/service requirements. Applies proven analytical and problem-solving skills to validate IT and Service Processes. Develops, modifies, applies and maintains quality evaluation and control systems and protocols. Advanced degree in a related field may be substituted for 3 years of experience.</td>
</tr>
<tr>
<td>Software Test Engineer</td>
<td>$84.04</td>
<td>B.S. in computer science or related field and 3-5 years of experience. Collaborates with business analysts and developers to create and review test strategies that allow for concurrent coding and testing. Reviews test scenarios with team members. Ensures acceptance criteria is clear and testable. Performs manual and/or automated testing. Creates or makes available the necessary test data to ensure tests are repeatable. Ensures traceability through user stories, test execution and defect management. Advanced degree in a related field may be substituted for 3 years of experience.</td>
</tr>
<tr>
<td>Senior Software Test Engineer</td>
<td>$96.93</td>
<td>B.S. in computer science or related field and 5-8 years of experience. Collaborates with business analysts and developers to create and review test strategies that allow for concurrent coding and testing. Reviews test scenarios with team members. Ensures acceptance criteria is clear and testable. Performs manual and/or automated testing. Creates or makes available the necessary test data to ensure tests are repeatable. Ensures traceability through user stories, test execution and defect management. Advanced degree in a related field may be substituted for 3 years of experience.</td>
</tr>
<tr>
<td>Lead Software Test Engineer</td>
<td>$113.65</td>
<td>B.S. in computer science or related field and 8-10 years of experience. Supports the development of test plans and test scripts based on business and technical requirements; creates test data and test scenarios; performs testing and documents results; works with business analysts and developers to review test strategies and test results and plan any necessary remediation. Reviews test scenarios with team members. Ensures acceptance criteria is clear and testable. Ensures manual and/or automated testing is performed. Ensures that necessary test data are available to ensure tests are repeatable. Ensures traceability through user stories, test execution and defect management. Advanced degree in a related field may be substituted for 3 years of experience.</td>
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<td>Labor Category</td>
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<tr>
<td>Software Test Manager</td>
<td>$126.10</td>
<td>B.S. in Computer Science or in a related area and 8-10 years of experience in the field. Manages the evaluation, recommendation and implementation of testing procedures and strategies for products, systems, components, or modifications. Acts as advisor to test engineering team regarding projects, tasks, and operations and acts as a liaison to other engineering functions. Ensures projects are completed on time and within budget. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A wide degree of creativity and latitude is required. Typically reports to a unit/department head. Advanced degree in a related field may be substituted for 3 years of experience.</td>
</tr>
<tr>
<td>Web Developer</td>
<td>$116.23</td>
<td>B.S. in Computer Science or related field, and 4-5 years of experience in the field or in a related area. Responsible for developing, testing, implementing, and maintaining web-based application systems. Troubleshoots system problems and issues and looks for ways to improve the application. Has knowledge of commonly-used concepts, practices, and procedures within a particular field (i.e., HTML, Java, etc.). 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. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager. Advanced degree in a related field may be substituted for 3 years of experience.</td>
</tr>
<tr>
<td>Data Architect</td>
<td>$115.17</td>
<td>B.S. in computer science, systems analysis, information systems or related field and 3-5 years of experience in system/database design. Responsible for the design, structure, and maintenance of data, usually organized in a relational database. Ensures the accuracy and accessibility of data relevant to an organization or a project. Collaborates with the business and other IT organizations to plan a data strategy, produces all project data architecture deliverables, creates and maintains a corporate repository of all data architecture artifacts, creates data architecture strategies for each subject area of the enterprise data model. Communicates plans, status and issues to higher management levels. Advanced degree/specialized certification in a related field may be substituted for 3 years of experience.</td>
</tr>
<tr>
<td>Senior Data Architect</td>
<td>$119.72</td>
<td>B.S. in computer science, systems analysis, information systems or related field and 6-8+ years of IT experience including development of large scale, complex data architectures. Has ability to architect and model mission critical BI, OLTP, OLAP, ETL, solutions leveraging multiple DBMS technologies (Erwin, Oracle, SQL Server, Informatica, Golden Gate, Hyperion etc.). Demonstrated ability to architect and model data services. Advanced degree/specialized certification in a related field may be substituted for 3 years of experience.</td>
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<tr>
<td>Senior Federal Financial Lead</td>
<td>$134.38</td>
<td>B.S. in computer science, accounting, finance, information systems or related field. CPA, 7+ years of experience in a Finance or Accounting role, 7+ years of experience in a leadership role, 10+ years’ experience with U.S. Federal Government fiscal policies, accounting procedures, internal controls, and reporting requirements. Government contracting experience. Familiar with Mortgage industry and mortgage accounting desired. Hands-on experience with general ledger accounting processes and systems, accounts payable, financial statement audit, variance analysis, financial statement preparation and analysis, and system implementations, including journal entry preparation, review, and quality control. Advanced degree/specialized certification in a related field may be substituted for 3 years of experience.</td>
</tr>
<tr>
<td>Senior PeopleSoft Functional Analyst</td>
<td>$118.50</td>
<td>B.S./B.A. or higher in Information Systems, Computer Science, Engineering, Business, or related field and 6+ years of experience with a primary focus on analyzing user needs to determine functional and cross-functional requirements while identifying required tasks and their interrelationships. Possess expert knowledge and experience in the requirements and integration. Responsible for defining business requirements to successful completion, including the discovery, analysis, reporting and documentation. Advanced degree in a related field may be substituted for 3 years of experience.</td>
</tr>
<tr>
<td>PeopleSoft Functional Analyst</td>
<td>$103.15</td>
<td>B.S. degree in Information Systems, Computer Science, Engineering, Business, or related field and 3+ years of experience with a primary focus on analyzing user needs to determine functional and cross-functional requirements while identifying required tasks and their interrelationships. Responsible for defining business requirements to successful completion, including the discovery, analysis, reporting and documentation. May require a B.S. in computer science, systems analysis, information systems management, software engineering, mathematics or related discipline and 7+ years of experience. Manages a team of support personnel who troubleshoot IT issues. Implements policies and procedures regarding how problems are identified, received, documented, distributed, and corrected.</td>
</tr>
<tr>
<td>Help Desk Manager</td>
<td>$88.63</td>
<td>May require a B.S. in computer science, systems analysis, information systems management, software engineering, mathematics or related discipline and 7+ years of experience. Manages a team of support personnel who troubleshoot IT issues. Implements policies and procedures regarding how problems are identified, received, documented, distributed, and corrected.</td>
</tr>
<tr>
<td>PMO Support Manager</td>
<td>$100.27</td>
<td>B.S. in a related area and 5+ years of experience. 3 years of direct experience may be substituted to fulfill degree requirements. Supports in the development of EVM reports, master schedule and resource requirements. Responsible for management of the day to day activities assigned by the Program Management Office (PMO) to ensure IT programs and projects meet agency goals and requirements. Implements and provides guidance related to PMO processes and policies. Relies on extensive experience and judgment to plan and accomplish program/project goals. Performs a variety of tasks. Leads and directs the work of other support team members. A wide degree of creativity and latitude is required.</td>
</tr>
<tr>
<td>Project Coordinator</td>
<td>$60.39</td>
<td>B.S. degree in business, communications or related discipline and 1-3 years of experience. Provides support in program management, schedule management, quality assurance/quality control, change management, reporting, communications, knowledge management, business processes, and adherence to standard processes and operating procedures. Needs to be results-oriented and able to multitask.</td>
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<td>Labor Category</td>
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<tr>
<td>Project Manager</td>
<td>$161.73</td>
<td>B.S. in computer science, information systems, physics, communications, engineering, math or related field is required. At least 8 years of professional experience focused on agile development solutions and/or implementing cutting-edge technologies/tools including Drupal. Fully responsible for project from planning to implementation and accountable for fast turnaround for changes proposed by customers/end users. Advanced degree in a related field may be substituted for 3 years of experience.</td>
</tr>
<tr>
<td>Program Manager</td>
<td>$167.64</td>
<td>B.S. in computer science, physics, engineering, communications or related field and 10 years of professional experience. Responsibilities include adherence to master plans and schedules and ensures that projects under a given program are completed on time and within budget. Advanced degree preferred and may be substituted for 3 years of experience.</td>
</tr>
<tr>
<td>Program Management Analyst</td>
<td>$64.34</td>
<td>May require a B.S. in business management, human resources, information systems, or other related field and 3+ years experience developing, analyzing, and evaluating methods and techniques to improve business processes, program processes, procedures, information systems, documentation and similar functions.</td>
</tr>
<tr>
<td>Senior Program Manager</td>
<td>$181.60</td>
<td>B.S. in computer science, physics, engineering, communications or related field and 12 years of professional experience. Responsibilities include adherence to master plans and schedules and ensures that projects under a given program are completed on time and within budget. Advanced degree in a related field may be substituted for 3 years of experience.</td>
</tr>
<tr>
<td>Solutions Architect</td>
<td>$131.37</td>
<td>B.S. in computer science or related field and 5+ years of hands-on experience developing enterprise applications across a range of domains, platforms and environments. The ideal candidate will have skills in Solution Architecture, Software Development, Business Requirements, Technical Requirements, and Communication Skills. Advanced degree in a related field may be substituted for 3 years of experience.</td>
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<td>Labor Category</td>
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<tr>
<td>Technical Writer</td>
<td>$69.58</td>
<td>B.S. in Computer Science or in a related area and 8-10 years of experience in the field. Manages the evaluation, recommendation and implementation of testing procedures and strategies for products, systems, components, or modifications. Acts as advisor to test engineering team regarding projects, tasks, and operations and acts as a liaison to other engineering functions. Ensures projects are completed on time and within budget. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A wide degree of creativity and latitude is required. Typically reports to a unit/department head. Advanced degree in a related field may be substituted for 3 years of experience.</td>
</tr>
<tr>
<td>Senior Technical Writer</td>
<td>$73.23</td>
<td>B.S. in Computer Science or in a related area and 8-10 years of experience in the field. Manages the evaluation, recommendation and implementation of testing procedures and strategies for products, systems, components, or modifications. Acts as advisor to test engineering team regarding projects, tasks, and operations and acts as a liaison to other engineering functions. Ensures projects are completed on time and within budget. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A wide degree of creativity and latitude is required. Typically reports to a unit/department head. Advanced degree in a related field may be substituted for 3 years of experience.</td>
</tr>
<tr>
<td>ETL Developer</td>
<td>$110.98</td>
<td>BS degree in Computer Science or related discipline from an accredited college or university. Additional experience may be substituted for degree. 3+ years of experience as an ETL Developer; Experience using the Unix command line; Oracle 11G, PL/SQL, ETL migration experience; Design, Build, and Test database queries, scripts, and ETL code for data migration; Perform code reviews for junior resources; Review data quality, develop data cleansing strategy; Perform unit testing for data migration; Conduct Mock data conversions/migration tests; Fix defects, perform performance tuning, and develop build scripts.</td>
</tr>
<tr>
<td>Senior ETL Developer</td>
<td>$115.03</td>
<td>BS degree in Computer Science or related discipline from an accredited college or university and 5 years of experience. Additional experience may be substituted for degree. Experience using the Unix command line; Experience writing scripts using Bash; Five (5) years of experience using SAS to perform ETL; Five (5) years of experience developing and maintaining Linux shell scripting; Three (3) years of experience using Python to perform ETL functions; Three (3) years of experience using Perl to perform ETL functions; Experience developing in Java in a Unix environment; Experience developing with multiple programming languages such as C, Java, and Python.</td>
</tr>
<tr>
<td>Labor Category</td>
<td>Hrly-Rate</td>
<td>Education-Degree / General/Specialized Experience</td>
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</tr>
<tr>
<td>Active Directory Architect</td>
<td>$159.28</td>
<td>BS degree in Computer Science or related discipline from an accredited college or university. Additional experience may be substituted for degree. 6+ years’ experience in authentication services or cybersecurity field with a focus on Active Directory architecture and administration; Experience with managing, implementing and configuration of Active Directory related authentication frameworks and associated tools; Proven ability to support and maintain Windows AD services; Experience with SAML; Experience with x509/PIV card Authentication a plus; Experience and familiarity with IT management products and services; Experience with networking, server, application, and development technologies; Domain expertise with IT operations, security or compliance is desirable; Strong written and verbal communication skills.</td>
</tr>
<tr>
<td>Senior Active Directory Architect</td>
<td>$163.28</td>
<td>BS degree in Computer Science or related discipline from an accredited college or university. Additional experience may be substituted for degree. 8+ years’ experience in authentication services or cybersecurity field with a focus on Active Directory architecture and administration; Microsoft Certified Systems Expert (MCSE); Experience with managing, implementing and configuration of Active Directory related authentication frameworks and associated tools; Proven ability to support and maintain Windows AD services; Experience with SAML; Experience with x509/PIV card Authentication a plus; Experience with Centrify a plus; Experience and familiarity with IT management products and services; Experience with networking, server, application, and development technologies; Domain expertise with IT operations, security or compliance is desirable; Strong written and verbal communication skills.</td>
</tr>
<tr>
<td>Active Directory Engineer</td>
<td>$132.92</td>
<td>Bachelor's Degree in one of the following areas: Engineering, Computer Science, Information Systems, or Bachelor of Science will be preferred. 5+ years of experience with Active Directory; Advanced Microsoft certification with 5-7 years' minimum experience as a Windows 2012/2016/2019 and Active Directory services administrator; Hands-on experience in supporting Microsoft Windows 2012/2016/2019, Active Directory, ADFS, MS PKI, DFS, and GPO validation and design; Complete command over Group policy management, troubleshooting and management; Understanding of the inner working of Active Directory and its components; In-depth understanding of Active Directory Federation Services.</td>
</tr>
<tr>
<td>Senior Active Directory Engineer</td>
<td>$138.71</td>
<td>Bachelor's Degree in one of the following areas: Engineering, Computer Science, Information Systems, or Bachelor of Science will be preferred. 7+ years of experience with Active Directory; Accomplished, supported, and lead multiple Active Directory migrations; Expertise with Windows Server 2008/2008 R2, Server 2012/2012R2, and Server 2016; Enterprise (more than 15,000 users) experience with design, implementation, and operation of Active Directory; Experience with Windows Azure, AWS or other public Cloud technologies; Microsoft Certified Systems Engineer (MCSE) or an equivalent certification; Experience using migration and integration tools such as ADMT or Dell / Quest Migration tools; Superior problem solving and troubleshooting skills at a Sr Systems Engineer level.</td>
</tr>
<tr>
<td>Labor Category</td>
<td>Hrly-Rate</td>
<td>Education-Degree / General/Specialized Experience</td>
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<tr>
<td>Cloud Engineer</td>
<td>$156.33</td>
<td>B.S. or higher degree in Computer Science or other equivalent engineering disciplines from an accredited college. Minimum 5 years of hands-on systems administration/engineering experience with Linux; Minimum 3 years with Amazon Web Services (AWS) cloud computing; Extensive administration experience in GPU-based platforms; Demonstrated experience in optimizing computing performance and measurement; Comprehensive knowledge of security compliance and security control; Proficient skills in Shell scripting, Ruby, Perl or Python; Excellent organization and time management skills and ability to identify priorities to accomplish a variety of tasks simultaneously; Excellent written and oral communication skills and ability to work with people at every level.</td>
</tr>
<tr>
<td>Senior Cloud Engineer</td>
<td>$159.80</td>
<td>B.S. or higher degree in Computer Science or other equivalent engineering disciplines from an accredited college. Requires 8 to 10 years with BS/BA or 6 to 8 years with MS/MA or 4 to 6 years with PhD; Minimum 5 years with Amazon Web Services (AWS) cloud computing; Extensive administration experience in GPU-based platforms; Demonstrated experience in optimizing computing performance and measurement; Comprehensive knowledge of security compliance and security control; Proficient skills in Shell scripting, Ruby, Perl or Python; Excellent organization and time management skills and ability to identify priorities to accomplish a variety of tasks simultaneously; Excellent written and oral communication skills and ability to work with people at every level; Understands the Agile process; Understands MSP IT methodology and the software development lifecycle; Familiar with Agile methodology.</td>
</tr>
<tr>
<td>IT Configuration Manager</td>
<td>$84.51</td>
<td>BS degree or equivalent in IT related field. 3-5 years of relevant Information Technology experience required; 2-3 years of experience supporting CM practices with specific technology skills such as JAVA, Relational Databases, Unix, and Windows operating systems; Experience with build automation CM tools – Jenkins, ClearCase, etc; Knowledge of Agile development methodology; Experience in Jira to support configuration management in an Agile environment.</td>
</tr>
<tr>
<td>Senior IT Configuration Manager</td>
<td>$121.11</td>
<td>BS degree or equivalent in IT related field. 8+ years of relevant Information Technology experience required; 5+ years of experience supporting CM practices with specific technology skills such as JAVA, Relational Databases, Unix, and Windows operating systems; Experience with build automation CM tools – Jenkins, Clearcase, etc.; Knowledge of Agile development methodology; Experience in Jira to support configuration management in an Agile environment.</td>
</tr>
<tr>
<td>IT Service Delivery/SDLC Manager</td>
<td>$131.77</td>
<td>BS degree in Computer Science or equivalent in IT related field. 3+ years ITSM process management model development; 3+ years SLDC development; 3+ years ITIM implementation; 3+ years cloud experience; Technical Team Lead experience, preferably in an Agile environment; Strong analytical skills and problem-solving skills; Well-rounded interpersonal skills and client management experience; Must possess excellent written and oral communication skills; Results-driven with the ability to take initiatives, handle multiple tasks and shifting priorities and meet deadlines; Extensive software development background is a plus; Familiarity with IT Policy &amp; Governance concepts a plus.</td>
</tr>
<tr>
<td>Labor Category</td>
<td>Hrly-Rate</td>
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<tr>
<td>Change and Release Manager</td>
<td>$131.13</td>
<td>BS degree in Computer Science or equivalent in IT related field. 8 years’ experience performing and overseeing IT operations, and configuration, change and release management activities; 5 or more years’ experience supporting an IT Program Management Office; Bachelor’s Degree in an Engineering or Information Technology discipline; ITIL 4 Foundation certification; Experience supporting Federal Government IT programs; Familiarity with Enterprise Architecture and SDLC, as well as Waterfall and Agile development lifecycles.</td>
</tr>
<tr>
<td>Senior Testing Manager</td>
<td>$128.23</td>
<td>BS degree in Computer Science or equivalent in IT related field. 8+ years of combined experience with DevOps, script development, cloud testing, test automation, and test service management; ITIL: 3 years (Required); Test framework/methodology: 3 years (Required); CSF and KPI: 3 years (Required); Experience supporting Federal Government IT programs; Familiarity with Enterprise Architecture and SDLC, as well as Waterfall and Agile development lifecycles.</td>
</tr>
<tr>
<td>Problem Manager</td>
<td>$121.11</td>
<td>BS degree in Computer Science or equivalent in IT related field. 5 years of combined experience with problem management and ITIL service management implementation preferably in ServiceNow; Technical Team Lead experience, preferably in an Agile environment; Strong analytical skills and problem-solving skills; Well-rounded interpersonal skills and client management experience; Must possess excellent written and oral communication skills; Results-driven with the ability to take initiatives, handle multiple tasks and shifting priorities and meet deadlines; Extensive software development background is a plus; Familiarity with IT Policy &amp; Governance concepts a plus; ITIL 4 Foundation certification; Experience supporting Federal Government IT programs; Familiarity with Enterprise Architecture and SDLC, as well as Waterfall and Agile development lifecycles.</td>
</tr>
<tr>
<td>Service Catalog Manager</td>
<td>$99.04</td>
<td>BS degree in Computer Science or equivalent in IT related field. 8+ years of combined experience with IT Service Catalog; Performing business analysis: 8 years (Required); Business services and implementation: 8 years (Required); Providing recommendations for catalog improvements: 8 years (Required); IT Service Catalog: 8 years (Required); Coordinating with customers on requirements: 8 years (Required); ITIL 4 Foundation certification.</td>
</tr>
<tr>
<td>Information Technology (IT) Assistant</td>
<td>$59.46</td>
<td>AS degree in Computer Science or equivalent in IT related field. At least 1-year general IT Support experience; 1+ years of post-degree IT and Administrative Support experience; 5+ years of IT and Administrative Support experience in lieu of a degree; 1+ years of experience with MS Excel, MS Word and other MS Office applications; 1+ years of experience with information gathering and information monitoring; Able to pay attention to detail and possess the ability to read and follow directions; Good oral and written communications skills; Proficient in Microsoft Office and Windows 10; US citizenship and the ability to pass a Federal government clearance are required.</td>
</tr>
</tbody>
</table>

**NOTE:** Hourly rates are fully loaded and burdened.


**Administrative Assistant I**

High school diploma or its equivalency and 1-3 years of experience in the field or in a related area.

**Functional Responsibility:**

- Performs a variety of administrative functions.
- Schedules appointments, gives information to callers, and takes dictation.
- Composes memos, transcribes notes, and researches and creates presentations.
- Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports.
- May assist with compiling and developing the annual budget.
- Has knowledge of commonly-used concepts, practices, and procedures within a particular field.
- Relies on instructions and pre-established guidelines to perform the functions of the job.
- Works under immediate supervision. Typically reports to a supervisor or manager.

Minimum Education: High school diploma or its equivalency. Associate degree in a related discipline may be substituted for 3 years of experience.

**Administrative Assistant II**

Performs work of a difficult and responsible administrative or secretarial nature. Employee has responsibility for keeping the work of the office running smoothly, preventing bottlenecks in correspondence and office communications. Employee develops own work routine and is expected to carry it through to completion and normally only receives assistance in the handling of unprecedented matters. Directions are normally general in nature and supervision is received through observation of completed work. 3-5 years of administrative experience, including at least 2 years experience supporting Senior Leaders.

**Essential Skills and Capabilities.**

- Performs a variety of administrative functions.
- Schedules appointments, gives information to callers, and takes dictation.
- Composes memos, transcribes notes, and researches and creates presentations.
- Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports.
- May assist with compiling and developing the annual budget.
- Familiar with standard concepts, practices, and procedures within a particular field.
- Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision.
- A certain degree of creativity and latitude is required.
- Works under immediate supervision. Typically reports to a supervisor or manager.

Minimum Education: Associate degree in Clerical Studies or related field. Bachelors degree level of education in a related discipline may be substituted for 3 years of experience.

**Administrative Assistant III**

Performs work of a difficult and responsible administrative or secretarial nature. Employee has responsibility for keeping the work of the office running smoothly, preventing bottlenecks in correspondence and office communications. Employee develops own work routine and is expected to carry it through to completion and normally only receives assistance in the handling of unprecedented matters. Directions are normally general in nature and supervision is received through observation of completed work. 6-8 years of administrative experience, including at least 3 years experience supporting Senior Leaders.

**Functional Responsibility:**

- Performs a variety of administrative functions.
- Schedules appointments, gives information to callers, and takes dictation.
- Composes memos, transcribes notes, and researches and creates presentations.
- Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports.
- May assist with compiling and developing the annual budget.
- Familiar with standard concepts, practices, and procedures within a particular field.
• Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks.
• Performs a variety of complicated tasks.
• May direct and lead the work of others. A wide degree of creativity and latitude is expected.
• Typically reports to a manager or head of a unit/department.

Minimum Education: A B.S. degree in Clerical Studies or related field. Graduate level of education may be substituted for 3 years of experience.

**Business Analyst**

Understands the customer’s business requirements and business process management, and then translates them into specific software requirements. Requires excellent documentation and communication skills. Knowledge of requirements gathering and management tools, design tools, website design and usability analyses, relational database design, and application architecture are desirable.

Functional Responsibility:
• Focuses on gathering, analyzing, and documenting business client needs. Identifies business requirements and revises or designs both business and IT processes, reports, and tool functionality.
• Represents the business needs in close collaboration with IT to build solutions that add value to client systems.
• Analyzes and defines user requirements and translate them into system requirements to ensure understanding of the request by all project members via industry standard analysis techniques such as data flow modeling, case analysis, workflow analysis, functional decomposition analysis, data modeling, and object modeling.
• Establishes and executes processes to solicit client requirements
• Develops system procedures, guidelines, and technical documentation of new systems.
• May be asked to design and execute test scripts and test scenarios.
• Coordinates with the groups of business units who test, validate, evaluate new applications and functions, and determine issues in services and software.
• Manages any change requests related to the working project plans daily to meet the agreed deadlines.

Minimum Education: B.S. in Business Administration, Computer Science, or any related field from an accredited institution and 3-5 years of experience. An advanced degree in a related discipline may be substituted for 3 years of experience.

**Senior Business Analyst**

Understands the customer’s business requirements and business process management, and then translates them into specific software requirements. Requires excellent documentation and communication skills. Knowledge of requirements gathering and management tools, design tools, website design and usability analyses, relational database design, and application architecture are desirable.

Functional Responsibility:
• Focuses on gathering, analyzing, and documenting business client needs. Identifies business requirements and revises or designs both business and IT processes, reports, and tool functionality.
• Represents the business needs in close collaboration with IT to build solutions that add value to client systems.
• Analyzes and defines user requirements and translate them into system requirements to ensure understanding of the request by all project members via industry standard analysis techniques such as data flow modeling, case analysis, workflow analysis, functional decomposition analysis, data modeling, and object modeling.
• Establishes and executes processes to solicit client requirements
• Develops system procedures, guidelines, and technical documentation of new systems.
• Collects and analyzes the project’s business requirements and transfers the same knowledge to development team. Evaluates the data collected through task analysis, business process, surveys and workshops.
• Provides suggestions to the development team during the development stage of product to meet the client’s business needs.
• Prepares accurate and detailed requirement specifications documents, user interface guides, and functional specification documents.
• Communicates effectively with external clients and internal teams to deliver product’s functional requirements like screen, interface, and GUI designs.
• Documents the acquired results of analysis and workflows as well as obtains sign-off from the appropriate client.
• May be asked to design and execute test scripts and test scenarios.
• Coordinates with the groups of business units who test, validate, evaluate new applications and functions, and determine issues in services and software.
• Manages any change requests related to the working project plans daily to meet the agreed deadlines.

Minimum Education: B.S. in Business Administration, Computer Science, or any related field from an accredited institution and 6-8 years of experience. An advanced degree in a related discipline may be substituted for 3 years of experience.

**Lead Business Analyst**

Understands the customer’s business requirements and business process management, and then translates them into specific software requirements. Requires excellent documentation and communication skills. Knowledge of requirements gathering and management tools, design tools, website design and usability analyses, relational database design, and application architecture are desirable.

Functional Responsibility:

• Collects and analyzes the project’s business requirements and transfers the same knowledge to development team.
• Evaluates the data collected through task analysis, business process, surveys and workshops.
• Provides suggestions to the development team during the development stage of product to meet the client’s business needs.
• Prepares accurate and detailed requirement specifications documents, user interface guides, and functional specification documents.
• Communicates effectively with external clients and internal teams to deliver product’s functional requirements like screen, interface, and GUI designs.
• Documents the acquired results of analysis and workflows as well as obtains sign-off from the appropriate client.
• May be asked to design and execute test scripts and test scenarios.
• Coordinates with the groups of business units who test, validate, evaluate new applications and functions, and determine issues in services and software.
• Manages any change requests related to the working project plans daily to meet the agreed deadlines.

Minimum Education: B.S. in Business Administration, Computer Science, or any related field from an accredited institution and 8+ years of experience. An advanced degree in a related discipline may be substituted for 3 years of experience.

**Data Architect**

B.S. in computer science, systems analysis, information systems or related field and 3-5 years of experience in system/database design. Advanced degree/specialized certification in a related field may be substituted for 3 years of experience.

Functional Responsibility:

• Design, structure, and maintenance of data, usually organized in a relational database.
• Ensures the accuracy and accessibility of data relevant to an organization or a project.
• Collaborates with the business and other IT organizations to plan a data strategy, produces all project data architecture deliverables, creates and maintains a corporate repository of all data architecture artifacts, creates data architecture strategies for each subject area of the enterprise data model.
• Communicates plans, status and issues to higher management levels.

B.S. in computer science, systems analysis, information systems or related field and 3-5 years of experience in system/database design. Advanced degree/specialized certification in a related field may be substituted for 3 years of experience.

**Senior Data Architect**

Minimum/General Experience: 6-8+ years of IT experience including development of large scale, complex data architectures. Establish credibility and rapport with technical, business and executive level audiences to communicate technical direction, issues and tradeoffs. Expected to be focused and an action oriented self-starter, capable of working independently or in a team environment. Setup and build enterprise architecture group to design, model, build, and maintain data for complex, extensible and highly visible on premise and cloud based data platforms.
Functional Responsibility:

- Collaborate with technology and business teams to champion robust, flexible and scalable data architecture
- Define standard metrics and measures while establishing data security, quality, load, transport and performance models
- Define flexible tenancy structure that allow clients to scale easily from ground, hosted, private and public cloud models
- Perform build versus buy analysis on relevant solutions and technologies as necessary
- As part of enterprise architecture group, establish data security and governance policies for data at rest and while in motion
- Document, present and evangelize as necessary to establish data platform of the future

BS degree in Computer Science or related field/equivalent experience. Demonstrated ability to architect and model mission critical BI, OLTP, OLAP, ETL, solutions leveraging multiple DBMS technologies (Erwin, Oracle, SQL Server, Informatica, Golden Gate, Hyperion etc.). Demonstrated ability to architect and model data services. Demonstrated leadership skills with experience in leading and mentoring technical staff in the development and usage of data architectures and solutions. Demonstrated leadership skills with experience in leading and mentoring technical staff in the development and usage of data architectures and solutions. Experience with Big Data Analytics and BI tools.

Database Administrator

Minimum/General Experience: 3-5 years of experience in systems design and database design and engineering activities including administration and performance tuning. Knowledge of data security issues and Internet technologies including HTML, JavaScript, Active Server Pages, and SQL is desirable.

Functional Responsibility:

- Analyzes and recommends available DBMS products to support programmatic requirements.
- Defines file organization, indexing methods, and security procedures for specific user applications.
- Develops, implements, administers and maintains policies and procedures for ensuring the security and integrity of program/project databases.
- Implements data models, database designs, data access and table maintenance codes.
- Resolves database performance and capacity issues, and replication and other distributed data issues.
- Provides technical guidance to system and application programmers.
- Develops test plans and test data for operating system and support software.
- Designs and implements the database back up and recovery procedure.
- Monitors and tracks that the system is reliable, serviceable, and maintainable, and has demonstrable accuracy, privacy, and security.
- Assists with the documentation of data requirements, test and implementation plans, and system demonstrations.

Minimum Education: B.S. in computer science, systems analysis, information systems or related field. An advanced degree/specialized certification in a related field may be substituted for 3 years of experience.

Senior Database Administrator

Minimum/General Experience: 6-8 years of experience in systems design and database design and engineering activities including administration and performance tuning. Knowledge of data security issues and Internet technologies including HTML, JavaScript, Active Server Pages, and SQL is desirable.

Functional Responsibility:

- Analyzes and recommends available DBMS products to support programmatic requirements.
- Defines file organization, indexing methods, and security procedures for specific user applications.
- Develops, implements, administers and maintains policies and procedures for ensuring the security and integrity of program/project databases.
- Implements data models, database designs, data access and table maintenance codes.
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• Monitors and tracks that the system is reliable, serviceable, and maintainable, and has demonstrable accuracy, privacy, and security.
• Assists with the documentation of data requirements, test and implementation plans, and system demonstrations.

Minimum Education: B.S. in computer science, systems analysis, information systems or related field. An advanced degree/specialized certification in a related field may be substituted for 3 years of experience.

**PeopleSoft Functional Analyst**

Minimum/General Experience: 5+ years of experience in PeopleSoft, preferably with federal agency Solutions. Experience with query writing and data extraction required. Experience using PeopleSoft Query Manager or familiarity with SQL, SQR, XML, or similar scripting languages preferred.

Functional Responsibility:
• Provide technical expertise to collaborate with functional users in the resolution of issues affecting day-to-day operations with PeopleSoft and other enterprise applications that integrate with PeopleSoft.
• Serve as the primary liaison between the functional users and technical analysts.
• Collaborate with staff to gather project specifications such as intent, functions, features, data requirements.
• Communicates technical and non-technical information clearly.
• Answers technical questions from customers, and is able to provide efficient technical solutions to problems.
• Writes technical documentations following approved development standards.

Minimum Education: B.S. in computer science, systems analysis, information systems or related field. An advanced degree/specialized certification in a related field may be substituted for 3 years of experience.

**Senior PeopleSoft Functional Analyst**

Minimum/General Experience: 6-8+ years of experience in PeopleSoft, preferably with federal agency Solutions. Experience with query writing and data extraction required. Experience using PeopleSoft Query Manager or familiarity with SQL, SQR, XML, or similar scripting languages preferred.

Functional Responsibility:
• Provide technical expertise to collaborate with functional users in the resolution of issues affecting day-to-day operations with PeopleSoft and other enterprise applications that integrate with PeopleSoft.
• Serve as the primary liaison between the functional users and technical analysts.
• Collaborate with staff to gather project specifications such as intent, functions, features, data requirements.
• Communicates technical and non-technical information clearly.
• Participates in the full lifecycle of PeopleSoft development – from inception of requirements through delivering complete customizations
• Creates high level design documents -- Configuration Documents, Functional Design Documents, Design and build entire Functional Prototype and Functional Test script creation/execution
• Analyzes and facilitating redesigning business processes around best practices
• Conducts end-user training development and execution
• Creates complex queries and report generation tools
• Leads initial discovery and gather business requirements
• Analyzes and facilitates redesigning business processes around best practices
• Answers technical questions from customers, and is able to provide efficient technical solutions to problems.
• Writes technical documentations following approved development standards.

Minimum Education: B.S. in computer science, systems analysis, information systems or related field. A master’s degree in computer science or a related field from an accredited college or university preferred. An advanced degree/specialized certification in a related field may be substituted for 3 years of experience.
Help Desk Manager

Minimum/General Experience: 6-8+ years of experience in PeopleSoft, preferably with federal agency Solutions. Oversees the day-to-day operations of the Service & Support team. Manages the Service Requests, Project Work, Processes, Tasks and Assignments. As a part of the management duties, the Help Desk Manager is also responsible for providing technical assistance to the team while ensuring service and support is provided to customers at agreed levels. Experience with query writing and data extraction required. Experience using PeopleSoft Query Manager or familiarity with SQL, SQR, XML, or similar scripting languages preferred.

Functional Responsibility:
- Monitor and Triage all active service requests including assignment of resources and escalation of issues according to severity.
- Handle Tier 1 and some Tier 2 help desk escalations through tickets or phone.
- Dispatch resources to client site as needed for problem resolution and/or scheduled maintenance.
- Document, Monitor, Enhance and Optimize the following:
  - Corrective Action Processes & Procedures
  - Incident Reporting, Management and Remediation
  - Change Management
  - Daily, Weekly, Monthly, Quarterly, Annual Service/Process Checklists
  - Daily Monitoring and Weekly Reporting of KPI’s for the Support
- Establish, document and maintain IT Service standard process and operating procedures.
- Provide technical support and services at the network level: WAN and LAN connectivity, routers, firewalls, and security.
- Support Remote access solution services: VPN, remote services, and Citrix.
- Perform regular system documentation and systems/services review and make recommendations to clients based on needs, budget and results desired.
- Frequent communication with clients as required: keeping them informed of incident progress, notifying them of impending changes or agreed outages.
- Improve customer experience, service and satisfaction.
- Escalate service or project issues that cannot be completed within agreed service levels.
- Business awareness: specific knowledge of the customer and how IT relates to their business strategy and goals.
- Develop in-depth knowledge of the service catalog and how it relates to customer’s needs.

Minimum Education: B.S. in computer science, systems analysis, information systems or related field or HS diploma/GED with 5+ years of helpdesk/IT call center experience. 5+ years’ experience as supervisor/manager of a customer-facing IT Service team with 5 or more direct reports. An advanced degree/specialized certification in a related field may be substituted for 3 years of experience.

Java Application Engineer

Minimum/General Experience: 5+ years of experience in SQL, Java, JavaScript, or equivalent. Experienced in full life cycle Java development, and object-oriented application development.

Functional Responsibility:
- Analyzes functional requirements and troubleshoots application code issues utilizing software development tools.
- Works closely with other developers and quality assurance engineers to create fixes and enhancements to products.
- Delivers high-quality software that meets and exceeds customers' expectations.
- Communicates technical and non-technical information clearly.
- Answers technical questions from customers, and is able to provide efficient technical solutions to problems.
- Writes technical documentations following approved development standards.

Minimum Education: B.S. in computer science, systems analysis, information systems or related field. An advanced degree/specialized certification in a related field may be substituted for 3 years of experience.
PMO Support Manager

Minimum/General Experience: The ideal candidate will have 5+ years of experience. Contributes in the development of EVM reports, master schedule and resource requirements. Responsible for management of the day-to-day activities assigned by the Program Management Office (PMO) to ensure IT programs and projects meet agency goals and requirements. Implements and provides guidance related to PMO processes and policies. Relies on extensive experience and judgment to plan and accomplish program/project goals. Performs a variety of tasks. Leads and directs the work of other support team members. A wide degree of creativity and latitude is required.

Functional Responsibility

- Supports in the development of EVM reports, master schedule and resource requirements.
- Responsible for management of the day-to-day activities assigned by the Program Management Office (PMO) to ensure IT programs and projects meet agency goals and requirements.
- Implements and provides guidance related to PMO processes and policies.
- Relies on extensive experience and judgment to plan and accomplish program/project goals.
- Performs a variety of tasks.
- Leads and directs the work of other support team members. Duties include development and coaching/mentoring of these roles and ensuring projects are sufficiently resourced with project support.

Minimum Education

B.S. in Business Management, Human Resources, Information Systems, Computer Science, or other related field. Three years of direct experience may be substituted to fulfill degree requirements. 3 years of direct experience may be substituted to fulfill degree requirements. Advanced degree/specialized certification in a related field may be substituted for 3 years of experience.

Program Management Analyst

Minimum/General Experience: This position requires 3+ years’ experience developing, analyzing, and evaluating methods and techniques to improve business processes, program processes, procedures, information systems, documentation and similar functions. Must be skilled in the use of Microsoft Office Suite with strong logical and technical skills.

Functional Responsibility

- Conducts management and organizational studies involving analysis of specific programs, functions and procedures.
- Develops project plans, determines resource needs and information needed to perform in-depth analysis.
- Devises methods for securing the required information and develops survey data sources in consultation with appropriate managers or specialists.
- Identifies problems and develops recommendations based on the review of program administrative procedures.
- Coordinates the implementation of recommended/approved corrective actions with client and corporate staff.
- Monitors program status, problems, and solutions and briefs the Program Manager.
- Functions as help desk specialist on an as required basis providing e-mail, phone and in-person support to users in the areas of program applications developed and deployed at different client sites.

Minimum Education

B.S. in Business Management, Human Resources, Information Systems, Computer Science, or other related field. Three years of direct experience may be substituted to fulfill degree requirements. 3 years of direct experience may be substituted to fulfill degree requirements. Advanced degree/specialized certification in a related field may be substituted for 3 years of experience.
Program Manager

Minimum/General Experience: 10 years of professional and proven team building experience leading and managing projects focused on IT systems development, strategic data planning and information security. Requires proficiency in the development of Internet applications, business process re-engineering, database systems design, evaluation of alternative implementations; also requires competence in acquisition of hardware/software, software module integration and testing, system deployment, maintenance and repair, training, and preparation of system documentation. Entails demonstrated oral and written communication skills with all levels of management, contractors, and client agency representatives. A thorough understanding of financial management procedures and reporting, as they relate to government contracts, is extremely desirable.

Functional Responsibility

- Ensures conformity to all contractual obligations and is responsible for the overall performance. Responsibilities include organization, direction, coordination, and planning of all support activities. Serves as the single point of contact, and is the authorized interface with the Government Contracting Officer, COTR, management personnel and customer agency representatives.
- Formulates and reviews strategic plans and deliverable items, determines contract costs, and ensures conformance with applicable IT standards.
- Assigns schedules and reviews work of team members. Applies quality assurance measures to the management and performance of the contract.
- Monitors financial status of the program and resolves programmatic and financial issues.

Minimum Education

B.S. in Business Management, Finance, Information Systems, Computer Science, or other related field. Three years of direct experience may be substituted to fulfill degree requirements. 3 years of direct experience may be substituted to fulfill degree requirements. Advanced degree/specialized certification including CPA, in a related field may be substituted for 3 years of experience.

Project Coordinator

Minimum/General Experience: Must have 1 – 3 years’ experience and should be well-organized, prompt and punctual, detail oriented. Should be able to work effectively with a wide range of personalities, willing to do a variety of administrative tasks, able to work with minimal guidance and oversight and needs to be a problem solver. Proficiency in MS Office Suite (specifically MS Word, MS Excel, MS Visio, MS Project, and MS PowerPoint) and ability to master similar productivity tools is required. Experience with knowledge management and collaboration portals, such as SharePoint, Wiki is desired. Experience with CMMI a plus.

Functional Responsibility

- Setup meetings
- Develop agendas
- Provide meeting minutes
- Compile weekly and monthly status reports based on team leads input
- Monitor assignments/PO authorizations
- Track charge code usage
- Reconcile Deltek
- Support corporate activities such as CMMI, new employee on-boarding activities
- Support recruiting activities of the program

Minimum Education

High School Diploma. Associate Degree or certification in Office Management and Administrative Support is preferred.
**Senior Program Manager**

Minimum/General Experience: 12 years of professional experience. Requires proficiency in the development of Internet applications, business process re-engineering, database systems design, evaluation of alternative implementations; also requires competence in acquisition of hardware/software, software module integration and testing, system deployment, maintenance and repair, training, and preparation of system documentation. Demonstrated oral and written communication skills with all levels of management, contractors, and client agency representatives are a must. A thorough understanding of financial management procedures and reporting, as they relate to government contracts, is extremely desirable.

Functional Responsibility
- Adhere to master plans and schedules
- Ensures that projects under a given program are completed on time and within budget
- Ensures conformity to all contractual obligations and is responsible for the overall performance.
- Organization, direction, coordination, and planning of all support activities.
- Serves as the single point of contact, and is the authorized interface with the Government Contracting Officer, COTR, management personnel and customer agency representatives.
- Formulates and reviews strategic plans and deliverable items, determines contract costs, and ensures conformance with applicable IT standards.
- Assigns schedules and reviews work of team members. Applies quality assurance measures to the management and performance of the contract.
- Monitors financial status of the program and resolves programmatic and financial issues.

Minimum Education

B.S. in Business Management, Finance, Information Systems, Computer Science, or other related field. Three years of direct experience may be substituted to fulfill degree requirements. 3 years of direct experience may be substituted to fulfill degree requirements. Advanced degree/specialized certification (including CPA, MBA) in a related field may be substituted for 3 years of experience.

**Project Manager**

Minimum/General Experience: 8+ years of professional experience focused on agile development solutions and/or implementing cutting-edge technologies/tools including Drupal. Demonstrated ability to lead a team of 5-10 individuals for at least 2 years. Financial management, financial accounting, Grants management, and/or Loan management experience is a plus. Project Management Professional (PMP) certification is desired. Must be proficient in Microsoft Technologies and have knowledge and experience using project and program management tools.

Functional Responsibility
- Fully responsible for project from planning to implementation
- Accountable for fast turnaround for changes proposed by customers/end users.
- Prepares project plans, assigns resources and executes the plans
- Prepares project plans, assigns resources and executes the plans.
- Monitors scope, schedule and budget for the project; prepares status and EVM reports.
- Present work plan and schedule to customer.
- Manage customer expectations for the given task.
- Understands project requirements from business and technical stand point and serves as the liaison between business users and the project team.
- Responsible for complete Software Development Lifecycle.
- Assist in recruitment, mentoring team members and other back office functions.
- Work in a fast paced environment.

Minimum Education

B.S. in Business Management, Finance, Information Systems, Computer Science, or other related field. Three years of direct experience may be substituted to fulfill degree requirements. 3 years of direct experience may be substituted to fulfill degree requirements. Advanced degree/specialized certification (including CPA, MBA) in a related field may be substituted for 3 years of experience.
**Principal Software Engineer**

Minimum/General Experience: 10+ years of experience with application development. Requires experience with Oracle or other relational databases, GUI, HTML, XML, JavaScript, Perl, JSP, ASP, Servlets, JDBC and J2EE or ODBC and C/C++ programming. Knowledge of CASE tools desirable.

Functional Responsibility:

- Participates in analysis, design, and new development of IT applications.
- Designs, develops, and tests small, medium, and large-scale software enhancements with other engineers, QA, Test and DBA teams.
- Participates in the testing process through test review and analysis, test witnessing and quality control of software.
- Prepares required documentation both at the program level and user level and also maintain records to document revisions.
- Assists in the review and analysis of detailed program specifications and in program design to meet changes required in the work processes.

Minimum Education: A B.S. in Computer Science or an equivalent degree OR extensive experience. Advanced degrees preferred and may be substituted for 3 years of experience.

**Solutions Architect**

Minimum/General Experience: 5+ years of hands-on experience developing enterprise applications across a range of domains, platforms and environments. The ideal candidate will have skills in Solution Architecture, Software Development, Business Requirements, Technical Requirements, and Communication Skills.

Responsibilities:

- 5+ years of hands-on experience developing enterprise applications across a range of domains, platforms and environments.
- 3+ years of hands on experience as architect / tech lead.
- Understands the needs and business problems in order to uncover multiple ways to deliver the solution.
- Strong UI/UX experience
- Single Sign On development, using SAML or similar
- Responsible to ideate, design, specify and implement solutions for realizing clients' objectives
- Responsible for configuration, customization and integration of our line of products
- Collaborate with clients' and our implementation teams to ensure quality and timely delivery of solutions
- Participate in responding to Request for Proposals (RFPs)
- Proactively analyze and resolve technical issues. Manage tradeoffs.
- Oversee product architecture implementation and ongoing refinement activities.
- Identify and analyze business drivers to develop product architecture requirements.
- Requirements (knowledge/skills)
- Can multi-task, prioritize, and juggle to serve multiple clients during same time-frame.
- Is highly responsive to the customer to enlist trust and build credibility
- Excellent verbal and written communication skills and presentation skills
- Strong technical skills in Java, J2EE, JSP, Spring/Hibernate, Java Web Services, SQL and Relational Databases.
- A track record demonstrating a healthy sense of urgency ability to handle pressure of shifting timelines - is an absolute must.

Minimum Education: B.S. in computer science, systems analysis, information systems or related field. A master’s degree in computer science or a related field from an accredited college or university preferred. An advanced degree/specialized certification in a related field may be substituted for 3 years of experience.
Senior Solutions Architect

The Solutions Architect will be responsible for analyzing business and technical requirements of products, building solutions of product requirements, coordinating with Implementation/Client teams for successful implementations of product and helping engineering team resolve product issues. The ideal candidate will have skills in Solution Architecture, Software Development, Business Requirements, Technical Requirements, and Communication Skills. Responsibilities:

- 8+ years of hands-on experience developing enterprise applications across a range of domains, platforms and environments.
- 5+ years of hands on experience as architect / tech lead.
- Understands the needs and business problems in order to uncover multiple ways to deliver the solution.
- Strong UI/UX experience
- Single Sign On development, using SAML or similar
- Responsible to ideate, design, specify and implement solutions for realizing clients' objectives
- Responsible for configuration, customization and integration of our line of products
- Collaborate with clients' and our implementation teams to ensure quality and timely delivery of solutions
- Participate in responding to Request for Proposals (RFPs)
- Proactively analyze and resolve technical issues. Manage tradeoffs.
- Oversee product architecture implementation and ongoing refinement activities.
- Lead the identification and analysis of business drivers to develop product architecture requirements.
- Responsibilities (knowledge/skills)
- Can multi-task, prioritize, and juggle to serve multiple clients during same time-frame.
- Is highly responsive to the customer to enlist trust and build credibility
- Excellent verbal and written communication skills and presentation skills
- Strong technical skills in Java, J2EE, JSP, Spring/Hibernate, Java Web Services, SQL and Relational Databases.
- A track record demonstrating a healthy sense of urgency ability to handle pressure of shifting timelines - is an absolute must.

Minimum Education: B.S. in computer science, systems analysis, information systems or related field. A master’s degree in computer science or a related field from an accredited college or university preferred. An advanced degree/specialized certification in a related field may be substituted for 3 years of experience.

Programmer I

Minimum/General Experience: 1-3 years of experience in full life cycle Java development, and object-oriented application development. A strong understanding of core programming concepts.

Functional Responsibility:

- Ability to interface with clients to identify requirements, design solutions, and develop results.
- Responsible for designing, coding, testing, and implementing programs with an emphasis on web based development.
- Reviews, analyzes, and modifies programming systems including testing, debugging and documenting programs.
- Employ agile techniques to iteratively deploy usable solutions at scheduled intervals.
- Strong J2EE application full life cycle development experience including specifying, building and deploying on Application servers and Web Services applications.
- Strong analysis experience including Rational Unified Process (RUP), Domain Modeling, Use cases, Data Patterns, etc.
- Strong relational Data Base knowledge/experiences such as Oracle database. Demonstrated experiences in understanding and writing complex queries, stored procedures, and best practices in programming for relational databases.
- Design Skills includes Infrastructure and Feature definition, Componentization, Object Oriented Design using UML, User Interface Design, API for System Integration of COTS.
- Experience with tools such as Eclipse, Rational Rose, Visio, Toad, SVN.

Minimum Education: A B.S. in Computer Science or an equivalent degree OR extensive experience. Advanced degrees preferred and may be substituted for 3 years of experience.
Programmer II

Minimum/General Experience: 3-5 years of experience in full life cycle Java development, and object-oriented application development. A strong understanding of core programming concepts.

Functional Responsibility:
- Ability to interface with clients to identify requirements, design solutions, and develop results.
- Responsible for designing, coding, testing, and implementing programs with an emphasis on web based development.
- Reviews, analyzes, and modifies programming systems including testing, debugging and documenting programs.
- Employ agile techniques to iteratively deploy usable solutions at scheduled intervals.
- Strong J2EE application full life cycle development experience including specifying, building and deploying on Application servers and Web Services applications.
- Strong Analysis experience including Rational Unified Process (RUP), Domain Modeling, Usecases, Data Patterns, etc.
- Strong relational Database knowledge/experiences such as Oracle database. Demonstrated experiences in understanding and writing complex queries, stored procedures, and best practices in programming for relational databases.
- Design Skills includes Infrastructure and Feature definition, Componentization, Object Oriented Design using UML, User Interface Design, API for System Integration of COTS.
- Experience with tools such as Eclipse, Rational Rose, Visio, Toad, SVN.

Minimum Education: A B.S. in Computer Science or an equivalent degree OR extensive experience. Advanced degrees preferred and may be substituted for 3 years of experience.

Programmer III

Minimum/General Experience: 5-7 years of experience in full life cycle Java development, and object-oriented application development. A strong understanding of core programming concepts.

Functional Responsibility:
- Ability to interface with clients to identify requirements, design solutions, and develop results.
- Responsible for designing, coding, testing, and implementing programs with an emphasis on web based development.
- Reviews, analyzes, and modifies programming systems including testing, debugging and documenting programs.
- Employ agile techniques to iteratively deploy usable solutions at scheduled intervals.
- Strong J2EE application full life cycle development experience including specifying, building and deploying on Application servers and Web Services applications.
- Strong Analysis experience including Rational Unified Process (RUP), Domain Modeling, Usecases, Data Patterns, etc.
- Strong relational Database knowledge/experiences such as Oracle database. Demonstrated experiences in understanding and writing complex queries, stored procedures, and best practices in programming for relational databases.
- Design Skills includes Infrastructure and Feature definition, Componentization, Object Oriented Design using UML, User Interface Design, API for System Integration of COTS.
- Experience with tools such as Eclipse, Rational Rose, Visio, Toad, SVN.

Minimum Education: A B.S. in Computer Science or an equivalent degree OR extensive experience. Advanced degrees preferred and may be substituted for 3 years of experience.

Programmer (SME)

Minimum/General Experience: 8+ years of experience in full life cycle Java development, and object-oriented application development. A strong understanding of core programming concepts.

Functional Responsibility:
- Ability to interface with clients to identify requirements, design solutions, and develop results.
- Responsible for designing, coding, testing, and implementing programs with an emphasis on web based development.
- Reviews, analyzes, and modifies programming systems including testing, debugging and documenting programs.
- Employ agile techniques to iteratively deploy usable solutions at scheduled intervals.
- Strong J2EE application full life cycle development experience including specifying, building and deploying on Application servers and Web Services applications.
- Strong Analysis experience including Rational Unified Process (RUP), Domain Modeling, Usecases, Data Patterns, etc.
- Strong relational Data Base knowledge/experiences such as Oracle database. Demonstrated experiences in understanding and writing complex queries, stored procedures, and best practices in programming for relational databases.
- Design Skills includes Infrastructure and Feature definition, Componentization, Object Oriented Design using UML, User Interface Design, API for System Integration of COTS.
- Experience with tools such as Eclipse, Rational Rose, Visio, Toad, SVN.

Minimum Education: A B.S. in Computer Science or an equivalent degree OR extensive experience. Advanced degrees preferred and may be substituted for 3 years of experience.

**Software Engineer I**

Minimum/General Experience: 1-3 years of experience with application development. Requires experience with Oracle or other relational databases, GUI, HTML, XML, JavaScript, Perl, JSP, ASP, Servelets, JDBC and J2EE or ODBC and C/C++ programming. Knowledge of CASE tools desirable.

Functional Responsibility:
- Participates in analysis, design, and new development of IT applications.
- Designs, develops, and tests small, medium, and large-scale software enhancements with other engineers, QA, Test and DBA teams.
- Prepares required documentation both at the program level and user level and also maintain records to document revisions.
- Assists in the review and analysis of detailed program specifications and in program design to meet changes required in the work processes.

Minimum Education: A B.S. in Computer Science or an equivalent degree OR extensive experience. Advanced degrees preferred and may be substituted for 3 years of experience.

**Software Engineer II**

Minimum/General Experience: 3-5 years of experience with application development. Requires experience with Oracle or other relational databases, GUI, HTML, XML, JavaScript, Perl, JSP, ASP, Servelets, JDBC and J2EE or ODBC and C/C++ programming. Knowledge of CASE tools desirable.

Functional Responsibility:
- Participates in analysis, design, and new development of IT applications.
- Designs, develops, and tests small, medium, and large-scale software enhancements with other engineers, QA, Test and DBA teams.
- Prepares required documentation both at the program level and user level and also maintain records to document revisions.
- Assists in the review and analysis of detailed program specifications and in program design to meet changes required in the work processes.

Minimum Education: A B.S. in Computer Science or an equivalent degree OR extensive experience. Advanced degrees preferred and may be substituted for 3 years of experience.

**Software Engineer III**

Minimum/General Experience: 5-7 years of experience with application development. Requires experience with Oracle or other relational databases, GUI, HTML, XML, JavaScript, Perl, JSP, ASP, Servelets, JDBC and J2EE or ODBC and C/C++ programming. Knowledge of CASE tools desirable.

Functional Responsibility:
- Participates in analysis, design, and new development of IT applications.
- Designs, develops, and tests small, medium, and large-scale software enhancements with other engineers, QA, Test and DBA teams.
• Prepares required documentation both at the program level and user level and also maintain records to document revisions.
• Assists in the review and analysis of detailed program specifications and in program design to meet changes required in the work processes.

Minimum Education: A B.S. in Computer Science or an equivalent degree OR extensive experience. Advanced degrees preferred and may be substituted for 3 years of experience.

**Senior Software Engineer**

Minimum/General Experience: 8+ years of experience with application development. Requires experience with Oracle or other relational databases, GUI, HTML, XML, JavaScript, Perl, JSP, ASP, Servelets, JDBC and J2EE or ODBC and C/C++ programming. Knowledge of CASE tools desirable.

Functional Responsibility:

• Participates in analysis, design, and new development of IT applications.
• Designs, develops, and tests small, medium, and large-scale software enhancements with other engineers, QA, Test and DBA teams.
• Participates in the testing process through test review and analysis, test witnessing and quality control of software.
• Prepares required documentation both at the program level and user level and also maintain records to document revisions.
• Assists in the review and analysis of detailed program specifications and in program design to meet changes required in the work processes.

Minimum Education: A B.S. in Computer Science or an equivalent degree OR extensive experience. Advanced degrees preferred and may be substituted for 3 years of experience.

**Software Quality Assurance Engineer**

Minimum/General Experience: 3-5 years of experience working on system development projects as a business analyst, quality assurance analyst, or testing engineer. Requires experience with defining standards, methods and procedures for quality assurance activities.

Functional Responsibility:

• Responsible for ensuring software quality within the project team through the development and execution of software test plans by way of verification procedures based upon software and system specifications.
• Reviews product design documentation to ensure that requirements stated are correct, unambiguous, and verifiable.
• Consults with product development to evaluate system interfaces, operational requirements, and performance requirements of overall system.
• Defines test methods and creates test plans for new or updated software projects to determine if the software will perform accurately and reliably according to documented requirements as well as established standards under both normal and abnormal conditions.
• Recommends design improvements or corrections to engineers throughout the development process.
• Maintains effective communication with the project software engineers on project limitation, capability, performance requirement and hardware interface changes.
• Executes test plans and creates test reports to describe program evaluation, testing, and correction.
• Monitors program performance after implementation to prevent reoccurrence of program operating problems and ensure efficiency of operation.
• Conducts compatibility tests with vendor-provided programs.
• Creates test tools that facilitate data gathering and test method execution.
• Participates in risk management meetings.

Minimum Education: A B.S. in Computer Science or an equivalent degree OR extensive experience. Advanced degrees may be substituted for 3 years of experience.
Senior Software Quality Assurance Engineer

Minimum/General Experience: 5-7 years of experience working on system development projects as a business analyst, quality assurance analyst, or testing engineer. Requires experience with defining standards, methods and procedures for quality assurance activities.

Functional Responsibility:
- Responsible for ensuring software quality within the project team through the development and execution of software test plans by way of verification procedures based upon software and system specifications.
- Reviews product design documentation to ensure that requirements stated are correct, unambiguous, and verifiable.
- Consults with product development to evaluate system interfaces, operational requirements, and performance requirements of overall system.
- Defines test methods and creates test plans for new or updated software projects to determine if the software will perform accurately and reliably according to documented requirements as well as established standards under both normal and abnormal conditions.
- Recommends design improvements or corrections to engineers throughout the development process.
- Maintains effective communication with the project software engineers on project limitation, capability, performance requirement and hardware interface changes.
- Executes test plans and creates test reports to describe program evaluation, testing, and correction.
- Monitors program performance after implementation to prevent reoccurrence of program operating problems and ensure efficiency of operation.
- Conducts compatibility tests with vendor-provided programs.
- Creates test tools that facilitate data gathering and test method execution.
- Participates in risk management meetings.

Minimum Education: A B.S. in Computer Science or an equivalent degree OR extensive experience. Advanced degrees may be substituted for 3 years of experience.

Lead Software Quality Assurance Engineer

Minimum/General Experience: 8-10 years of experience working on system development projects as a business analyst, quality assurance analyst, or testing engineer. Requires experience with defining standards, methods and procedures for quality assurance activities.

Functional Responsibility:
- Responsible for ensuring software quality within the project team through the development and execution of software test plans by way of verification procedures based upon software and system specifications.
- Reviews product design documentation to ensure that requirements stated are correct, unambiguous, and verifiable.
- Consults with product development to evaluate system interfaces, operational requirements, and performance requirements of overall system.
- Defines test methods and creates test plans for new or updated software projects to determine if the software will perform accurately and reliably according to documented requirements as well as established standards under both normal and abnormal conditions.
- Recommends design improvements or corrections to engineers throughout the development process.
- Maintains effective communication with the project software engineers on project limitation, capability, performance requirement and hardware interface changes.
- Executes test plans and creates test reports to describe program evaluation, testing, and correction.
- Monitors program performance after implementation to prevent reoccurrence of program operating problems and ensure efficiency of operation.
- Conducts compatibility tests with vendor-provided programs.
- Creates test tools that facilitate data gathering and test method execution.
- Participates in risk management meetings.

Minimum Education: A B.S. in Computer Science or an equivalent degree OR extensive experience. Advanced degrees preferred and may be substituted for 3 years of experience.
Software Quality Assurance Manager

Minimum/General Experience: 10+ years of experience working on system development projects as a business analyst, quality assurance analyst, or testing engineer. Requires experience with defining standards, methods and procedures for quality assurance activities.

Functional Responsibility:
- Manages and provides technical assistance in identifying, evaluating and developing methods and procedures that are efficient, effective and meet the services and development effort for all quality assurance standard efforts for the project.
- Gathers and analyzes data in support of business cases, proposed projects, for system/software/service requirements.
- Applies proven analytical and problem-solving skills to validate IT and Service processes.
- Develops, modifies, applies and maintains quality evaluation and control systems and protocols.
- Participates in risk management meetings.

Minimum Education: A B.S. in Computer Science or an equivalent degree OR extensive experience. Advanced degrees preferred and may be substituted for 3 years of experience.

Software Test Engineer

Minimum/General Experience: 3-5 years of experience working on system development projects as a business analyst, quality assurance analyst, or testing engineer. Requires experience with defining standards, methods and procedures for quality assurance activities.

Functional Responsibility:
- Collaborates with business analysts and developers to create and review test strategies that allow for concurrent coding and testing.
- Reviews use cases and develops test cases.
- Reviews test scenarios with team members.
- Ensures acceptance criteria is clear and testable.
- Performs manual and/or automated testing.
- Creates or makes available the necessary test data to ensure tests are repeatable.
- Ensures traceability through user stories, test execution and defect management.

Minimum Education: A B.S. in Computer Science or an equivalent degree OR extensive experience. Advanced degrees may be substituted for 3 years of experience.

Senior Software Test Engineer

Minimum/General Experience: 6-8 years of experience working on system development projects as a business analyst, quality assurance analyst, or testing engineer. Requires experience with defining standards, methods and procedures for quality assurance activities.

Functional Responsibility:
- Collaborates with business analysts and developers to create and review test strategies that allow for concurrent coding and testing.
- Reviews use cases and develops test cases.
- Reviews test scenarios with team members.
- Ensures acceptance criteria is clear and testable.
- Performs manual and/or automated testing.
- Creates or makes available the necessary test data to ensure tests are repeatable.
- Ensures traceability through user stories, test execution and defect management.

Minimum Education: A B.S. in Computer Science or an equivalent degree OR extensive experience. Advanced degrees preferred and may be substituted for 3 years of experience.
**Lead Software Test Engineer**

Minimum/General Experience: 8-10 years of experience working on system development projects as a business analyst, quality assurance analyst, or testing engineer. Requires experience with defining standards, methods and procedures for quality assurance activities.

Functional Responsibility:
- Collaborates with business analysts and developers to create and review test strategies that allow for concurrent coding and testing.
- Reviews use cases and develops test cases.
- Reviews test scenarios with team members.
- Ensures acceptance criteria is clear and testable.
- Performs manual and/or automated testing.
- Creates or makes available the necessary test data to ensure tests are repeatable.
- Ensures traceability through user stories, test execution and defect management.

Minimum Education: A B.S. in Computer Science or an equivalent degree OR extensive experience. Advanced degrees preferred and may be substituted for 3 years of experience.

**Software Test Manager**

Minimum/General Experience: 10+ years of experience working on system development projects as a business analyst, quality assurance analyst, or testing engineer. Requires experience with defining standards, methods and procedures for quality assurance activities.

Functional Responsibility:
- Manages the evaluation, recommendation and implementation of testing procedures and strategies for products, systems, components, or modifications.
- Acts as advisor to test engineering team regarding projects, tasks, and operations and acts as a liaison to other engineering functions.
- Ensures projects are completed on time and within budget.
- Familiarity with standard concepts, practices, and procedures within a particular field.
- Relies on extensive experience and judgment to plan and accomplish goals.
- Performed a variety of complex tasks.
- A wide degree of creativity and latitude is required.
- Typically reports to a unit/department head.

Minimum Education: A B.S. in Computer Science or an equivalent degree OR extensive experience. Advanced degrees preferred and may be substituted for 3 years of experience.

**Technical Writer**

Minimum/General Experience: 3+ years of experience with documentation, formatting, and proofing required. The Technical Writer/Editor will collaborate with software developers, product managers, marketing and UI and UX experts to write and produce accurate product documentation that is accurate and easily understandable by users. Product documentation may be in the form of written technical guides and manuals, help content, FAQs, tutorials and quick start guides.

Functional Responsibility:
- Work with internal teams to obtain an in-depth understanding of the product and the documentation requirements
- Audit and analyze existing product content; create plan for clean-up and identification of new needs—content and format
- Create and maintain information architecture for all current products and products scheduled for end-of-life and migration to new solutions
- Produce high-quality documentation that is super-useful and user-friendly
- Ensure technical verbiage is easy to understand.
- Has the ability to deliver high quality documentation paying attention to detail
- Has the ability to quickly grasp complex technical concepts and make them easily understandable in text and imagery
- Superior writing skills and command of grammar, copy editing and proofreading
• Strong working knowledge of Microsoft Office
• Excellent communication and interpersonal skills, and desire to work in a collaborative manner with people from across the organization
• Able to handle multiple tasks simultaneously

Minimum Education: BS/BA in Technical Writing, English, Journalism, Communication or related field. 3 years of proven working experience in technical writing of software documentation. An advanced degree/specialized certification in a related field may be substituted for 3 years of experience.

**Senior Technical Writer**

Minimum/General Experience: 5+ years of experience with documentation, formatting, and proofing required. The Senior Technical Writer/Editor provides centralized support and review for project documents. Will collaborate with software developers, product managers, marketing and UI and UX experts to write and produce accurate product documentation that is accurate and easily understandable by users. Product documentation may be in the form of written technical guides and manuals, help content, FAQs, tutorials and quick start guides.

**Functional Responsibility:**

- Develops and reviews technical documentation on systems, software, and business/technical requirements using state-of-the-art standard templates
- Works with various managers on gathering, compiling, and writing required documents for review
- Attends meetings for fact gathering
- Develops user manuals, guides, courses, and/or teaching materials for all phases of IT
- Gathers and assembles information pertaining to the subject matter; organizes and condenses materials
- Works independently or as part of a team
- Minimum 5 years of experience in the field of technical writing, editing, and content management required
- Skilled at imparting technical information to technical and non-technical personnel
- Knowledge of IT practices and documentation requirements
- Has experience in developing user manuals, guides, courses, and/or teaching materials for all phases of IT
- Knowledge of various word processing and graphical presentation software
- Experience with general and specific documentation practices and standards
- Extensive knowledge of MS/Word (formatting, table of contents, headers, footers)
- Experience with Visio, MS/Excel and MS/PowerPoint
- Knowledge of, and experience in, Section 508 compliance
- Experienced and knowledgeable in the use of automated tools to prepare, update, store and distribute technical and program documentation
- Ability to multi-task, be extremely organized, work in a fast-paced and dynamic environment, and be very detail oriented
- Knowledge of software development lifecycle (SDLC) project management principles
- Excellent oral and written communications skills are essential
- Effectively convey information to users and define technical terms in a clear and precise manner

Minimum Education: BS/BA in Technical Writing, English, Journalism, Communication or related field. 5+ years of proven working experience in technical writing of software documentation. An advanced degree/specialized certification in a related field may be substituted for 3 years of experience.

**Web Developer**

Minimum/General Experience: 4-5 years of experience working on system development projects as a developer. Requires experience with responsive Web design, designing and implementing user interfaces for Web applications and modules.

**Functional Responsibility:**

- Responsible for developing, testing, implementing, and maintaining web-based application systems.
- Troubleshoots system problems and issues and looks for ways to improve the application.
- Has knowledge of commonly-used concepts, practices, and procedures within a particular field (i.e., HTML, HTML5, CSS3+, JQuery, Bootstrap 3, AJAX/AJAX, D3, WordPress, Javascript, PHP, Python, SQL, MySQL, Oracle, etc.).
- 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.
• A wide degree of creativity and latitude is expected.
• Typically reports to a supervisor or manager.

Minimum Education: A B.S. in Computer Science or an equivalent degree OR extensive experience. Advanced degrees may be substituted for 3 years of experience.

**ETL Developer**

Minimum/General Experience: 3+ years of experience as an ETL Developer. Requires experience using the Unix command line, Oracle 11G, PL/SQL, and ETL migration experience; Design, Build, and Test database queries, scripts, and ETL code for data migration; Perform code reviews for junior resources; Review data quality, develop data cleansing strategy; Perform unit testing for data migration; Conduct Mock data conversions/migration tests; Fix defects, perform performance tuning, and develop build scripts.

Functional Responsibility:
- Responsible for database migration, configuration, tuning, performance, and migration script development.
- You may be required to provide services from ERP and Cloud Strategy, through Business Transformation and Applications Implementation, to Operate and Cloud Release Management.
- Participate in modernizing our client’s business and core environments to leverage technology innovations around Cloud.
- Help our clients address digital transformation by designing modern applications and industry specific solutions to deliver outcomes that improve flexibility, scalability and cost management.
- Design, Build, and Test database queries, scripts, and ETL code for data migration.
- Perform code reviews for junior resources.
- Review data quality, develop data cleansing strategy.
- Perform unit testing for data migration.
- Conduct Mock data conversions/migration tests.
- Fix defects, perform performance tuning, and develop build scripts.
- Prior professional services or federal consulting experience (preferred)
- Proven experience effectively prioritizing workload to meet deadlines and work objectives (preferred)
- Demonstrated ability to write clearly, succinctly, and in a manner that appeals to a wide audience (preferred)

Minimum Education: A B.S. in Computer Science or an equivalent degree OR extensive experience. Advanced degrees may be substituted for 3 years of experience.

**Senior ETL Developer**

Minimum/General Experience: 5+ years of experience as an ETL Developer. Requires experience with Python, Bash, Perl and SAS using the Unix command line, Oracle 11G, PL/SQL, and ETL migration experience; Design, Build, and Test database queries, scripts, and ETL code for data migration; Five (5) years of experience using SAS to perform ETL, Five (5) years of experience developing and maintaining Linux shell scripting, Three (3) years of experience using Python to perform ETL functions, Three (3) years of experience using Perl to perform ETL functions, Experience developing in Java in a Unix environment, Experience developing with multiple programming languages such as C, Java, and Python.

Functional Responsibility:
- Responsible for database migration, configuration, tuning, performance, and migration script development.
- You may be required to provide services from ERP and Cloud Strategy, through Business Transformation and Applications Implementation, to Operate and Cloud Release Management.
- Fix defects, perform performance tuning, and develop build scripts.
- Update the delimited files using a text editor (e.g., WordPad or Excel).
- Review the logs for any errors during execution.
- Update the data refresh job schedule if needed. This job schedule is automated within MDPE.
- Review the runbooks and update the runbooks, when necessary.
- In addition to ETL support, create and update technical documentation to support the refreshes.
- Execute the Bash scripts on a Linux terminal to
- Copy data from the source location to the destination location.
- Unzip data if needed
- Execute the data validation scripts
- Execute the SAS scripts to prepare the final product

- Output summary data (from the previous step) into either the existing Excel or Tableau format, based on the instructions in the runbook
- Update job schedule (using the IBM Process Manager) if needed
- Review the log on the Linux server for the server-side execution
- Re-start the process after addressing any issues (related to access, missing data, or lack of space)
- Update the Excel or Tableau report as documented in the runbook.
- Create a test plan if the scripts change (Bash, Perl and SAS).
- Create unit, system, integration, and regression test scripts when modifying scripts.
- Migrate code from the development to the production folders.
- Submit a monthly status report on the last Friday of the month.
- Prior professional services or federal consulting experience (preferred)
- Proven experience effectively prioritizing workload to meet deadlines and work objectives (preferred)
- Demonstrated ability to write clearly, succinctly, and in a manner that appeals to a wide audience (preferred)
- 2 years of experience working with applications using Amazon Redshift (or other Postgres-based databases) (preferred)
- 2 years of experience working with applications using AWS Glue (or similar) (preferred)
- 2 years of experience working with applications using Amazon S3 (or similar) (preferred).

Minimum Education: Bachelor's degree in Computer Science or related discipline from an accredited college or university and 5 years of experience. Additional experience may be substituted for degree.

Active Directory Architect

Minimum/General Experience: A minimum of 6+ years’ experience in authentication services or cybersecurity field with a focus on Active Directory architecture and administration; Experience with managing, implementing and configuration of Active Directory related authentication frameworks and associated tools; Proven ability to support and maintain Windows AD services; Experience with SAML; Experience with x509/PIV card Authentication a plus; Experience with Centrify a plus; Experience and familiarity with IT management products and services; Experience with networking, server, application, and development technologies; Domain expertise with IT operations, security or compliance is desirable; Strong written and verbal communication skills; Team Player.

Functional Responsibility:

- Ensure the overall health and strong security posture of complex network architectures.
- The Active Directory (AD) Architect will be actively involved with all phases of security design, implementation, proactive monitoring, troubleshooting and analysis of firewalls, IDSs, VPNs, security controls and policies.
- Develops system specifications, architecture designs, integration and test plans, and all relevant documentation.
- Develops security assessment and mitigation strategies.
- Maintain compliance with DOD Information Assurance requirements as well as ensuring service performance indicators are met or exceeded.
- Work with both corporate and customer leadership to research, analyze, and implement enterprise-wide network security solutions/capabilities/enhancements to support customer business/mission goals and objectives.
- Technical, Systems Engineer to help us develop our next generation IDAM, PKI and SSO platform to further enhance cybersecurity
- Troubleshoot and resolve all AD issues in the enterprise network both Cloud and on Premise
- Support and Maintain Windows AD services
- Provide x509/PIV card Authentication and configuration as part of the available AD functionality
- Provide AD engineering support for operational and implementation escalations to client and contract Tier 3/4 SMEs
- Manage Microsoft Certificate Authorities requests
- Manage and utilize Centrify for AD rights management
- Hands on experience with Azure, Office 365, and ADFS
- Implement physical and logical controls in the enterprise AD network in accordance with client guidance
- Provide hardware and software configuration management for AD
- Integrate AD with other enterprise network services, such as Security Stack, Logging and Monitoring Tools
- Support application Authorization requirements via LDAP groups, SAML and other available functionality
- Monitor daily AD health checks and monitor logs
- Provide all reports using required formats and within stated timelines, both formal and adhoc
- Strong communication and analytical skills
- Ability to problem-solve, and think creatively
- Experience handling, securing, and communicating highly confidential and sensitive information
- Closely collaborating with cross-functional teams

Minimum Education: Bachelor's degree in Computer Science or related discipline from an accredited college or university and 6+ years of experience. Additional experience may be substituted for degree.

**Senior Active Directory Architect**

Minimum/General Experience: A minimum of 6+ years’ experience in authentication services or cybersecurity field with a focus on Active Directory architecture and administration; Experience with managing, implementing and configuration of Active Directory related authentication frameworks and associated tools; Proven ability to support and maintain Windows AD services; Experience with SAML; Experience with x509/PIV card Authentication a plus; Experience with Centrify a plus; Experience and familiarity with IT management products and services; Experience with networking, server, application, and development technologies; Domain expertise with IT operations, security or compliance is desirable; Strong written and verbal communication skills; Team Player.

Functional Responsibility:
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- Provide all reports using required formats and within stated timelines, both formal and adhoc
- Strong communication and analytical skills
- Ability to problem-solve, and think creatively
- Experience handling, securing, and communicating highly confidential and sensitive information
- Closely collaborating with cross-functional teams

Minimum Education: Bachelor's degree in Computer Science or related discipline from an accredited college or university and 6+ years of experience. Additional experience may be substituted for degree.
Active Directory Engineer

Minimum/General Experience: A minimum of 5+ years’ experience in authentication services or cybersecurity field with a focus on Active Directory architecture and administration; Advanced Microsoft certification with 5-7 years' minimum experience as a Windows 2012/2016/2019 and Active Directory services administrator; Hands-on experience in supporting Microsoft Windows 2012/2016/2019, Active Directory, ADFS, MS PKI, DFS, and GPO validation and design; Complete command over Group policy management, troubleshooting and management; Understanding of the inner working of Active Directory and its components; In-depth understanding of Active Directory Federation Services.

Functional Responsibility:

- Facilitate Active Directory administrative tasks, integration needs, and business requirements.
- Create, implement, manage, and maintain Security and Delegation Model that uses AD role-based administration.
- Document and test AD Domain Controllers disaster recovery procedures.
- Maintain Azure AD.
- Maintain Federation Services.
- Create advanced monitoring strategies for monitoring and reporting health of Active Directory components.
- Be available to all information technology groups of a large enterprise, both within IT operations as well as in other IT divisions to help and facilitate the integration or support of the Active Directory and Microsoft Enterprise Services.
- Provide strategies for maintaining a secure Active Directory environment.
- Continually monitor environment to ensure best practices and Federal guidelines are being followed.
- Develop scripts and programs that incorporate "AI" like features to monitor and maintain Active Directory and its components.
- Develop policies and standards for how Active Directory objects such as Groups and Organizational Units should be created, named, and maintained.
- Generate usage reports of components of AD like LDAP, NTLM, Kerberos, etc.
- Provide point in time audit reports of different types of AD objects.
- Create and maintain support documentation, asset inventory, and technical drawings of the enterprise infrastructure.
- Work closely with desktop and server administrators to structure and define appropriate Group Policy, scripting, related to directory hierarchy, objects, and structure. Collaborate with Information Security Division to mitigate vulnerabilities, define and implement security policies, and support internal PKI/certificate management process.
- Expert level skills in PowerShell. Must be able to use PowerShell to develop complete automation solutions and generate professional looking scheduled reports.
- Complete and thorough understanding of TCP/IP and its protocols including IPsec.
- Experience in developing and supporting system management automation tools to deploy, configure and monitor servers and services.
- Experience in developing, documenting, and enforcing the standards, security procedures, and controls for access to ensure integrity of the Windows Systems, Active Directory, and related systems.
- Thorough understanding of monitoring best practices for Active Directory and related services.
- Ability to translate technical issues into understandable business language for end users and other technical support personnel.
- Must possess excellent communication, presentation, and writing skills.
- Ability to solve complex admin tasks using PowerShell.

Minimum Education: Bachelor's degree in Computer Science or related discipline from an accredited college or university and Advanced Microsoft certification with 5-7 years' minimum experience as a Windows 2012/2016/2019 and Active Directory services administrator.
Senior Active Directory Engineer

Minimum/General Experience: A minimum of 7+ years of experience with Active Directory; Accomplished, supported, and lead multiple Active Directory migrations; Expertise with Windows Server 2008/2008 R2, Server 2012/2012R2, and Server 2016; Enterprise (more than 15,000 users) experience with design, implementation, and operation of Active Directory; Experience with Windows Azure, AWS or other public Cloud technologies; Microsoft Certified Systems Engineer (MCSE) or an equivalent certification; Experience using migration and integration tools such as ADMT or Dell / Quest Migration tools; Superior problem solving and troubleshooting skills at a Sr Systems Engineer level.

Functional Responsibility:
- Provide subject matter expertise in support of a fast-paced Active Directory migration
- Identify and interview stakeholders to develop and document organizational requirements
- Discover existing infrastructure and AD-aware ecosystem and establish a clear scope of the effort
- Analyze findings and present data and recommendations to project sponsors and decision makers
- Design end-state architecture, migration plan, validation plan, and cutover plan and assist in the development of the migration project plan
- Perform pilot migration plan for users, groups, workstations, and applications
- Plan and perform migration of file & print services and other applications as identified during discovery
- Support application teams in migration of applications
- 7+ years of experience with Active Directory
- Accomplished, supported, and lead multiple Active Directory migrations
- Enterprise (more than 15,000 users) experience with design, implementation, and operation of Active Directory
- Experience with Windows Azure, AWS or other public Cloud technologies.
- Microsoft Certified Systems Engineer (MCSE) or an equivalent certification.
- Experience using migration and integration tools such as ADMT or Dell / Quest Migration tools
- Superior problem solving and troubleshooting skills at a Sr Systems Engineer level
- Sufficient technical depth to communicate with business and other internal IS Groups at a peer level
- Possess the ability to work independently with minimal management supervision and as part of nationwide team of engineers
- Highly self-motivated and directed with keen attention to detail
- Strong organizational and communication skills
- Competent in Microsoft Office (Word, Excel, and Outlook)
- Able to work and complete tasks without being micro managed

Minimum Education: Bachelor's degree in Computer Science or related discipline from an accredited college or university and Advanced Microsoft certification with 7-9 years' minimum experience as a Windows 2012/2016/2019 and Active Directory services administrator.

Cloud Engineer

Minimum/General Experience: A minimum of 5 years of hands-on systems administration/engineering experience with Linux; Minimum 3 years with Amazon Web Services (AWS) cloud computing; Extensive administration experience in GPU-based platforms; Demonstrated experience in optimizing computing performance and measurement; Comprehensive knowledge of security compliance and security control; Proficient skills in Shell scripting, Ruby, Perl or Python; Excellent organization and time management skills and ability to identify priorities to accomplish a variety of tasks simultaneously; Excellent written and oral communication skills and ability to work with people at every level.

Functional Responsibility:
- The Cloud Engineer will administer high performance scientific computing platforms, infrastructure, and support research projects.
- Utilize your experience in multiple disciplines including high performance computing (HPC), cloud, architecture, design, network, security, and systems to implement and provide advanced system engineering services to government agencies
- Manage, administer, and support daily operation of computing systems both onsite and in the cloud.
Design, implement and maintain scalable High-Availability (HA) and Fault-Tolerant (FT) computing systems. Following the best cloud computing practice by utilizing Amazon Virtual Private Cloud (VPC), Amazon Elastic Computing Cloud (EC2) and other advanced technical cloud features. Investigate and provide technical options to managers and researchers for selecting effective computing solutions based on requirements.

- Minimum 5 years of hands-on systems administration/engineering experience with Linux
- Minimum 3 years with Amazon Web Services (AWS) cloud computing.
- Extensive administration experience in GPU-based platforms.
- Demonstrated experience in optimizing computing performance and measurement.
- Comprehensive knowledge of security compliance and security control.
- Proficient skills in Shell scripting, Ruby, Perl or Python.
- Excellent organization and time management skills and ability to identify priorities to accomplish a variety of tasks simultaneously.
- Excellent written and oral communication skills and ability to work with people at every level.

Minimum Education: Bachelor's degree in Computer Science or related discipline from an accredited college or university and Advanced Microsoft certification with 3-5 years' minimum experience as a Cloud services administrator.

**Senior Cloud Engineer**

Minimum/General Experience: A minimum of 10 to 12 years with BS/BA or 8 to 10 years with MS/MA or 5 to 7 years with PhD; Minimum 5 years with Amazon Web Services (AWS) cloud computing; Extensive administration experience in GPU-based platforms; Demonstrated experience in optimizing computing performance and measurement; Comprehensive knowledge of security compliance and security control; Proficient skills in Shell scripting, Ruby, Perl or Python; Excellent organization and time management skills and ability to identify priorities to accomplish a variety of tasks simultaneously; Excellent written and oral communication skills and ability to work with people at every level; Understands the Agile process; Understands MSP IT methodology and the software development lifecycle; Familiar with Agile methodology.

Functional Responsibility:

- Responsible for reducing operational downtime for critical, scheduled, and unscheduled maintenance by accelerating deployments of approved changes/fixes/updates and solutions and automate manual maintenance, deployment, diagnostic health checks, validation, and reporting
- Responsible for creating proactive and reactive monitoring methods, generating customer alerts within the Enterprise Event Management and Monitoring capability
- Responsible to log all problems/incidents into the Ticket Management System
- Formulates policies, procedures, and standards relating to system management, and monitors system resource utilization.
- Install, Configuration, and Tuning of the following AppDynamics Servers: Controller, Event Service Cluster, End User Monitoring, ADA, ADRUM. Works independently with customers to collect requirements and engineer monitoring solutions through customer acceptance.
- Tracks own work and backlog
- Reviews system design and works to continuously improve stability and efficiencies
- Provides system backup recovery methodology and makes recommendations regarding enhancements and/or improvements
- Maintains security and integrity controls
- Performs Tier III support for management systems, client/server and web-based applications
- Support customer initiatives in their transition towards modernization
- Cooperate with Department of State audits, reviews, evaluations, tests, processes, and facilities.
- Skilled at user requirement gathering and can work independently to craft efficient monitoring, alarming solutions, and dashboards

Minimum Education: Bachelor's degree in Computer Science or related discipline from an accredited college or university and Advanced Microsoft certification with 3-5 years' minimum experience as a Cloud services administrator.
IT Configuration Manager

Minimum/General Experience: A minimum of 3-5 years of relevant Information Technology experience required; 2-3 years of experience supporting CM practices with specific technology skills such as JAVA, Relational Databases, Unix, and Windows operating systems; Experience with build automation CM tools – Jenkins, ClearCase, etc.; Knowledge of Agile development methodology; Experience in Jira to support configuration management in an Agile environment.

Functional Responsibility:
- Responsible for the set-up, maintenance, and ongoing development of continuous build/integration infrastructure.
- Creating and maintaining fully automated CI build processes for multiple environments
- Writing build and deployment scripts.
- Supporting CI/CD tools integration/operations/change management, and maintenance.
- Support full automation of CI/Testing.
- Supporting policies, standards, guidelines, governance, and related guidance for both CI/CD operations and for work of developers.
- Enable successful release management by moving code from Development and Testing environments to Staging and Production.
- Experience with build-time dependency management (Maven, Ivy), Unit testing and code-coverage tools (JUnit), and Functional test automation techniques and tools (Selenium, etc.)
- Knowledge of source code control management systems and configuration management (i.e. Git, Subversion, etc.) and code branching/merging strategies
- Some experience in Oracle RDBMS, PL/SQL and SQL*Plus
- Some experience in UNIX/LINUX shell scripting.
- Certification in SAFe, SCRUM or Kanban.
- Proven track record as a self-learner keeping current with the latest techniques to include automated code scanning, automated testing, continuous integration and continuous deployment concepts.
- Demonstrated experience and success supporting Government client for complex IT support services delivery efforts in similar role.
- Capable of determining the functional relation between parts, subsystems, and systems for effectively controlling system change. Verifies that proposed changes are systematically considered to minimize adverse effects.
- Demonstrated ability ensuring that documentation (e.g., requirements, design, test, and acceptance documentation) for items is accurate and consistent with the actual physical design of the item.
- Ability to handle changes systematically maintaining system integrity over time. CM implements the policies, procedures, techniques, and tools that manage, evaluate proposed changes, track the status of changes, and maintain an inventory of system and support documents as the system changes.
- Demonstrated hands-on experience in Software Configuration and change management processes and implementation across different environments (Dev, Test, Prod).
- Strong written and oral communication skills and ability to work across organizations.
- In-depth understanding of the software development life cycle for implementing Enterprise level systems

Minimum Education: Bachelor's degree in Computer Science or related discipline from an accredited college or university and 3-5 years of relevant Information Technology experience required.

Senior IT Configuration Manager

Minimum/General Experience: A minimum of 8+ years of relevant Information Technology experience required; 5+ years of experience supporting CM practices with specific technology skills such as JAVA, Relational Databases, Unix, and Windows operating systems; Experience with build automation CM tools – Jenkins, Clearcase, etc.; Knowledge of Agile development methodology; Experience in Jira to support configuration management in an Agile environment. Having the following certifications preferred: ServiceNow Certified Implementation Specialist – Service Mapping; Certified Implementation Specialist – Discovery; Micro Certification – Configure the CMDB; Micro Certification – CMDB Health and ITIL 4 Foundation certification.

Functional Responsibility:
- Responsible for the set-up, maintenance, and ongoing development of continuous build/integration infrastructure.
• Creating and maintaining fully automated CI build processes for multiple environments
• Writing build and deployment scripts.
• Supporting CI/CD tools integration/ operations/ change management, and maintenance.
• Support full automation of CI/ Testing.
• Supporting policies, standards, guidelines, governance, and related guidance for both CI/CD operations and for work of developers.
• Enable successful release management by moving code from Development and Testing environments to Staging and Production.
• Experience with build-time dependency management (Maven, Ivy), Unit testing and code-coverage tools (JUnit), and Functional test automation techniques and tools (Selenium, etc.)
• Knowledge of source code control management systems and configuration management (i.e. Git, Subversion, etc.) and code branching/merging strategies
• Some experience in Oracle RDBMS, PL/SQL and SQL*Plus
• Some experience in UNIX/LINUX shell scripting.
• Certification in SAFe, SCRUM or Kanban
• Proven track record as a self-learner keeping current with the latest techniques to include automated code scanning, automated testing, continuous integration and continuous deployment concepts
• Demonstrated experience and success supporting Government client for complex IT support services delivery efforts in similar role
• Capable of determining the functional relation between parts, subsystems, and systems for effectively controlling system change. Verifies that proposed changes are systematically considered to minimize adverse effects
• Demonstrated ability ensuring that documentation (e.g., requirements, design, test, and acceptance documentation) for items is accurate and consistent with the actual physical design of the item
• Ability to handle changes systematically maintaining system integrity over time. CM implements the policies, procedures, techniques, and tools that manage, evaluate proposed changes, track the status of changes, and maintain an inventory of system and support documents as the system changes
• Demonstrated hands-on experience in Software Configuration and change management processes and implementation across different environments (Dev, Test, Prod)
• Strong written and oral communication skills and ability to work across organizations
• In-depth understanding of the software development life cycle for implementing Enterprise level systems.

Minimum Education: Bachelor's degree in Computer Science or related discipline from an accredited college or university and 8+ years of relevant Information Technology experience required.

IT Service Delivery / SDLC Manager

Minimum/General Experience: A minimum of 3+ years ITSM process management model development; 3+ years SLDC development; 3+ years ITIM implementation; 3+ years cloud experience; Technical Team Lead experience, preferably in an Agile environment; Strong analytical skills and problem-solving skills; Well-rounded interpersonal skills and client management experience; Must possess excellent written and oral communication skills; Results-driven with the ability to take initiatives, handle multiple tasks and shifting priorities and meet deadlines; Extensive software development background is a plus; Familiarity with IT Policy & Governance concepts a plus; ITIL4 Foundation certification; COBIT Foundations.

Functional Responsibility:
• Engages the client organization, fosters key relationships, and develops a thorough understanding of the enterprise
• Serves as the technical point of contact responsible for all SLDC processes and related efforts
• Authors all required documentation, briefings, models and designs around client solutions, including developing vision and target state deliverables
• Works closely with other architects, DBAs, development teams, security and operations staff, etc. to ensure timely and successful development, migration, transformation, deployment, and production operations and solutions.
• Technical Team Lead experience, preferably in an Agile environment
• Strong analytical skills and problem-solving skills
• Well-rounded interpersonal skills and client management experience
• Must possess excellent written and oral communication skills
• Results-driven with the ability to take initiatives, handle multiple tasks and shifting priorities and meet deadlines
• Extensive software development background is a plus
• Familiarity with IT Policy & Governance concepts a plus

Minimum Education: Bachelor's degree in Computer Science or related discipline from an accredited college or university and 3+ years of background and operational experience with ITSM process management model development, ITIL implementation, cloud implementation, among others.

Change and Release Manager

Minimum/General Experience: A minimum of 8 years’ experience performing and overseeing IT operations, and configuration, change and release management activities, 5 or more years’ experience supporting an IT Program Management Office. This role also includes developing technical artifacts that support technical designs, models and related SLDC specifications in a dynamic client and business partner facing atmosphere; ITIL4 Foundation certification. Experience supporting Federal Government IT programs (preferred); Familiarity with Enterprise Architecture and SDLC, as well as Waterfall and Agile development lifecycles (preferred).

Functional Responsibility:

• Participate in and assist with the facilitation of ad-hoc and recurring meetings pertaining to change management
• Revise, recommend, and maintain a Change Management plan, policies, processes and procedures that reflect ITIL best practices
• Develop, measure, and analyze Critical Success Factors (CSF) and Key Performance Indicators (KPI), and design and generate metric reports
• Develop status and performance reports for staff and senior management
• Develop training plans and training materials for Change Management and conduct training on a scheduled and ad hoc basis.
• Provide individualized instruction for IT staff and contractors on the Change Management key process areas, associated templates and procedures
• Develop, enhance, operate, and assist in migrations and maintenance of Change Management system/tools and interfaces with other tools (e.g., Configuration, Problem, Release, and Incident Management Systems).
• Maintain, update and implement a consistent and rigorous framework for evaluating systems capabilities and risk profiles before new or changed systems
• Review Requests for Change (RFCs) to ensure the appropriate priority levels and details are provided in accordance with the review procedure.
• Support the management of the Configuration Management Database (CMDB) and reporting of all CI exceptions and data discrepancies
• Develop and maintain a Release Management plan, policies, processes and procedures that reflect ITIL best practices. Support the maintenance and enhancement of enterprise tools in support of Release Management.
• Identify opportunities to (continuously) improve, schedule and implement improvements at predefined intervals and on an ad-hoc basis
• Work with application support teams in defining release and deployment plans. Support the potential need to review and revise plans. Support Release Readiness Reviews (RRRs) release authorization activities and perform Post-Implementation Reviews (PIRs). Perform the release coordinator role for weekly change activity to include weekend work. Produce Release Coordinator’s Weekly Summary Report

Minimum Education: Bachelor's degree in Computer Science or related discipline from an accredited college or university.
Senior Testing Manager

Minimum/General Experience: A minimum of 8+ years of combined experience with DevOps, script development, cloud testing, test automation, and test service management; ITIL: 3 years (Required); Test framework/methodology: 3 years (Required); CSF and KPI: 3 years (Required). Experience supporting Federal Government IT programs (preferred), Familiarity with Enterprise Architecture and SDLC, as well as Waterfall and Agile development lifecycles (preferred).

Functional Responsibility:

- Shall maintain, update, implement, execute, and manage a Test framework/methodology
- Participate in and assist with the facilitation of ad-hoc and recurring meetings pertaining to test management
- Manage the logistics, such as scheduling and meeting planning, venue reservation, setting agendas and taking meeting minutes
- Update and maintain a TM plan, policies, processes and procedures that reflect ITIL best practices. Maintain and enhance the Rational Tool Suite in support of TM.
- Update, measure, and analyze CSF and KPI, and design and generate metric
- Update training plans and training materials for TM and conduct training on a scheduled and ad hoc basis.
- Provide individualized instruction for IT staff and contractors on the TM key process areas, associated templates and procedures.
- Enhance, operate and maintain TM system/tools and interfaces with other tools (e.g., Change, Problem, Configuration, Release, and Incident Management Systems).
- Follow the test processes for operations and maintenance releases.
- Use and revise the TCM&G Program Office’s Enterprise Test Team (ETT) documents and templates, as needed.
- Facilitate test initiation and planning activities
- Perform test execution by executing tests cases and scripts provided by the application support teams and documenting any issues and defects discovered during testing
- Maintain test measurements and monitoring to improve the efficiency and effectiveness of system validation

Minimum Education: Bachelor's degree in Computer Science or related discipline from an accredited college or university.

Problem Manager

Minimum/General Experience: A minimum of 5 years of combined experience with problem management and ITIL service management implementation preferably in ServiceNow; Technical Team Lead experience, preferably in an Agile environment; Strong analytical skills and problem-solving skills; Well-rounded interpersonal skills and client management experience; Must possess excellent written and oral communication skills; Results-driven with the ability to take initiatives, handle multiple tasks and shifting priorities and meet deadlines; Extensive software development background is a plus; Familiarity with IT Policy & Governance concepts a plus; ITIL 4 Foundation certification; Experience supporting Federal Government IT programs; Familiarity with Enterprise Architecture and SDLC, as well as Waterfall and Agile development lifecycles.

Functional Responsibility:

- Engages the client organization, fosters key relationships, and develops a thorough understanding of the enterprise
- Serves as the technical point of contact responsible for all problem management processes and related efforts
- Authors all required documentation, briefings, models, and designs around client solutions, including developing vision and target state deliverables
- Works closely with other architects, DBAs, development teams, security, and operations staff, etc. to ensure timely and successful development, migration, transformation, deployment, and production operations and solutions

Minimum Education: Bachelor's degree in Computer Science or related discipline from an accredited college or university.
Service Catalog Manager

Minimum/General Experience: A minimum of 8+ years of combined experience with IT Service Catalog; Performing business analysis: 8 years (Required); Business services and implementation: 8 years (Required); Providing recommendations for catalog improvements: 8 years (Required); IT Service Catalog: 8 years (Required); Coordinating with customers on requirements: 8 years (Required); ITIL 4 Foundation certification. Experience supporting Federal Government IT programs (preferred); Familiarity with Enterprise Architecture and SDLC, as well as Waterfall and Agile development lifecycles (preferred).

Functional Responsibility:

- Conduct research, provide recommendations, and develop comprehensive collections of accurate data on the requirements, development, operation, and maintenance of knowledge management and information sharing IT systems and applications.
- Assist in the documentation of knowledge, data, and information ITS utilizes processes, manages, and disseminates.
- Identify what knowledge, data, and information ITS does not have but needs to have based on ITIL service operations and risk management for service management.
- Assist in tracking and controlling how information and data are acquired, shared, retained, reuse, disposed of, and managed.
- Establish or refine metadata structure/taxonomy for ITS’s information and data.
- Provide support and services related to the ITS process.

Minimum Education: Bachelor's degree in Computer Science or related discipline from an accredited college or university.

Information Technology (IT) Assistant

Minimum/General Experience: A minimum of 1 year general IT Support experience; 1+ years of post-degree IT and Administrative Support experience; 5+ years of IT and Administrative Support experience in lieu of a degree; 1+ years of experience with MS Excel, MS Word and other MS Office applications; 1+ years of experience with information gathering and information monitoring; Able to pay attention to detail and possess the ability to read and follow directions; Good oral and written communications skills; Proficient in Microsoft Office and Windows 10; Experience supporting Federal Government IT programs (preferred); Familiarity with Enterprise Architecture and SDLC, as well as Waterfall and Agile development lifecycles (preferred).

Functional Responsibility:

- Provide customer support to the end users and to diagnose and resolve problems in response to customer reported incidents.
- Monitor and respond to emails, phone calls, and in-person requests seeking PC support.
- Receive customer’s calls requesting assistance with E-mail, word processing, PC operations, hardware components and/or other software and provides support.
- Resolve routine user problems, report hardware problems to primary Department of Justice (DOJ) contractor for equipment repair/replacement, and/or reports.
- Provide customer support services at the point of computer user/specialist interface, including installation, configuration, troubleshooting, customer assistance, and/or training.
- Aid in developing a PC support helpdesk automated system to better track end user support issues.
- Move equipment and install software at the Headquarters office.
- Assist users with log-in procedures to the network and to other network applications.
- Set up and relocate video conference equipment.
- Provide password resets for databases, network logins, desktop phones and mobile phones.
- Provide customer training, including orientation for new users.
- Assess and provide feedback on problematic trends and patterns in customer support requirements.
- Provide recommendations to resolve cited problems.
- Provide archiving and disposal of electronic evidence in response to customer requests.
- Provide support for troubleshooting, updating, and maintaining the District SharePoint Site, on an as-needed basis.

Minimum Education: Associate's degree in Computer Science or related discipline from an accredited college or university.
USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS

PREAMBLE

BTC Technologies, LLC provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact:

Dr. Boniface C. Nwugwo
President
Phone: (443) 956-6360 | Fax: (410) 480-0031 | Email: bcn@btctechnologies.com
(Insert Customer Name)

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

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

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

Signatures

_________________________________________  __________________________  
Ordering Activity                     Date                                Contractor                  Date
(CUSTOMER NAME)

BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s)____________, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

<table>
<thead>
<tr>
<th>MODEL NUMBER/PART NUMBER</th>
<th>*SPECIAL BPA DISCOUNT/PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>________________________</td>
<td>__________________________</td>
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<tr>
<td>________________________</td>
<td>__________________________</td>
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</tbody>
</table>

(2) Delivery:

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>DELIVERY SCHEDULES / DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________</td>
<td>_________________________</td>
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<tr>
<td>____________</td>
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</table>

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be ____________________________.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _________________ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>POINT OF CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________</td>
<td>_________________________</td>
</tr>
<tr>
<td>____________</td>
<td>_________________________</td>
</tr>
</tbody>
</table>

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

   a) Name of Contractor;
   b) Contract Number;
   c) BPA Number;
   d) Model Number or National Stock Number (NSN);
   e) Purchase Order Number;
   f) Date of Purchase;
   g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
   h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor’s invoice, the provisions of this BPA will take precedence.
CONTRACTOR TEAM ARRANGEMENTS

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

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

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

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

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