Contract Number:  GS-35F-194GA

Special Item Number 54151S

McCallie Associates, Inc.
3906 Raynor Parkway Ste 200 Bellevue, NE 68123-6053
Telephone: (757) 277-9966
Fax: (757) 277-9962
http://www.mccallie.com

Contract Period: January 23, 2017-January 22, 2027

(Updated as of MOD# PO-0017; dated 01/23/2022)

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA-Advantage™, a menu-driven database system. The Internet address for GSA-Advantage™ is: http://www.gsaadvantage.gov

For more information on ordering from Federal Supply Schedules click here: http://www.gsa.gov/eligibilitytouse
State & Local Purchasing Programs

Section 211 of the E-Government Act of 2002 (the Act) amended the Federal Property and Administrative Services Act to allow for "Cooperative Purchasing." Cooperative Purchasing allows for the Administrator of General Services to provide states and localities access to certain items offered through the General Services Administration's (GSA's) Federal Supply Schedule 70, Information Technology (IT) Schedule contract. The information technology available to state and local governments includes automated data processing equipment (including firmware), software, supplies, support equipment, and services.

Disaster Recovery Purchasing Program (RC) Section 833 of the National Defense Authorization Act allows state and local governments to purchase products and services to facilitate recovery from a major disaster. This includes advance and pre-positioning in preparation for a disaster.
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GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):

<table>
<thead>
<tr>
<th>54151S</th>
<th>Information Technology Professional Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>OLM</td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

1b. Lowest Priced Model Number and Lowest Price

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

<table>
<thead>
<tr>
<th></th>
<th></th>
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<td>$106.40</td>
</tr>
</tbody>
</table>

2. Maximum Order: $500,000
3. Minimum Order: $100

4 | Page
4. Geographic Coverage: Domestic Only

5. Point (s) of Production: Same as Company Address

6. Discount from List Price: All Prices Herein are Net

7. Quantity Discounts: Additional 2% on orders exceeding $250,000.

8. Prompt Payment Terms: Net 30 days / Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions

9a. Government Purchase Card is accepted at or below the micro – purchase threshold.

9b. Government Purchase `Card is not accepted above the micro – purchase threshold.

10. Foreign Items: None

11a. Time of Delivery: To Be Negotiated with Ordering Agency

11b. Expedited Delivery: To Be Negotiated with Ordering Agency

11c. Overnight and 2-Day Delivery: To Be Negotiated with Ordering Agency

11d. Urgent Requirement: To Be Negotiated with Ordering Agency

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

13a. Ordering Address: Attn: LeTesha Stinnett GSA Orders
737 Volvo Parkway, Suite 150
Chesapeake, VA 23320
757-277-9966

13b. Ordering procedures:
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.
  c. FAR 8.405-3 Blanket purchase agreements (BPAs)
The ordering procedures and additional information can be found at www.gsa.gov/eligibilitytouse.

Attn: LeTesha Stinnett
737 Volvo Parkway, Suite 150
Chesapeake, VA 23320

15. Warranty Provision: Not Applicable

16. Export Packing Charges: Not Applicable

17. Terms & Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level):
Contact Contract Administrator

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

20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices: Not Applicable

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

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

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

23. Preventative maintenance (if applicable): Not Applicable

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

24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/ Contact Contract Administrator for more information.

25. Data Universal Number System (DUNS) Number: 113166136
   SAM Unique Entity ID:
   W84AQWLPM7V9

26. McCallie Associates, Inc. is registered in the System for Award Management (SAM).
**TERMS AND CONDITIONS**

**The phrase, “Information Technology (IT) Professional Services in the following paragraphs may need to be revised in order to be consistent with the Offeror’s proposal; e.g., if only IT Professional Services are offered, all references to Services should be deleted.**

****NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.****

**SCOPE**

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

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.

**PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)**

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.

The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

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.

**ORDER**

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.

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.
PERFORMANCE OF SERVICES

The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

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.

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.

STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

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-

- Cancel the stop-work order; or
- Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

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-

- 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
- 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.

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.
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.

INSPECTION OF SERVICES


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.

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.

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.

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.

**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.

**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.

**RESUMES**

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

**INCIDENTAL SUPPORT COSTS**

Incidental support costs are available outside the scope of this contract and can be purchased under the OLM-Order Level Materials SIN. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.
**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.

**DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING**

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.

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.

The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor’s Degree in Computer Science

**DESCRIPTION OF SINS**

54151S Information Technology Professional Services IT Professional Services and/or labor categories for database planning and design; systems analysis, integration, and design; programming, conversion and implementation support; network services, data/records management, and testing.

NOTE: Subject to Cooperative Purchasing

OLM Order-Level Materials (OLM) OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.

OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known
OLM SIN-Level Requirements/Ordering Instructions:
OLMs are:
- Purchased under the authority of the FSS Program
- Unknown until an order is placed
- Defined and priced at the ordering activity level in accordance with GSAR clause 552.238-115 Special Ordering Procedures for the Acquisition of Order-Level Materials. (Price analysis for OLs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs)
- Only authorized for use in direct support of another awarded SIN.
- Only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN)
- Subject to a Not To Exceed (NTE) ceiling price

OLMs are not:
Open Market Items
- Items awarded under ancillary supplies/services or other direct cost (ODC) SINs (these items are defined, priced, and awarded at the FSS contract level)

OLM Pricing:
- Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF).
- The value of OLs in a task or delivery order, or the cumulative value of OLs in orders against an FSS BPA awarded under an FSS contract,

at the time of the Schedule award may be included and priced at the order level.
<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Functional Responsibility</th>
<th>Minimum Years’ Experience</th>
<th>Minimum Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Manager II</td>
<td>Applies technical and professional knowledge to sustain and enhance supported information system(s). Responsible for planning and execution for the implementation, maintenance, administration, upgrade, and configuration of supported system components (hardware, operating systems, databases, and software applications). Ensures security and integrity controls are implemented and maintained, to include disaster recovery and back-up procedures. Performs or assists with system administration, troubleshooting, repair, testing, and performance tuning.</td>
<td>5</td>
<td>Bachelors</td>
</tr>
<tr>
<td>IT Project Engineer I</td>
<td>Under direct supervision, assists with an IT project's system/environment design, development, and implementation (install), to include analysis and creating hardware and/or software solutions to meet customer requirements. May assist with the development and implementation of system policies and controls for data accuracy and security. Assists with preparing system documentation.</td>
<td>0</td>
<td>High School</td>
</tr>
<tr>
<td>IT Project Engineer II</td>
<td>Under general supervision, assists with an IT project's system/environment design, development, and implementation (install), to include analysis and creating hardware and/or software solutions to meet customer requirements. Develops and implements system policies and controls for data accuracy and security. Develops system documentation.</td>
<td>5</td>
<td>Bachelors</td>
</tr>
<tr>
<td>IT Project Engineer III</td>
<td>Responsible for an IT project's system/environment design and development and implementation, to include the development and implementation of system policies and controls for data accuracy and security. Performs project planning, requirements analysis, design of hardware and software solutions, evaluation/testing, implementation/integration, and documentation. May lead or supervise.</td>
<td>12</td>
<td>Bachelors</td>
</tr>
<tr>
<td>Business Systems Analyst I</td>
<td>Under direct supervision, assists with the analysis of customer business/operations procedures to identify and translate business/operations requirements into information technology system requirements.Consults with customer to gain understanding of how they use IT systems and the application of technology to the current and future business environment. Works with the IT Project Engineers and IT System Analysts to ensure information systems meet customer requirements, to include applying knowledge of emerging technology and industry standards. May assist with user training on systems or prepare instruction manuals.</td>
<td>0</td>
<td>High School</td>
</tr>
<tr>
<td>Business Systems Analyst II</td>
<td>Under general supervision, assists with the analysis of customer business/operations procedures to identify and translate business/operations requirements into information technology system requirements. Consults with customer to gain understanding of how they use IT systems and the application of technology to the current and future business environment. Works with the IT Project Engineers and IT System Analysts to ensure information systems meet customer requirements, to include applying knowledge of emerging technology and industry standards. May assist with user training on systems or prepare instruction manuals.</td>
<td>5</td>
<td>Bachelors</td>
</tr>
<tr>
<td>Business Systems Analyst III</td>
<td>Leads/performs analysis of customer business/operations procedures to identify and translate business/operations requirements into information technology system requirements. Consults with customer to gain understanding of how they use IT systems and the application of technology to the current and future business environment. Works with the IT Project Engineers and to ensure information systems meet customer requirements, to include applying knowledge of emerging technology and industry standards. May provide user training on systems or prepare instruction manuals.</td>
<td>12</td>
<td>Bachelors</td>
</tr>
<tr>
<td>Project Lead III</td>
<td>Responsible for organizing, managing, and directing contract staff in the performance of an assigned project/task. Applies and directs resources assigned to meet schedule, budget, and project objective. Tracks and reports labor hours, funding, expenses, and issues/problems to resolution. Conducts impact studies, benefit analyses, and applies dependency models and project tracking methodologies to ensure the success and efficiency of the project. Facilitates process improvement efforts and applies technical subject matter expertise and experience relevant to the project.</td>
<td>12</td>
<td>Bachelors</td>
</tr>
<tr>
<td>Position</td>
<td>Responsibilities</td>
<td>Experience</td>
<td>Education</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Quality Assurance Manager I</td>
<td>Directs quality assurance operations. Develops and controls quality programs. Monitors conformance with QA standards and procedures. Conducts quality assurance training for employees. Suggests methods for improving product quality, design, or processes.</td>
<td>0</td>
<td>High School</td>
</tr>
<tr>
<td>IT Certified Professional II</td>
<td>Applies professional knowledge and technical skills within area of required or desired certification to develop, integrate, operate, and/or sustain IT systems/environments. Certifications include vendor equipment, operating systems, applications, network, cybersecurity, and IT management methodologies (ITIL). Skill sets may include, but are not limited to database design, web-based applications/systems design/development, system/network engineering, system administration, help desk and IT management.</td>
<td>5</td>
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<tr>
<td>Title</td>
<td>Description</td>
<td>Experience</td>
<td>Education</td>
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</tr>
<tr>
<td>IT Certified Professional III</td>
<td>Applies professional knowledge and technical skills within area of required or desired certification to develop, integrate, operate, and/or sustain IT systems/environments. Certifications include vendor equipment, operating systems, applications, network, cybersecurity, and IT management methodologies (ITIL). Skill sets may include, but are not limited to database design, web-based applications/systems design/development, system/network engineering, system administration, help desk and IT management. May lead or supervise others.</td>
<td>12</td>
<td>Bachelors</td>
</tr>
<tr>
<td>Application Developer III</td>
<td>Maintains, designs, implements, and tests software components using a variety of tools and methodologies such as Agile or DevSecOps. May develop or maintain custom code to configure or integrate commercial-off-the-shelf (COTS) software into customer’s environment. May maintain or develop web-based applications or components for web sites. Troubleshoots, debugs, and implements software code.</td>
<td>5</td>
<td>Bachelors</td>
</tr>
<tr>
<td>Application Developer IV</td>
<td>Maintains, designs, implements, and tests software components using a variety of tools and methodologies such as Agile or DevSecOps. May develop or maintain custom code to configure or integrate commercial-off-the-shelf (COTS) software into customer’s environment. May maintain or develop web-based applications or components for web sites. Troubleshoots, debugs, and implements software code. May lead or supervise others and normally assigned tasks requiring complex solutions.</td>
<td>8</td>
<td>Bachelors</td>
</tr>
</tbody>
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