Federal Supply Service
Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage®, a menu-driven database system. The INTERNET address GSA Advantage® is: GSAAdvantage.gov.

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

Multiple Award Schedule
Information Technology
FSC/ PSC Codes: D399

SIN 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES
FPDS Code D301 IT Facility Operation and Maintenance
FPDS Code D302 IT Systems Development Services
FPDS Code D306 IT Systems Analysis Services
FPDS Code D307 Automated Information Systems Design and Integration Services
FPDS Code D308 Programming Services
FPDS Code D310 IT Backup and Security Services
FPDS Code D311 IT Data Conversion Services
FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316 IT Network Management Services
FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

GS-35F-222CA
March 7, 2020 – March 8, 2025
Accurate Conceptions, LLC
19 O Street SW
Washington D.C. 20024
Phone: 202-498-5388
Fax: 866-250-1958

Aeon Clarke
aclarke@accurateconceptions.com

Business size:
Small business
SBA Certified Small Disadvantaged business
SBA Certified 8(a) Firm
SBA Certified HUBZone Firm
1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

54151S Information Technology Professional Services

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. – Not Applicable

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. – See page 4

2. Maximum order. $1,000,000.00

3. Minimum order. $100.00


5. Point(s) of production. 19 O Street SW Washington DC, 20024-4105

6. Discount from list prices or statement of net price. Prices are net (including IFF and shipping)

7. Quantity discounts. None

8. Prompt payment terms. 2% 20 Days, Net 30 Days

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. Yes, are accepted below threshold

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

10. Foreign items. Not Applicable

11a. Time of delivery. 30 Days ARO

11b. Expedited Delivery. Call Contractor

11c. Overnight and 2-day delivery. Call Contractor

12. F.O.B. point(s). Washington DC, USA

13a. Ordering address(es). Accurate Conceptions, LLC

19 O St SW
Washington DC 20024
13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address(es). Accurate Conceptions, LLC
   19 O St SW
   Washington DC 20024

15. Warranty provision. Not Applicable- Services offered

16. Export packing charges, if applicable.

17. Terms and conditions of Government purchase card acceptance. None

18. Terms and conditions of rental, maintenance, and repair. Not Applicable

19. Terms and conditions of installation. 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. Not Applicable

21. List of service and distribution points. Not Applicable

22. List of participating dealers. Not Applicable

23. Preventive maintenance. Not Applicable

24a. Special attributes such as environmental attributes. Not Applicable

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

25. Data Universal Number System (DUNS) number. 621297568, CAGE 4BQH5

26. Notification regarding registration in System for Award Management (SAM) database. Accurate Conceptions LLC is registered
## GSA Price List

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>GSA Price with IFF</th>
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</thead>
<tbody>
<tr>
<td>Administrative Support</td>
<td>$39.68</td>
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<tr>
<td>Application Engineer</td>
<td>$92.31</td>
</tr>
<tr>
<td>Application Programmer</td>
<td>$66.17</td>
</tr>
<tr>
<td>Configuration Manager</td>
<td>$81.89</td>
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<tr>
<td>Data Entry Clerk II</td>
<td>$44.39</td>
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<tr>
<td>Database Management Specialist</td>
<td>$112.74</td>
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<tr>
<td>Documentation Specialist</td>
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</tr>
<tr>
<td>Functional Analyst</td>
<td>$113.97</td>
</tr>
<tr>
<td>GIS Analyst I</td>
<td>$73.84</td>
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<tr>
<td>GIS Analyst II</td>
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<tr>
<td>Hardware/Network Installation Specialist I</td>
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<tr>
<td>Hardware/Network Installation Specialist II</td>
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<td>Hardware/Network Installation Specialist III</td>
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<td>Instructional Designer</td>
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<tr>
<td>Project Control Specialist</td>
<td>$76.12</td>
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<tr>
<td>Project Manager</td>
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<tr>
<td>Quality Assurance Analyst I</td>
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<td>Senior Principal Engineer</td>
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<td>Senior Project Manager</td>
<td>$138.86</td>
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<tr>
<td>Senior Subject Matter Expert</td>
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<td>Instructional Designer</td>
<td>$74.75</td>
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The above Labor Positions are not applicable to the SCA Wage Determination Act.
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</tbody>
</table>
Labor Category Descriptions

Commercial Job Title: **Senior Project Manager**

Functional Responsibility: Serves as the project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system). Assists the Program Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer’s Representative (COR), the task order level COR(s), government management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.

Minimum/General Experience: This position requires a minimum of eight years’ experience, of which at least five years must be specialized experience in: project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types, and complexity. General experience includes increasing responsibilities in information systems design and/or management.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, Physical Science, or other technically related discipline.

Commercial Job Title: **Project Manager**

Functional Responsibility: Serves as the project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system). Assists the Program Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer’s Representative (COR), the task order level COR(s), government management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.

Minimum/General Experience: This position requires a minimum of five years experience, of which at least three years must be specialized experience in: project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types, and complexity. General experience includes increasing responsibilities in information systems design and/or management.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, Physical Science, or other technically related discipline.

Commercial Job Title: **Project Control Specialist**

Functional Responsibility: Directs all financial management and administrative activities, such as budgeting, manpower and resource planning, and financial reporting. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues, which would require a report and recommend solutions. Develops work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff.
Minimum/General Experience: This position requires a minimum of eight years’ experience, of which five must be specialized. Must demonstrate the ability to work independently or under only general direction.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business or other related discipline.

Commercial Job Title: **Quality Assurance Manager**

Functional Responsibility: Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at predetermined points throughout the development life cycle. Provides daily supervision and direction to support staff.

Minimum/General Experience: This position requires a minimum of eight years’ experience, of which at least five years must be specialized. Specialized experience includes: Configuration Management, verification and validation, system/software testing and integration, software metrics and their application to system/software quality assessment. General experience includes increasing responsibilities in quality assurance, quality control, and team leader responsibilities.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, Physical Science, or other technically related discipline.

Commercial Job Title: **Quality Assurance Analyst II**

Functional Responsibility: Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure government standards/requirements are adhered to, and for progress in accordance with schedules. Coordinates with the Project Manager and/or Quality Assurance Manager to ensure problem solution and user satisfaction. Make recommendations, if needed, for approval of major systems installation. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives.

Minimum/General Experience: This position requires a minimum of six years’ experience, of which at least four years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for largescale computers, data base management, use of the programming languages such as .NET, SQL, .ASP, COBOL, 4GL, and/or RDBMS. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in assignments of technical nature. Proven understanding and applications of government documentation standards. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, Physical Science, or other technically related discipline.
Commercial Job Title: **Quality Assurance Analyst I**

Functional Responsibility: Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure government standards/requirements are adhered to, and for progress in accordance with schedules. Coordinates with the Project Manager and/or Quality Assurance Manager to ensure problem solution and user satisfaction. Make recommendations, if needed, for approval of major systems installation. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives.

Minimum/General Experience: This position requires a minimum of five years’ experience, of which at least three years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers, data base management, use of the programming languages such as .NET, SQL, .ASP, COBOL, 4GL, and/or RDBMS. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in assignments of technical nature. Proven understanding and applications of government documentation standards. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, Physical Science, or other technically related discipline.

Commercial Job Title: **Configuration Manager**

Functional Responsibility: Conducts periodic site inventory in order to create and maintain inventories of equipment, software, and/or systems; prepares, maintains and inventories associated technical drawings for assigned projects; researches data, and creates and maintains inventory and other databases for assigned projects; prepares configuration change requests and verifies, tracks, and documents configuration changes; performs logistic-related tasks like shipping/receiving, tracking, and disposal of equipment, software, and/or systems; coordinates equipment/software utilization among individual users; provides documentation support for assigned projects; performs quality assurance checks on drawings prepared by other configuration management specialists; may serve as a team or task lead; may supervise and direct the work of other configuration management specialists; provides training on configuration management processes and software.

Minimum/General Experience: This position requires at least seven years’ experience directly related to configuration management and support. Must also have advanced knowledge of the principles, methods, and techniques used in configuration management and support as well as knowledge and familiarity with Configuration Management software support packages commonly utilized in project management. Must be able to supervise and direct the work of others and have the ability to serve as a technical team or task lead.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, Physical Science, or other technically related discipline.
Commercial Job Title: **Functional Analyst**

Functional Responsibility: Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task.

Minimum/General Experience: This position requires a minimum of six years experience, of which at least three years must be specialized. Specialized experience includes: developing functional requirements for complex integrated ADP systems. Must demonstrate the ability to work independently or under only general direction.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Commercial Job Title: **Senior Principal Engineer**

Functional Responsibility: Perform analysis of client requirements and translate them into application specifications. Manage application implementations. Provide consulting services to the clients regarding integrated applications. Develop high-quality deliverables on time and within budget. Possess skills in designing and developing approaches to satisfy clients business needs.

Minimum/General Experience: This position requires 4+ years experience in a consulting environment with use of an CMM consulting methodology. High level of technical competence.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Commercial Job Title: **Principal Engineer**

Functional Responsibility: Apply enterprise-wide set of disciplines for planning, analysis, design, and development of systems for multiple installations or a major sector. Analysis of client’s processes and adaptation of products to client’s needs. Transform client needs into project design specifications. Develop and administer client-designed DB solutions. Prepare detailed design documents. Understand development according to CMM Methodologies. Provide supervision and direction to staff on technical assignment s in development or project site.

Minimum/General Experience: This position requires 3-5 years in information systems development, functional and data requirements analysis, systems analysis, and program design. Experience managing implementation of information/software engineering projects and either in systems design, programming, or DBA with knowledge/experience in CASE tools/methods, or functional experience performing business systems analysis working with 3rd party tools.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Business, or other related field and/or equivalent experience.

Commercial Job Title: **Senior Engineer**

Functional Responsibility: Develop organization-wide information models for use in designing and building integrated, shared software and database management systems. Apply BPR to design, develop, and test the applications. Integrate applications. Ensure that project tasks are completed thoroughly and on time with the highest quality standards. Serve as project team leader. Convert specifications into design and convert design into deliverables on schedule. Perform quality assurance on all deliverables.
Minimum/General Experience: This position requires 1-4 years’ experience in software applications development, or functional experience performing business systems analysis working with 3rd party products. Should possess specific industry experience. Solid ability to perform analysis and design. Experience managing project teams.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Business, or related field and/or equivalent experience.

Commercial Job Title: **Staff Engineer**

Functional Responsibility: Analyze and study complex information systems requirements. Provide support using formal specifications, data-flow diagrams, and other accepted design techniques. Use CASE tools to modify, customize, and enhance products to meet client’s needs. Demonstrated ability to work independently under minimal supervision.

Minimum/General Experience: This position requires 1-3 years’ experience performing software or information engineering activities. Experience working with third or fourth generation languages in the design and development of database management systems, or functional experience performing business systems analysis working with ERP applications. Knowledge of applicable standards.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Business, or related field and/or equivalent experience.

Commercial Job Title: **Subject Matter Expert**

Functional Responsibility: May augment or direct project teams. Provides high level functional and FIP systems analysis, design integration, documentation, and implementation advice on exceptionally complex studies, which require an expert knowledge of the subject matter for effective problem solution. Participates in all phases of study development with emphasis on the planning, analysis, documentation, and presentation phases. Applies higher level mathematical principles and methods to engineering and other physical sciences to arrive at automated solutions. Oversees the design and preparation of technical reports and related documentation. Prepares and delivers senior management presentations and briefings as required by the task order. May serve as a Task Leader, responsible for ensuring the quality and timeliness of services delivered.

Minimum/General Experience: This position requires eight years within the last twelve years of intensive and progressive experience in the individual's field of study and specialization. This experience is expected to include a broad spectrum of expertise in a variety of aspects of the field (i.e., a Senior Logistics Specialist should have experience in support analysis, supply, distribution, maintenance, and transportation, or a Senior Information Engineer should have experience in systems analysis, design, and programming using manual and automated tools and methods, such as I-CASE tools.) Four years of specialized experience within the last six calendar years of intensive and progressive experience in functional and information technology analysis/programming of subject matter closely related to the work to be automated.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Business, or related field and/or equivalent experience.
Commercial Job Title: **Principal Systems Analyst**

Functional Responsibility: Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with appropriate levels to ensure problem solution and user satisfaction.

Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/ presentations on the system concept to colleagues, subordinates, and end user representatives. When required, provides daily supervision and direction to support staff.

Minimum/General Experience: This position requires a minimum of ten years’ experience, of which at least eight years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers, data base management, use of programming languages, and/or DBMS. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in assignments of a technical nature. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Business, or related field and/or equivalent experience.

Commercial Job Title: **Principal Application Engineer**

Functional Responsibility: Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and, when appropriate, Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

Minimum/General Experience: This position requires a minimum of ten years’ experience managing or performing software engineering activities, of which at least eight years must be specialized. Specialized experience includes: demonstrated experience with programming languages in the design and implementation of systems and using database management systems. General experience includes increasing responsibilities in software engineering activities. Must be knowledgeable of applicable standards.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Commercial Job Title: **Senior Application Engineer**

Functional Responsibility: Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and, when appropriate, Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedule. Reviews existing
programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

Minimum/General Experience: This position requires a minimum of six years’ experience managing or performing software engineering activities, of which at least four years must be specialized. Specialized experience includes: demonstrated experience with programming languages in the design and implementation of systems and using database management systems. General experience includes increasing responsibilities in software engineering activities. Knowledgeable of applicable standards.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Commercial Job Title: **Application Engineer**

Functional Responsibility: Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and, when appropriate, Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

Minimum/General Experience: This position requires a minimum of four years’ experience managing or performing software engineering activities, of which at least two years must be specialized. Specialized experience includes: demonstrated experience with programming languages in the design and implementation of systems and using database management systems. General experience includes increasing responsibilities in software engineering activities. Knowledgeable of applicable standards.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Commercial Job Title: **Application Programmer**

Functional Responsibility: Participates in the design of software tools and subsystems to support reuse and domain analysis. Assists Applications Engineer and Applications Programmer to interpret software requirements and design specifications to code, and integrate and test software components.

Minimum/General Experience: This position is for recent college graduates and requires 1 or more years’ experience.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Commercial Job Title: **Senior Information Engineer**

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

Minimum/General Experience: This position requires a minimum of eight years’ experience, of which at least six years must be specialized. Specialized experience, in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. The following experience is also required: demonstrated experience in the implementation of information engineering projects; systems analysis, design and programming, systems planning, business information planning, and business analysis. Must demonstrate the ability to work independently or under only general direction.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Commercial Job Title: **Information Engineer**

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

Minimum/General Experience: This position requires a minimum of six years experience, of which at least three years must be specialized. Specialized experience, in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. The following experience is also required: demonstrated experience in the implementation of Information engineering projects; systems analysis, design and programming, systems planning, business information planning, and business analysis. Must demonstrate the ability to work independently or under only general direction.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Commercial Job Title: **Web Designer**

Functional Responsibility: Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, CGI, and Javascript) for components of the website in support of Information Technology (IT) projects. Works with graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the website. Responsible for interface implementation. Requires strong navigation and site design instincts. Knowledgeable in web development methodology to include CM and testing. Typically requires a college degree in computer science or a related field, and developmental experience in web-based languages.

Minimum/General Experience: Two years of intensive and progressive experience in a computer related field including development and design of software systems and WEB development.
Minimum Education: Bachelor's Degree from an accredited college or university in computer science, mathematics, or engineering or a mathematics-intensive discipline, or an applicable training certificate from an accredited institution.

Commercial Job Title: **Web Architect**

Functional Responsibility: Designs and builds websites in support of Information Technology (IT) projects using a variety of graphics software applications, techniques, and tools. Designs and develops user interface features, site animation, and special effects elements. Contributes to the design group’s efforts to enhance the look and feel of the organization’s on-line offerings and is considered an expert in graphic design elements and the presentation of contents. Designs the website to support the organization’s strategies and goals relative to external communications. Typically requires a college degree in fine arts or graphic design. Requires understanding of web-based technologies and thorough knowledge of HTML, Photoshop, Illustrator, and/or other design related applications.

Minimum/General Experience: Five years of intensive and progressive experience in a computer related field including development and design of software systems and WEB development.

Minimum Education: Bachelor's Degree from an accredited college or university in fine arts, graphic design, computer science, mathematics, or engineering or a mathematics-intensive discipline, or an applicable training certificate from an accredited institution.

Commercial Job Title: **Database Management Specialist**

Functional Responsibility: Provides highly technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.

Minimum/General Experience: This position requires a minimum of four years experience, of which at least three years must be specialized. Specialized experience includes: demonstrated experience using current DBMS technologies, application design utilizing various DBMS and experience with DBMS internal functions. General experience includes increasing responsibilities in DBMS systems analysis and programming. Demonstrated ability to work independently or under only general direction.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Commercial Job Title: **Systems Operator II**

Functional Responsibility: Monitors and supports computer processing. Coordinates input, output, and file media. Distributes output and controls computer operation which may be mainframe, mini, or client/server based.

Minimum/General Experience: This position requires a minimum of three years’ experience, of which at least two years must be specialized experience operating a large-scale computer system or a multi-server local area network. Must demonstrate sufficient knowledge of programming to understand how programs use computer hardware.
Minimum Education: An Associate’s Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline is required.

Commercial Job Title: **Senior Training Specialist**

Functional Responsibility: Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Develops all instructor materials (course outline, background material, and training aids). Develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshop, seminars, and/or computer based/computer aided training. Provides daily supervision and directions to staff.

Minimum/General Experience: This position requires a minimum of six years’ experience, of which at least four years must be specialized. Specialized experience includes: experience in developing and providing technical and end-user training on computer hardware and application software. Demonstrated ability to work independently or under only general direction.

Minimum Education: Bachelor’s degree from an accredited college or university in education, training or related field of study that provides substantial knowledge in the area of technical expertise.

Commercial Job Title: **Senior Technical Trainer**

Functional Responsibility: Maintain currency in and is expected to function as an expert in an Information Technology (IT) specialty such as applications programming, database development, software engineering, client/server networks, etc. Integrates information systems technical experience with training skills to provide complex current and relevant course materials and facilitation. Conducts research necessary to develop and revise comprehensive courses and prepares appropriate training catalogs and materials. Prepares all training material (course outline, background material, and training aids). Prepares all student material (course manuals, workbooks, handouts, exercises, completion certificates and course critique forms). Provides support including but not limited to trains the trainer, conducts formal classroom training courses, course facilitation, on-line facilitation, CBT’s, web-based instruction, workshops, exercises, and seminars. Provides daily supervision and direction to staff. Demonstrates excellent interpersonal written and oral communication skills. Responsible for both the development of training materials and the delivery of training.

Minimum/General Experience: Five years’ experience of which a minimum of 2 years must be specialized in the delivery of training instruction and services.

Minimum Education: Bachelor’s degree from an accredited college or university in education, training or related field of study that provides substantial knowledge in the area of technical expertise.

Commercial Job Title: **Technical Trainer**

Functional Responsibility: Maintain currency in and will be expected to function as an expert in an Information Technology (IT) specialty such as applications programming, database development, software engineering, client/server networks, etc. Integrates information systems technical experience with training skills to provide current and relevant course materials and facilitation. Responsible for delivering Technical Training. May train personnel by utilizing various forums, such as formal classroom training courses, course facilitation, on-line facilitation, CBT’s, web-based instruction, workshops, exercises, and seminars. Prepares all training material, such
as but not limited to course outlines, course manuals, background materials, workbooks, handouts, completion certificates, course assessment forms, and training aids.

Minimum/General Experience: Two years task related experience.

Minimum Education: Bachelor’s degree from an accredited college or university in education, training or related field of study which provides substantial knowledge in the area of technical expertise or high school graduate plus four years specialized experience.

Commercial Job Title: **Instructional Designers**


Minimum/General Experience: Two years intensive or progressive experience in design, development of instructional programs. Experience utilizing instructional systems design (ISD) theories.

Minimum Education: Bachelor’s degree from an accredited college or university with a curriculum or major field of study that provides substantial knowledge useful in course development, training development/instructional design and/or an applicable training certificate from an accredited training institution.

Commercial Job Title: **Documentation Specialist**

Functional Responsibility: Gathers, analyzes, and composes technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel.

Minimum/General Experience: This position requires a minimum of three years’ experience, of which at least two years must be specialized. Specialized experience includes: preparing technical documentation, which is to include researching for applicable Government and industry documentation standards. General expertise pertaining to all aspects of ADP. Demonstrated ability to work independently or under only general direction.

Minimum Education: An Associate's degree is required.

Commercial Job Title: **Hardware/Network Specialist III**

Functional Responsibility: Analyzes local and wide area network systems, including planning, designing, evaluating, selecting, and upgrading operating systems and protocol suites and configuring communication media with concentrators, bridges, and other devices; resolves interoperability problems to obtain operations across all platforms including email, file transfer, multimedia, teleconferencing, and the like; configures systems to user requirements; supports the acquisition of hardware and software as well as subcontractor services as needed; performs various tests and documents results; administers and maintains local and wide area networks; provides technical support and troubleshooting to users; plans network layout design; may administer
network security; may perform database administration; may supervise and direct the work of lower level personnel; may serve as technical team or task lead.

Minimum/General Experience: Must have at least eight years related network design/administration experience. Also must have advanced knowledge of the principles, methods, and techniques used in network administration and engineering plus advanced knowledge of and ability to use relevant hardware, software and other equipment is required.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Commercial Job Title: Hardware/Network Specialist II

Functional Responsibility: Analyzes local and wide area network systems, including planning, designing, evaluating, selecting, and upgrading operating systems and protocol suites and configuring communication media with concentrators, bridges, and other devices; resolves interoperability problems to obtain operations across all platforms including email, file transfer, multimedia, teleconferencing, and the like; configures systems to user requirements; supports the acquisition of hardware and software as well as subcontractor services as needed; performs various tests and documents results; administers and maintains local and wide area networks; provides technical support and troubleshooting to users; plans network layout design; may administer network security; may perform database administration; may provide guidance and training to lower level personnel and serve as technical team or task lead.

Minimum/General Experience: Must have at least 5 years related network design/administration experience. Also requires knowledge of the principles, methods, and techniques used in network administration and engineering plus knowledge of and ability to use relevant hardware, software and other equipment. Certification in specific applications may be required, depending on job assignment.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Commercial Job Title: Hardware/Network Specialist I

Functional Responsibility: Analyzes local and wide area network systems, including planning, designing, evaluating, selecting, and upgrading operating systems and protocol suites and configuring communication media with concentrators, bridges, and other devices; resolves interoperability problems to obtain operations across all platforms including email, file transfer, multimedia, teleconferencing, and the like; configures systems to user requirements; supports the acquisition of hardware and software as well as subcontractor services as needed; performs various tests and documents results; administers and maintains local and wide area networks; provides technical support and troubleshooting to users; plans network layout design; may administer network security

Minimum/General Experience: Must have at least two 2 years related network design/administration experience. Also requires knowledge of the principles, methods, and techniques used in network administration and engineering plus knowledge of and ability to use relevant hardware, software and other equipment. Certification in specific applications may be required, depending on job assignment.

Minimum Education: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.
Commercial Job Title: **Technical Writer**

Functional Responsibility: This position develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related administrative publications concerned with work methods and procedures, and installation, operations and enhancement of equipment. Interviews production and other personnel and reads journals, reports and other material to become familiar with product technologies and production methods. Reviews manufacturer’s and trade catalogs, drawings and other data relative to operation and enhancement of equipment. Organizes material and completes writing assignments with regard to order, clarity, conciseness, style, and terminology.

Minimum/General Experience: Requires three years of general experience and one year of specialized experience. Position requires analyses and excellent writing skills of various degrees related to information technology and resources. Possesses and applies comprehensive knowledge to provide technical review and expertise when required. Must possess and apply comprehensive knowledge of information system management. Able to plan and carryout complex written projects to completion. Excellent communication and writing skills. Works within broad objectives to obtain unique solutions.

Minimum Education: A Bachelors degree in English and/or literature or a technical field is required.

Commercial Job Title: **Data Entry Clerk II**

Minimum/General Experience: A high school diploma and three years’ experience in data entry and verification. Typically required to work under close supervision and direction.

Functional Responsibility: Performs data entry via on-line data terminal, key-to-tape, key-to-disk, or similar device. Verifies data entered, where applicable.

Minimum Education: High School Diploma or equivalent.

Commercial Job Title: **GIS Analyst I**

Functional Responsibility: Responsible for creating, modifying, and maintaining Geospatial Information System (GIS) data layers, creating GIS applications and serving as the technical expert for GIS development. Develop, acquire and analyze GIS data to generate maps and metadata files. Conduct periodic reviews for quality control to assure improved quality, efficiency and consistency through the use of GIS applications. Provides GIS technical support and advice. Conducts training, presentations and briefings to provide information regarding Geospatial software and applications of Geo-spatial technology.

Minimum/General Experience: Five years’ experience and knowledge of overall GIS systems software methods for integrating and optimizing components. Knowledge of GIS data & application development concepts & techniques sufficient in applying computer assisted software-engineering tools to the design and development process. Knowledge of the current, state-of-the art GIS system software technology, and related computer equipment sufficient to design, evaluate code, test and debug large and complex programs.

Minimum Education: An Associate’s Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline is required.
Commercial Job Title: **GIS Analyst II**

**Functional Responsibility:** Responsible for creating, modifying, and maintaining Geospatial Information System (GIS) data layers, creating GIS applications and serving as the technical expert for GIS development. Develop, acquire and analyze GIS data to generate maps and metadata files. Conduct periodic reviews for quality control to assure improved quality, efficiency and consistency through the use of GIS applications. Provides GIS technical support and advice. Conducts training, presentations and briefings to provide information regarding Geospatial software and applications of Geo-spatial technology.

**Minimum/General Experience:** Seven years’ experience and knowledge of overall GIS systems software methods for integrating and optimizing components. Knowledge of GIS data & application development concepts & techniques sufficient in applying computer assisted software-engineering tools to the design and development process. Knowledge of the current, state-of-the art GIS system software technology, and related computer equipment sufficient to design, evaluate code, test and debug large and complex programs.

**Minimum Education:** An Associate’s Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline is required

Commercial Job Title: **System Administrator**

**Functional Responsibility:** Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based. Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems.

**Minimum/General Experience:** This position requires a minimum of four years’ experience, of which at least three years must be specialized experience in administrating UNIX, Windows NT, Banyan Vines or Novell systems or open systems and/or legacy systems. General experience includes operations experience on a large-scale computer system or a multi-server local area network.

**Minimum Education:** A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, Physical Science, or other technically related discipline.

Commercial Job Title: **Administrative Support**

**Functional Responsibility:** Performs high level of secretarial work under the general supervision of manager. Types and proofreads correspondence, reports, and documentation. Maintains filing system for department. Answers telephones, responds to routine questions/requests, greets visitors, schedules meetings, mail distribution, and makes travel arrangements.

**Minimum/General Experience:** This position requires a minimum of one year of office experience in an information technology environment.

**Minimum Education:** A high school diploma is a minimum requirement. Must possess word processing and general office skills.