General Services Administration  
Federal Supply Service  
Authorized Federal Supply Service  
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 for 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 (MAS)

FSC Classes/Product Codes: D399

Contract number: **GS-35F-281CA**

**Contract Period:**  - April 7, 2015 through April 6, 2025  
**Price list valid through modification # PS-0015 dated October 27, 2020**

**A P VENTURES, LLC**  
9520 BERGER ROAD SUITE 107  
COLUMBIA, MD 21046-1554  

Contract administration source: **Theresa Boyle**  
Phone: 443-542-9188 and Fax: 443-542-9243  
Website: [http://www.APVit.com](http://www.APVit.com)  
Email: tboyle@APVit.com


Prices Shown Herein are Net (discount deducted)
CUSTOMER INFORMATION

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

<table>
<thead>
<tr>
<th>SIN</th>
<th>STLOC SIN</th>
<th>RC SIN</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>54151S STLOC</td>
<td>54151S RC</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>54151HEAL</td>
<td>54151HEAL STLOC</td>
<td>54151HEAL RC</td>
<td>Health Information Technology Services</td>
</tr>
<tr>
<td>OLM</td>
<td>OLM STLOC</td>
<td>OLM RC</td>
<td>Order-Level Materials</td>
</tr>
</tbody>
</table>

All SINs ARE Available for Cooperative (STLOC) Disaster Recovery (RC) Purchasing

Please see pages 4 through 13 for Labor Category Descriptions

Please see pages 13 through 14 for awarded Net GSA Hourly Rates

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price.

<table>
<thead>
<tr>
<th>Awarded SINs including STLOC &amp; RC SINs</th>
<th>Lowest Priced Labor Category</th>
<th>Lowest NET GSA Hourly Rate (Year 6)</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Administrative Assistant</td>
<td>$43.60</td>
</tr>
<tr>
<td>54151HEAL</td>
<td>Health IT Senior Web Programmer</td>
<td>$110.64</td>
</tr>
</tbody>
</table>

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: Please see pages 4 through 13 for Labor Category Descriptions

2. Maximum order: for SINs 54151S and 54151HEAL: $500,000.00; and for OLM please visit https://gsa.gov/olm for more information

3. Minimum order: $1,000.00

4. Geographic coverage (delivery area): Worldwide

5. Point(s) of production (city, county, and State or foreign country): Same as Contractor Address

6. Discount from list prices or statement of net price: Prices Shown Herein are Net (discount deducted)

7. Quantity discounts: None

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

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Contact Contractor.

10. Foreign items (list items by country of origin): None

11a. Time of delivery: Specified on the Task Order.

11b. Expedited Delivery. “Items available for expedited delivery are noted in this price list.” Determined by the Delivery/Task Order.
11c. Overnight and 2-day delivery: Contact contractor for rates for overnight and 2-day delivery. Determined by the Delivery/Task Order.

11d. Urgent Requirements: Agencies can contact the Contractor’s representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

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

13a Ordering address(es): Same as Contractor Address

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

14. Payment address(es): Same as Contractor Address

15. Warranty provision: N/A Services

16. Export packing charges, if applicable: N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): N/A

18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

19. Terms and conditions of installation (if applicable): N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

20a. Terms and conditions for any other services (if applicable): N/A

21. List of service and distribution points (if applicable): N/A

22. List of participating dealers (if applicable): N/A

23. Preventive maintenance (if applicable): N/A

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

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

25. Data Universal Number System (DUNS) number: 005752289

26. Notification regarding registration in System for Award Management (SAM) database: Contractor has an Active Registration in the SAM database.

(continued)
Labor Category Descriptions

Each category includes minimum education and experience requirements. The years of experience are associated with the level of education that is acceptable for each category. Unless otherwise specified, minimum education and experience requirements can be substituted with equivalencies as follows:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Equivalence</th>
<th>Related Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associates Degree (AA/AS)</td>
<td>Is equivalent to</td>
<td>HS plus 2 years related experience</td>
</tr>
<tr>
<td>Bachelor’s Degree (BA/BS)</td>
<td>Is equivalent to</td>
<td>HS plus 4 years, or AA/AS degree plus 2 years related experience</td>
</tr>
<tr>
<td>Master’s Degree (MA/MS)</td>
<td>Is equivalent to</td>
<td>HS plus 6 years, AA/AS plus 4 years, or BA/BS plus 2 years related experience</td>
</tr>
<tr>
<td>Doctorate Degree (PhD)</td>
<td>Is equivalent to</td>
<td>HS plus 8 years, AA/AS plus 6 years, BA/BS plus 4 years, or MA/MS plus 2 years related experience</td>
</tr>
</tbody>
</table>

Labor Category Descriptions for SIN 54151S

- **Administrative Assistant**
  
  **Duties:** Obtains, analyzes and interprets data in order to apply rules, regulations and standards in accordance with laws; Assists in the administration of an assigned program, the supervision of an operational unit within an agency, and in the preparation of final reports and suggested recommendations for the improvement of the agency or its programs; Consults with program heads and administrative officials regarding policies, trends, and interpretation of data and program needs; Researches and compiles data, as directed; Prepares statistical tables, charts and reports, work-flow charts, staffing patterns, and organizational charts; Assists in planning and implementing new or revised programs, procedures, practices, and organizations; May provide assistance to a higher-level administrator in the formulation and preparation of an agency’s budget, or portions thereof; May supervise assigned technical and clerical personnel; Performs other related duties.
  
  **Education:** High School Diploma or Associates Degree.
  
  **General Experience:** One year of experience in administrative or professional work.
  
  **Specialized Experience:** Knowledge of reference and research methods and techniques used in collecting, compiling, and organizing data and information; Knowledge of basic analytical principles and techniques; Knowledge of the nature and function of organizations, organization charts, staffing patterns, and work-flow diagrams; Knowledge of basic statistical procedures and techniques; Ability to prepare and present reports; Ability to establish and maintain effective working relationships with co-workers and the general public; Ability to learn an agency’s purpose, programs, organization and procedures; Ability to collect, compile, code, edit, classify, and tabulate statistical and qualitative data; Ability to prepare and present ideas and information clearly and concisely.

- **Administrator, Systems**
  
  **Duties:** Monitor and coordinate all data system operations, including security procedures, and liaison with end users. Ensure that necessary system backups are performed, and storage and rotation of backups is accomplished. Monitor and maintain records of system performance and capacity to arrange vendor services or other actions for reconfiguration and anticipate requirements for system expansion. Assist managers to monitor and comply with State data security requirements. Coordinate software development, user training, network management and minor installation and repair of equipment.
  
  **Education:** An Associate’s degree from an accredited college or university in Computer Science, Information Systems, Business or other related technical discipline. A Bachelor’s Degree in one of the above disciplines equals one-year specialized and two (2) years general experience. An additional year of specialized experience may be substituted for the required education.
  
  **General Experience:** Two (2) years of experience in a computer-related field.
  
  **Specialized Experience:** One (1) year of experience administering multiuser, shared processor systems and data communications networks.

- **Analyst, Systems (Senior)**
  
  **Duties:** Serves as a computer systems expert on assignments that typically involve establishing automated systems, where concern is with overall life cycle structure; and conducts feasibility studies from design, implementation, and postimplementation evaluation from a number of possible approaches. Design criteria must be established to accommodate changes in legislation, mission, or functional program requirements.
  
  **Education:** Bachelor’s Degree from an accredited college or university in Computer Science, Systems Analysis, Information Systems, or a related field. A Master’s Degree in a related field of information technology is preferred.
  
  **General Experience:** A minimum of eight (8) years of experience in information technology systems analysis.
Specialized Experience: At least five (5) years of the experience in the design of business applications on complex IT systems. Requires a broad knowledge of data sources, data flow, system interactions, advanced computer equipment and software applications, and advanced systems design techniques to develop solutions to unyielding complex problems and to advise officials on systems design and IT forecasts.

- **Application Developer, Advanced Technology**
  
  **Duties:** Must be able to translate applications requirements into web-based solutions using available technology. Must be able to apply new and emerging technologies to the software development process.

  **Education:** A Bachelor’s Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field.

  **General Experience:** Must have two (2) years of computer experience in at least two of the following disciplines: systems analysis, systems programming, application programming, and equipment analysis.

  **Specialized Experience:** At least one (1) year of experience developing applications using advanced technologies, such as Internet protocols or web-based technology. Technologies include HTML, CGI applications, PERL or JavaScript, and Java.

- **Architect, Application (Senior)**

  **Duties:** Manages major projects that involve providing professional support services and/or the integration, implementation, and transition of large, complex systems. Provides design and development of e-government solutions and is responsible for technical design and implementation of the architecture. Designs, develops, and maintains infrastructure and backend applications. Provides expertise on defining the role of broadband and wireless applications. Provides definition of current State architecture blueprints. Provides expertise with web servers, gateways, and application servers and content management systems. Provides experience in web application technologies and middleware solutions. Researches new technologies and products for their applicability to business processes. Must be able to compare various solutions and determine the most suitable. Ensures that development efforts are well planned and in agreement with standards.

  **Education:** Bachelor’s Degree from an accredited college or university in Engineering, Computer Science, Mathematics or other related scientific or technical discipline. Master’s degree preferred.

  **General Experience:** At least 10 years of experience planning, designing, building, and implementing IT application systems. Must have led or been chief architect in a major IT applications implementation effort. Must have a strong background in software engineering principles and techniques.

  **Specialized Experience:** At least six (6) years of experience in designing medium to large-scale sites and management of at least five Internet projects.

- **Architect, Internet/Web**

  **Duties:** Responsible for analyzing assigned specifications, planning, designing, and developing solutions, utilizing appropriate Internet/Intranet/Extranet architecture processes supporting a wide range of business process. Provides appropriate documentation for object design decisions, estimating assumptions, applets, and performance metrics – as required by organization architecture process standards, or as assigned. Responsible for minimizing the issues between the client and the server applications and for the overall setup and design of the Internet and web server architecture. Impact and complexity of this job increases if organization is utilizing Internet solutions (vs. only Intranet), especially those with significant business impact (e.g., e-business).

  **Education:** Preference for a Bachelor’s Degree in Computer Science, Information Systems, or other related field or equivalent work experience.

  **General Experience:** At least five (5) years of IT work experience.

  **Specialized Experience:** Has worked independently or as a part of a team under general supervision and coached more junior technical staff. Technical expert in IT organization. Provides input into highly complex and high impacting decisions as it relates to area of expertise.

- **Architect, Systems (Senior)**

  **Duties:** Responsible for developing business, data, systems, and infrastructure models to develop enterprise architectures. Develops plans for migrating architectures. Develops technical reference models to include hardware/software standards. Engineer’s integrated hardware and software solutions to meet mission requirements.

  **Education:** Bachelor’s Degree from an accredited college or university in Computer Science, Information Systems or related field or three (3) years of equivalent experience in a related field. A Master’s Degree in information technology is a plus.

  **General Experience:** Experience performing architecture related work on at least five (5) IT systems.

  **Specialized Experience:** Experience performing a significant role in all aspects of architecture related work on at least two (2) large IT systems.
• **Business Systems Analyst**
  
  **Duties:** Develops business requirements and business processes re-engineering methodologies. Solves application and process related problems by creating detail process and system design specifications; and works with other areas across the business units to support a total solution approach. Communicates business requirements for reports and applications development. Facilitates collaboration within and across business units and across IT functions. Resolves problems and improves business units’ technical environments.
  
  **Education:** Bachelor’s Degree from an accredited college or university in Business, Human Resources Management, or a related field. An MBA or MPA is preferred.
  
  **General Experience:** At least eight (8) years of experience in business process re-engineering.
  
  **Specialized Experience:** At least five (5) years of experience in reengineering large-scale business processes.

• **Computer Graphics Illustrator/Web Designer**
  
  **Duties:** Duties will include recommending various methods of portraying ideas and the design, layout, and generation of a variety of graphical presentation products from rough drafts or outlines. Must possess skill in the preparation of graphs, charts, and text data for visual presentations. Duties will be performed using complex automated color graphic equipment and PC software packages. A basic knowledge of graphic equipment, graphic software, file formats and graphic terms is required.
  
  **Education:** High school diploma or equivalent. An additional year of specialized experience may be substituted for the required education.
  
  **General Experience:** Three (3) years of experience in creating and generating graphics using computer graphics software.

• **Computer Programmer (Jr)**
  
  **Duties:** Must be capable of translating detail program flowcharts into program-coded instructions used by third- and fourth-generation, or current state-of-the-art computers.
  
  **Education:** A Bachelor’s Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field.
  
  **General Experience:** Must have three (3) years of computer programming experience.

• **Computer Programmer (Sr)**
  
  **Duties:** Must be capable of utilizing third- and fourth-generation or current state-of-the-art IT equipment and languages to develop and prepare diagrammatic plans for solution of business, management, communications, and strategic problems. Must be able to design detailed programs, flowcharts, and diagrams showing mathematical computations and sequence of machine operations necessary to copy and process data and print results. Must be able to verify the accuracy and completeness of programs and systems by preparing sample representative data and perform testing by means of cycle and system processing.
  
  **Education:** A Bachelor’s Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master’s Degree is preferred.
  
  **General Experience:** Must have eight (8) years of programming experience in software development or maintenance.
  
  **Specialized Experience:** At least five (5) years of experience in IT systems analysis and programming.

• **Computer Scientist**
  
  **Duties:** Must be able to determine costs for converting computer systems from one language or machine to another by utilizing compilers, simulators, emulators, and/or language translators and recommend better utilization of operating systems capabilities to improve system efficiency. Must be able to develop, manage, maintain, and evaluate state-of-the-art computer hardware, software, and software development tools; evaluate their ability to support specific requirements and interface with other equipment and systems; determine potential and actual bottlenecks; propose recommendations for their elimination; and make recommendations for systems improvements that will result in optimal hardware and software usage.
  
  **Education:** A Bachelor’s Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field.
  
  **General Experience:** Must have five (5) years of computer experience in at least two (2) of the following disciplines: systems analysis, systems programming, application programming, or equipment analysis.
  
  **Specialized Experience:** At least three (3) years of experience as either a computer hardware and/or systems software specialist, or as a systems analyst with duties relating to the evaluation of third- and fourth-generation or state -of-the-art computer hardware and software and its ability to support specific requirements for systems management or large-scale system development and maintenance.
• **Computer Specialist (Sr)**

**Duties:** Must be able to determine costs for converting computer systems from one language or machine to another by using compilers, simulators, emulators, and/or language translators and to recommend better utilization of operating systems capabilities for improving system efficiency. Develops, manages, maintains, and evaluates current state-of-the-art computer hardware, software, and software development tools; evaluates their ability to support specific requirements and interface with other equipment and systems; determines potential and actual bottlenecks and proposes recommendations for their elimination; and makes recommendations for system improvements that will result in optimal hardware and software use.

**Education:** A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree is preferred.

**General Experience:** Must have eight (8) years of computer experience in at least two of the following disciplines: system analysis, system programming, application programming, and equipment analysis.

**Specialized Experience:** At least five (5) years of experience either as a computer hardware or systems software specialist or as a systems analyst with duties relating to the evaluation of third and fourth generation of current state-of-the-art computer hardware and software and its ability to support specific requirements for hardware and software evaluation, system management, or large-scale system development and maintenance.

• **Computer Systems Programmer**

**Duties:** Create and/or maintain operating systems, communications software, database packages, compilers, repositories, and utility and assembler programs. Modify existing software and develop special-purpose software to ensure efficiency and integrity between systems and applications.

**Education:** A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree is preferred.

**General Experience:** Must have five (5) years of computer experience in information systems design.

**Specialized Experience:** At least three (3) years of experience in IT systems analysis and programming.

• **Database Administrator (Jr)**

**Duties:** Must be capable of providing highly technical expertise and support in the use of DBMS. Must be able to evaluate and recommend available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications. Develops, implements, and maintains database back-up and recovery procedures for the processing environments, and ensures that data integrity, security, and recoverability are built into the DBMS applications.

**Education:** A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field.

**General Experience:** Must have three (3) years of experience in DBMS systems analysis and programming.

**Specialized Experience:** At least one (1) years of experience in using current DBMS technologies, application design utilizing various database management systems and experience with DBMS internals.

• **Database Administrator (Sr)**

**Duties:** Must be capable of providing highly technical expertise and support in the use of DBMS. Must be able to evaluate and recommend available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications. Develops, implements, and maintains database back-up and recovery procedures for the processing environments, and ensures that data integrity, security, and recoverability are built into the DBMS applications.

**Education:** A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field.

**General Experience:** Must have six (6) years of experience in DBMS systems analysis and programming.

**Specialized Experience:** At least three (3) years of experience in using current DBMS technologies, application design utilizing various database management systems and experience with DBMS internals.

• **Documentation Specialist**

**Duties:** 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. For applications built to run in a Windows environment, uses the standard help compiler to prepare all on-line documentation.
Education: Associates Degree in related field. A Bachelor’s degree is preferred.

General Experience: Must have four (4) years of experience in technical writing and documentation experience pertaining to all aspects of IT.

Specialized Experience: A minimum of two (2) years of experience in preparing technical documentation, which is to include researching for applicable standards.

- **Engineer, Software (Sr)**
  
  
  Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field.
  
  General Experience: Must have three (3) years of experience as a software engineer.
  
  Specialized Experience: At least two (2) years of experience working with Ada, SQL, or third/fourth generation languages in the design and implementation of systems and one (1) year working with DBMS

- **Engineer, Systems (Sr)**
  
  Duties: Must be capable of analyzing information requirements. Evaluates system problems of workflow, organization, and planning. Develops appropriate corrective action.
  
  Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field.
  
  General Experience: Must have three (3) years of experience in systems engineering.
  
  Specialized Experience: At least one (1) year of experience in demonstrated use of interactive, interpretative systems with online, real-time acquisition capabilities.

- **Help Desk Manager**
  
  Duties: Provides daily supervision and direction to staff who are responsible for phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and other network services. Manages personnel who serve as the first point of contact for troubleshooting hardware and software PC and printer problems.
  
  Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree is preferred.
  
  General Experience: This position requires a minimum of seven (7) years of experience in the management of a Help Desk. General experience includes information systems development, network and other work in the client/server field, or related fields.
  
  Specialized Experience: At least five (5) years of specialized experience includes management of help desks in a multi-server environment, comprehensive knowledge of PC operating systems (e.g., DOS, Windows), networking and mail standards, and supervision of help desk employees. Demonstrated ability to effectively communicate orally and in writing and to have a positive customer service attitude.

- **Help Desk Specialist (Jr)**
  
  Duties: Provides telephone and in-person support to users in the areas of directories, standard Windows desktop applications, and applications developed under this Contract or predecessors. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems.
  
  Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field.
  
  General Experience: This position requires a minimum of five (5) years of experience in business IT environments with emphasis on PC hardware and applications. General experience includes information systems development, work in the client/server field, or related fields.
  
  Specialized Experience: At least two (2) years comprehensive knowledge of PC operating systems, e.g., DOS, Windows, as well as work on a help desk. Demonstrated ability to communicate orally and in writing and to have a positive customer service attitude.

- **Internet/Intranet Site Developer (Jr)**
Duties: Must be able to translate applications requirements into the design of complex web sites, including integrating web pages and applications. Must be able to apply new and emerging technologies to the development process.

Education: A Bachelor’s Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field.

General Experience: Must have one (1) year of web development experience using current Web development and graphic tools, as well as Web server and database administration.

Specialized Experience: At least one (1) year of experience designing, developing, and deploying Web sites and/or Web applications, including product selection, configuration, installation, maintenance, and site policy development. Experience developing Web pages using HTML, scripting languages, platform specific web development languages and relational databases.

Network Specialist

Duties: Responsible for the design and implementation of large data communications or telecommunications networks. Plans and monitors the installation of communications circuits. Manage and monitor local area networks and associated equipment (e.g., bridges, routers, modern pools, and gateways) Conducts short and long-term plan to meet communications requirements. Responsible for the design and implementation of LANs/WANs using hub switching and router technology. Performs hardware/software analyses to provide comparative data of performance characteristics and suitability within the existing systems environment. Prepares tradeoff studies and evaluations for vendor equipment. Generates network monitoring/performance report, for LAN/WAN utilization studies. Recommends network design changes/enhancements for improved system availability and performance.

Education: A Bachelor’s degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering or other related scientific or technical discipline. If applicable, shall be certified as network engineer for the specific network operating system as defined in the State task request. The certification criteria are determined by the network operating system vendor.

General Experience: Nine (9) years of experience in a computer-related field.

Specialized Experience: Seven (7) years of progressive experience in planning, designing, implementation, and analyzing data or telecommunications networks. Must have experience with network analysis/management tools and techniques and be familiar with Personal Computers (PCs) in a client/server environment. Must be familiar with IT technology and long distance and local carrier management.

Network Specialist (Sr)

Duties: Perform similar duties as directed or instructed by the senior network engineer. Conduct studies pertaining to network configuration and monitor traffic patterns such as protocols and peak usage. Stays current with technological changes.

Education: A Bachelor’s degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering or other related scientific or technical discipline.

General Experience: Five (5) years of experience in a computer-related field.

Specialized Experience: Three (3) years of progressive experience in planning, designing, implementation, and analyzing data or telecommunications networks.

Program Administration Specialist

Duties: Assists in the preparation of management plans and various customer reports. Coordinates schedules to facilitate the completion of TO and change proposals, Contract deliverables, TO reviews, briefings and presentations. Performs analysis, development, and review of program administrative operating plans and procedures.

Education: High school diploma or equivalent. A Bachelor’s degree is preferred.

General Experience: Must have three (3) years of experience working with project management tools and reporting systems. Familiar with government contracts, work breakdown structures, management/business plans, and program reporting.

Specialized Experience: At least two (2) years of direct program experience in Contract administration and preparing management reports. Has worked in support of a Program Manager on a government Contract.

Program Manager

Duties: The Program Manager is the contractor’s manager for the Contract and serves as the single point of contact for the Master Contractor with the State regarding the Contract. Performs overall management for Contract support operations. Organizes, directs, and coordinates the planning and production of all Contract activities, projects, and support activities, including those of subcontractors. Oversees the development of or develops work breakdown structures, charts, tables, graphs, major milestone calendars and diagrams to assist in analyzing problems and making recommendations. Demonstrates excellent written and verbal communications skills. Establishes and alters corporate management structure to direct effective
and efficient Contract support activities. Must be capable of negotiating and making binding decisions for the Master Contractor.

**Education:** Bachelor’s Degree from an accredited college or university in Engineering, Computer Science, Information Systems, Business, or other related discipline. Master’s degree and/or project management certification is preferred.

**General Experience:** At least 12 years of experience in program or project management.

**Specialized Experience:** At least eight (8) years of experience in supervision or oversight of IT related programs or projects.

- **Project Manager**
  **Duties:** The Project Manager is assigned the management of a specific project and the work performed under assigned Task Orders. Performs day-to-day management of the project, identifies issues and risks and recommends possible issue and risk mitigation strategies associated with the project. Acts as a facilitator between a State agency and IT contractor. Is responsible for ensuring that work performed under TOs is within scope, consistent with requirements, and delivered on time and on budget. Identifies critical paths, tasks, dates, testing, and acceptance criteria. Provides solutions to improve efficiency (e.g., reduce costs while maintaining or improving performance levels). Monitors issues and provides resolutions for up-to-date status reports. Demonstrates excellent writing and oral communications skills.
  
  **Education:** Bachelor’s Degree from an accredited college or university in Engineering, Computer Science, Information Systems, Business or other related discipline. Master’s degree or project management certification is preferred.
  
  **General Experience:** At least five (5) years of experience in project management.
  
  **Specialized Experience:** At least five (5) years of experience in managing IT related projects and must demonstrate a leadership role in at least three successful projects that were delivered on time and on budget.

- **Quality Assurance Specialist**
  **Duties:** Must be able to determine the resources required for quality control. Must be able to maintain the level of quality throughout the software life cycle. Develops software quality assurance plans. Must be capable of maintaining and establishing a process for evaluating software and associated documentation. Participates in formal and informal reviews at predetermined points throughout the development life cycle to determine quality. Examines and evaluates the software quality assurance (SQA) process and recommends enhancements and modifications. Develops quality standards.
  
  **Education:** A Bachelor’s Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.
  
  **General Experience:** Must have five (5) years of experience working with quality control methods and tools.

  **Specialized Experience:** At least three (3) years of experience in verification and validation, software testing and integration, software metrics, and their application to software quality assessment, and a demonstrated knowledge of system and project life cycles.

- **Security, Data Specialist**
  **Duties:** Responsible for the planning, design, implementation and monitoring of security measures, policies, methods, and procedures which safeguard the integrity of and access to enterprise systems, files, and data elements. Responsible for acting on security violations. Maintains knowledge of changing technologies and provides recommendations for adaptation of new technologies or policies. Recognizes and identifies potential areas where existing data security policies and procedures require change, or where new ones need to be developed, especially regarding future business expansion. Provides management with risk assessments and security briefings to advise them of critical issues that may affect customer, or corporate security objectives.

  **Education:** Preference for a Bachelor’s Degree in Computer Science, Information Systems, or other related field or equivalent work experience.
  
  **General Experience:** At least four (4) years of IT work experience in data security.

  **Specialized Experience:** Has worked independently or as part of a team under general supervision and coached more junior technical staff.

- **Subject Matter Expert**
  **Duties:** Defines the problems and analyzes and develops plans and requirements in the subject matter area for moderately complex-to-complex systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications including, but not limited to information technology, health care, education, public safety, social services, human resources, transportation, and environment.

  **Education:** A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master’s Degree is preferred.

  **General Experience:** Must have seven (7) years of experience in the IT field.

  **Specialized Experience:** At least five (5) years of combined new and related older technical experience in the IT field directly related to the required area of expertise.
- **System Security Specialist**
  - **Duties**: Provides expert-level advice, analysis, and functional expertise to tasks. Demonstrates exceptional oral and written communication skills. Reviews requirements and task documentation for accuracy and applicability.
  - **Education**: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.
  - **General Experience**: This position requires a minimum of 12 years of experience in system security.
  - **Specialized Experience**: At least seven (7) years of highly specialized experience in one or more information, computer, or network security disciplines. These disciplines could include penetration testing, intrusion detection and audit analysis, public key infrastructure, cryptography, strong authentication, risk analysis, and multilevel security.

- **Systems Security Specialist (Sr)**
  - **Duties**: Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Responsible for the implementation and development of the MLS. Gathers and organizes technical information about an organization’s mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses, which also include risk assessment. Provides daily supervision and direction to staff.
  - **Education**: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred.
  - **General Experience**: This position requires a minimum of eight (8) years of experience in analysis and definition of security requirements.
  - **Specialized Experience**: At least five (5) years of specialized experience in defining computer security requirements for high-level applications, evaluation of approved security product capabilities, and developing solutions to MLS problems.

- **Testing Specialist**
  - **Duties**: Must be capable of designing and executing IT software tests and evaluating results to ensure compliance with applicable regulations. Must be able to prepare test scripts and all required test documentation. Must be able to design and prepare all needed test data. Analyzes internal security within systems. Reviews test results and evaluates for conformance to design.
  - **Education**: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree is preferred.
  - **General Experience**: Must have four (4) years of experience in computer software development.
  - **Specialized Experience**: At least two (2) years of software testing experience (integration and acceptance)

- **Training Specialist/Instructor**
  - **Duties**: Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Prepares all instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.
  - **Education**: A Bachelor's Degree from an accredited college or university with a major in Education/Training in the areas of Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred.
  - **General Experience**: Must have four (4) years of experience in information systems development, training, or related fields.
  - **Specialized Experience**: At least two (2) years of experience in developing and providing IT and end user training on computer hardware and application software.

- **Writer/Editor, Technical**
  - **Duties**: Assists in collecting and organizing information for preparation of user manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents. 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. For applications built to run in a Windows environment, uses the standard help compiler to prepare all on-line documentation. Assists in performing financial and administrative functions. Must demonstrate the ability to work independently or under only general direction.
  - **Education**: Associates Degree in related field. A Bachelor’s degree is preferred.
  - **General Experience**: A minimum of five (5) years of experience in this area.
Specialized Experience: At least two (2) years of experience in preparing and editing documents, including technical documents. Also includes researching for applicable standards.

**Labor Category Descriptions for SIN 54151HEAL**

- **Health IT System Administrator**
  
  **Duties:** Utilizes experience in a clinical, biomedical, or healthcare setting and performs the daily activities of configuration and operation of Health IT systems which may be mainframe, mini, or client/server based. Perform the optimizing of system operation and resource utilization and perform system capacity analysis and planning. Provides assistance to users in accessing and using Health IT business systems.
  
  **Education:** Associates Degree in related field.
  
  **General Experience:** A minimum of two (2) years of experience in this area.

- **Health IT Senior Application Systems Analyst**
  
  **Duties:** Provides analysis and design of business solutions in a Health/Health IT Environment for different applications such as clinical applications supporting patient health record, clinician data entry and decision support, nutrition management, and non-clinical Health IT systems including: patient tracking, medical supply chain management, financial and accounting, human resources, and other enterprise systems. Handle test scripts and service requirements; work closely with end users on project development and implementation. Analysts should have a working knowledge of relational database environments, structured analysis, data modeling, information engineering, mathematical model building, sampling, and cost accounting to plan the Health IT system. Specify the inputs to be accessed by the system, design the processing steps, and format the output to meet the users’ needs. Prepare cost-benefit and return-on-investment analyses to help management decide whether implementing the proposed system will be financially feasible.
  
  **Education:** Bachelors Degree in related field.
  
  **General Experience:** A minimum of four (4) years of experience in this area.

- **Health IT Architect**
  
  **Duties:** Establish system information requirements using analysis in the development of enterprise-wide or large-scale information systems in a Health/Health IT Environment such as clinical applications supporting patient health record, clinician data entry and decision support, nutrition management, and non-clinical Health IT systems. Design architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Utilizes knowledge of health data standards such as HL7 and HIPAA compliance. Ensure these Health IT systems are compatible and in compliance with the standards for open systems architectures, the OSI and ISO reference models, and profiles of standards – such as IEEE OSE reference model – as they apply to the implementation and specification of information management solution of the application platform, across the API, and the external environment/software application. Ensure that the common operating environment is compliant with the Agency enterprise architecture and applicable reference models. Evaluate analytically and systematically problems of workflows, organization, and planning and develop appropriate corrective action. Provide daily supervision and direction to staff.
  
  **Education:** Bachelors Degree in related field.
  
  **General Experience:** A minimum of eight (8) years of experience in this area.

- **Health IT Business Analyst**
  
  **Duties:** Utilizes experience in a clinical, biomedical, or healthcare setting and performs requirements analysis, design and assists in applying common best practices in Health IT domain and using a knowledge base to create conceptual business models and to identify relevant issues and considerations in selecting application software packages. Provides expertise in one or more key health data standards including: HL7, FHIR, CDA, CCD, eCQM and Meaningful Use, Standard Code Systems (CPT, ICD, SNOMED, RxNorm, etc.), and working knowledge of HIPAA data security requirements. Leverages principles of systems engineering in the Health IT domain. Identify information technology inadequacies and/or deficiencies that affect the functional area’s ability to support/meet Health IT goals. Support the development of functional area strategies for enhanced Health IT.
  
  **Education:** Bachelors Degree in related field.
  
  **General Experience:** A minimum of four (4) years of experience in this area.

- **Health IT Application Programmer**
  
  **Duties:** Provides analysis and design of business solutions in a Health/Health IT Environment for different applications such as clinical applications supporting patient health record, clinician data entry and decision support, nutrition management, and non-clinical Health IT systems including: patient tracking, medical supply chain management, financial and accounting, human resources, and other enterprise systems. Utilizes knowledge of health data standards such as HL7 and HIPAA compliance.
Handles test scripts and service requirements; works closely with end users on project development and implementation. Specifies the inputs to be accessed by the system, designs the processing steps, and formats the output to meet users’ needs. 

**Education:** Bachelor's Degree in related field.

**General Experience:** A minimum of three (3) years of experience in this area.

- **Health IT Senior Web Programmer**

  **Duties:** Provide support for developing and providing Health Agency Web-site content that will motivate and satisfy Government and civilian users’ needs so that they will regularly access the site and utilize it as a major source for information, decision making and benefits delivery. Provide support for maintaining Health policies/procedures on the agency Web; assisting in developing Health agency newsletter and civilian benefits communications; recommending new and innovative web uses as well as training and educating employees on the use and benefits of using the Web. In the Health domain provide support in the location and pursuit of content and surveying internal customers to gather feedback for site improvement and enhancements. A working knowledge of several of the following are required: English (or Spanish), Journalism, graphic design or a related field, Web-site management, web servers, intranet site structures, and Web-related software (ex. – MS FrontPage, Dream Weaver, Access, Hyper Text Markup Language (HTML), and Web 2.0 software such as wikis, portals, and Microsoft SharePoint).

  **Education:** Bachelor's Degree in related field.

  **General Experience:** A minimum of four (4) years of experience in this area.

- **Health IT Computer Security Specialist**

  **Duties:** Provides analysis and design of security requirements in a Health/Health IT Environment for different applications such as clinical applications supporting patient health record, clinician data entry and decision support, nutrition management, and non-clinical Health IT systems. Design, develop, engineer, and implement solutions to MLS requirements and mitigate MLS issues. Guide effort to gather and organize technical information about Health agency's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Perform risk analyses which also includes risk assessment. Develop security standards to protect PHI, PI, HIPAA Compliance.

  **Education:** Bachelor's Degree in related field.

  **General Experience:** A minimum of five (5) years of experience in this area.

- **Health IT Program Manager**

  **Duties:** Serve as the program manager typically responsible for organizing, directing, and managing all aspects of contract in a Health/Health IT environment. Manage operational support functions involving multiple complex and inter-related Health project tasks that often require managing teams of Contractor personnel at multiple locations. Provide overall direction of program activities. Manage and maintain Contractor interface with the senior levels of the Health organization. Consult with customer and Contractor personnel to formulate and review task plans and deliverables, ensuring conformance with program and project task schedules and costs and contractual obligations. Establish and maintain technical and financial reports to show progress of projects to management and contractors, organize and assign responsibilities to subordinates, oversee the successful completion of all assigned tasks, and assume the initiative and provide support to marketing personnel in identifying and acquiring potential business.

  **Education:** Bachelor's Degree in related field.

  **General Experience:** A minimum of ten (10) years of experience in this area.

<table>
<thead>
<tr>
<th>SINs (incl STLOC &amp; RC SINs)</th>
<th>Labor Category</th>
<th>NET GSA Rates</th>
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<td>Year 6</td>
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<tr>
<td>54151S</td>
<td>Administrative Assistant</td>
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<td>Business Systems Analyst</td>
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<tr>
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<td>Computer Graphics Illustrator/Web Designer</td>
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<td>54151HEAL</td>
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