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!®. The INTERNET address GSA Advantage!® is: GSAAdvantage.gov.

MULTIPLE AWARD SCHEDULE - INFORMATION TECHNOLOGY

GS-35F-328BA

Contract period: April 16, 2014 through April 15, 2024.

Through Modification number #3 dated 3/12/19

Contractor: Halvik Corp
1600 Spring Hill Road, Suite 240, Vienna, VA 22182
Telephone: 888-963-9431 Fax: 888-963-9434
www.halvik.com

SBA 8(a) Certified, Economically Disadvantaged Women Owned Small Business, Small Business

1. Awarded SINs – 54151S IT Professional Services
   OLM Order Level Material

1b. Lowest Priced Offering – Quality Assurance Analyst at the customer’s site at $63.75 per hour

1c. Proposed Hourly Rates – See Attachment A

2. Maximum Order - $500,000

3. Minimum Order - $100

4. Geographic Coverage – Continental US

5. Point(s) of Production – United States of America

6. Discount from List Prices: Prices shown are NET prices; Basic Discounts have been deducted.
7. Quantity Discount – None

8. Prompt payment terms – None
   Credit Card Discount terms – None

9a. Government Purchase cards accepted at or below micro purchase threshold – Yes

9b. Government Purchase cards accepted above micro purchase threshold – Yes

10. Foreign Items – None

11a. Time of delivery – Negotiated at the task order level

11b. Expedited delivery – Negotiated at the task order level

11c. Overnight and 2-day delivery – Negotiated at the task order level

11d. Urgent Requirements – Negotiated at the task order level

12. F.O.B. point(s) – Destination

13a. Ordering address(es) – 1600 Spring Hill Road, Suite 240, Vienna, VA 22182

13b. Ordering procedures – Fax to 888-963-9434.

14. Payment address(es) – 1600 Spring Hill Road, Suite 240, Vienna, VA 22182

15. Warranty Provision – Standard Commercial Warranty

16. Export Packing Charges – None

17. Terms and conditions of Government purchase card acceptance – Accepted above and below the micro purchase threshold.

18. Terms and conditions of rental, maintenance, and repair – None

19. Terms and conditions of installation – None

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices – None

20a. Terms and conditions for any other services –
   1. SCOPE
      a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
b. The Contractor shall provide services at the Contractor’s facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

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

21. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.

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

c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity’s mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER

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

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

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

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

c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the
date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

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

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

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

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

(1) The stop-work order results in an increase in the time required for, or in the Contractor’s cost properly allocable to, the performance of any part of this contract; and
(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

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

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

6. INSPECTION OF SERVICES


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

25. RESPONSIBILITIES OF THE ORDERING ACTIVITY
Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

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

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

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

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

28. PAYMENTS
For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for
service rendered and accepted. Progress payments shall be made only when authorized by the order. For time and materials orders, the Payments under Time and Materials and Labor Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time and materials orders placed under this contract. For labor hour orders, the Payment under Time and Materials and Labor Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601€(3), insert the following provision:

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

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

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

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

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

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

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING
a. The Contractor shall provide a description of each type of IT Professional Service offered under Special Item Numbers 132-51 IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT Professional Services shall be in accordance with the Contractor’s customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education. The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: System Engineer
Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires
competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices. Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

31. List of service and distribution points – None

32. List of participating Dealers – None

33. Preventative maintenance – None

24a. Special attributes such as environmental attributes – None

24b. Section 508 – Not Applicable

34. Data Universal Number System (DUNS) number – 013052108

35. Notification regarding registration in System for Award Management (SAM) database – Active
## Price List

### Services at Customer’s Site

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<th>SIN</th>
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<th>CY7</th>
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## Services at Halvik’s Site

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Labor Category Descriptions

Halvik Corp. offers the following Labor Category Descriptions to support the effort contemplated herein.

1. Title: Project Manager
   Minimum Education/Experience: BS with 10 years of relevant experience that provides the required knowledge and skills.
   
   Functional Responsibilities: Serves as Project Manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the Government Contracting Officer (CO), the 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. Directs completion of tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Enforces work standards and reviews/resolves work discrepancies to ensure compliance with contract requirements. Reports in writing and orally to contractor management and Government representatives. Provides competent leadership and responsible program direction through successful performance of a variety of detailed, diverse elements of project transitioning. Plans and directs technological improvements and project management implementation. Manages a diverse group of functional activities, subordinate groups of technical and administrative personnel. Provides business, technical, and personnel management across multiple projects, such as engineering studies, computer applications and systems development.

2. Title: Subject Matter Expert
   Minimum Education/Experience: BS in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of 8 years of experience of which at least 2 years must be specialized.
   
   Functional Responsibilities: An Expert in a specific architecture or engineering discipline such as network engineering, security engineering, unified communications, customer relationship management (CRM), or enterprise system architecture. Possesses unique skills in a specific discipline and/or technology that differentiate the individual’s skills from the general description for Principle Information Engineer, Communications/Network Engineer, and/or System Architect but enhanced by 2+ years of specific concentration in a specialized discipline and/or technology

3. Title: Subject Matter Expert I (Senior)
Minimum Education/Experience: BS in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of 10 years of experience of which at least 5 years must be specialized.

Functional Responsibilities: A senior expert in a specific architecture or engineering such as network engineering, security engineering, unified communications, customer relationship management (CRM), or enterprise system architecture. Possesses unique skills in a specific discipline and/or technology that differentiate the individual's skills from the general description for Principal Information Engineer, Communications/Network Engineer, and/or System Architect. Typically possesses all of the skills of Principal Information Engineer, Communications/Network Engineer, and/or System Architect but enhanced by 5+ years of specific concentration in a specialized discipline and/or technology. May possess experience as a Senior Technical Director in a corporation or organization.

4. Title: Subject Matter Expert II (Principal)
Minimum Education/Experience: BS in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of 12 years of experience of which at least 8 years must be specialized.

Functional Responsibilities: A principal expert in a specific architecture or engineering discipline such as network engineering, security engineering, unified communications, customer relationship management (CRM), or enterprise system architecture. Possesses unique skills in a specific discipline and/or technology that differentiate the individual's skills from the general description for Principal Information Engineer, Communications/Network Engineer, and/or System Architect. Typically possesses all of the skills of Principal Information Engineer, Communications/Network Engineer, and/or System Architect but enhanced by 8+ years of specific concentration in a specialized discipline and/or technology. May possess experience as a Chief Architect or Chief Technology Officer in a corporation or organization.

5. Title: Systems Engineer
Minimum Education/Experience: BS in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline with 6 years of experience of which 2 must be specialized.

Functional Responsibilities: Participates in identification/fixing of problems within existing systems, design/implementation of new systems and enhancement of existing systems. Participates in analysis, design and new construction of next generation IT systems.
Responsible for understanding the needs of the customers and the capabilities of commercially available IT products, and creating requirements that will allow implementation by the development team. Experience as a systems engineer on one or more IT platforms is preferred. Must have solid technical background with a focus on IT systems.

6. Title: Sr. Systems Engineer  

*Minimum Education/Experience:* MS in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline with 8 years of experience in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. Of the 8 years, a minimum of 5 years specialized experience is required in the following: demonstrated experience in managing the implementation of information engineering projects and experience in systems analysis, design and programming.  

*Functional Responsibilities:* Provides identification/fixing of problems within existing systems, design/implementation of new systems and enhancement of existing systems. Participates in analysis, design and new construction of next generation IT systems. Responsible for understanding the needs of the customers and the realities of commercially available IT products, and creating requirements that will allow implementation by the development team. Experience as a systems engineer on one or more IT platforms is preferred. Must have solid technical background with a focus on IT systems.

7. Title: Principal Systems Engineer  

*Minimum Education/Experience:* BS in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline with 10 years of experience of which 7 must be specialized.  

*Functional Responsibilities:* Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Assists in architecture design 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. As appropriate, ensures these systems are compatible and in compliance with standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards - such as Institute of Electrical Electronic Engineer (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of Information Management (IM) solution of the application platform, across the application program interface (API), and the external
environment/software application. Evaluates analytically and systematically problems of work flows, organization, and planning and develops appropriate corrective action. Provides daily supervision and direction of staff.

8. **Title:** Systems Architect  
*Minimum Education/Experience:* BS in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline with 12 years of experience of which 8 must be specialized.

Functional Responsibilities: Defines and develops network and systems architectures from customer requirements. Analyzes and studies complex system requirements. Architects 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. Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Evaluates analytically and systematically problems of work flows, organization, and planning and develops appropriate corrective action.

9. **Title:** Functional Analyst  
*Minimum Education/Experience:* BS in Computer Science, Information Systems, Engineering, Business, or other related scientific, technical, or functional discipline with 5 years of experience, of which at least 3 years must be specialized in system functional analysis.

Functional Responsibilities: Analyze customer/mission needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Possesses requisite knowledge and expertise in the requirements field. Works with engineers on systems integration.

10. **Title:** Sr. Functional Analyst  
*Minimum Education/Experience:* BS in Computer Science, Information Systems, Engineering, Business, or other related scientific, technical, or functional discipline with 8 years of experience, of which at least 6 years must be specialized in system functional analysis.

Functional Responsibilities: Analyzes 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. Provides daily supervision and direction to support staff. Possesses requisite knowledge and expertise so
recognized that the Government is able to qualify the individual as an expert in the field for an actual task order. Demonstrates exceptional oral and written communications skills.

11. **Title:** Applications Engineer  
**Minimum Education/Experience:** BS in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of 5 years of experience of which at least 3 years must be specialized.

**Functional Responsibilities:** Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

12. **Title:** Sr. Applications Engineer  
**Minimum Education/Experience:** BS in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of 7 years of experience of which at least 5 years must be specialized.

**Functional Responsibilities:** Analyzes functional business applications and design specifications for functional activities. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Reviews existing applications and assists in making refinements, reducing operating time and improving current techniques. Responsible for application design, coding, testing, debugging and documentation. Validates the work of other task personnel. Responsible for quality assurance review and the evaluation of existing and new software products.

13. **Title:** Quality Assurance Specialist  
**Minimum Education/Experience:** BS in related field.

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

14. **Title:** Systems Analyst  
**Minimum Education/Experience:** HS Diploma with 3 years of experience.
**Functional Responsibilities:** Analyzes information requirements. Evaluates analytically and systematically problems of workflows, organization, planning, and develops appropriate corrective action. Help develop plans for automated information systems from project inception to conclusion. Defines the problem, and develops system requirements and program specifications. Under the supervision coordinates closely with programmers or engineers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

**15. Title:** Sr. Systems Analyst  
**Minimum Education/Experience:** BS with 6 years of experience.

**Functional Responsibilities:** Analyzes user interfaces, maintain hardware and software performance tuning, analyze workload and computer usage, maintain interfaces with outside systems, analyze downtimes, analyze proposed system modifications, upgrades and new COTS. Analyzes and develops computer systems possessing a wide range of capabilities, including numerous engineering, business and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

**16. Title:** Database Management Specialist  
**Minimum Education/Experience:** BS in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline with 6 years of experience of which 3 must be specialized.

**Functional Responsibilities:** 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. Implements plans for automated information systems from project inception to conclusion. Analyzes the data and the information to be processed.

**17. Title:** Sr. Database Management Specialist  
**Minimum Education/Experience:** BS in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline with 8 years of experience of which 5 must be specialized.

**Functional Responsibilities:** Manages the development of database projects. Plans and assigns staff and database resources. When necessary, reallocates resources to maximize benefits. Prepares and delivers presentations on database management systems (DBMS) concepts.
Provides daily supervision and direction to support staff. Develops plans for automated information systems from project inception to conclusion. Analyzes the data and the information to be processed.

**Title: IT Sr. Consultant**

*Minimum Education/Experience:* BS in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline with 13 years of experience of which 10 must be specialized.

*Functional Responsibilities:* Performs as a consultant in highly specialized, leading edge information technologies and methodologies. Provides highly technical and specialized guidance concerning automated solutions to complex information processing problems. Performs elaborate analyses and studies; Prepares reports and gives presentations; The senior IT consultant manages the project work as defined by the government. Leads medium to large complex projects and major phases of very large projects. Provides highly technical and specialized guidance and solutions to complex IT problems; performs elaborate analyses and studies. The senior consultant also manages the fact-finding, analysis and development of hypothesis/conclusions, production of final reports and delivery of presentations. Responsible for ensuring that the project delivers to government expectations on time and to budget.