

GENERAL SERVICES ADMINISTRATION
Federal Supply Service
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST

**Federal Supply Schedule 70 – General Purpose Commercial Information
Technology Equipment, Software, and Services**

SIN 132 51 Information Technology Professional Services

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Contract Number: GS35F335DA

Contract Period: June 1, 2016 through May 31, 2021

Business Size: Small Business / Economically Disadvantaged Woman Owned Small Business

For more information on ordering from Federal Supply go to this website:

www.gsa.gov/schedules

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

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Customer Information

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

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

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

Special Item Number	Description
132-51	<u>Information Technology Professional Services</u> - SUBJECT TO COOPERATIVE PURCHASING - Includes resources and facilities management, database planning and design, systems analysis and design, network services, programming, conversion and implementation support, network services project management, data/records management, and other services relevant to 29CFR541.400.

1b. Lowest Priced Labor Category: **Network Engineering-Junior**

1c. See the Labor Category Descriptions section for descriptions of all corresponding job titles, experience, functional responsibility and education for the employee or subcontractor professional services offered.

2. **Maximum order** - The maximum order (threshold) value for this contract is \$500,000.

NOTE TO ORDERING ACTIVITIES: *If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available

under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. Minimum order - The minimum dollar value of orders to be issued is \$100.00.

4. Geographic Coverage –

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

[X] The Geographic Scope of Contract will be domestic delivery only.

5. Point of Production – Services provided domestically

6. Discount from List Prices – GSA Net Prices are shown on the attached GSA Pricelist. Negotiated discount has been applied and the IFF has been added.

7. Quantity Discount(s) – None

8. Prompt Payment Terms - Net 30

9.a Government purchase cards are accepted for payments equal to or less than the micro purchase threshold for oral or written delivery orders.

9.b Government purchase cards ARE NOT accepted above the micro-purchase threshold.

10. Foreign Items are not available on this contract.

11a. Time of Delivery – Negotiated with the Ordering Agency

11b. Expedited Delivery – As agreed between contractor and ordering activity.

11c. Overnight and 2 Day Delivery – As agreed between contractor and ordering activity

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. FOB Point – Destination

13a. Ordering Address – Same as contractor

13b. Ordering Procedures – Ordering activities shall use the ordering procedures described in Federal Acquisition Regulation 8.405-3 when placing an order or establishing a BPA for supplies or services. The ordering procedures, information on Blanket Purchase Agreements (BPA’s) and a sample BPA can be found at the GSA/FSS Schedule Homepage (fss.gsa.gov/schedules).

14. **Payment Address** – Same as contractor
15. **Warranty Provision** – Not Applicable
16. **Export Packing Charges** – Not Applicable
17. **Terms and Conditions of Government Purchase Card Acceptance** - Government Purchase Cards must be accepted at or below the micro-purchase threshold. Government Purchase Cards are not accepted above the micro-purchase threshold. Contact Assured Consulting Solutions.
18. **Terms and Conditions of Rental, Maintenance, and Repair (If Applicable)** – Not Applicable
19. **Terms and Conditions of Installation (If Applicable)** – Not Applicable
20. **Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from List Prices (If Available)** – Not Applicable
- 20a. **Terms and Conditions of Other Services (If Applicable)** – Not Applicable
21. **List of Service and Distribution Points (If Applicable)** – Not Applicable
22. **List of Participating Dealers (If Applicable)** – Not Applicable
23. **Preventative Maintenance (If Applicable)** – Not Applicable
- 24a. **Special Attributes such as Environmental, Attributes (e.g. recycled content, energy efficiency, and/or reduced pollutants)** – Not Applicable
- 24b. **Section 508 Compliance for Electronic and Information Technology (EIT):** As applicable.
25. **DUNS Number** – 969960702
26. **Notification Regarding Registration in System for Award Management (SAM) Database** – Assured Consulting Solutions, LLC has an Active Registration in the SAM database.

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)

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

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

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

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

3. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.
- c. SIN 132-51 services may be ordered on a Time-and-Material, Labor Hour, or (for requirements that are sufficiently well defined) a Firm Fixed Price basis.

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. The

Contractor's DCAA-approved G&A will be added to travel charges. Contractors cannot use GSA city pair contracts.

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

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

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

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

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

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

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

6. INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-OMMERCIAL ITEMS (MAR 2009) – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

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

11. INVOICES

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

12. PAYMENTS

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

to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

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

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

(1) The offeror;

(2) Subcontractors; and/or

(3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT 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.

See subsequent pages for **Labor Category Descriptions**.

Please see the **Labor Rates** section for hourly rates by labor category and contract year.

Assured Consulting Services IT70 Labor Category Descriptions

Commercial Job Title: Information Technology (IT) Subject Matter Expert (SME) Mid

Minimum/General Experience: 10 years of experience in Information Technology field and related disciplines; possesses significant experience providing solutions to an organization's challenges through the application of IT knowledge gained through similar prior engagements

Functional Responsibility:

- Participates in the development of IT solutions by leveraging knowledge of the designated field or discipline and contributing to the implementation of strategy
- Researches IT-related legislative and organizational matters, recommending alternatives and best practices
- Reviews IT and organizational effectiveness and recommends improvements
- Develops communication strategies for both internal and external audiences

Minimum Education: Bachelor's degree in Engineering, Technology, or Related Field

Commercial Job Title: Change Management Officer

Minimum/General Experience: 10 years of experience in creating, communicating, executing, and sustaining strategic contract or program initiatives related to technology

Functional Responsibility:

- Motivates management and transformation team members to help them understand opportunities for breakthrough changes
- Develops a change management plan to guide the organization through the transformation of the old to the new and reengineered business processes
- Develops implementation plans
- Facilitates team meetings to assist management in making clear statements of corporate goals and quantifiable objectives
- Defines data collection plans and directs process transformation data collection efforts
- Directs performance measurement and cycle time analysis to define performance expectations and quantify the measures of how work is performed

Minimum Education: Bachelor's degree in Engineering, Technology, Business, or Related Field

Commercial Job Title: Information Technology (IT) Subject Matter Expert (SME) Junior

Minimum/General Experience: 12 years of experience in IT field/discipline

Functional Responsibility:

- Supports assessments of organization's IT challenges using specialized skills and knowledge
- Contributes to the execution of project or task plans and helps assess the impact of IT trends, policies, or standard methodologies
- Conducts activities in support of the project team's objectives

Minimum Education: High School Diploma; Bachelor's degree in Engineering, Technology, Business, or Related Field and 5 years of experience can be substituted for High School Diploma and 12 years of experience

Commercial Job Title: Process Improvement Analyst

Minimum/General Experience: 5 years of experience in applying process improvement and reengineering methodologies and principles to conduct process modernization projects

Functional Responsibility:

- Collaborates with stakeholders to collect information, perform research, and summarize analysis in support of end user
- Applies process improvement and reengineering methodologies and principles to conduct process modernization projects
- Performs activity and data modeling, develops modern business methods, identifies best practices, and creates and assesses performance measurements
- Provides group facilitation, interviewing, and training
- Provides additional forms of knowledge transfer

Minimum Education: Bachelor's degree in Engineering, Technology, Business, or Related Field

Commercial Job Title: Training Specialist Subject Matter Expert (SME) I

Minimum/General Experience: 12 years of experience conducting the research necessary to develop and revise training courses and prepare appropriate training catalogs

Functional Responsibility:

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

Minimum Education: High School Diploma; Bachelor's degree in Engineering, Technology, Education, Business, or Related Field and 5 years of experience can be substituted for High School Diploma and 12 years of experience

Commercial Job Title: Consultant Subject Matter Expert (SME) I

Minimum/General Experience: 10 years of experience in strategic consulting, strategic planning, business winning, or other consultancy avenues

Functional Responsibility:

- Applies demonstrated knowledge in strategic consulting, strategic planning, business winning, or other consultancy avenues
- Applies significant experience guiding solutions to an organization's challenges
- Leads development and implementation of solutions to customer requirements by implementing consulting methods, processes and tools
- Reviews organizational effectiveness and recommends improvements; supports change management and strategic change practices
- Develops communication strategies for both internal and external audiences

Minimum Education: Bachelor's degree in Engineering, Technology, Management, Business, or Related Field

Commercial Job Title: Graphics Consultant

Minimum/General Experience: 5 years of experience in graphics creation and delivery

Functional Responsibility:

- Applies demonstrated knowledge in graphics creation and delivery
- Creates the graphics, in multiple formats, necessary to support content delivery and communications
- Trains users on graphic requirements and formats
- Interprets written content for potential use and rendering in graphical format

Minimum Education: High School Diploma

Commercial Job Title: Systems Architect - Senior

Minimum/General Experience: 15 years of experience in establishing and designing architectures for software, hardware, and communications infrastructures

Functional Responsibility:

- Establishes system information requirements in the development of enterprise wide or large scale information systems
- Designs architectures Ensures systems are compatible and in compliance with client standards and architectures to include the software, hardware, and communications to support the total requirements
- Provides for present and future cross functional requirements and interfaces

Minimum Education: High School Diploma; a Bachelor's Degree in Engineering, Technology, or Related Field plus 12 years of experience can be substituted for a High School Diploma and 15 years of experience

Commercial Job Title: Consultant – IT Strategy - Senior

Minimum/General Experience: 14 years of experience leading teams on complex projects focused on translating customer requirements into agreements and implementing plans for IT initiatives

Functional Responsibility:

- Leads team on large complex projects
- Translates customer requirements into formal agreements and plans to culminate in customer acceptance or results
- Executes a wide range of process activities beginning with the request for proposal through development, test, and final delivery
- Anticipates future customer, industry, and business trends
- Challenges the validity of given procedures and processes with a view toward enhancements or improvement
- Creates innovative solutions to problems involving finance, scheduling, technology, methodology, tools and solution components

Minimum Education: High School Diploma; a Bachelor's Degree in Engineering, Technology, or Related Field plus 10 years of experience can be substituted for a High School Diploma and 14 years of experience

Commercial Job Title: Subject Matter Expert (SME) Enterprise Architecture

Minimum/General Experience: 14 years of experience providing subject matter expertise for complex enterprise architecture initiatives

Functional Responsibility:

- Provides SME support specific to Enterprise Architecture
- Manages fact finding, analysis, and development of hypotheses/conclusions and production of final reports and delivery of presentations
- Provides expert knowledge of practices, consulting groups and matrices, organization operations, and business objectives
- Collects, analyzes, and interprets data in one or more specialties
- Develops or participates in the development of assignment methodology
- Formulates/defines system scope and objectives and develops/modifies processes to solve complex problems for computer systems and business and electronic interfaces to achieve desired results through the use of innovative technologies
- Develops/applies advanced engineering and design methods, theories, and research techniques in investigation and solution of complex/ advanced system requirements, hardware/software interfaces, and applications/solutions

Minimum Education: High School Diploma; a Bachelor's Degree in Engineering, Technology, or Related Field plus 10 years of experience can be substituted for a High School Diploma and 14 years of experience

Commercial Job Title: Subject Matter Expert (SME) - Information Technology - III

Minimum/General Experience: 15 years of experience providing subject matter expertise for complex information technology initiatives

Functional Responsibility:

- Provides SME support specific to Information Technology

- Manages fact finding, analysis, and development of IT hypotheses/conclusions and productions of final reports and delivery of presentations
- Provides expert knowledge of IT practices, consulting groups and matrices, organization operations, and business objectives
- Collects, analyzes, and interprets IT data
- Develops or participates in the development of assignment methodology
- Formulates/defines system scope and objectives and develops or modifies processes to solve complex problems for computer systems and business and electronic interfaces to achieve desired results through the use of innovative technologies
- Develops and applies advanced IT and design methods, theories, and research techniques in the investigation and solution of complex and advanced IT requirements, hardware/software interfaces, and applications and solutions

Minimum Education: High School Diploma; a Bachelor's Degree in Engineering, Technology, or Related Field plus 12 years of experience can be substituted for a High School Diploma and 15 years of experience

Commercial Job Title: Systems Engineering, Subject Matter Expert (SME) Senior

Minimum/General Experience: 20 years of experience independently managing and leading teams in implementing research and development of enterprise architecture, data analytics, linguistics, and cloud systems engineering strategies, policies, practices, and procedures

Functional Responsibility:

- Creates product strategy and design around enterprise architecture, cloud architecture, data integration, data science, and systems engineering components;
- Delivers independent technical guidance including feature prioritization and technical designs
- Independently manages research and development of architectural and engineering strategies
- Identifies, maintains, and schedules engineering team resources (e.g. lab(s), personnel, data)
- Leads and/or supports innovation in the areas of engineering, open source, web-based content processing, data discovery, standards based processing, concept searching, and other advanced IT disciplines

Minimum Education: High School Diploma; a Bachelor's Degree in Engineering, Technology, or Related Field plus 16 years of experience can be substituted for a High School Diploma and 10 years of experience

Commercial Job Title: Tester

Minimum/General Experience: 10 years of experience independently managing and leading teams in implementing research and development of test and evaluation strategies, policies, practices, and procedures

Functional Responsibility:

- Independently manages research and development of test and evaluation strategies, policies, and procedures

- Drafts, coordinates, and implements test/evaluation strategies, master plans, test plans and test reports
- Manages and delivers development of test metrics (e.g., critical technical parameters, measures of effectiveness, measures of performance, and critical operational issues)
- Identifies, maintains, and schedules test resources (e.g., facilities, ranges, equipment, and material)
- Leads and/or supports test preparation, execution, data collection, analysis, and reporting

Minimum Education: High School Diploma; a Bachelor's Degree in Engineering, Technology, or Related Field plus 6 years of experience can be substituted for a High School Diploma and 10 years of experience

Commercial Job Title: Network Engineer Senior

Minimum/General Experience: 10 years of experience providing network engineering to support the design and integration of new technologies into communications infrastructures

Functional Responsibility:

- Performs and/or leads all network engineer duties
- Designs and integrates new technologies into communications infrastructures
- Supports transition and migration of networks and development of network addressing schemes

Minimum Education: High School Diploma

Commercial Job Title: Information Assurance (IA)/Security Specialist Senior

Minimum/General Experience: 12 years of experience designing, assessing, and researching architectures and approaches for information assurance and security

Functional Responsibility:

- Ensures that the architecture and design of DoD information systems (ISs) are functional and secure
- As necessary, designs and develops IA enabled products, interface specifications, and approaches to secure the environment
- Assesses threats to the environment and provides input on the adequacy of security designs and architectures
- Participates in risk assessment during the Certification and Accreditation process

Minimum Education: Bachelor's Degree in Engineering, Technology, or Related Field

Commercial Job Title: Program Manager

Minimum/General Experience: 15 years of experience guiding execution of day-to-day management of overall contract or program actions

Functional Responsibility:

- Performs day-to-day management of overall contract or program actions

- Supports multiple projects and groups of contractor personnel at multiple locations
- Directs and coordinates the planning and execution of all contract activities

Minimum Education: Bachelor's Degree in Engineering, Technology, Business, Management, Communications or Related Field

Commercial Job Title: Process Improvement/Process Re-Engineering Consultant Senior

Minimum/General Experience: 7 years of experience providing planning, research, design, facilitation, development, and implementation of re-engineering and process improvement initiatives

Functional Responsibility:

- Provides consulting and recommendations to senior managers on the implementation of process improvement initiatives
- Develops and leads discovery sessions, planning meetings, and training sessions
- Facilitates process improvement meetings
- Proposes, tailors, and develops quality/process re-engineering improvement efforts

Minimum Education: High School Diploma

Commercial Job Title: Enterprise Architect Junior

Minimum/General Experience: 9 years of experience providing support for complex enterprise architecture and automated information systems initiatives

Functional Responsibility:

- Supports the development of automated information systems to include enterprise architectures
- Assists in the design of system architectures to include the software, hardware, and communications to support requirements
- Provides for cross functional requirements and interfaces
- Contributes to definition of all aspects of system development from analysis of mission needs to verification of system performance
- Supports evaluation of system alternatives and assessment of risks and costs

Minimum Education: High School Diploma

Commercial Job Title: Systems Administrator Senior

Minimum/General Experience: 10 years of experience leading and/or executing system administration

Functional Responsibility:

- Performs and/or directs all system administration duties
- Integrates new technologies into new and existing systems
- Guides transition and migration of organizational systems
- Isolates and resolves complex HW and SW problems

Minimum Education: High School Diploma

Commercial Job Title: Process Improvement Consultant

Minimum/General Experience: 10 years of experience providing support for process improvement initiatives

Functional Responsibility:

- Provides consulting to managers, supervisors, and the workforce on the implementation of quality and process improvement initiatives
- Supports and at times leads discussion groups and process implementation efforts
- Develops quantifiable performance measurements
- Gathers data and works with SMEs

Minimum Education: High School Diploma

Commercial Job Title: Quality Assurance Manager/Specialist - Mid

Minimum/General Experience: 9 years of experience organizing, guiding, documenting, and training on Quality Assurance approaches and implementation methods

Functional Responsibility:

- Organizes and maintains all quality assurance and IV&V documentation required
- Responsible for ensuring compliance with recognized systems and practices
- Reviews all documentation for completeness, accuracy, and correctness
- Provides and guides personnel who serve as witnesses to achievement of testing requirements
- Presents IV&V results and troubleshoots technical problems
- Makes recommendations to improve overall quality

Minimum Education: High School Diploma

Commercial Job Title: Network Engineer Junior

Minimum/General Experience: 6 years of network engineering experience in supporting the design and integration of new technologies into communications infrastructures

Functional Responsibility:

- Performs integration of new technologies into local and wide area networks
- Conducts troubleshooting and problem resolution for network problems

Minimum Education: High School Diploma

Commercial Job Title: Software Developer Senior

- Minimum/General Experience: 9 years of experience guiding detailed system creation including application of technologies and stakeholder business processes and independently performing complex software development tasks

Functional Responsibility:

- Performs system integration on complex systems
- Uses specialized tools to verify system functionality and usability to confirm that the system meets overall system objectives
- Guides detailed system creation including application of technologies and stakeholder business processes
- Independently performs exceptionally complex software development tasks

Minimum Education: High School Diploma; Bachelor's Degree in Engineering, Computer Science, Technology, Math, or Related Field plus 5 years of experience can be substituted for High School Diploma and 9 years of experience

Commercial Job Title: QA Manager

Minimum/General Experience: 10 years of experience organizing, guiding, documenting, and training on Quality Assurance approaches and implementation methods

Functional Responsibility:

- Leads/performs system or application testing on complex systems
- Uses specialized test tools to verify system functionality and usability to confirm that the system meets overall system objectives
- Constructs detailed system validation and test procedures including application of technologies and stakeholder business processes

Minimum Education: High School Diploma; Bachelor's Degree in Engineering, Computer Science, Technology, Math, Business, Management, or Related Field plus 5 years of experience can be substituted for High School Diploma and 10 years of experience

Commercial Job Title: IT Strategic/Capital Planner

Minimum/General Experience: 5 years of experience developing, guiding, and implementing IT strategies and related capital planning initiatives

Functional Responsibility:

- Ensures processes and procedures across different IT strategy and capital planning functional areas are fully integrated into a seamless end-to-end operating environment
- Manages the expectations, performance, and customer satisfaction associated with the delivery of all requirements

Minimum Education: High School Diploma

Commercial Job Title: Information Assurance (IA) Tester Senior

Minimum/General Experience: 8 years of experience leading, guiding, and executing test planning, automation, development, and reviews

Functional Responsibility:

- Independently supports test planning, test automation, system test development, and security test review

- Provides reporting on all testing components
- Recommends testing process improvement

Minimum Education: High School Diploma; Bachelor's Degree in Engineering, Computer Science, Technology, Math, or Related Field plus 4 years of experience can be substituted for High School Diploma and 8 years of experience

Commercial Job Title: Customer Care Lead

Minimum/General Experience: 8 years of experience leading, guiding, and executing customer care initiatives including expectation management, performance measurement, and customer communications

Functional Responsibility:

- Manages the expectations, performance, and customer satisfaction associated with the delivery of all requirements
- Creates briefings, training, engagement sessions, and other communications mechanisms to interact with customers
- Creates communications plan and delivery approaches

Minimum Education: High School Diploma

Commercial Job Title: Information Resource Management Analyst

Minimum/General Experience: 5 years of experience providing end-to-end information resource management support to enable improved functional execution in specific supported functional areas

Functional Responsibility:

- Develops, maintains, and presents performance metrics for each functional area that shall clearly show performance against contractual deliverables, quantity and scale of work initiatives, and timeliness of deliveries
- Ensures processes and procedures across the different functional areas associated with information resource management are fully integrated into a seamless end-to-end operating environment
- Manages the expectations, performance, and customer satisfaction associated with the delivery of all requirements

Minimum Education: High School Diploma

Commercial Job Title: Knowledge Management Systems Engineer Senior

Minimum/General Experience: 4 years of experience providing high-level systems analysis, evaluation, design, integration, documentation, and implementation of complex applications to address very difficult technical problems and arrive at automated engineering solutions

Functional Responsibility:

- Under general direction, performs high-level systems analysis, evaluation, design, integration, documentation, and implementation of very complex applications that require a thorough knowledge of administrative and technical skills
- Directs and participates in all phases of system development with emphasis on planning, analysis, evaluation, integration, testing and acceptance phases (IV&V and DT&E)
- Applies higher-level business or technical principles and methods to very difficult technical problems to arrive at automated engineering solutions
- Designs and prepares technical reports and related documentation and makes charts and graphs to record results
- Prepares and delivers presentations and briefings as required
- Serves as Task Leader when required
- Responsible for ensuring the quality and services delivered for particular task(s)

Minimum Education: High School Diploma; Bachelor's Degree in Engineering, Computer Science, Technology, Math, or Related Field can be substituted for High School Diploma and 4 years of experience

Commercial Job Title: Project Manager - Remedy SME Senior

Minimum/General Experience: 18 years of experience managing and/or participating in all aspects of the Remedy development and implementation of assigned projects and providing a single point of contact for those projects

Functional Responsibility:

- Responsible for all aspects of the Remedy development and implementation of assigned projects and provides a single point of contact for those projects
- Takes Remedy projects from original concept through final implementation
- Interfaces with all entities affected by the project including end users, computer services, and client services
- Defines project scope and objectives
- Develops detailed work plans, schedules, project estimates, resource plans, and status reports
- Conducts project meetings and is responsible for project tracking and analysis
- Ensures adherence to quality standards and reviews project deliverables
- Manages the integration of vendor tasks and tracks and reviews vendor deliverables
- Provides technical and analytical guidance to project team
- Recommends and takes action to direct the analysis and solution development for problems

Minimum Education: High School Diploma; Bachelor's Degree in Engineering, Computer Science, Technology, Math, Business, Management, or Related Field and 10 years of experience can be substituted for High School Diploma and 18 years of experience

Commercial Job Title: Project Manager - Remedy SRM SME Senior

Minimum/General Experience: 11 years of experience managing and/or participating in all aspects of the Remedy Service Request Management (SRM) project development and implementation of assigned projects; provides a single point of contact for those projects

Functional Responsibility:

- Responsible for all aspects of the Remedy Service Request Management (SRM) project development and implementation of assigned projects; provides a single point of contact for those projects
- Takes Remedy SRM projects from original concept through final implementation
- Interfaces with all entities affected by the SRM project including end users, computer services, and client services
- Defines project scope and objectives
- Develops detailed work plans, schedules, project estimates, resource plans, and status reports
- Conducts project meetings and is responsible for project tracking and analysis
- Ensures adherence to quality standards and reviews project deliverables
- Manages the integration of vendor tasks and tracks and reviews vendor deliverables
- Provides technical and analytical guidance to project team
- Recommends and takes action to direct the analysis and solution development for problems

Minimum Education: High School Diploma; Bachelor's Degree in Engineering, Computer Science, Technology, Math, Business, Management, or Related Field and 3 years of experience can be substituted for High School Diploma and 11 years of experience

Commercial Job Title: Consultant Senior

- Minimum/General Experience: 12 years of experience providing business management and results delivery for complex business and organizational initiatives

Functional Responsibility:

- Delivers business management and results delivery for complex business and organizational initiatives
- Focuses on strategic analysis, implementation of enterprise maturity reviews, application of program and IT evaluation, and delivery of forecasting techniques

Minimum Education: Bachelor's Degree in Engineering, Computer Science, Technology, Math, Business, Management, or Related Field

Commercial Job Title: Consultant Mid-level

- Minimum/General Experience: 8 years of experience providing business management and results delivery for complex business and organizational initiatives

Functional Responsibility:

- Supports business management and results delivery for business and organizational initiatives
- Contributes to strategic analysis, implementation of enterprise maturity reviews, application of program and IT evaluation, and delivery of forecasting techniques

Minimum Education: Bachelor's Degree in Engineering, Computer Science, Technology, Math, Business, Management, or Related Field

Assured Consulting Services IT70 Labor Rates

LABOR CATEGORY	CUSTOMER SITE HOURLY RATE	CONTRACTOR SITE HOURLY RATE
IT SME Mid	\$ 91.15	\$102.08
Change Management Officer	\$ 75.95	\$85.06
IT SME Junior	\$ 75.95	\$85.06
Process Improvement Analyst	\$ 60.76	\$68.05
Training Specialist SME I	\$ 60.76	\$68.05
Consultant SME	\$ 128.36	\$147.94
Graphics Consultant	\$ 98.74	\$113.81
Systems Architect - Senior	\$ 119.26	\$137.46
Consultant - IT Strategy Senior	\$ 112.56	\$129.74
Subject Matter Expert - Enterprise Architecture	\$ 108.61	\$125.18
Subject Matter Expert - Information Technology	\$ 98.74	\$113.81
Systems Engineer, SME Senior	\$ 133.30	\$153.63
Tester	\$ 98.74	\$113.81
Network Engineer Senior	\$ 105.74	\$121.88
IA/Security Specialist Senior	\$ 103.24	\$118.99
Program Manager	\$ 93.99	\$108.33
Process Improvement/Process Re-Engineering Consultant Senior	\$ 81.12	\$93.49
Architect Junior	\$ 65.81	\$75.85
Systems Administrator Senior	\$ 64.02	\$73.79
Process Improvement Consultant	\$ 60.30	\$69.50
Quality Assurance Manager/Specialist	\$ 53.63	\$61.81
Network Engineer Junior	\$ 49.72	\$57.30
SW Developer Senior	\$ 106.57	\$122.83
QA Manager	\$ 99.52	\$114.71
IT Strategic / Capital Planner	\$ 105.65	\$121.77
IA Tester Senior	\$ 96.14	\$110.82
Customer Care Lead	\$ 96.09	\$110.76
Information Resource Management Analyst	\$ 88.37	\$101.85
Knowledge Mgmt Systems Engineer Senior	\$ 113.57	\$130.90
Project Manager - Remedy SME Senior	\$ 98.27	\$113.26
Project Manager - Remedy SRM SME Senior	\$ 71.80	\$82.75
Consultant Senior	\$ 122.44	\$141.12
Consultant Mid	\$ 103.68	\$119.50