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

GSA Consolidated Multiple Award Schedule

Assured Consulting Solutions, LLC
A Certified Woman Owned Small Business (WOSB)
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Reston, VA 20191
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Fax: 703-563-9586
Email: GSASupport@assured-consulting.com

Contract Number: GS35F335DA
Contract Period: June 1, 2016 through May 31, 2026
Business Size: Small Business / 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.

1. Applicable Special Item Number (SIN):
   • Large Category—Information Technology
   • Subcategory—IT Software
   • SIN 54151—Software Maintenance Services
   • SIN 54151S--OLM

See Section 2 below for pricing of services. See Section 3 below for labor category descriptions, including job titles, experience requirements, functional responsibilities, and educational requirements.

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

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**: Foreign Items are not available on this contract.

11a. **Time of Delivery** – N/A (Services Only)

11b. **Expedited Delivery** – N/A (Services Only)

11c. **Overnight and 2 Day Delivery** – N/A (Services Only)

11d. **Urgent Requirements** – N/A (Services Only)

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 repairs parts indicating date of parts price lists and any discounts form list prices (if available)** – Not Applicable
20a. Terms and Conditions for any other services (if applicable) – Not Applicable

21. List of service 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.
Contract Summary Data

<table>
<thead>
<tr>
<th>Solicitation Number</th>
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<tr>
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Terms and Conditions

552.216-70 Economic Price Adjustment – FSS Multiple Award Schedule contracts (Sep1999)
552.216-70 Economic Price Adjustment – FSS Multiple Award Schedule contracts (Sep1999) (Alternate)
552.216-70 Economic Price Adjustment – FSS Multiple Award Schedule Contracts
552.238-75 Price Reductions (May 2004)
552.238-75 Price Reductions (May 2004) (Alternate)
## Assured Consulting Services IT70 GSA Price List

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Education / Experience</th>
<th>Customer Site Hourly Rate</th>
<th>Contractor Site Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Support</td>
<td>BA/BS + 2</td>
<td>$54.19</td>
<td>Not Available</td>
</tr>
<tr>
<td>Change Management Officer</td>
<td>BA/BS + 10</td>
<td>$84.50</td>
<td>$94.63</td>
</tr>
<tr>
<td>Configuration Manager</td>
<td>Associates + 10</td>
<td>$113.29</td>
<td>Not Available</td>
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<tr>
<td>Consultant, Mid</td>
<td>BA/BS + 8</td>
<td>$115.35</td>
<td>$132.95</td>
</tr>
<tr>
<td>Consultant, Senior</td>
<td>BA/BS + 12</td>
<td>$136.22</td>
<td>$157.01</td>
</tr>
<tr>
<td>Consultant, Strategy SME</td>
<td>BA/BS + 10</td>
<td>$142.81</td>
<td>$164.60</td>
</tr>
<tr>
<td>Consultant, Strategy Senior</td>
<td>BA/BS + 10</td>
<td>$125.23</td>
<td>$144.34</td>
</tr>
<tr>
<td>Consultant—IT Strategy</td>
<td>BA/BS + 5</td>
<td>$135.94</td>
<td>Not Available</td>
</tr>
<tr>
<td>Consultant—Senior Executive</td>
<td>BA/BS + 10</td>
<td>$244.21</td>
<td>Not Available</td>
</tr>
<tr>
<td>Consultant—Senior IT Strategy</td>
<td>BA/BS + 10</td>
<td>$205.06</td>
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</tr>
<tr>
<td>Customer Care Lead</td>
<td>HS + 8</td>
<td>$106.91</td>
<td>$123.23</td>
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<tr>
<td>Graphics Consultant</td>
<td>HS + 5</td>
<td>$109.85</td>
<td>$126.62</td>
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<tr>
<td>IA Tester Senior</td>
<td>BA/BS + 4</td>
<td>$106.97</td>
<td>$123.30</td>
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<tr>
<td>IA/Security Specialist Senior</td>
<td>BA/BS + 12</td>
<td>$114.85</td>
<td>$132.39</td>
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<tr>
<td>Information Resource Management Analyst</td>
<td>HS + 5</td>
<td>$98.32</td>
<td>$113.31</td>
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<tr>
<td>IT SME Junior</td>
<td>BA/BS + 5</td>
<td>$84.50</td>
<td>$94.63</td>
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<tr>
<td>IT SME Mid</td>
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<td>$101.41</td>
<td>$113.57</td>
</tr>
<tr>
<td>IT SME Senior</td>
<td>BA/BS + 12</td>
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<td>$126.62</td>
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<tr>
<td>IT Strategic / Capital Planner</td>
<td>HS + 5</td>
<td>$117.54</td>
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<tr>
<td>Knowledge Mgmt Systems Engineer Senior</td>
<td>HS + 4</td>
<td>$126.35</td>
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<tr>
<td>Network Engineer Junior</td>
<td>HS + 6</td>
<td>$55.31</td>
<td>$63.75</td>
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<tr>
<td>Network Engineer Senior</td>
<td>HS + 10</td>
<td>$117.64</td>
<td>$135.60</td>
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<tr>
<td>Process Improvement Analyst</td>
<td>BA/BS + 5</td>
<td>$67.61</td>
<td>$75.70</td>
</tr>
<tr>
<td>Process Improvement/Process Re-Engineering Consultant Senior</td>
<td>HS + 7</td>
<td>$90.25</td>
<td>$104.01</td>
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<tr>
<td>Project Manager—Senior</td>
<td>BA/BS + 10</td>
<td>$156.44</td>
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<tr>
<td>QA Manager</td>
<td>BA/BS + 5</td>
<td>$110.72</td>
<td>$127.62</td>
</tr>
<tr>
<td>Quality Assurance Manager/Specialist</td>
<td>HS + 9</td>
<td>$59.67</td>
<td>$68.77</td>
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<tr>
<td>SME—Acquisition</td>
<td>BA/BS + 10</td>
<td>$156.44</td>
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<tr>
<td>SME—IT</td>
<td>BA/BS + 10</td>
<td>$151.92</td>
<td>Not Available</td>
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<tr>
<td>Software Developer Senior</td>
<td>BA/BS + 5</td>
<td>$118.56</td>
<td>$136.66</td>
</tr>
<tr>
<td>Systems Administrator Senior</td>
<td>HS + 10</td>
<td>$71.23</td>
<td>$82.10</td>
</tr>
<tr>
<td>Systems Architect - Senior</td>
<td>BA/BS + 12</td>
<td>$132.69</td>
<td>$152.94</td>
</tr>
<tr>
<td>Systems Engineer, SME Senior</td>
<td>BA/BS + 16</td>
<td>$148.31</td>
<td>$170.92</td>
</tr>
<tr>
<td>Tester</td>
<td>BA/BS + 6</td>
<td>$109.85</td>
<td>$126.62</td>
</tr>
<tr>
<td>Training Specialist SME I</td>
<td>HS + 12</td>
<td>$67.61</td>
<td>$75.70</td>
</tr>
</tbody>
</table>
Assured Consulting Services IT70 Labor Category Descriptions

**Labor Category: Administrative Support**

**Functional Responsibilities:**
Draft, process, catalog, file, and maintain the Information Technology-based correspondence, messages, and other documentation. Correspondence includes military and civilian letters, internal and external memorandums, enclosures, endorsements, transmittal letters, award recommendations, minutes of meetings, technology white papers, background papers, IT fact sheets, emerging technology point papers, and briefing papers including information in support of IT advancement, technology integration, technology support services, and technology maintenance. Experience with word processing, typing, editing, classification marking, preparing envelopes, and annotating writer information; assembling completed correspondence and documents for review, approval, and signature; and making copies, retaining office copies, and placing office copies in official files.

**Education/Experience:**
- BA/BS + 2

Must have at least two (2) years of administrative assistant experience with specific experience supporting administration with an IT-based environment where services were provided in furtherance of IT mission and/or strategy.
Bachelor's degree in an applicable technical field, equivalent vocational, military certification, or equivalent experience in IT Administrative Support. Four (4) years of experience may be substituted for the required degree.

**Labor Category: Change Management Officer**

**Functional Responsibilities:**
- 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

**Education/Experience:**
- BA/BS + 10
  - 10 years of experience in creating, communicating, executing, and sustaining strategic contract or program initiatives related to technology
  - Bachelor’s degree in Engineering, Technology, Business, or Related Field

**Labor Category: Configuration Manager**

**Functional Responsibilities:**
Conducts configuration management (CM) planning and describes provisions for configuration identification, change control, configuration status accounting, and configuration audits in support of the Information Technology Environment or IT collateral. Develops documentation for CM planning and activities. Identifies and maintains the original and subsequent configuration versions of requirements documentation, design documentation, technology interfaces, technology implementation, IT product, and network/software/other related documentation. Manages configuration change control and
regulates the change process so that only approved and validated changes are incorporated into product documents and related hardware and software. Provides technical assistance for maintaining and developing the CM environment for hardware and software product build, staging, testing, and integration. Has a general understanding of the basic concepts of defining hardware and software configuration processes and procedures.

Education/Experience:
AA + 10
Must have at least ten (10) years of specialized experience in the managing configurations of the IT work product or collateral and/or documenting or managing the requirements, design, interfaces, or related documentation for IT services. An Associate’s degree in electronics, information technology, or an applicable technical field is required. Equivalent vocational or military certification may be substituted for two (2) years of experience. A Bachelor's degree in electronics, information technology, or an applicable technical field, equivalent vocational or military certification may be substituted for four (4) years of experience.

Labor Category: Consultant, Mid
Functional Responsibilities:
• 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

Education/Experience:
BA/BS + 8
8 years of experience providing business management and results delivery for complex business and organizational initiatives
Bachelor’s Degree in Engineering, Computer Science, Technology, Math, Business, Management, or Related Field

Labor Category: Consultant, Senior
Functional Responsibilities:
• 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

Education/Experience:
BA/BS + 12
12 years of experience providing business management and results delivery for complex business and organizational initiatives
Bachelor’s Degree in Engineering, Computer Science, Technology, Math, Business, Management, or Related Field

Labor Category: Consultant, Strategy Subject Matter Expert (SME)
Functional Responsibilities:
• 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
Education/Experience:
BA/BS + 10
10 years of experience in strategic consulting, strategic planning, business winning, or other consultancy avenues
Bachelor’s degree in Engineering, Technology, Management, Business, or Related Field

Labor Category: Consultant, Strategy Senior
Functional Responsibilities:
- 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

Education/Experience:
BA/BS + 10
Must have 10 (ten) years of experience leading teams on complex projects focused on translating customer requirements into agreements and implementing plans for IT initiatives
Bachelor’s degree in Engineering, Technology, Management, Business, or Related Field. Four (4) years of experience may be substituted for the required degree.

Labor Category: Consultant—IT Strategy
Functional Responsibilities:
Translates customer requirements into formal agreements and plans to culminate in customer acceptance or results. Execute 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. Experience includes holding technical responsibility for projects, and a successful history of task accomplishment.

Education/Experience:
BA/BS + 5
Must have at least five (5) years of experience in the analysis, design, and test of complex systems. Requires competence in all phases of analysis and design as well as available hardware, software, and management practices. Bachelor’s degree or equivalent training and/or experience with a Master’s degree or advanced training in information technology is required. Four (4) years of additional experience may be substituted for a degree.

Labor Category: Consultant—Senior IT Strategy
Functional Responsibilities:
Translates customer requirements into formal agreements and plans to culminate in customer acceptance or results. Execute 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. Leads team on large complex projects. Experience
includes holding major technical responsibility for projects, successful history of technical innovations, and the ability to perform in high-stress, quick reaction situations, and adaptability to changing or evolving requirements. Performs at the highest levels of technical complexity, a variety of project tasks applied to specialized technology problems. Typical assignments involve overarching technical responsibility for the integration of electronic processes or methodologies to resolve total system problems or applications. Personnel should be proficient with the application, availability, and management of software, hardware, mechanical, or other development tools that are applicable to their area of expertise.

Education/Experience:
BA/BS + 10
Must have ten (10) years of technical experience in the analysis, design, and test of complex systems. Requires competence in all phases of analysis and design as well as available hardware, software, and management practices. Bachelor's degree or equivalent training and/or experience with a Master's degree or advanced training in information technology is required. Four (4) years of additional experience may be substituted for a degree.

**Labor Category: Consultant Senior Executive**

**Functional Responsibilities**

Provides input for organizational structure and re-organization and associated change management actions that need to be taken with specific focus on management and implementation of programs involving Hardware or Software development, Information Technology engineering or support services, or delivery of finished IT product. Leads team on large, complex engineering, technology, senior IT advisory, service delivery, or customer interaction projects. Provides assistance to senior government managers on Information Technology organizational philosophy, mission, vision, and overall management advice. Leads team on large, complex projects. Experience includes holding responsibility for IT projects, successful history of technical innovations, ability to perform in high-stress, quick reaction situations including strategic decision making in the advancement of engineering and technology current and future state, and adaptability to changing or evolving requirements. Provides overall technical, technology branding, customer relations, and personnel management direction of a program to ensure timely and cost effective accomplishment of program commitments.

Education/Experience:
BA/BS + 10
Must have at least ten (10) years experience in technology, innovation, process improvement, or transformation management consulting with specific focus on management within a technology or IT environment. Within those 10 years experience in technology innovation, technology transformation, technology management, or technology strategic development is required. Also required is a Bachelor's degree or equivalent training and/or experience with a Master's degree or advanced training in management consulting. Four (4) years of additional experience may be substituted for a degree.

**Labor Category: Customer Care Lead**

**Functional Responsibilities**

- 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

Education/Experience:
HS + 8
8 years of experience leading, guiding, and executing customer care initiatives including expectation management, performance measurement, and customer communications; High School Diploma

**Labor Category: Graphics Consultant**

**Functional Responsibilities**
- 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

**Education/Experience:**
- HS + 5
- 5 years of experience in graphics creation and delivery; High School Diploma

**Labor Category: Information Assurance (IA) Tester Senior**

**Functional Responsibilities**
- Independently supports test planning, test automation, system test development, and security test review
- Provides reporting on all testing components
- Recommends testing process improvement

**Education/Experience:**
- BA/BS + 4 years of experience leading, guiding, and executing test planning, automation, development, and reviews
- Bachelor’s degree in Engineering, Computer Science, Technology, Math, or Related Field. Four (4) years of additional experience may be substituted for a degree.

**Labor Category: Information Assurance (IA)/Security Specialist Senior**

**Functional Responsibilities**
- 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

**Education/Experience:**
- BA/BS + 12
- 12 years of experience designing, assessing, and researching architectures and approaches for information assurance and security
- Bachelor’s Degree in Engineering, Technology, or Related Field

**Labor Category: Information Resource Management Analyst**

**Functional Responsibilities**
- 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
Education/Experience:
   HS + 5
   5 years of experience providing end-to-end information resource management support to enable improved functional execution in specific supported functional areas; High School Diploma

**Labor Category: Information Technology (IT) Subject Matter Expert (SME) Junior**

**Functional Responsibilities**

- 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

Education/Experience:
   BA/BS + 5
   5 years of experience in IT field/discipline
   Bachelor’s degree in Engineering, Technology, or Related Field. Four (4) years of additional experience may be substituted for a degree.

**Labor Category: Information Technology (IT) Subject Matter Expert (SME) Mid**

**Functional Responsibilities**

- 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

Education/Experience:
   BA/BS + 10
   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
   Bachelor’s degree in Engineering, Technology, or Related Field

**Labor Category: Information Technology (IT) Subject Matter Expert (SME) Senior**

**Functional Responsibilities**

- 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

Education/Experience:
   BA/BS + 12
12 years of experience providing subject matter expertise for complex information technology initiatives
Bachelor’s degree in Engineering, Technology, or Related Field. Four (4) years of additional experience may be substituted for a degree.

**Labor Category:** IT Strategic/Capital Planner

**Functional Responsibilities**
- 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

**Education/Experience:**
- HS + 5
- 5 years of experience developing, guiding, and implementing IT strategies and related capital planning initiatives; High School Diploma

**Labor Category:** Knowledge Management Systems Engineer Senior

**Functional Responsibilities**
- 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)

**Education/Experience:**
- HS + 4
- 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
- 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

**Labor Category:** Network Engineer Junior

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

**Education/Experience:**
- HS + 6
- 6 years of network engineering experience in supporting the design and integration of new technologies into communications infrastructures; High School Diploma

**Labor Category:** Network Engineer Senior

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

Education/Experience:
HS + 10
10 years of experience providing network engineering to support the design and integration of new technologies into communications infrastructures; High School Diploma

**Labor Category:** Process Improvement Analyst

**Functional Responsibilities**
• 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

Education/Experience:
BA/BS + 5
5 years of experience in applying process improvement and reengineering methodologies and principles to conduct process modernization projects
Bachelor’s degree in Engineering, Technology, Business, or Related Field

**Labor Category:** Process Improvement/Process Re-Engineering Consultant Senior

**Functional Responsibilities**
• 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

Education/Experience:
HS + 7
7 years of experience providing planning, research, design, facilitation, development, and implementation of re-engineering and process improvement initiatives; High School Diploma

**Labor Category:** Project Manager Senior

**Functional Responsibilities**
Provides input for organizational structure and re-organization and associated change management actions that need to be taken with specific focus on management and implementation of programs involving Hardware or Software development, Information Technology engineering or support services, or delivery of finished IT product. Provides assistance to senior government managers on Information Technology organizational philosophy, mission, vision, and overall management advice. Leads team on large, complex projects.

Education/Experience:
BA/BS + 10
Must have at least ten (10) years of project management experience on Information Technology programs, five (5) years of which are in management consulting or change management focused on IT transformation, scheduling involving Hardware or Software using MS Project or other professional
applications, and a Bachelor's degree or equivalent training and/or experience with a Master's degree or advanced training in information technology. Four (4) years of additional experience may be substituted for a degree.

**Labor Category: QA Manager**

**Functional Responsibilities**
- 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

**Education/Experience:**
- BA/BS + 5 years of experience organizing, guiding, documenting, and training on Quality Assurance approaches and implementation methods
- Bachelor’s Degree in Engineering, Computer Science, Technology, Math, Business, Management, or Related Field. Four (4) years of additional experience may be substituted for a degree

**Labor Category: Quality Assurance Manager/Specialist**

**Functional Responsibilities**
- 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

**Education/Experience:**
- HS + 9
  9 years of experience organizing, guiding, documenting, and training on Quality Assurance approaches and implementation methods
- High School Diploma

**Labor Category: SME—Acquisition**

**Functional Responsibilities**
- Specific technology, IT, innovation, and SW/HW engineering industry experience with the acquisition lifecycle and associated best practices. Specific focus of acquisition is for the furtherance of the technology lifecycle ranging from service delivery to infrastructure support. Experience in government acquisition features such as metrics, surveillance plans, program and project reporting, and procurement documents. Possess knowledge of the organization and contents of the Federal Acquisition Regulation (FAR), Defense FAR (DFAR), agency specific regulations, and be current and knowledgeable of technology acquisition streamlining initiatives and reforms. Strong understanding of the uses of the various acquisition approaches and is able to formulate documentation for the various approaches. Demonstrates good organization and writing skills and ability to work with customers.

**Education/Experience:**
- BA/BS + 10
  Must have at least ten (10) years of specialized experience in the technology, IT, innovation, and SW/HW engineering acquisition field. Experience in identifying IT program metrics, surveillance techniques, program analytics, or statement of requirements, must be included within the 10 years. Bachelor's degree or equivalent training and/or experience. Four (4) years of additional experience may be substituted for a degree.
**Labor Category:** SME—IT

**Functional Responsibilities**

Specific industry experience in information technology with various aspects of the software development lifecycle to include agile techniques, best practices, and standards. Defines the problems and analyzes and develops plans and requirements in the subject matter area for moderately complex to complex systems. Prepares analysis, evaluations, and recommendations for proper implementation of programs and systems specifications. Designs, develops, modifies, and evaluates complicated and difficult engineering projects. Has technical responsibility for planning and conducting technical projects or phases of projects and may coordinate the efforts of engineers, technical support personnel, drafters, technical writers, and electronic technicians as required. Develops and recommends design approaches for new or improved products or processes. Conducts independent technical investigations involving the origination or modification of material, component, or process specifications and requirements. May evaluate vendor capabilities to provide required products or services. Individuals working in this category have supported other engineers and have taken one or more projects through the entire development cycle. The individual has demonstrated an appreciation of values and cost, the capability for critical thinking, and the ability to communicate clearly.

**Education/Experience:**

BA/BS + 10

Must have at least ten (10) years of specialized experience in the information technology field and a Bachelor's degree or equivalent training and/or experience. Four (4) years of additional experience may be substituted for a degree.

**Labor Category:** Software Developer Senior

**Functional Responsibilities**

- 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

**Education/Experience:**

BA/BS + 5 years of experience guiding detailed system creation including application of technologies and stakeholder business processes and independently performing complex software development tasks

Bachelor’s Degree in Engineering, Computer Science, Technology, Math, or Related Field. Four (4) years of additional experience may be substituted for a degree.

**Labor Category:** Systems Administrator Senior

**Functional Responsibilities**

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

**Education/Experience:**

HS + 10

10 years of experience leading and/or executing system administration

Minimum Education: High School Diploma

**Labor Category:** Systems Architect - Senior
Functional Responsibilities

- 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

Education/Experience:

BA/BS + 12 years of experience in establishing and designing architectures for software, hardware, and communications infrastructures
Bachelor’s Degree in Engineering, Computer Science, Technology, Math, or Related Field. Four (4) years of additional experience may be substituted for a degree.

Labor Category: Systems Engineer, Subject Matter Expert (SME) Senior

Functional Responsibilities

- 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

Education/Experience:

BA/BS + 16 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
Bachelor’s Degree in Engineering, Computer Science, Technology, Math, or Related Field. Four (4) years of additional experience may be substituted for a degree.

Labor Category: Tester

Functional Responsibilities

- 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

Education/Experience:

BA/BS + 6 years of experience independently managing and leading teams in implementing research and development of test and evaluation strategies, policies, practices, and procedures
Bachelor’s Degree in Engineering, Computer Science, Technology, Math, or Related Field. Four (4) years of additional experience may be substituted for a degree.

Labor Category: Training Specialist Subject Matter Expert (SME) I

Functional Responsibilities
- 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

Education/Experience:

HS + 12
12 years of experience conducting the research necessary to develop and revise training courses and prepare appropriate training catalogs
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