



*Accounting and Consulting Essentials, Inc.*

**AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST**



Contract Holder

**CONTRACT NUMBER:**

**GS-35F-339AA**

**CONTRACT PERIOD:**

**05/01/2013 – 04/30/2018**

**SIN 132-51:**

**INFORMATION TECHNOLOGY  
PROFESSIONAL SERVICES**

**Address: 328 Storck Road  
Fredericksburg, VA 22406**

**Phone: 540-752-1316**

**Email: [operations@aceconsulting.us](mailto:operations@aceconsulting.us)**

**Web: [www.aceconsulting.us](http://www.aceconsulting.us)**

*Your Building Blocks to the Future*

**AUTHORIZED INFORMATION TECHNOLOGY SCHEDULE PRICELIST GENERAL PURPOSE  
COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE AND SERVICES**



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>

SCHEDULE TITLE: Federal Supply Schedule 070 -- **GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES** - Pursuant to Section 211 of the e-Gov Act of 2002, Cooperative Purchasing provides authorized State and local government entities access to information technology items offered through GSA's Schedule 70 and the Corporate contracts for associated special item numbers. Contracts with the COOP PURC icon indicate that authorized state and local government entities may procure from that contract.

CONTRACT NUMBER: GS-35F-339AA

CONTRACT PERIOD: 05/01/2013 through 04/30/2018

For more information on ordering Federal Supply Schedules click on the FSS Schedules button at [www.fss.gsa.gov](http://www.fss.gsa.gov)

CONTRACTOR: Accounting and Consulting Essentials, Inc.

CONTRACTOR'S ADMINISTRATION SOURCE:

Name: Heide Snyder  
Address: Accounting and Consulting Essentials, Inc.  
328 Storck Road  
Fredericksburg, VA 22406  
Telephone: (540) 752-1316  
E-mail: [operations@aceconsulting.us](mailto:operations@aceconsulting.us)

BUSINESS SIZE: Small (Woman-Owned Small Business)

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2: Offerors and Agencies are advised that the Group 70 - Information Technology Schedule is **not** to be used as a means to procure services which properly fall under the Rooks Act. These services include, but are not limited to architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.



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**SECTION 1. CUSTOMER INFORMATION (FOR ORDERING ACTIVITIES)**

**1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)**

Special Item No. 132-51 Information Technology Professional Services: 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.

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

**1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:** (Government net price based on a unit of one)

**See below price list for the labor categories awarded under this contract.**



**B. LABOR CATEGORY RATES FOR GSA IT-70 PROFESSIONAL SERVICES**

<b>Labor Category Number</b>	<b>Labor Category Title</b>	<b>GSA Price</b>
1	PROGRAM MANAGER	\$142.44
2	SR PROJECT MANAGER	\$113.27
3	PROJECT MANAGER	\$105.29
4	TASK MANAGER	\$95.75
5	SR PROJECT CONTROL PLANNER	\$89.02
6	PROJECT CONTROL SPECIALIST II	\$84.23
7	PROJECT CONTROL SPECIALIST I	\$67.66
8	PROJECT ADMINISTRATOR II	\$65.09
9	PROJECT ADMINISTRATOR I	\$52.72
10	ACCOUNTING TECHNICIAN	\$76.57
11	FINANCIAL ANALYST	\$52.64
12	ADMINISTRATIVE ASSISTANT	\$38.28
13	TECHNICAL WRITER II	\$65.81
14	TECHNICAL WRITER I	\$50.81
15	QUALITY MANAGER	\$121.72
16	QUALITY ASSURANCE SPECIALIST	\$76.57
17	QUALITY ASSURANCE ANALYST II	\$46.73
18	QUALITY ASSURANCE ANALYST I	\$40.78
19	MANAGEMENT ANALYST	\$103.52
20	HELP DESK SPECIALIST	\$59.35
21	HELP DESK TECHNICIAN	\$52.51
22	REQUIREMENTS MANAGER	\$106.02
23	SYSTEM ANALYST IV	\$109.96
24	SYSTEM ANALYST III	\$77.84
25	SYSTEM ANALYST II	\$65.09
26	SYSTEM ANALYST I	\$52.11
27	ELECTRONIC BILLING SPECIALIST	\$59.35



Labor Category Number	Labor Category Title	GSA Price
28	SYSTEM ENGINEER III	\$116.09
29	SYSTEM ENGINEER II	\$95.72
30	SYSTEM ENGINEER I	\$59.35
31	SOFTWARE ENGINEER IV	\$133.81
32	SOFTWARE ENGINEER III	\$123.46
33	SOFTWARE ENGINEER II	\$101.89
34	SOFTWARE ENGINEER I	\$88.25
35	DATABASE MANAGER	\$120.08
36	DATABASE SPECIALIST II	\$114.73
37	DATABASE SPECIALIST I	\$91.89
38	DATABASE ANALYST	\$74.38
39	NETWORK SECURITY MANAGER	\$143.55
40	SR NETWORK SECURITY SPECIALIST	\$101.35
41	NETWORK SECURITY SPECIALIST	\$85.83
42	SUBJECT MATTER EXPERT I	\$95.68
43	SUBJECT MATTER EXPERT II	\$149.56
44	SUBJECT MATTER EXPERT III	\$155.95
45	SUBJECT MATTER EXPERT IV	\$196.05
46	SUBJECT MATTER EXPERT V	\$246.96
47	SR CONFIGURATION MANAGEMENT SPECIALIST	\$107.04
48	CONFIGURATION MANAGEMENT SPECIALIST	\$87.02
49	TEST MANAGER	\$106.02
50	TESTING SPECIALIST III	\$96.91
51	TESTING SPECIALIST II	\$86.15
52	TESTING SPECIALIST I	\$69.70
53	HARDWARE/SOFTWARE SPECIALIST	\$44.54



**2. MAXIMUM ORDER\* (All dollar amounts are exclusive of any discount for prompt payment)**

Special Item Number 132-51 - Information Technology Professional Services: The maximum dollar value per order for this SIN is \$500,000

\*If the best value selection places your order over the Maximum Order identified in this catalog/price list, 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 of orders to be issued is : None

**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.

**5. POINT(S) OF PRODUCTION/SERIVCE:**

48 contiguous states, District of Columbia, Alaska, & Hawaii

**6. DISCOUNTS:** Prices shown are NET Prices; Basic Discounts have been deducted. A basic discount of 5% has been offered to the Government for all labor categories purchased.

**7. QUANTITY DISCOUNTS:** To be negotiated with customers for orders over \$500,000.

**8. PROMPT PAYMENT TERMS:** 0.5 % - 20 days from receipt of Net 30 invoice

**9a. Government Purchase Cards** are accepted at or below the micro-purchase threshold.

**9b. Government Purchase Cards** are accepted above the micro-purchase threshold.

**10. FOREIGN ITEMS:** N/A



11a. **TIME OF DELIVERY:** ACE Inc shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

<u>SPECIAL ITEM NUMBER</u>	<u>DELIVERY TIME (Days ARO)</u>
132-51	30 days AOR

11b. **EXPEDITED DELIVERY:** N/A

11c. **OVERNIGHT AND 2-DAY DELIVERY:** N/A

11d. **URGENT REQUIREMENTS:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact ACE Inc for the purpose of obtaining accelerated delivery. ACE Inc shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the ACE Inc in writing.) If ACE Inc offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. **FOB POINT:** 48 contiguous states, District of Columbia, Alaska, & Hawaii

13a. **ORDERING ADDRESS:**

➤ **Facsimile Transmissions:** For orders by facsimile transmission, use the following telephone number.

Fax Number: (540) 752-1315  
Attention: Heide Snyder

➤ **Mailed / Electronic Orders:** For mailed orders use the following information.

Name: Heide Snyder  
Address: Accounting and Consulting Essentials, Inc.  
328 Storck Road  
Fredericksburg, VA 22406  
Telephone: (540) 752-1316  
E-mail: operations@aceconsulting.us



**13a. ORDERING PROCEDURES:** For supplies and services, the ordering procedures, and information on Blanket Purchase Agreements (BPAs) , are found in Federal Acquisition Regulation (FAR) 8.405-3.

**14. PAYMENT ADDRESS:**

Name: Heide Snyder  
Address: Accounting and Consulting Essentials, Inc.  
328 Storck Road  
Fredericksburg, VA 22406  
Telephone: (540) 752-1316

**15. WARRANTY PROVISION: N/A**

**16. EXPORT PACKAGING CHARGES: N/A**

**17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:**  
Accepted at or below and above the micro-purchase level.

**18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE): N/A**

**19. TERMS AND CONDITIONS OF INSTALLATION 9IF APPLICABLE): N/A**

**20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES 9IF AVAILABLE): N/A**

**20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES 9IF APPLICABLE): N/A**

**21. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE): N/A**

**22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE): N/A**

**23. PREVENTIVE MAINTENANCE(IF APPLICABLE): N/A**

**24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g., recycled content, energy efficient, and/or reduced pollutants): N/A**

**24b. Section 508 Compliance for EIT: N/A**

**25. DUNS Number: 104599969**

**26. NOTICFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:** ACE Inc is registered with the Central Contractor Registration Database.

## SECTION 2. TERMS AND CONDITIONS

### A. APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)

#### 1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT/IAM 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, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation - May 2003) Availability of Funds for the Next**

Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

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

**4. PERFORMANCE OF SERVICES**

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

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

- (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 52.212-4 CONTRACT TERMS AND CONDITIONS ☐COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I ☐OCT 2008) (DEVIATION I - 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/IAM Professional Services.

**9. INDEPENDENT CONTRACTOR**

All IT/IAM 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/IAM 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**

Please see Sections 4 and 5 below of this document.



**B. USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION  
PROCUREMENT PROGRAMS**

**PREAMBLE**

ACE Inc provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

**COMMITMENT**

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact (Heide Snyder: 540-752-1316, email: [hsnyder@aceconsulting.us](mailto:hsnyder@aceconsulting.us)).



### **SECTION 3. OVERVIEW – ACE Inc.**

Established in 2002, Accounting and Consulting Essentials, Inc. (ACE) provides sensible solutions for our customers.

Located in Fredericksburg, Virginia, our philosophy is to develop enduring partnerships with our clients by consistently delivering quality personnel and technology consulting services. Because we implement systems based on Oracle's best practices, and methodologies working with ACE saves time, reduces risk, and ultimately provides a quicker return on our client's Oracle investment. Especially important in today's market, we help our customers accomplish more for less.

ACE has supported important projects such as the Defense Health Services Systems (DHSS) Code Maintenance, the Defense Medical Human Resources System – internet, the Central Credentials and Quality Assurance System, Military Health System Distributed Learning Support, and the Veterans Administration Testing Service Support Services, among others.

#### **Accounting Consulting Essentials, Inc. core services include:**

##### **Technology Services**

- Fusion Middleware Architecture & Administration
- Business Intelligence & Data Warehousing
- Database Administration & Architecture
- Clinical Solutions COTS Integration and Development
- Independent Verification and Validation Services

##### **Technical Support**

- Database Administration
- Application Development
- Database Modeling & Re-engineering
- Application Server Administration

##### **Integration Services**

- SOA Development & Architecture
- HL7, X12, UDF Interface Development & Architecture
- COTS Integration
- 

### **CORPORATE VISION AND MISSION**

Our vision is to be a thought leader in the future era in information management, helping our customers take advantage of the immeasurable value of their information.

Our mission is to transform the use of technology so that customer organizations can identify and access relevant information to improve performance



## **CORPORATE QUALITY POLICY**

ACE is fully committed to customer satisfaction and continuous improvement. Delivering the promises to our customers is of the highest priority.

## **CORPORATE ORGANIZATIONAL STRUCTURE**

ACE understands the importance of organizational structure. An organizations structure reflects the organizations ability to be flexible and responsive. We have elected to establish a low risk, flexible management structure in support of our customers. ACE is organized in an intently customer-focused structure that is built on synergistic values and philosophies when it comes to our personnel, our business processes, and our customers. We have high ethical standards, are committed to delivering quality services, place an extremely high value on our employees, and will do everything in our power to keep our customers satisfied.

## **CORPORATE MANAGEMENT**

The company has over a decade of consecutive years of providing high caliber information management support to the United States Government and industry partners. All of our contracts have been awarded through fully competitive competitions. ACE's growth is a direct result of providing consistent, quality customer services support. Our steady growth reflects the high satisfaction on the part of our clients and management. Our management team places a premium emphasis on selecting opportunities. We take this position to avoid situations where we may not have the infrastructure, or processes to support new requirements at the highest standards of performance. We have an unsurpassed track record with regard to the management of subcontractors. Our executive staff is experienced with a proven track record. We have demonstrated expertise across the selected SIN and sub SIN areas. In summary, ACE has the values, track record, personnel, infrastructure, and expertise to exceed the Government's expectations in every respect.

### ***Task Order Request for Proposal Response Process***

ACE will be very responsive to Task Order Request for Proposals. It is our mission to recruit and assemble the best available talent and expertise to ensure that the needs of the customer are fully addressed in our response. The end result will be for ACE to present a proposal that will deliver a best-value solution to the customer while presenting a methodical, comprehensive and responsible approach.

### ***Personnel Retention***

We take great pride in our most valuable asset, our employees. One of the critical factors for supporting and maintaining the life-cycle of information systems is the project staff's ability to understand both the current operating environment and the critical success factors for the overall project.



In order to retain qualified information management and technology professionals, our team maintains a work-life support structure with a competitive edge. We believe that retention is closely tied to several factors such as career progression, compensation, work-life benefits, work environment, job stability, effective communication, and recognition. Our team's labor pool consists of a balanced cross-section of technical and functional personnel who have the education, experience, and tools to perform a wide range of information system activities.

Our team's most valuable asset is our experienced and dedicated workforce and to retain these skilled individuals, we provide a combination of competitive wages, progressive work-life benefits, interesting and rewarding work opportunities, and a culture that is flexible and responsive to our employees' needs. We also develop and continuously improve our workforce capabilities by providing training opportunities and educational assistance. Our corporate retention rates are consistently above the industry average, proving our methods are successful.

ACE strongly believes that providing a solid work-life benefits program is critical in retaining our employees. We ensure that our overall benefits package is equal to, or better than, industry standards by continuously monitoring the workplace to identify new standards and trends, and making appropriate adjustments to remain competitive. Our goal is to retain the most desirable personnel to support our customer's requirements and to provide a challenging, yet rewarding career for our personnel.

## **CORPORATE SUMMARY**

ACE's decision to pursue this procurement is based on several factors. These include our desire to expand and solidify our business base in information technology support services, our broad experience in the Special Item Numbers (SINs), and the stated General Services Administration objectives/evaluation factors to be used to evaluate proposals and make awards. Our professional service experience is detailed in the attachment titled Experience and provides convincing background on our depth of experience in information technology related support services, especially in procurements involving multiple, complex task orders. Our management team understands and has demonstrated how to make a contract transition transparent to the customer and excels in managing scope, schedule, and cost.

Equally important is that we have a corporate culture that focuses on the workforce. This culture dovetails neatly with the GSA Multiple Award Schedule (MAS) Express Program's expressed workforce requirements. ACE also highly values the individual and respects a management team and workforce that are efficient and effective in supporting the customer. For these reasons and others to be discussed subsequently, ACE represents a best value offeror for the GSA Schedule 70 - General Purpose Commercial Information Technology Equipment, Software, and Services.



#### **SECTION 4. IT PROFESSIONAL SERVICES AREAS (SIN 132.51)**

ACE Inc qualifications under SIN 132 51 Information Technology Services includes Sub-SINs Facility Management, Systems Development Services, Programming Services, Backup and Security Services, and IT Network Management Services under the GSA Schedule 70 - General Purpose Commercial Information Technology Equipment, Software, and Services procurement.

Our professional service experience includes a depth of experience in information technology related support services, especially in procurements involving multiple, complex task orders. ACE Inc understands and has demonstrated how to make a contract transition transparent to the customer and excels in managing scope, schedule and cost.

Equally important is that we have a corporate culture that focuses on the workforce. This culture dovetails neatly with the GSA Multiple Award Schedule (MAS) Express Program's expressed workforce requirements. ACE Inc also highly values the individual and respects a management team and workforce that are efficient and effective in supporting the customer. For these reasons, ACE Inc represents a best value offeror for the GSA Schedule 70 - General Purpose Commercial Information Technology Equipment, Software, and Services.



## SECTION 5. ACE INC LABOR CATEGORY DESCRIPTIONS AND RATES

### A. LABOR CATEGORY DESCRIPTIONS FOR GSA IT-70 PROFESSIONAL SERVICES

#### **Labor Category #1: Program Manager**

Minimum/General Experience: Ten (10) years experience and familiarity with standard concepts, practices, and procedures within a particular field. Usually holds a professional certification with Program Management as the central focus of knowledge, skills, or abilities. Relies on extensive experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is required.

Functional Responsibility: Applies experience and ability to direct multiple IT systems development life cycle (SDLC) efforts such as: design, development, integration, testing, training, deployment, operation and/or maintenance. Must be capable of independently leading programs that involve the successful management of teams composed of data processing and other information management professionals who have been involved in analysis, design, integration, testing, documenting, converting, extending, and implementing automated information systems. Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Ability and authority to establish and alter (as necessary) vendor management structure to direct effective contract support activities.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.

#### **Labor Category #2: Sr. Project Manager**

Minimum/General Experience: Eight (8) years experience and familiarity with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected.

Functional Responsibility: Oversees and orchestrates IT systems development life cycle (SDLC) efforts such as: design, development, integration, testing, training, deployment, operation and/or maintenance. Performs day-to-day management of assigned delivery order projects that involve teams of data processing and other information system and management professionals who have previously been involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated information systems. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.



**Labor Category #3: Project Manager**

Minimum/General Experience: Six (6) years experience and familiarity with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected.

Functional Responsibility: Oversees and orchestrates IT systems development life cycle (SDLC) efforts such as: design, development, integration, testing, training, deployment, operation and/or maintenance. Performs day-to-day management of assigned delivery order projects that involve teams of data processing and other information system and management professionals who have previously been involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated information systems. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.

**Labor Category #4: Task Manager**

Minimum/General Experience: Five (5) years experience and familiarity with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected.

Functional Responsibility: Applies experience and ability to directly supervise an individual IT systems development life cycle (SDLC) task such as: design, development, integration, testing, training, deployment, operation and/or maintenance. Performs day-to-day management of assigned tasks, working with other data processing or information system and management professionals. Demonstrates proven skills in those technical areas addressed by the task to be managed. Plans, organizes, coordinates and executes all activities associated with assigned task. Demonstrates writing and oral communication skills.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.

**Labor Category #5: Sr. Project Control Planner**

Minimum/General Experience: Four (4) years experience demonstrating the ability to prepare and analyze financial statements, develop project schedules, utilize cost accounting and labor-reporting systems, and manage contracts and/or subcontracts with minimal oversight. Has demonstrated experience and ability to use spreadsheets and project management tools to track deliverables, financial transactions, and management information.

Functional Responsibility: Applies experience and ability to independently prepare and analyze financial statements, develop highly complex project schedules, recommend and utilize cost accounting and labor-reporting systems, and manage multiple contracts and subcontracts. Demonstrated experience and ability to use spreadsheets and complex project management tools and systems to track deliverables, financial transactions, and management information. Ability to manage financial and/or administrative aspects of assigned contracts and deliverables. Tracks and validates all client financial information, establishes and maintains master contract files, prepares and monitors status of all deliverables, tracks the value of contracts, and reports payment of government fees. Updates task reports with funding information and prepares projections for all active contract task orders.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.



**Labor Category #6: Project Control Specialist II**

Minimum/General Experience: Three (3) years experience demonstrating the ability to prepare and analyze financial statements, develop project schedules, utilize cost accounting and labor-reporting systems, and manage contracts and/or subcontracts with minimal oversight. Has demonstrated experience and ability to use spreadsheets and project management tools to track deliverables, financial transactions, and management information.

Functional Responsibility: Applies experience and ability to prepare and analyze financial statements, develop project schedules, utilize cost accounting and labor-reporting systems, and manage contracts and/or subcontracts with minimal oversight. Demonstrated experience and ability to use spreadsheets and project management tools to track deliverables, financial transactions, and management information. Manages financial and/or administrative aspects of assigned contracts and deliverables. Tracks and validates all client financial information, maintains master contract files, prepares and monitors status of all deliverables, tracks the value of contracts, and reports payment of government fees. Updates task reports with funding information and prepares revenue projections for all active contract task orders.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.

**Labor Category #7: Project Control Specialist I**

Minimum/General Experience: Two (2) years experience demonstrating the ability to prepare and analyze financial statements, develop project schedules, utilize cost accounting and labor-reporting systems, and manage contracts and/or subcontracts with minimal oversight. Has demonstrated experience and ability to use spreadsheets and project management tools to track deliverables, financial transactions, and management information.

Functional Responsibility: Applies experience and ability to prepare and analyze financial statements, develop project schedules, utilize cost accounting and labor-reporting systems, and manage contracts and/or subcontracts with minimal oversight. Demonstrated experience and ability to use spreadsheets and project management tools to track deliverables, financial transactions, and management information. Manages financial and/or administrative aspects of assigned contracts and deliverables. Tracks and validates all client financial information, maintains master contract files, prepares and monitors status of all deliverables, tracks the value of contracts, and reports payment of government fees. Updates task reports with funding information and prepares revenue projections for all active contract task orders.

Minimum Education: Associate's Degree in a related area or two (2) years work experience in specific field.

**Labor Category #8: Project Administrator II**

Minimum/General Experience: Three (3) years experience demonstrating the ability to use word processing and graphics production software and equipment.

Functional Responsibility: Duties include general administrative and clerical duties such as typing, filing, taking meeting minutes, composing routine correspondence, assisting in the production of final form documentation to meet requirements of governing contract; performing data entry on a variety of systems; and maintaining a technical library, all in a supervised setting.

Minimum Education: Associate's Degree in a related area or four (2) years work experience in specific field.



**Labor Category #9: Project Administrator I**

Minimum/General Experience: One (1) year experience demonstrating the ability to use word processing and graphics production software and equipment.

Functional Responsibility: Duties include general administrative and clerical duties such as typing, filing, taking meeting minutes, composing routine correspondence, assisting in the production of final form documentation to meet requirements of governing contract; performing data entry on a variety of systems; and maintaining a technical library, all in a supervised setting.

Minimum Education: Associate's Degree in a related area or two (2) years work experience in specific field.

**Labor Category #10: Accounting Technician**

Minimum/General Experience: Four (4) years experience demonstrating the ability in accounting and accounting software.

Functional Responsibility: Duties include general administrative and clerical duties such as typing, filing, taking meeting minutes, composing routine correspondence, assisting in the production of final form documentation to meet requirements of governing contract; performing data entry on a variety of systems; and maintaining a technical library, all in a supervised setting.

Minimum Education: Bachelor's Degree in Accounting or Finance or in a related area or four (4) years work experience in the accounting field.

**Labor Category #11: Financial Analyst**

Minimum/General Experience: Four (4) years experience demonstrating the ability to conduct financial analysis around a variety problems/issues.

Functional Responsibility: Duties include general administrative and clerical duties such as typing, filing, taking meeting minutes, composing routine correspondence, assisting in the production of final form documentation to meet requirements of governing contract; performing data entry on a variety of systems; and maintaining a technical library, all in a supervised setting.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.

**Labor Category #12: Administrative Assistant**

Minimum/General Experience: Two (2) years experience demonstrating the ability to use word processing and graphics production software and equipment.

Functional Responsibility: Duties include general administrative and clerical duties such as typing, filing, taking meeting minutes, composing routine correspondence, assisting in the production of final form documentation to meet requirements of governing contract; performing data entry on a variety of systems; and maintaining a technical library, all in a supervised setting.

Minimum Education: High School education or one (1) years work experience in specific field.



**Labor Category #13: Technical Writer II**

Minimum/General Experience: Four (4) years experience demonstrating the ability to use word processing and graphics production software and equipment.

Functional Responsibility: Applies experience and ability to write a wide assortment of technical documents. Ability to plan, develop, maintain, rewrite, and produce computer software/systems related documentation including tailoring style and readability to user requirements. Ability to assist programmers and engineers in developing online documentation. Collects and organizes information for preparation of user manuals, training materials, installation guides, proposals, and reports. Writes reports, documentation (e.g., system specifications, operator manuals, reference manuals, and pamphlets) for information management systems and new releases of technical material; applying word processing, graphics and audio visual communications techniques for technical or scientific subject matter; and assisting programmers and engineers in developing on-line documentation.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.

**Labor Category #14: Technical Writer I**

Minimum/General Experience: Two (2) years experience demonstrating the ability to use word processing and graphics production software and equipment.

Functional Responsibility: Duties include writing and preparing technical documentation using outlines and resource material provided by functional analysts and computer personnel. Consolidates, formats, requires and edits documentation written by technical personnel. Interprets documentation standards and instructions listed in the Statement of Work and produces documents that conform to instructions. Applies knowledge of required standards and verifies that documentation conforms to standards. Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.

**Labor Category #15: Quality Manager**

Minimum/General Experience: Six (6) years experience demonstrating the ability to perform the below functions.

Functional Responsibility: Demonstrated experience and ability to supervise or lead a team of Quality Assurance specialists in applying quality control/quality assurance management procedures, including implementing a program of reporting, tracking and analyzing key metrics, monitoring quality procedures and participating in software reviews and testing. Demonstrated experience and ability to evaluate, recommend, and use software engineering processes and methodologies. Demonstrated experience and ability to determine and apply the latest commercial products and procedures for identifying software errors and evaluating software quality and efficiency. Demonstrated experience and ability to interpret and apply Government regulations, manuals, and standards relating to quality assurance. Ability to determine the resources required for quality control. Ability to maintain the level of quality throughout the software and system life cycle. Ability to develop and present software and system quality assurance plans. Ability to conduct formal and informal reviews at predetermined points throughout the development life cycle. Duties include independently developing and implementing a complex program of reporting, tracking, and analyzing key performance based system metrics; and monitoring quality procedures, evaluating system quality and efficiency, and may include Quality Assurance Team supervision.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.



**Labor Category #16: Quality Assurance Specialist**

Minimum/General Experience: Four (4) years experience demonstrating the ability to perform the below functions.

Functional Responsibility: Applies experience and ability to apply quality control/quality assurance management procedures, including implementing a program of reporting, tracking and analyzing key software metrics, monitoring quality procedures and participating in software reviews and testing with minimal oversight. Demonstrated experience and ability to use software engineering processes and methodologies. Demonstrated experience and ability to apply the latest commercial products and procedures for identifying software errors and evaluating software quality and efficiency. Demonstrated experience and ability to interpret and apply Government regulations, manuals, and standards relating to quality assurance. Ability to determine the resources required for quality control. Ability to maintain the level of quality throughout the software life cycle. Ability to develop and present software quality assurance plans. Ability to conduct formal and informal reviews at predetermined points throughout the development life cycle. Duties include independently developing and implementing a program of reporting, tracking, and analyzing key performance based system metrics; and monitoring quality procedures, evaluating system quality and efficiency, and participating in system reviews and testing.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.

**Labor Category #17: Quality Assurance Analyst II**

Minimum/General Experience: Two (2) years experience demonstrating the ability to use word processing and perform the below functions.

Functional Responsibility: Ability to apply supervised quality control/quality assurance management procedures, including tracking and analyzing key software metrics, monitoring quality procedures and participating in software reviews and testing in a supervised setting. Ability to interpret and apply Government regulations, manuals, and standards relating to quality assurance. Ability to evaluate software and associated documentation. Ability to participate in formal and informal reviews to determine quality and in the development of software quality assurance plans. Ability to examine and evaluate the SQA process and recommend enhancements and modifications. Ability to develop quality standards. Duties include reporting, tracking, and analyzing key performance based system metrics; and monitoring quality procedures, and evaluating system quality, efficiency and testing.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.

**Labor Category #18: Quality Assurance Analyst I**

Minimum/General Experience: Two (2) years experience demonstrating the ability to use word processing and perform the below functions.

Functional Responsibility: Ability to apply supervised quality control/quality assurance management procedures, including tracking and analyzing key software metrics, monitoring quality procedures and participating in software reviews and testing in a supervised setting. Ability to interpret and apply Government regulations, manuals, and standards relating to quality assurance. Ability to evaluate software and associated documentation. Ability to participate in formal and informal reviews to determine quality and in the development of software quality assurance plans. Ability to examine and evaluate the SQA process and recommend enhancements and modifications. Ability to develop quality standards. Duties include reporting, tracking, and analyzing key performance based system metrics; and monitoring quality procedures, and evaluating system quality, efficiency and testing.

Minimum Education: Associate's Degree in a related area or two (2) years work experience in specific field.



**Labor Category #19: Management Analyst**

Minimum/General Experience: Four (4) years experience demonstrating the ability to use word processing and graphics production software and equipment.

Functional Responsibility: Applies experience and ability to apply multiple organizational, and management improvement techniques in a government or commercial environment. Ability to identify best practices and apply change management, organizational development, activity and data modeling, or information system development methods and practices with minimal oversight. Ability to support and participate in formal and informal reviews at pre-determined points throughout the project life cycle. Ability to apply process improvement and re-engineering methodologies and principles. Ability to create and assess performance measurements. Ability to participate in client problem-solving and in the recommendation development process. Ability to communicate effectively orally or in writing.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.

**Labor Category #20: Help Desk Specialist**

Minimum/General Experience: Two (2) years experience demonstrating the ability to perform the below duties.

Functional Responsibility: Duties include demonstrated ability to assist in the use of software and hardware, servers, printers, network components, and other peripheral components. Ability to teach hardware concepts to customers with little or no background in computers. Ability to conduct component level diagnostics. Demonstrated ability to assist in the use of a variety of business software and operating systems. Ability to develop and maintain documentation for procedures and processes, as well as, maintenance logs and equipment databases. Ability to effectively communicate orally and in writing.

Minimum Education: Associate's Degree in a related area or two (2) years work experience in specific field.

**Labor Category #21: Help Desk Technician**

Minimum/General Experience: Two (2) years experience demonstrating the ability to perform the below duties.

Functional Responsibility: Duties include assisting in the use of hardware, servers, printers, business software and operating systems. Ability to resolve General hardware and software problems with customers having little or no background in computers. Ability to conduct component level diagnostics. Ability to maintain documentation for procedures and processes, as well as, maintenance logs and equipment databases. Ability to effectively communicate orally and in writing.

Minimum Education: High School Diploma in a related area or one (1) year work experience in specific field.



**Labor Category #22: Requirements Manager**

Minimum/General Experience: Eight (6) years experience and must have detailed familiarity with test environments and operating procedures. Demonstrated experience and ability to supervise a team of test specialists and manage complex, state-of-the-art test programs. Ability to manage and work effectively with diverse organizations and personalities to execute a successful test program.

Functional Responsibility: Translates complex program requirements into testable objectives. Recommends test cycle, test plans, safety reviews, and detailed test objectives. Applies complex test methodologies and compensate for limitations and restrictions. Has the ability to develop overall test strategy to include objectives, methodologies, analysis, and schedules. Able to independently assess system performance against stated requirements. Capable of applying test discipline to design a thorough and executable test program. Spearheads analysis efforts to dissect output data, interface with the client, and provide clear results and recommendations.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.

**Labor Category #23: Systems Analyst IV**

Minimum/General Experience: Ten (10) years technical experience, which provides the ability to demonstrate expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

Functional Responsibility: Demonstrated ability to lead a team of specialists in developing network, and technical architectures in support of complex and highly sophisticated client/server and mainframe applications. Ability to develop network and technical architectures for complex and highly sophisticated client/server and mainframe applications. Demonstrated ability to develop and execute architecture strategies, feasibility studies, and integration analyses. Ability to supervise and provide guidance in implementing various architectures. Able to independently gather and define the architecture requirements and ensure that the architectures are compatible and in compliance with the appropriate IT organization and project standards. Reviews, analyzes, and evaluates business systems and user needs. Documents requirements, defines scope and objectives, and formulates systems to parallel overall business strategies. May provide consultation on complex projects and is considered to be the top-level contributor/specialist. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.

**Labor Category #24: Systems Analyst III**

Minimum/General Experience: Seven (7) years technical experience and familiarity with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

Functional Responsibility: Demonstrated ability to develop and execute architecture strategies, feasibility studies, and integration analyses with minimal oversight. Demonstrated ability to develop network, and technical architectures for moderate to simple client/server and mainframe applications. Ability to gather and define architecture requirements and ensure that the architectures are compatible and in compliance with the appropriate IT organization and project standards. Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. Performs a variety of complicated tasks. May provide consultation on complex projects and is considered to be the top-level contributor/specialist. Typically reports to a manager or head of a unit/department.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.



**Labor Category #25: System Analyst II**

Minimum/General Experience: Four (4) years technical experience and familiarity with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

Functional Responsibility: Demonstrated ability to oversee analyst staff and analyze and evaluate existing systems to independently define problems, data availability, report requirements and system design issues. Demonstrated ability to provide technical and administrative direction for personnel performing systems development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and progress in accordance with schedules. Demonstrated ability to define system objectives and prepare system design specifications to meet user requirements and satisfy interface problems. Ability to coordinate with the Program Manager to ensure solutions to problems and user satisfaction. Prepares milestone status reports and deliveries and presentations on the system concept to colleagues, subordinates, and end user representatives. Analyzes alternate means of deriving input data to select the most accurate, feasible and economical methods. Defines input and output file specifications including file organization. Defines controls, conversion procedures and system implementation plans including user training and orientation. Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. Performs a variety of complicated tasks. May provide consultation on complex projects and is considered to be the top-level contributor/specialist. Typically reports to a manager or head of a unit/department.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.

**Labor Category #26: Systems Analyst I**

Minimum/General Experience: Two (2) years experience with knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.

Functional Responsibility: Demonstrated ability to analyze and evaluate existing systems with minimal oversight and define problems, data availability, report requirements and system design issues. Ability to develop plans for IT systems from project inception to conclusion. Ability to analyze the problem and the information to be processed, define the problem and develop system requirements and program specifications from which programmers prepare detailed flowcharts, programs, and tests. Analyzes alternate means of deriving, input data to select the most accurate, feasible and economical methods. Defines input and output file specifications including file organization. Defines controls, conversion procedures and system implementation plans including user training and orientation. Closely coordinates with programmers to ensure proper implementation of program and system specifications. In conjunction with functional users develops system alternative solutions. Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. Primary job functions do not typically require exercising independent judgment. Works under immediate supervision and typically reports to a manager.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.

**Labor Category #27: Electronic Billing Specialist**

Minimum/General Experience: Two (2) years experience demonstrating the ability to use word processing and performing the below duties.

Functional Responsibility: Ability to provide accurate and current advise and training on procedures related to manual and automated patient records systems to include access, organization, retention, storage, retrieval, and destruction of patient records. Ability to demonstrate a broad understanding of applicable laws and regulations on medical records and billing procedures.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.

**Labor Category #28: System Engineer III**

Minimum/General Experience: Six (6) years technical experience having demonstrated ability to lead a team of specialists involved in combining a multitude of very complex system and software packages.

Demonstrated ability to assess architecture and current hardware limitations, define and design complex system specifications, input/output processes and working parameters for hardware/software compatibility. Demonstrated ability to implement computer systems in a phased approach of requirements analysis and conceptual design, site survey, system design review, critical design review, installation, integration, and testing.

Functional Responsibility: Applies demonstrated ability to lead a team of specialists involved if combining a multitude of very complex system and software packages. Demonstrated ability to assess architecture and current hardware limitations, define and design complex system specifications, input/output processes and working parameters for hardware/software compatibility. Demonstrated ability to implement computer systems in a phased approach of requirements analysis and conceptual design, site survey, system design review, critical design review , installation, integration, and testing. Able to perform requirements analysis for a wide range of users in areas of office automation. Able to present system designs for user approval at formal reviews. Able to independently integrate software, interpret software test results, and recommend solutions for unsatisfactory test results. Coordinates design of subsystems and integration of total system and life-cycle support, including maintenance, administration, and management. Analyzes and resolves difficult and complicated program support deficiencies. Conducts independent technical investigations in systems design. Coordinates and consolidates design efforts on major products. May provide work leadership for lower level employees. Presents system designs for user approval at formal reviews. Independently integrate software, interpret software test results, and recommend solutions for unsatisfactory test results. Coordinates design of subsystems and integration of total system and life-cycle support, including maintenance, administration, and management. Analyzes and resolves difficult and complicated program support deficiencies. Conducts independent technical investigations in systems design. Coordinates and consolidates design efforts on major products.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.

**Labor Category #29: Systems Engineer II**

Minimum/General Experience: Four (4) years technical experience having demonstrated the ability to implement computer systems in a phased approach of requirements analysis and conceptual design, site survey, system design review, critical design review, installation, integration, and testing with minimal oversight. Demonstrated ability to analyze existing systems and define, design and develop new integrated system requirements.

Functional Responsibility: Applies demonstrated ability to implement computer systems in a phased approach of requirements analysis and conceptual design, site survey, system design review, critical design review, installation, integration, and testing with minimal oversight. Demonstrated ability to analyze existing systems and define, design and develop new integrated system requirements. Determines system specifications, input/output processes and working parameters for hardware/software compatibility. Able to perform requirements analysis for a wide range of users in areas of office automation. Coordinates design of subsystems and integration of total system. Identifies, analyzes and resolves program support deficiencies. Determines system specifications, input/output processes, and working parameters for hardware/software compatibility. Performs requirements analysis for a wide range of users in areas of office automation. Coordinates design of subsystems and integration of total system. Identifies, analyzes and resolves program support deficiencies.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.

**Labor Category #30: Systems Engineer I**

Minimum/General Experience: Two (2) years technical experience with the ability to assist in the analysis of existing systems and the definition, design and development of new system requirements. Able to perform requirements analysis for general users of office automation.

Functional Responsibility: Applies ability to assist in the analysis of existing systems and the definition, design and development of new system requirements. Able to perform requirements analysis for general users of office automation. Participates in the determination of system specifications, input/output processes and working parameters for hardware/software compatibility. With supervision, identifies, analyzes and may resolve program support deficiencies. Participates in the determination of system specifications, input/output processes, and working parameters for hardware/software compatibility. Works with direct supervision, to identify, analyze and resolve program support deficiencies.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.



**Labor Category #31: Software Engineer IV**

Minimum/General Experience: Has at least Ten (10) years technical experience demonstrating expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected.

Functional Responsibility: Applies demonstrated experience and ability to lead or direct of team of software engineers developing and maintaining operating systems, applications software, database packages, compilers, assemblers, utility programs and other highly complex system software requirements. Ability to modify and create special purpose software and ensure systems efficiency and integrity. Ability to analyze systems requirements and design specifications. Ability to develop block diagrams and logic flow charts. Ability to translate detailed systems designs into executable software. Ability to test, debug, and refine software to produce the required product. Ability to prepare required documentation, including project plans and software program documentation. Designs, modifies, develops and implements software systems and applications. Also, coordinates work teams. Provides technical support to project team members. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top-level contributor/specialist. Typically reports to an executive or a manager.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.

**Labor Category #32: Software Engineer III**

Minimum/General Experience: Has at least Eight (8) years technical experience demonstrating expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected.

Functional Responsibility: Applies demonstrated experience and ability to develop and maintain operating systems, applications software, database packages, compilers, assemblers, and utility programs with minimal oversight. Ability to modify and create special purpose software and ensure systems efficiency and integrity. Ability to develop block diagrams and logic flow charts. Ability to translate detailed design into computer software. Ability to test, debug, and refine the computer software to produce the required product. Ability to prepare required documentation, including project plans and software program documentation. Provides technical direction to less experienced programmers. Designs, modifies, develops and implements software systems and applications. Also, coordinates work teams. Provides technical support to project team members. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top-level contributor/specialist. Typically reports to an executive or a manager.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.



**Labor Category #33: Software Engineer II**

Minimum/General Experience: Has at least Five (5) years technical experience demonstrating expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected.

Functional Responsibility: Ability to conduct analysis development and maintenance of software in a supervised setting. Ability to modify and create systems software and ensure systems efficiency and integrity. Ability to translate detailed design into executable software. Ability to test, debug, and refine the software to produce the required product. Ability to prepare required documentation, including block diagrams, logic flow charts and software program documentation. Designs, modifies, develops and implements software systems and applications. Also, coordinates work teams. Provides technical support to project team members. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top-level contributor/specialist. Typically reports to an executive or a manager.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.

**Labor Category #34: Software Engineer I**

Minimum/General Experience: Two (2) years technical experience with knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.

Functional Responsibility: Designs, modifies, develops and implements software systems and applications. Supports and/or installs software systems and applications. Participates in the testing process through test review and analysis, test witnessing and certification of software. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a manager.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.

**Labor Category #35: Database Manager**

Minimum/General Experience: Has at least six (6) years technical experience and familiarity with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. A certain degree of creativity and latitude is required.

Functional Responsibility: Applies demonstrated experience and ability to lead or supervise at team of specialists in installing, maintaining, upgrading and administering full-featured database management systems and related tools. Demonstrated experience and ability to manage the development of database projects. Ability to plan and budget staff and data resources. Ability to support application developers in planning preparation, load analysis, and backup and recovery of data. Ability to prepare and deliver presentations on DBMS concepts. Ability to provide daily supervision and direction to support staff. Ability to work with other senior technical and user staff to complete projects. Ability to monitor, maintain, up-grade and administer full-featured database management systems such and related tools. Administers, maintains, develops and implements policies and procedures for ensuring the security and integrity of the database. Implements data models and database designs, data access and table maintenance codes; resolves Oracle database performance issues, database capacity issues, replication, and other distributed data issues. Performs a variety of tasks. Coordinates and consolidates design efforts on major products. May provide work leadership for lower level employees.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.



**Labor Category #36: Database Specialist II**

Minimum/General Experience: Four (4) years technical experience with knowledge of commonly used concepts, practices and procedures within the particular field. Relies on experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected.

Functional Responsibility: Ability to independently analyze, compile requirements, and develop database solutions for full-featured database systems and related tools. Ability to plan, design, develop, and modify complex databases structures, and database administration tools using current products and programming languages. Ability to work with other senior technical and user staff to complete projects. Designs and builds relational databases for data storage or processing. Develops strategies for warehouse implementation, data acquisition, and archive recovery. Cleans and maintains the database by removing and deleting old data. May evaluate new data sources for adherence to the organization's quality standards and ease of integration. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a supervisor or manager.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.

**Labor Category #37: Database Specialist I**

Minimum/General Experience: Two (2) years technical experience and familiarity with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. A certain degree of creativity and latitude is required.

Functional Responsibility: Demonstrated experience and ability to install, maintain, upgrade and administer full-featured database management systems and related tools with minimal supervision. Ability to plan, design, develop, and modify databases structures, and database administration tools using products and programming languages such as PL/SQL Visual Basic, or ORACLE Forms. Ability to work with other senior technical and user staff to complete projects. Administers, maintains, develops and implements policies and procedures for ensuring the security and integrity of the database. Implements data models and database designs, data access and table maintenance codes; resolves Oracle database performance issues, database capacity issues, replication, and other distributed data issues. Performs a variety of tasks. Works under general supervision; typically reports to a manager.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.

**Labor Category #38: Database Analyst**

Minimum/General Experience: College education or Two (2) years technical experience and familiarity with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals.

Functional Responsibility: Ability to maintain, upgrade and administer full-featured database management systems and related tools in a supervised setting. Ability to assist in planning, designing, developing, and modifying databases structures, and database administration tools using routine products and programming languages.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.



**Labor Category #39: Network Security Manager**

Minimum/General Experience: Eight (8) years technical experience and familiarity with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected.

Functional Responsibility: Demonstrated ability to manage a Network Security Team, and direct and implement the necessary controls and procedures to cost-effectively protect information network and system assets from intentional or inadvertent modification, disclosure or destruction. Provides guidance and direction to other functional units for the physical protection of information system assets. Provides reports to superiors regarding effectiveness of data security and makes recommendations for the adoption of new procedures. Assigns work to subordinates and monitors performance.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.

**Labor Category #40: Sr. Network Security Specialist**

Minimum/General Experience: Six (6) years technical experience and familiarity with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Some degree of creativity and latitude is desired.

Functional Responsibility: Ability to analyze and define highly specialized security requirements for networks and computer systems, which may include LANs, WA's mainframes, workstations, and personal computers. Ability to use a variety of security techniques, technologies, and tools to design, develop, and implement security solutions into highly sensitive computer systems and networks. Responsible for integration and implementation of the computer system security solution. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in computer security. Fully participates in all phases of the systems lifecycle including requirements gathering, preliminary and final design; systems development, integration and testing. Directs or performs vulnerability and risk analysis, and participates in a variety of computer security penetration studies during all phases of the system development life cycle.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.

**Labor Category #41: Network Security Specialist**

Minimum/General Experience: Four (4) years technical experience and familiarity with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

Functional Responsibility: Applies demonstrated ability to independently perform complex security analysis of existing systems for compliance with security requirements. Ability to use a variety of security techniques, technologies, and tools to develop, integrate, and implement security solutions into highly sensitive computer systems and networks. Ability to perform vulnerability and risk analysis, and participate in a variety of computer security penetration studies. Analyzes and defines security requirements for computer systems, which may include mainframes, workstations, and personal computers. Designs, develops, and implements solutions to meet security requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in computer security. Participates in most phases of the systems lifecycle including preliminary and final design, systems development, integration and testing.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.

**Labor Category #42: Subject Matter Expert I**

Minimum/General Experience: Five (5) years experience demonstrating the ability to define problems and analyze and develop plans and requirements in the subject matter area for simple to moderately complex systems in the subject matter area.

Functional Responsibility: Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the areas of risk management; life-cycle management; policy development, methodologies, and modeling, and simulation in the functional area being addressed. Demonstrated experience and ability to define problems and analyze and develop plans and requirements in the subject matter area for moderately complex systems. Ability to coordinate and manage the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the following specialties: Information Systems Architecture; Networking; Telecommunications; Automation; Communications Protocols; Risk Management/Electronic Analysis; Software; Life-Cycle Management; Software Development Methodologies; Modeling and Simulation.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.

**Labor Category #43: Subject Matter Expert II**

Minimum/General Experience: Seven (7) years experience demonstrating the ability to define problems and analyze and develop plans and requirements in the subject matter area for simple to moderately complex systems in the subject matter area.

Functional Responsibility: Demonstrated experience and ability to define the problems and analyze and develop plans and requirements in the subject matter area for moderately complex to complex systems in the subject matter area. Ability to coordinate and manage the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the areas of risk management; life-cycle management; policy development, methodologies, and modeling, and simulation in the functional area being addressed. Demonstrated experience and ability to define the problems and analyze and develop plans and requirements in the subject matter area for moderately complex to complex systems. Ability to coordinate and manage the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the following specialties: Information Systems Architecture; Networking; Telecommunications; Automation; Communications Protocols; Risk Management/Electronic Analysis; Software; Life-Cycle Management; Software Development Methodologies; Modeling and Simulation.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.

**Labor Category #44: Subject Matter Expert III**

Minimum/General Experience: Nine (9) years experience demonstrating the ability to provide managerial, and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex systems in the subject matter area.

Functional Responsibility: Applies demonstrated experience and ability to provide managerial, and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex systems in the subject matter area. Ability to make recommendations and advise on system-wide improvements, risk management; automation, modeling and simulation, optimization and maintenance efforts in the functional area being addressed. Demonstrated experience and ability to provide technical direction for problem definition, analysis, requirements development and implementation for complex to extremely complex systems in the subject matter area. Ability to make recommendations and advise on organization-wide system improvements, optimization or maintenance efforts in the following specialties: Information Systems Architecture; Networking; Telecommunications; Automation; Communications Protocols; Risk Management/Electronic Analysis; Software; Life-Cycle Management; Software Development Methodologies; Modeling and Simulation.

Minimum Education: Master's Degree in a related area or six (6) years work experience in specific field.

**Labor Category #45: Subject Matter Expert IV**

Minimum/General Experience: Has at least fourteen (11) years experience demonstrating the ability to confer with senior management using industry expertise to define the client's strategic information technology business goals, and advises in the reengineering of business processes to meet these goals. Demonstrated experience and ability to effectively communicate, both orally and in writing.

Functional Responsibility: Applies demonstrated experience and ability to confer with senior management using industry expertise to define the client's strategic information technology business goals, and advises in the reengineering of business processes to meet these goals. Demonstrated experience and ability to analyze client requirements and recommend development or acquisition strategies. Demonstrated experience and ability to assist client in developing strategies and concepts. Demonstrated experience and ability to advise client on the impact of new legislation or new technologies that are relevant to their activity. Demonstrated experience and ability to effectively communicate, both orally and in writing. Demonstrated experience and ability to provide technical management and direction for problem definition, analysis and requirements development and implementation for complex systems in the subject matter area. Ability to provide workable recommendations and advice on system improvements, optimization and maintenance in the following areas: Information Systems Architecture, Automation, Telecommunications, Networking, Communication Protocols, Software, Electronic Email, Modeling and Simulation, Data Storage and Retrieval.



**Labor Category #46: Subject Matter Expert V**

Minimum/General Experience: Has at least fourteen (14) years experience demonstrating the ability to confer with senior management using industry expertise to define the client's strategic information technology business goals, and advises in the reengineering of business processes to meet these goals. Demonstrated experience and ability to effectively communicate, both orally and in writing. Demonstrated experience and ability to provide enterprise-wide technical management and direction for problem definition, analysis and requirements development and implementation for very complex systems in the subject matter area. Ability to provide workable recommendations and advice to client executive management on emerging technology, system improvements, optimization and maintenance in the following areas: Information Systems Architecture, Automation, Telecommunications, Networking, Communication Protocols, Software, Electronic Email, Modeling and Simulation, Data Storage and Retrieval.

Functional Responsibility: Applies demonstrated experience and ability to confer with client executive management using industry expertise to define the client's strategic enterprise information technology business goals, and advises in the reengineering of high level business processes to meet these goals. Demonstrated experience and ability to analyze extremely complex client requirements and recommend sophisticated development or acquisition strategies. Demonstrated experience and ability to assist client in developing strategic plans and concepts. Demonstrated experience and ability to advise client on the impact of new legislation and emerging technologies that are relevant to their activity. Demonstrated experience and ability to effectively communicate, both orally and in writing.

Minimum Education: PhD, MD, or other doctorate level education in a related area or six (8) years work experience in specific field. Minimum of a Master's degree and two years expert level experience is required.

**Labor Category #47: Sr. Configuration Management Specialist**

Minimum/General Experience: Has at least six (6) years experience demonstrating the ability perform the below functions.

Functional Responsibility: Applies demonstrated ability to lead or supervise a team of configuration management specialists. Demonstrated experience and ability to provide configuration baseline control throughout the life cycle of highly complex information systems as well as component software and hardware elements. Ability to facilitate and advise Configuration Control Boards (CCBs). Ability to maintain allocated, functional and physical baseline control and ability to perform audit support. Able to review all engineering change requests to assess impact upon configuration baseline and logistics support elements. Maintains configuration control records and technical documents. Works closely with quality assurance and management representatives to ensure accurate and well-documented product baseline. Prepares directives for change authorization and implementation.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.

**Labor Category #48: Configuration Management Specialist**

Minimum/General Experience: Has at least two (2) years experience demonstrating the ability to perform the below functions.

Functional Responsibility: Applies demonstrated experience and ability to establish and/or maintain a system to record modifications to hardware, software or documentation. Ability to maintain allocated, functional and physical baseline control and ability to perform audit support. Ability to serve as secretary to Configuration Control Boards (CCBs) to help ensure all baseline changes are approved before initiation. Involved in review of engineering change requests to assess impact upon configuration baseline and logistics support elements. Maintains configuration control records and technical documents. Works closely with quality assurance and management representatives to ensure accurate and well-documented product baseline.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.



**Labor Category #49: Test Manager**

Minimum/General Experience: Eight (8) years technical experience and must have detailed familiarity with commercial test environments and operating procedures. Demonstrated experience and ability to supervise a team of test specialists and manage complex, state-of-the-art test programs. Ability to manage and work effectively with diverse organizations and personalities to execute a successful test program.

Functional Responsibility: Applies experience and ability to supervise a team of test specialists and manage complex, state-of-the-art test programs. Demonstrated experience and ability to translate complex program requirements into testable objectives. Demonstrated ability to analyze and recommend test cycle, test plans, safety reviews, and detailed test objectives. Ability to manage and work effectively with diverse organizations and personalities to execute a successful test program. Ability to apply complex test methodologies and compensate for limitations and restrictions. Must have detailed familiarity with commercial test environments and operating procedures. Ability to develop overall test strategy to include objectives, methodologies, analysis, and schedules. Able to independently assess system performance against stated requirements. Ability to apply test discipline to design a thorough and executable test program. Able to lead analysis efforts to dissect output data, interface with the client, and provide clear results and recommendations.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.

**Labor Category #50: Testing Specialist III**

Minimum/General Experience: Six (6) years technical experience and must have detailed familiarity with commercial test environments and operating procedures. Demonstrated experience and ability to supervise a team of test specialists and manage complex, state-of-the-art test programs. Ability to manage and work effectively with diverse organizations and personalities to execute a successful test program.

Functional Responsibility: Applies experience and ability to design and execute ADP software tests and evaluate results to ensure compliance with applicable regulations. Ability to prepare test scripts and all required test documentation. Ability to design and prepare all needed test data. Ability to work independently with diverse organizations and personalities to execute a successful test program. Ability to apply test methodologies, accounting for all limitations and restrictions. Ability to support test program manager for complex, state-of-the-art test programs. Ability to clearly write test plans (to include objectives, methodologies, instrumentation requirements, analysis, safety etc) and test procedure documents. Able to conduct analysis of output data, provide results and recommendations. Independently assess system performance against stated requirements. Analyzes internal security within systems. Reviews test results and evaluates for conformance to design.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.



**Labor Category #51: Testing Specialist II**

Minimum/General Experience: Four (4) years technical experience and must have detailed familiarity with commercial test environments and operating procedures. Ability to manage and work effectively with diverse organizations and personalities to execute a successful test program.

Functional Responsibility: Applies demonstrated experience and ability to design and execute ADP software tests and evaluate results to ensure compliance with applicable regulations. Ability to prepare test scripts and all required test documentation. Ability to design and prepare all needed test data. Ability to work independently with diverse organizations and personalities to execute a successful test program. Ability to apply test methodologies, accounting for all limitations and restrictions. Ability to support test program manager for complex, state-of-the-art test programs. Ability to clearly write test plans (to include objectives, methodologies, instrumentation requirements, analysis, safety etc) and test procedure documents. Able to conduct analysis of output data, provide results and recommendations. Independently assess system performance against stated requirements. Analyzes internal security within systems. Reviews test results and evaluates for conformance to design.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.

**Labor Category #52: Testing Specialist I**

Minimum/General Experience: College education or (2) years technical experience and must have detailed familiarity with commercial test environments and operating procedures. Ability to manage and work effectively with diverse organizations and personalities to execute a successful test program.

Functional Responsibility: Ability to test systems using pre-determined test scripts. Ability to understand the test cycle, test plans, safety reviews, and detailed test results reporting. Able to effectively work, under supervision, with diverse organizations and personalities to support a successful test program. Must have a general understanding of test methodologies. Able to support test program manager for routine components of test programs. Able to clearly write test procedure documents and test results. Able to conduct supervised analysis efforts to dissect output data, provide results and recommendations. Able to assess system performance against stated requirements.

Minimum Education: Bachelor's Degree in a related area or four (4) years work experience in specific field.

**Labor Category #53 : Hardware / Software Specialist**

Minimum/General Experience: Four years total experience performing the functions described below.

Functional Responsibility: Applies knowledge of computer science principles, information management principles, data processing functions, ADP hardware and software systems structures and operations, and computer programming languages and techniques to solve automation problems. Addresses scientific engineering or business objectives by writing, modifying, or adapting computer programs in machine level, assembly, and third or fourth generation programming languages. Interfaces with and uses minicomputer and mainframe computer systems in addressing project objectives. Identifies and uses standard, unconventional and original mathematical, algorithmic, and programmatic approaches to define, plan, organize, design, develop, modify, test, and integrated database or data processing systems, computer hardware systems, and simulation models. Formulates architectural design, functional specification, interfaces, and documentation or hardware or software systems considering system interrelationships, operating modes, and software or equipment configurations. Researches unconventional application of software and operating systems in designing and developing new methodologies, signification modifications, or adaptations of standardized techniques. Responsible for developing project plans, guidelines and controls.

Minimum Education: Associate's Degree in a related area or Two (2) years work experience in specific field.