On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is: GSAAdvantage.gov.

Schedule Title: Information Technology (IT) Professional Services
FSC Group 70

SIN 54151S
SIN OLM FSC/PSC Code D302 IT and Telecom- Systems Development
FSC/PSC Code D303 IT and Telecom – Data Entry
FSC/PSC Code D306 IT and Telecom – Systems Analysis
FSC/PSC Code D307 IT and Telecom – IT Strategy and Architecture
FSC/PSC Code D308 IT and Telecom - Programming
FSC/PSC Code D310 IT and Telecom – Cyber Security and Data Backup
FSC/PSC Code D311 IT and Telecom - Data Conversion
FSC/PSC Code D314 IT and Telecom – System Acquisition Support
FSC/PSC Code D316 IT and Telecom – Telecommunications Network Management
FSC/PSC Code D399 IT and Telecom - Other IT and Telecommunications, Not Elsewhere Classified

Contract Number: GS-35F-369BA

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov

Contract Period: May 19, 2014 through May 18, 2024
1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S/OLM</td>
<td>Information Technology (IT) Professional Services</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

<table>
<thead>
<tr>
<th>SIN</th>
<th>Lowest Priced Items</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S/OLM</td>
<td>Help Desk Specialist – Level I</td>
<td>$51.00</td>
</tr>
</tbody>
</table>

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.

See Pricing Below

2. Maximum Order

The maximum order is $500,000.

3. Minimum Order

The minimum dollar value of orders to be issued is $100.00.

4. Geographic Scope of Contract

The Geographic Scope of Contract will be domestic delivery.

5. Point(s) of Production (city, county, and State or foreign country).

Same as company address.

6. Discount from list prices or statement of net price.

Government net prices provided (discounts already deducted).

7. Quantity Discounts

None.

8. Prompt payment terms

0% - Net 30 days.
9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.
Yes

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

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

11a. Time of Delivery (Contractor insert number of days)
As Negotiated for each Task Order.

11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery.
As Negotiated for each Task Order.

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery.
As Negotiated for each Task Order.

11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery.
As Negotiated for each Task Order.

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

13a. Ordering Address(es).
Technologist, Inc.
133 Park Street, NE
Suite 3A
Vienna, VA 22180

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

14. Payment Address(es).
Technologist, Inc.
133 Park Street, NE
Suite 3A
Vienna, VA 22180
15. Warranty provision.

For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
(1) Time of delivery/installation quotations for individual orders.
(2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.
(3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by Technologist, Inc.

The above is not intended to encompass items not currently covered by the GSA Schedule contract.

16. Export packing charges, if applicable.

N/A

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

N/A

18. Terms and conditions of rental, maintenance, and repair (if applicable).

N/A

19. Terms and conditions of installation (if applicable).

N/A

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

N/A

20a. Terms and conditions for any other services (if applicable).

N/A

21. List of service and distribution points (if applicable).

N/A

22. List of participating dealers (if applicable).

N/A

23. Preventive maintenance (if applicable).

N/A

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

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

The EIT standards can be found at: www.Section508.gov/.

25. Data Universal Number System (DUNS) number.

557460404

26. Notification regarding registration in Central Contractor Registration (CCR) database.

5/12/2019
1. Scope
   a. The prices, terms and conditions stated under Special Item Number 54151S/OLM Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.
   b. The Contractor shall provide services at the Contractor’s facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. Performance Incentives
   I-FSS-60 Performance Incentives (April 2000)
   a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
   b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
   c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity’s mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

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

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


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 Services.

9. Independent Contractor

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

10. Organizational Conflicts of Interest

a. Definitions.

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

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

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

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

11. Invoices

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

12. Payments

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time and materials orders, the Payments under Time and Materials and Labor Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE 1 – OCT 2008) (DEVIATION 1 – 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 1 – OCT 2008) (DEVIATION 1 – 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 refer to the GSA Price List for labor category descriptions and pricing.
USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

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:

Point of Contact: Jeffrey Beyer
Phone Number: 703-255-5400
Email Address: jbeyer@technologistcorp.com
BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _______________.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

_________________________________  __________________________
Ordering Activity                  Date                        Contractor             Date

BPA NUMBER____________________
(CUSTOMER NAME)

BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) ________, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

<table>
<thead>
<tr>
<th>MODEL NUMBER/PART NUMBER</th>
<th>*SPECIAL BPA DISCOUNT/PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(2) Delivery:

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>DELIVERY SCHEDULES / DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be ________________________.

(4) This BPA does not obligate any funds.

(5) This BPA expires on ______________ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>POINT OF CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

(a) Name of Contractor;
(b) Contract Number;
(c) BPA Number;
(d) Model Number or National Stock Number (NSN);
(e) Purchase Order Number;
(f) Date of Purchase;
(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor’s invoice, the provisions of this BPA will take precedence.

*******************************************************************************************
BASIC GUIDELINES FOR USING
“CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract. Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors. Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:
• The customer identifies their requirements.
• Federal Supply Schedule Contractors may individually meet the customers needs, or -
• Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
• Customers make a best value selection.
Administrative Support Specialist – Level III

Functional Responsibility: Assists in the development of correspondence guidelines and procedures. Reviews office correspondence, staff actions and reports for clarity, completeness, and grammatical and procedural correctness. Responsible for the preparation of correspondence between project team personnel and the end client. Assist in the development and publication of required technical documents. Provides oversight over other program administrative personnel.

Minimum/General Experience: 5 years of experience providing administrative support.

Minimum Education: High School Degree.

Administrative Support Specialist – Level I

Functional Responsibility: Responsible for the preparation of correspondence and technical documents in final form using IT equipment and software. Assists in the development of recordkeeping guidelines and procedures. Reviews office correspondence, staff actions and reports for clarity, completeness, and grammatical and procedural correctness. Provides assistance in establishing and maintaining both centralized and decentralized office files, and management and record keeping systems.

Minimum/General Experience: 1 year of experience providing administrative support.

Minimum Education: High School Degree.

Business Analyst – Level III

Functional Responsibility: Conducts operations research analysis, requirements analysis, data standardization or network design/analytical model development. Provides functional support, participates in the development, testing, deployment and training of an application. Responsible for identifying and tracking customer requirements, application testing, software deployment, and training. Provides support to application users on an as needed basis.

Minimum/General Experience: 5 years of specialized experience in working with the customer to determine business processes and to gather requirements.

Minimum Education: Bachelor’s degree in Computer Science or Information Systems.

Business Analyst – Level I

Functional Responsibility: Works with developers with the development of information technology tools in the operations research analysis, requirements analysis, data standardization or network design/analytical model development. Provides functional support, participates in the development, testing, deployment and training of an application. Responsible for identifying and tracking customer requirements, application testing, software deployment, and training. Provides support to application users on an as needed basis. Supports the documentation and collection of customer requirements.

Minimum/General Experience: 1 year of specialized experience in working with the customer to determine business processes and to gather requirements.

Minimum Education: Bachelor’s degree in Computer Science or Information Systems Management.
Help Desk Specialist – Level III

Functional Responsibility: Provides troubleshooting support to a user community employing computer systems and networks. Supports the diagnosis of problems and provides applicable remedies. May serve as team lead. Provides Tier 2 and Tier 3 support to end-users. Serves as part of trouble ticket escalation process. Provides oversight over Level I Help Desk Specialists.

Minimum/General Experience: 6 years of help desk experience.

Minimum Education: High School Degree.

Help Desk Specialist – Level I

Functional Responsibility: Provides troubleshooting support to a user community employing computer systems and networks. Supports the diagnosis of problems and provides applicable remedies. Logs calls and issues. Provides Tier 1 support to end-users and escalates issues as needed.

Minimum/General Experience: 1 year of help desk experience.

Minimum Education: High School Degree.

Information Security Specialist – Level III

Functional Responsibility: Performs independent assessments on the implementation of security policy and procedures associated with enterprise systems, and conducts analysis of security vulnerabilities identifying appropriate remedies and associated recommendations. Develops policies, standards, and guidelines covering data security, disaster recovery, continuity of operations, and contingency planning.

Minimum/General Experience: 6 years of experience in developing, maintaining, and enforcing a cyber-security program covering information resources and activities.

Minimum Education: Bachelor’s degree in Computer Science or Information Systems Management.

Network Engineer – Level III

Functional Responsibility: Performs duties associated with the design, testing and implementation of Local Area Networks and Wide Area Networks. Provides technical support related to LAN/WAN activities and end user needs. Must be experienced in the design and integration of multiple network operating systems, protocols and topologies. Develops standardized procedures for LAN/WAN operation and associated documentation. Evaluates new technology and makes recommendations for implementation. Analyzes requirements for system upgrades and implementations including hardware/software resources, logistics and planning issues, testing and training.

Minimum/General Experience: 6 years of technical experience in the design, testing, administration, configuration, implementation and maintenance of Local Area Networks and Wide Area Networks.

Minimum Education: Bachelor’s degree in Computer Science or Information Systems Management.

Program Manager

Functional Responsibility: Manage project personnel, operations, and finances across multiple projects. Communicate with all levels of management, personnel, subcontractors and client agency representatives. Demonstrated experience in the financial success of complex projects. Responsible for the implementation of policies, purpose and goals of the program and the client organization. Actively applies quality assurance measures to the management and performance of the contract.
Minimum/General Experience: 8 years of progressive experience with five (5) years managing complex projects.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, or Business.

**Project Manager – Level III**

Functional Responsibility: Manages the planning, development, and execution of projects. Prepares and maintains the project schedule and budget. Prepares and delivers status reports to the customer. Primary point of contact for the customer. Oversees all work and takes corrective action as necessary to ensure project success. Manages staffing, budget, prioritization, and other personnel matters. May serve as technical lead for the project.

Minimum/General Experience: 6 years of information technology experience, including three years recent experience in a management or supervisory capacity.

Minimum Education: Bachelor’s degree in Computer Science or Information Systems Management.

**Project Manager – Level I**

Functional Responsibility: Manages the planning, development, and execution of projects. Assists with the maintenance, planning and execution of project schedules as well as the preparation and delivery of status reports to the customer. Point of contact for the customer. Interacts with project staff and the customer to help coordinate activities.

Minimum/General Experience: 3 years of information technology experience, including 1 year recent experience in a management or supervisory capacity.

Minimum Education: Bachelor’s degree in Computer Science or Information Systems Management.

**Software Engineer – Level III**

Functional Responsibility: Acts independently, under general direction, formulates/designs systems scope and objectives. Devises or modifies procedures to solve complex problems. Responsible for program design, coding, testing, debugging and documentation. Has full technical knowledge of all phases of applications systems analysis and programming. May serve as technical lead for the project.

Minimum/General Experience: 6 years of experience in the design and development of software solutions.

Minimum Education: Bachelor’s degree in Computer Science or Information Systems Management.

**Software Engineer – Level I**

Functional Responsibility: Under immediate supervision, assists in research and fact finding to develop or modify information systems. Assists in preparing detailed specifications from which programs will be written. Designs, codes, tests, debugs, document s and maintains those programs.

Minimum/General Experience: 1 year of experience in the design and development of software solutions.

Minimum Education: Bachelor’s degree in Computer Science or Information Systems Management.

**Subject Matter Expert - Level III**

Functional Responsibility: Provides expert consultative support to a functional or technical area of the project. Develops and recommends solutions to complex problems. Works closely with the information technologists to identify the best technological solution to technical issues. May supervise the activities of other subject matter experts or technical personnel.
### Subject Matter Expert - Level I

**Functional Responsibility:** Provides expert consultative support to a functional or technical area of the project. Develops and recommends solutions to complex problems. Works closely with the information technologists to identify the best technological solution to technical issues.

Minimum/General Experience: 5 years of specialized experience in a functional area of expertise.

Minimum Education: Bachelor’s degree in Computer Science or Information Systems Management.

### Graphic Artist – Level III

**Functional Responsibility:** Skilled in current graphic design software and systems. Develops daily graphic requests for programming and lower third graphics, and assists in producing elements of program graphic packages. Tasks also include: providing a scheduled and approved video product to meet a live programming and production deadline; properly rendering file formats, correct color and perspective attributes. May supervise the activities of other graphic artists.

Minimum/General Experience: 8 years of specialized experience in a functional area of expertise.

Minimum Education: High School Degree.

### Graphic Artist – Level I

**Functional Responsibility:** Skilled in current graphic design software and systems. Develops daily graphic requests for programming and lower third graphics, and assists in producing elements of program graphic packages. Tasks also include: providing a scheduled and approved video product to meet a live programming and production deadline; properly rendering file formats, correct color and perspective attributes.

Minimum/General Experience: 1 year of experience in the design and development of graphics.

Minimum Education: High School Degree.

### Content Developer/Writer

**Functional Responsibility:** Possess the skills needed to perform extensive research, original writing and reporting, voicing, and multi-media content production (including audio, video, still images). Has expert knowledge in correcting and editing technical documents, scripts, and reports. Assists in collecting and organizing information required for preparation of manuals, training materials, and other reports and deliverables. Demonstrates high standards of social media engagement.

Minimum/General Experience: 3 years of experience in the development of content and writing.

Minimum Education: High School Degree.

### Digital Broadcast Engineer – Technical – Level III

**Functional Responsibility:** Performs general broadcast system diagnostic, analysis, testing, planning, design; and provides design oversight services. Possesses expertise in Computer Aided Design (CAD) and provides design analysis and recommendations for system problems enhancements and plans. Possesses current knowledge of
professional video and audio IT equipment used in a broadcast facility. Supports the diagnosis of required system repairs, upgrades, and enhancements. Capable of providing professional broadcast support for live television studio production. Skilled in multi-platform nonlinear editing software, including Avid Media Composer and Final Cut Pro. Troubleshoots audiovisual equipment and works with audio systems, video systems, control systems along with computer hardware and software.

Minimum/General Experience: 8 years of specialized experience in a functional area of expertise.

Minimum Education: High School Degree.

**Digital Broadcast Engineer – Technical – Level I**

Functional Responsibility: Performs general broadcast system diagnostic, analysis, testing, planning, design; and provides design oversight services. Possesses expertise in Computer Aided Design (CAD) and provides design analysis and recommendations for system problems enhancements and plans. Possesses current knowledge of professional video and audio IT equipment used in a broadcast facility. Supports the diagnosis of required system repairs, upgrades, and enhancements. Capable of providing professional broadcast support for live television studio production. Skilled in multi-platform nonlinear editing software, including Avid Media Composer and Final Cut Pro. Troubleshoots audiovisual equipment and works with audio systems, video systems, control systems along with computer hardware and software.

Minimum/General Experience: 1 year of specialized experience in a functional area of expertise.

Minimum Education: High School Degree.

**Digital Media Specialist – Level III**

Functional Responsibility: Performs services including data entry, ingest and asset maintenance functions in automated Digital Asset Management systems. Provides and tags metadata for video content and other digital and social media sources. Has the ability to apply and use keywords and key phrases to describe and locate both specific events and generic concepts. May supervise the activities of other Digital Media Specialists.

Minimum/General Experience: 8 years of specialized experience in a functional area of expertise.

Minimum Education: High School Degree.

**Digital Media Specialist – Level I**

Functional Responsibility: Performs services including data entry, ingest and asset maintenance functions in automated Digital Asset Management systems. Provides and tags metadata for video content and other digital and social media sources. Has the ability to apply and use keywords and key phrases to describe and locate both specific events and generic concepts. May supervise the activities of other Digital Media Specialists.

Minimum/General Experience: 1 year of specialized experience in a functional area of expertise.

Minimum Education: High School Degree.

**Webmaster**

Functional Responsibility: Possess expert knowledge in the creation and publication of content on multiple platforms to include web, social media and mobile platforms. Shall edit web copy, and identify, select, and post stories, photo galleries, audio, and video to websites. Shall maintain the full operation of websites including ensuring that the web servers, hardware and software are operating correctly. Shall generate and revise web
pages, shall reply to user comments, and shall examine and analyze traffic through websites.

Minimum/General Experience: 3 years of experience in functional area of expertise.

Minimum Education: High School Degree.

**Media Consultant – Level III**

Functional Responsibility: Performs a combination of services with respect to acquiring content, including, researching, editing, and producing. Shall conceptualize and design complex programs for radio, television and/or the internet, as required, with an innovative and creative approach. Provide recommendations on the appropriate platforms to use including various forms of digital and social media. Applies advanced multimedia skills as required to include broadcasting, broadcasting support, production, video photography and editing, and digital asset management.

Minimum/General Experience: 8 years of specialized experience in a functional area of expertise.

Minimum Education: High School Degree.

**Media Consultant – Level II**

Functional Responsibility: Performs a combination of services with respect to acquiring content, including, researching, editing, and producing. Shall conceptualize and design complex programs for radio, television and/or the internet, as required, with an innovative and creative approach. Provide recommendations on the appropriate platforms to use including various forms of digital and social media. Applies advanced multimedia skills as required to include broadcasting, broadcasting support, production, video photography and editing, and digital asset management.

Minimum/General Experience: 5 years of specialized experience in a functional area of expertise.

Minimum Education: High School Degree.

**Media Consultant – Level I**

Functional Responsibility: Performs a combination of services with respect to acquiring content, including, researching, editing, and producing. Shall conceptualize and design complex programs for radio, television and/or the internet, as required, with an innovative and creative approach. Provide recommendations on the appropriate platforms to use including various forms of digital and social media. Applies advanced multimedia skills as required to include broadcasting, broadcasting support, production, video photography and editing, and digital asset management.

Minimum/General Experience: 1 year of specialized experience in a functional area of expertise.

Minimum Education: High School Degree.

* Across all positions, years of experience can be substituted for education requirements at a rate of 2 years experience for 1 year of education (i.e. eight years of experience can be substituted for a four-year Bachelor's degree.)
<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>GSA Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S/OLM</td>
<td>Administrative Specialist – Level III</td>
<td>$70.25</td>
</tr>
<tr>
<td>54151S/OLM</td>
<td>Administrative Specialist – Level I</td>
<td>$54.30</td>
</tr>
<tr>
<td>54151S/OLM</td>
<td>Business Analyst – Level III</td>
<td>$137.00</td>
</tr>
<tr>
<td>54151S/OLM</td>
<td>Business Analyst – Level I</td>
<td>$104.75</td>
</tr>
<tr>
<td>54151S/OLM</td>
<td>Help Desk Specialist – Level III</td>
<td>$66.50</td>
</tr>
<tr>
<td>54151S/OLM</td>
<td>Help Desk Specialist – Level I</td>
<td>$51.00</td>
</tr>
<tr>
<td>54151S/OLM</td>
<td>Information Security Specialist – Level III</td>
<td>$142.35</td>
</tr>
<tr>
<td>54151S/OLM</td>
<td>Network Engineer – Level III</td>
<td>$128.25</td>
</tr>
<tr>
<td>54151S/OLM</td>
<td>Program Manager</td>
<td>$198.00</td>
</tr>
<tr>
<td>54151S/OLM</td>
<td>Project Manager – Level III</td>
<td>$158.25</td>
</tr>
<tr>
<td>54151S/OLM</td>
<td>Project Manager – Level I</td>
<td>$121.00</td>
</tr>
<tr>
<td>54151S/OLM</td>
<td>Software Engineer – Level III</td>
<td>$141.50</td>
</tr>
<tr>
<td>54151S/OLM</td>
<td>Software Engineer – Level I</td>
<td>$108.25</td>
</tr>
<tr>
<td>54151S/OLM</td>
<td>Subject Matter Expert – Level III</td>
<td>$162.50</td>
</tr>
<tr>
<td>54151S/OLM</td>
<td>Subject Matter Expert – Level I</td>
<td>$125.46</td>
</tr>
<tr>
<td>54151S/OLM</td>
<td>Graphic Artist – Level III</td>
<td>$70.00</td>
</tr>
<tr>
<td>54151S/OLM</td>
<td>Graphic Artist – Level I</td>
<td>$52.00</td>
</tr>
<tr>
<td>54151S/OLM</td>
<td>Content Developer/Writer</td>
<td>$60.00</td>
</tr>
<tr>
<td>54151S/OLM</td>
<td>Digital Broadcast Engineer – Technical – Level III</td>
<td>$90.00</td>
</tr>
<tr>
<td>54151S/OLM</td>
<td>Digital Broadcast Engineer – Technical – Level I</td>
<td>$65.00</td>
</tr>
<tr>
<td>54151S/OLM</td>
<td>Digital Media Specialist – Level III</td>
<td>$65.00</td>
</tr>
<tr>
<td>54151S/OLM</td>
<td>Digital Media Specialist – Level I</td>
<td>$55.00</td>
</tr>
<tr>
<td>54151S/OLM</td>
<td>Webmaster</td>
<td>$65.00</td>
</tr>
<tr>
<td>54151S/OLM</td>
<td>Media Consultant – Level III</td>
<td>$70.00</td>
</tr>
<tr>
<td>54151S/OLM</td>
<td>Media Consultant – Level II</td>
<td>$63.00</td>
</tr>
<tr>
<td>54151S/OLM</td>
<td>Media Consultant – Level I</td>
<td>$56.00</td>
</tr>
</tbody>
</table>