



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST**

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 for GSA Advantage!™ is: <http://www.fss.gsa.gov>.

**General Purpose Commercial Information Technology
Equipment, Software, and Services**

Federal Supply Class: 70

Contract Number: GS-35F-384BA
Contract Period: May 29, 2014 – May 28, 2019
Special Item Number (SIN): 132-51 Information Technology Professional Services -
SUBJECT TO COOPERATIVE PURCHASING

For more information on ordering from Federal Supply Schedules
click on the FSS Schedules button at <http://www.fss.gsa.gov>

Contractor: Computer Cite (CCITE)
Address: 2410 Camino Ramon Ste 350, San Ramon CA 94583
Business Size: SB / WOSB / EDWOSB
Telephone #: 925-275-2490
FAX #: 925-275-2493
Website: <http://www.ccite.net>
Contract Administrator: Cammy C. Ticknor



INFORMATION FOR ORDERING ACTIVITIES

1a. Awarded Special Item Number(s):

SIN #:	Description
132-51	Information Technology Professional Services - SUBJECT TO COOPERATIVE PURCHASING
	FPDS Code D301 IT Facility Operation and Maintenance
	FPDS Code D302 Systems Development Services
	FPDS Code D306 Systems Analysis Services
	FPDS Code D307 Automated Information Systems Design and Integration Services
	FPDS Code D308 Programming Services
	FPDS Code D310 Backup and Security Services
	FPDS Code D311 Data Conversion Services
	FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing CAD/CAM Services
	FPDS Code D316 Telecommunications network management
	FPDS Code D317 Web-based subscription
	FPDS Code D399 Other it and telecommunications

1b. Lowest priced model number and lowest unit price for that model for each SIN:

Not Applicable.

1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education:

See Page 14

2. Maximum Order:

\$500,000

If the “Best Value” selection places your order over this Maximum Order, 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:

\$100



4. Geographic coverage (delivery area):

Worldwide

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

2410 Camino Ramon Ste 350
San Ramon, CA 94583

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

Prices shown are GSA Net Prices; Basic Discounts have been deducted.

7. Quantity discounts:

None.

8. Prompt payment terms:

Net 30 days.

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold:

Computer Cite will accept the Government card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders.

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

Government purchase cards will be acceptable for payment above the micro-purchase threshold.

10. Foreign items (list items by country of origin):

N/A

11a. Time of Delivery:

Computer Cite shall conduct the services on the date(s) agreed to by the Contractor and the ordering activity.



11b. Expedited Delivery:

None.

11c. Overnight and 2-day Delivery:

None.

11d. Urgent Requirements:

Contact the office for expedited delivery requests

12. FOB Point:

FOB Destination

13a. Ordering Address:

Computer Cite
2410 Camino Ramon Ste 350
San Ramon, CA 94583
Attn: Government Sales Department
Phone: 925-275-2490
Fax: 925-275-2493
Attention: Cammy Ticknor
Email: cammy@ccite.net

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.

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

14: Payment Address:

Accounts Receivable
Computer Cite
2410 Camino Ramon Ste 350
San Ramon, CA 94583



15. Warranty Provision:

None.

16. Exporting Packaging Charges:

None.

17. Terms and Conditions of Government Purchase Card Acceptance:

Computer Cite accepts Government purchase cards.

18. Term and Conditions of Rental, Maintenance, and Repair:

None.

19. Terms and Conditions of Installation:

None.

20a. Terms and Conditions of Repair Parts Indicating Dates of Parts Price:

None.

20b. Terms and Conditions for Any Other Services:

None.

21. List of Services and Distribution Points:

None.

22. List of Participating Dealers:

None.

23. Preventive Maintenance:

None.

24a. Special Attributes such as Environmental Attributes:

None.



24b. Section 508 Compliance for EIT:

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following website: www.ccite.net

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

25: DUNS Number:

361592082

26. Notification Regarding Registration in System for Award Management (SAM) Database:

Computer Cite is registered and active with the System for Award Management (SAM).

**TERMS AND CONDITIONS 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, 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/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/IAM Professional Services and Pricing

Please refer to the Pricing and Labor Category Descriptions detailed into this GSA Pricelist.



PRICING INFORMATION

The Computer Cite prices below are the maximum ceiling rates.

LABOR CATEGORY	05/29/14 – 05/28/15		05/29/15 – 05/28/16		05/29/16 – 05/28/17		05/29/17 – 05/28/18		05/29/18 – 05/28/19	
	Gov't Site	Contr Site								
Applications and Programming Grp										
Applications Developer	\$111.00	\$127.65	\$113.78	\$130.84	\$116.62	\$134.11	\$119.53	\$137.47	\$122.52	\$140.90
Applications Systems Analyst	\$101.00	\$116.15	\$103.53	\$119.05	\$106.11	\$122.03	\$108.77	\$125.08	\$111.49	\$128.21
Groupware Specialist	\$82.92	\$90.38	\$84.99	\$92.64	\$87.12	\$94.96	\$89.30	\$97.33	\$91.53	\$99.76
Modeling and Simulation Specialist	\$103.00	\$118.45	\$105.58	\$121.41	\$108.21	\$124.45	\$110.92	\$127.56	\$113.69	\$130.75
Graphics Specialist	\$63.81	\$69.55	\$65.41	\$71.29	\$67.04	\$73.07	\$68.72	\$74.90	\$70.43	\$76.77
Web Designer	\$80.23	\$87.45	\$82.24	\$89.64	\$84.29	\$91.88	\$86.40	\$94.17	\$88.56	\$96.53
Business Analysis Group										
Business Process Consultant	\$114.15	\$124.42	\$117.00	\$127.53	\$119.93	\$130.72	\$122.93	\$133.99	\$126.00	\$137.34
Business Systems Analyst	\$115.00	\$132.25	\$117.88	\$135.56	\$120.82	\$138.95	\$123.84	\$142.42	\$126.94	\$145.98
Enterprise Architect	\$145.00	\$166.75	\$148.63	\$170.92	\$152.34	\$175.19	\$156.15	\$179.57	\$160.05	\$184.06
Financial Analyst	\$80.00	\$92.00	\$82.00	\$94.30	\$84.05	\$96.66	\$86.15	\$99.07	\$88.31	\$101.55
Web Content Analyst	\$79.69	\$86.86	\$81.68	\$89.03	\$83.72	\$91.26	\$85.82	\$93.54	\$87.96	\$95.88
Data Specialist Group										
Data Architect	\$98.27	\$107.11	\$100.73	\$109.79	\$103.24	\$112.53	\$105.83	\$115.35	\$108.47	\$118.23
Data Warehousing Specialist	\$104.00	\$119.60	\$106.60	\$122.59	\$109.27	\$125.65	\$112.00	\$128.80	\$114.80	\$132.02
Database Specialist	\$110.00	\$126.50	\$112.75	\$129.66	\$115.57	\$132.90	\$118.46	\$136.23	\$121.42	\$139.63
Technology Operations Group										
Hardware Engineer	\$99.00	\$113.85	\$101.48	\$116.70	\$104.01	\$119.61	\$106.61	\$122.60	\$109.28	\$125.67
Information Specialist/Knowledge Engineer	\$125.00	\$143.75	\$128.13	\$147.34	\$131.33	\$151.03	\$134.61	\$154.80	\$137.98	\$158.67
Helpdesk Specialist	\$55.19	\$60.16	\$56.57	\$61.66	\$57.98	\$63.21	\$59.43	\$64.79	\$60.92	\$66.41
Systems Administrator	\$101.00	\$116.15	\$103.53	\$119.05	\$106.11	\$122.03	\$108.77	\$125.08	\$111.49	\$128.21
Information Assurance/Security Specialist	\$110.00	\$126.50	\$112.75	\$129.66	\$115.57	\$132.90	\$118.46	\$136.23	\$121.42	\$139.63
IT Subject Matter Expert	\$120.00	\$138.00	\$123.00	\$141.45	\$126.08	\$144.99	\$129.23	\$148.61	\$132.46	\$152.33
Network Specialist	\$101.00	\$116.15	\$103.53	\$119.05	\$106.11	\$122.03	\$108.77	\$125.08	\$111.49	\$128.21
Voice/Data Communications Engineer	\$97.00	\$111.55	\$99.43	\$114.34	\$101.91	\$117.20	\$104.46	\$120.13	\$107.07	\$123.13
Management Group										
Program Manager	\$150.00	\$172.50	\$153.75	\$176.81	\$157.59	\$181.23	\$161.53	\$185.76	\$165.57	\$190.41
Project Manager	\$135.00	\$155.25	\$138.38	\$159.13	\$141.83	\$163.11	\$145.38	\$167.19	\$149.01	\$171.37
Quality Assurance Specialist	\$84.00	\$91.56	\$86.10	\$93.85	\$88.25	\$96.20	\$90.46	\$98.60	\$92.72	\$101.07
Configuration Management Specialist	\$90.00	\$103.50	\$92.25	\$106.09	\$94.56	\$108.74	\$96.92	\$111.46	\$99.34	\$114.24
Support Group										
Technical Editor	\$63.81	\$69.55	\$65.41	\$71.29	\$67.04	\$73.07	\$68.72	\$74.90	\$70.43	\$76.77
Training Specialist	\$86.00	\$98.90	\$88.15	\$101.37	\$90.35	\$103.91	\$92.61	\$106.50	\$94.93	\$109.17
Administration/Clerical	\$58.00	\$66.70	\$59.45	\$68.37	\$60.94	\$70.08	\$62.46	\$71.83	\$64.02	\$73.62



The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Schedule 70. While no specific labor categories have been identified, this contract still maintains the provisions and protections for SCA eligible labor categories. The SCA compliance will be determined by Task Order Contracting Officer.

The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

LABOR CATEGORY DESCRIPTIONS

Labor Category	Minimum/ General Experience and Years of Experience	Functional Responsibility	Edu. Req't
APPLICATIONS AND PROGRAMMING GROUP			
Applications Developer	3 yrs. experience in application development, including knowledge of pertinent programming languages (e.g. JavaScript, C/C++, Visual Basic) and experience with designing and implementing applications.	Designs, develops, debugs, and implements software. Troubleshoots production problems related to software applications. A research, tests, builds, and coordinates the conversion and/or integration of new products based on client requirements. Designs and develops new software products or major enhancements to existing software. Addresses problems of systems integration, compatibility, and multiple platforms. Assists in the evaluation and recommendation of application software packages, application integration and testing tools. Resolves problems with software and responds to suggestions for improvements and enhancements. Instructs, assigns, directs, and checks the work of other software developers on development team.	BA/BS; or EE
Applications Systems Analyst	3 yrs. experience in evaluating, planning, designing, and configuring commercial software application systems.	Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications for programs. Assists in the design, development, testing, implementation, and documentation of new software and enhancements of existing applications. Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, and documents those programs. Provides overall operating system, such as file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Assists all phases of software systems programming applications.	BA/BS; or EE
Groupware Specialist	2 yrs. overseeing the development and deployment of an organization's groupware initiative.	Provides the implementation, maintenance, and support of company messaging system. Provides technical support on local groupware replication and client dial-up access issues.	BA/BS; or EE
Modeling and Simulation Specialist	3 yrs. using SIAM software or other software that models complex problems and data sets. Min. 2 yrs. experience in data models (conceptual, logical, and physical) development from both program level and enterprise level.	Specialist in modeling and simulation functions or operations such as exercises, plans, coordination, demonstrations, and instruction in the fields such as, but not limited to health, environmental, transportation, law enforcement, and security for military and civil agencies.	BA/BS; or EE
Graphics Specialist	2 yrs in graphic production environment. Proficient computer skills using MS Word, MS Outlook, as well as Adobe InDesign, Photoshop and Illustrator, and Quark Express.	Produces graphic art and visual materials for promotions, advertisements, films, presentations, packaging, and informative and instructional material through a variety of media outlets such as websites and CD-ROMs. Generates, manipulates, and integrates graphic images, animations, sound, text and video generated with automated tools into consolidated and seamless multimedia programs.	HS



Labor Category	Minimum/ General Experience and Years of Experience	Functional Responsibility	Edu. Req't
Web Designer	2 yrs demonstrated experience with in-depth understanding and knowledge of programming languages (e.g. HTML, CSS, Visual Basic).	Designs and builds web pages using a variety of graphics software applications, techniques, and tools. Designs and develops user interface features, site animation, and special-effects elements. Contributes to the design group's efforts to enhance the look and feel of the organization's online offerings. Designs the website to support the organization's strategies and goals relative to external communications.	HS
BUSINESS ANALYSIS GROUP			
Business Process Consultant	3 yrs. of experience within the field that he/she is consulting upon. Relevant experience in analyzing the complex issues surrounding the processes and practices of an organization. CMC (Certified Management Consultant) certification.	Analyzes process and re-engineering, with an understanding of technical problems and solutions as they relate to the current and future business environment. Creates process change by integrating new processes with existing ones and communicating these changes to impacted Business Systems teams. Recommends and facilitates quality improvement efforts.	BA/BS; or EE
Business Systems Analyst	3 yrs. using technical expertise to optimize IT infrastructure. Competent in configuring hardware and software to achieve organizational goals. Well-versed in analyzing and mitigating business problems through use of technology.	Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of business systems and industry requirements. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operation time, and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirements specifications. Provides consultation on complex projects and is considered to be the top level contributor/specialist of most phases of systems analysis, while considering the business implications of the application of technology to the current and future business environment.	BA/BS; or EE
Enterprise Architect	3 yrs. using technical knowledge and understanding of architecture, application systems design and integration. Demonstrated excellence with written / verbal communication.	Develops architectural products and deliverables for the enterprise and operational business lines. Sets standards for the client/server relational database structure for the organization (SQL, ORACLE, SYBASE, etc.). Advises of feasibility of potential future projects to management.	BA/BS; or EE
Financial Analyst	3 yrs. in financial analysis and budgeting. Demonstrated problem solving and organizational skills.	Provides support in the areas of budget, billing, reporting, and financial management for IT initiatives. Supports other members of finance department as necessary. Develops in-depth knowledge of tools and applications in support of the accounting function and aid projects that will yield efficiency through various practices.	BA/BS; or EE
Web Content Analyst	2 yrs. with a web content management system. Demonstrated understanding of HTML and of excellent analytical/decision-making skills.	Provides for development and content that will motivate and entertain users so that they regularly access the website and utilize it as a major source for information and decision-making. Provides managing/performing website editorial activities including gathering and researching information that enhances the value of the site.	BA/BS; or EE



Labor Category	Minimum/ General Experience and Years of Experience	Functional Responsibility	Edu. Req't
DATA SPECIALIST GROUP			
Data Architect	3 yrs. developing, implementing, and evaluating data architecture-related projects. Demonstrated ability to understand where data comes from, and how to manipulate it in a way to make it readily consumable, regardless of its source.	Designs and builds relational databases. Performs data access analysis design, and archive/recovery design and implementation. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Works in a data warehouse environment, which includes data design, database architecture, and metadata repository creation. Translates business needs into long-term architecture solutions. Defines, designs, and builds dimensional databases. Develops data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Reviews and develops object and data models and the metadata repository to structure the data for better management and quicker access.	BA/BS; or EE
Data Warehousing Specialist	3 yrs. working with documentation and organizational processes as well as highly complex systems administration. Experienced with various software such as Teradata DBMS (Database Management System) and Windows System Management.	Coordinates the data administration technical function for both data warehouse development and maintenance. Facilitates change control, problem management, and communication among data architects, programmers, analysts, and engineers. Establishes and enforces processes to ensure a consistent, well managed, and well-integrated data warehouse infrastructure. Analyzes and identifies data and metadata requirements. Defines user requirements and database design specifications. Designs, implements, and supports data warehousing requirements. Implements business rules via stored procedures, middleware, or other technologies. Provides product support and maintenance of the data warehouse. Performs data warehouse design and construction. Prepares/implements data verification and testing methods.	BA/BS; or EE
Database Specialist	3 yrs. in a large host or large networked environment that includes design development and support of enterprise database. Demonstrated ability to use MS SQL/Server.	Provides all activities related to the administration of computerized databases. Projects long-range requirements for database administration and design in conjunction with other managers in the information systems function. Designs, creates, and maintains databases in a client/server environment. Conducts quality control and auditing of databases in a client/server environment to ensure accurate and appropriate use of data. Advises users on access to various client/server databases. Designs, implements, and maintains complex databases with respect to JCL, access methods, access time, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Applies knowledge and experience with database technologies, development methodologies, and front-end (e.g., COGNOS)/back-end programming languages (e.g. SQL). Performs database programming and supports systems design. Includes maintenance of database dictionaries, overall monitoring of standards and procedures, file design and storage, and integration of systems through database design.	BA/BS; or EE
TECHNOLOGY OPERATIONS GROUP			
Hardware Engineer	2 yrs. relevant design experience. Experienced with board design tools (e.g. Mentor) and lab tools (e.g. logic analyzers).	Provides analysis related to the design, development, and implementation of hardware for products. Develops test strategies, devices, and systems. Performs stress and performance tests on a variety of computer hardware including circuit boards, processors and wiring.	BA/BS; or EE



Labor Category	Minimum/ General Experience and Years of Experience	Functional Responsibility	Edu. Req't
Info Specialist/ Knowledge Engineer	3 yrs. as a business or technical analyst or related field. Knowledgeable of machine learning and data mining. Experience with SharePoint and similar technologies.	Develops information retrieval solutions to support client requirements for specified domain subjects, using information retrieval software languages and automated text analysis.	BA/BS; or EE
Help Desk Specialist	2 yrs. of help desk experience. Demonstrated thorough knowledge of technical hardware including operating systems, networking, and computer repair. Experienced with assisting users with software issues, MS Office Suite and Email in professional and understanding manner.	Responds to and diagnoses problems through discussion with users. Includes problem recognition, research, isolation, resolution, and follow-up steps. Supervises help desk operation and serves as customer service representative. Provides support to end users. Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks, and monitors the problem to ensure a timely resolution. Provides second-tier support to end users for either PC, server, or mainframe applications or hardware. Interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Recommends systems modifications to reduce user problems.	AA/AS; or EE
Systems Administrator	2 yrs. of directly related experience.	Installs patches and software upgrades, modifies, configures and makes minor repairs to hardware and software systems. Provides technical assistance and training to system users. Maintains user email accounts to include workstation addresses and system and employee passwords. Manages network user accounts, shared folders for various projects and permissions for authorized access to users. Manages and troubleshoots network connectivity and systems performance including resolution of viruses. Sets up workstations and necessary application software based on project needs. Maintains internal peripheral computing resources including printers/plotters, switches, routers and hubs. Backs up systems and servers and maintains backup data/files in a safe place. Tests deployed systems for performance metrics and develops system-level documentation. Monitors installed configurations for software compliance agreements. Monitors system and security logs and reports any incidents or vulnerabilities to security manager.	BA/BS; or EE



Labor Category	Minimum/ General Experience and Years of Experience	Functional Responsibility	Edu. Req't
Information Assurance/ Security Specialist	<p>3 yrs. of information management experience. Demonstrated knowledge of IA principles and acute decision making skills.</p> <p>May require CISSP (Certified Information Systems Security Professional) or CompTIA Security+ certification.</p>	<p>Determines enterprise information assurance and security standards. Develops and implements information assurance/security standards and procedures. Coordinates, develops, and evaluates security programs for an organization. Recommends information assurance/security solutions to support customers' requirements. Identifies, reports, and resolves security violations. Establishes and satisfies information assurance and security requirements based upon the analysis of user, policy, regulatory, and resource demands. Performs analysis, design, and development of security features for system architectures. Analyzes and defines security requirements for computer systems which may include mainframes, workstations, and personal computers. Designs, develops, engineers, and implements solutions that meet security requirements. Provides integration and implementation of the computer system security solution. Analyzes general information assurance-related technical problems and provides basic engineering and technical support in solving these problems. Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle. Ensures that all information systems are functional and secure.</p>	BA/BS; or EE
IT Subject Matter Expert	<p>3 yrs. in Information Technology environment. Demonstrated strong analytical and writing ability.</p>	<p>Serves as subject matter expert, possessing in-depth knowledge of information technology as it related to Identity Access Management. Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at a solution.</p>	BA/BS; or EE



Labor Category	Minimum/ General Experience and Years of Experience	Functional Responsibility	Edu. Req't
Network Specialist	<p>1 yr experience with VOIP (Voice over IP), VOATM (Voice over Asynchronous Transfer Mode), IP, Data, Optical, LAN/MAN/WAN, Broadcast and/or VOD (Video On-Demand).</p> <p>May require RCDD (Registered Communications Distribution Designer) certification.</p>	<p>Provides technical guidance for directing and monitoring information systems operations. Designs, builds, and implements network systems. Troubleshoots network performance issues. Analyzes network traffic and provides capacity planning solutions. Interfaces with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance. Manages the purchase, testing, installation, and support of network communications, including LAN/MAN/WAN systems. Performs system-level design and configuration of products including determination of hardware, OS, and other platform specifications. Provides quality assurance review and the evaluation of new and existing software products. Provides assistance and oversight for all information systems operations activities, including computer and telecommunications/communications operations, data entry, data control, LAN/MAN/WAN administration and operations support, operating systems programming, system security policy procedures, and/or web strategy and operations. Provides the routine testing and analysis of all elements of the network facilities (including power, software, communications machinery, lines, modems, and terminals).</p>	BA/BS; or EE
Voice/Data Communications Engineer	<p>2 yrs. in communications systems design and implementation as well as working on engineering projects.</p>	<p>Provides technical direction and engineering knowledge for communications activities including planning, designing, developing, testing, installing and maintaining large communications networks. Ensures that adequate and appropriate planning is provided to direct building architects and planners in building communications spaces and media pathways meet industry standards. Develops, operates, and maintains voice, wireless, video, and data communications systems. Provides complex engineering or analytical tasks and activities associated with one or more technical areas within the communications function.</p>	BA/BS; or EE
MANAGEMENT GROUP			
Program Manager	<p>8 yrs. managing or assisting in the managing of various programs. Minimum three yrs. experience of program management in a technical field. PMP certification preferred.</p>	<p>Organizes, directs, and manages contract operation support functions involving multiple, complex, and inter-related project tasks. Manages teams of contract support personnel at multiple locations. Maintains and manages the client interface at the senior levels of the client organization. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with program task schedules and costs.</p>	BA/BS; or EE
Project Manager	<p>5 yrs. leading teams and creating complex project deliverables. PMP certification preferred.</p>	<p>Leads team on large projects or significant segment of large complex projects. Analyzes new and complex project related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools, and solution components. Provides applications systems analysis and programming activities for a Government site, facility or multiple locations. Prepares long and short-range plans for application selection, systems development, systems maintenance, and production activities and for necessary support resources. Oversees all aspects of projects.</p>	BA/BS; or EE



Labor Category	Minimum/ General Experience and Years of Experience	Functional Responsibility	Edu. Req't
Quality Assurance Specialist	3 yrs. working with Quality Assurance Plans (QAP). Demonstrated strong evaluative and decision-making skills.	Provides development of project Software Quality Assurance Plan and the implementation of procedures that conforms to the requirements of the contract. Provides an independent assessment of how the project's software development process is being implemented relative to the defined process and recommends methods to optimize the organization's process. May be responsible for all activities involving quality assurance and compliance with applicable regulatory requirements. Conducts audits and reviews/analyzes data and documentation. Develops and implements procedures and test plans for assuring quality in a system development environment which supports large databases and applications.	BA/BS; or EE
Configuration Management Specialist	3 yrs. experience in developing and maintaining hierarchical configuration breakdowns and related duties. Proficient with MS Office (e.g. Word, Excel, PowerPoint, and Access).	Provides configuration management planning. Describes provisions for configuration identification, change control, configuration status accounting, and configuration audits. Regulates the change process so that only approved and validated changes are incorporated into product documents and related software.	BA/BS; or EE
SUPPORT GROUP			
Technical Editor	3 yrs. in technical editing with extensive subject matter expertise.	Reviews content of technical documentation for quality. Produces technical and scientific illustrations for presentations and/or publication, as appropriate to the requirements. Ensures that documents follow the style laid out in the company's style guide.	BA/BS; or EE
Training Specialist	2 yrs. in a training role either as an independent consultant or within a human resources/training department.	Assesses, designs, and conceptualizes training scenarios, approaches, objectives, plans, tools, aids, curriculums, and other state of the art technologies related to training and behavioral studies. Identifies the best approach training requirements to include, but not limited to hardware, software, simulations, course assessment and refreshment, assessment centers, oral examinations, interviews, computer assisted and adaptive testing, behavior-based assessment and performance, and team and unit assessment and measurement. Develops and revises training courses. Prepares training catalogs and course materials. Trains personnel by conducting formal classroom courses, workshops, and seminars.	BA/BS; or EE
Administration/ Clerical	1 yrs. relevant experience in writing, filing, and other administrative duties. Able to communicate clearly with team members of all ranks.	Responsible for developing, drafting, writing and editing reports, briefs, proposals, and other documents in support of a client's requirements. Interfaces with personnel to coordinate meetings, maintain logs, records and files, provides end-user support, and performs general administrative duties. Assists in budgetary, billing, and financial management. Responsible for preparing and/or maintaining systems, programming and operations documentation, procedures and methods, including user reference manuals.	HS