GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

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 NAME: MULTIPLE AWARD SCHEDULE
FSC GROUP: PROFESSIONAL SERVICES
CONTRACT NUMBER: GS-35F-398CA
For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov

CONTRACT PERIOD: JULY 1, 2020 – JUNE 30, 2025
PRICE LIST CURRENT THROUGH MOD #PO-0023, EFFECTIVE 11/02/2021

CONTRACTOR: SUMMIT TECHNOLOGIES, INC.
430 NEW PARK AVENUE, SUITE 201
HARTFORD, CT 06106

Point of Contact: Paul Patel
e-mail: ppatel@summtech.com
Tel: 860-570-0661
Fax: 860-953-1250
Web: www.summtech.com

Business Size: Small Business
Woman Owned Business
Woman Owned Small Business (WOSB)
Woman Owned (EDWOSB)
SBA Certified Small Disadvantaged Business
HUBZONE Certified Business

Prices Shown Herein are Net (discount deducted)
**Customer Information**

1a Awarded SIN(s):

<table>
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<tr>
<th>SIN</th>
<th>Description</th>
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<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Service</td>
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<td>Order-Level Materials (OLM)</td>
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1b Lowest Priced Item: N/A

1c Hourly Rates & Labor Category Descriptions: See Page 4

2 Maximum Order

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3 Minimum Order: $100

4 Geographic Coverage (delivery area): Worldwide

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

6 Discount from list prices or statement of net price: Government Net Prices (discounts already deducted.)

7 Quantity Discounts: 15% for 9 or more System Administrator - Senior

8 Prompt payment terms: 1% - 20 Days; Net 30

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9 Foreign Items (list items by country of origin): None

10a Time of Delivery: To Be Determined at the Task Order Level

10b Expedited Delivery Contact Contractor
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<td>Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).</td>
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<td>Preventive maintenance (if applicable):</td>
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<td>Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):</td>
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About the Company: Founded in 1997, Summit Technologies, Inc. is an information technology services company providing Cybersecurity, Knowledge Management, Infrastructure, and Software Development for the Federal Government and Fortune 1000 companies. For more than 20 years, the company has delivered technology solutions to over 100 customers. In order to provide a high return on investment to our customers, we blend established and emerging technologies in heterogeneous environments while leveraging best practices and methodologies.

### Labor Category Rates

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</table>
The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

<table>
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<th>SCA Eligible Labor Category</th>
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<tr>
<td>Desktop Support Specialist</td>
<td>14160 – Personal Computer Support Technician</td>
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<tr>
<td>Telecommunications Technician</td>
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<td>Systems Administration I</td>
<td>14170 – System Support Specialist</td>
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</table>

LABOR CATEGORY DESCRIPTIONS
SIN 54151S

Application Technical Production Support

Minimum Experience: 5 years.

Functional Responsibility: Under general direction, responsible for ensuring the timely process through which application problems are controlled. Includes application problem recognition, research, isolation, resolution, and follow-up steps. Requires experience and understanding of application and environment. Competent to work on most phases of applications systems analysis, programming and testing activities, but requires instruction and guidance in other phases. Typically involves use of knowledge base, problem management and/or configuration management databases.

Minimum Certifications and Education: Bachelor’s degree

APPLICATIONS PROGRAMMER

Minimum Experience: 2 years.

Functional Responsibility: Participates in the design of software tools and subsystems to support reuse and domain analysis. Assists Applications Engineer and Applications Programmer to interpret software requirements and design specifications to code and integrate and test software components.

Minimum Certifications and Education: Bachelor’s degree

Applications Systems Analyst/Programmer - Senior

Minimum Experience: 4 years
**Functional Responsibility:** Under general direction, formulates and 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 from which programs will be written. Designs, codes, tests, debugs, and documents those programs. Competent to work at the highest technical level of all phases of applications systems analysis and programming activities. May be responsible for completion of a phase of a project. Regularly provides guidance and training to less-experienced analyst/programmers.

**Minimum Certifications and Education:** Bachelor’s Degree OR equivalent experience and training.

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**Business Analyst**

**Minimum Experience:** 7 years.

**Functional Responsibility:** Under general supervision, formulates and defines systems scope and objectives through research and fact-finding combined with an understanding of applicable business systems and industry requirements. With this knowledge, develops or modifies moderately complex information systems. Includes analysis of business and user needs, documenting requirements, and revising existing system logic difficulties as necessary. Guides and advises less-experienced Business Analysts. Competent to work in some phases of systems analysis and considers the business implications of the application of technology to the current business environment.

**Minimum Certifications and Education:** Bachelor’s Degree

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**Business Process Consultant**

**Minimum Experience:** 4 years

**Functional Responsibility:** Responsible for most complex systems process analysis, design, and simulation. Requires highest-level understanding of organization’s business systems and industry requirements. Focus is on process analysis 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. May lead re-engineering team and act as project manager in some cases.

**Minimum Certifications and Education:** Bachelor’s Degree OR equivalent experience and training.

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**Business Systems Analyst - Senior**

**Minimum Experience:** 5 years

**Functional Responsibility:** Under general direction, formulates and defines systems scope and objectives based on both user needs and a good understanding of applicable business systems and industry requirements. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirement specifications. Guides and advises less-experienced Business Systems Analysts. Competent to work at the highest technical level of most phases of systems analysis while considering the business implications of the application of technology to the current and future business environment.
**Minimum Certifications and Education:** Bachelor’s Degree OR equivalent experience and training.

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**Business Systems Specialist**

**Minimum Experience:** 5 years

**Functional Responsibility:** Top-level technical contributor with expertise in particular business processes responsible for formulating systems scope and objectives relative to the organization’s business plan and industry requirements. Acts independently or as a member of a project team responsible for providing technical guidance concerning the business implications of the application of various systems. Provides technical consulting on complex projects. Devises and/or modifies procedures to solve the most complex technical problems related to computer equipment capacity and limitations, operating time, and form of desired results. Creates detailed specifications from which programs will be written. May have quality assurance responsibilities.

**Minimum Certifications and Education:** Associate’s Degree OR equivalent experience and training.

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**Computer Security Systems Specialist (Intermediate)**

**Minimum Experience:** 3

**Functional Responsibility:** Under general supervision, analyzes and defines security requirements for MLS issues. Designs, develops, engineers and implements solutions to MLS requirements. Gathers and organizes technical information about an organization’s mission goals and needs, existing security products and ongoing programs in the MLS arena. Performs risk analyses, which also includes risk assessment. Provides technical support for secure software development and integration tasks, including reviewing work products for correctness and adhering to the design concept and to user standards. Knowledgeable of Security/IA products such as PKI, VPN, firewalls, and intrusion detection systems. Analyzes and recommends resolution of security/IA problems on the basis of knowledge of the major IA products and services, an understanding of their limitations, and knowledge of the IA disciplines.

**Minimum Certifications and Education:** Bachelor’s degree

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**Content Manager**

**Minimum Experience:** 5 years.

**Functional Responsibility:** Maintains data files and control procedures for moderately complex business systems that may be mainframe-, mini-, or client/server-based. Responsible for system security and data integrity. Assigns passwords and monitors use of resources. Applies extensive knowledge of the business applications and expertise in commercial software programs and unique applications in resolving problems. Troubleshoots computer related problems and contacts appropriate service representatives to resolve systems problems. Installs hardware and software. Performs backups, database administration, and file recovery. Optimizes system operation and resource utilization and performs system-capacity analysis and planning. Provides assistance to users in accessing and using business systems. May provide task direction to team members.

**Minimum Certifications and Education:** Bachelor’s degree
**Database Administrator**

**Minimum Experience:** 3 years

**Functional Responsibility:** Participates in the design, creation, and maintenance of computerized databases. Responsible for quality control and auditing of databases to ensure accurate and appropriate use of data. Works with management to develop database strategies to support company needs. Consults with and advises users on access to various databases. Works directly with users to resolve data conflicts and inappropriate data usage. Directs the maintenance and use of the corporate data dictionary.

**Minimum Certifications and Education:** Associate's Degree OR equivalent experience and training.

**Database Management Specialist**

**Minimum Experience:** 8 years.

**Functional Responsibility:** Provides highly technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods and security procedures for specific user applications.

**Minimum Certifications and Education:** Bachelor's degree

**Desktop Support Specialist**

**Minimum Experience:** 1 year.

**Functional Responsibility:** Under general supervision, supports end users at one more locations. Works with users to solve problems with available technology including hardware, software and peripherals. Studies and analyzes systems’ needs, trains users on software and hardware, and handles troubleshooting.

**Minimum Certifications and Education:** High School diploma

**Documentation Specialist - Intermediate**

**Minimum Experience:** 2 years

**Functional Responsibility:** Under general supervision, prepares and/or maintains systems, programming, and operations documentation, including user manuals. Maintains a current internal documentation library. Competent to work on most phases of documentation.

**Minimum Certifications and Education:** Associate’s Degree OR equivalent experience and training.

**Hardware Technician**

**Minimum Experience:** 1 year.

**Functional Responsibility:** Provides technical support for computers and associated networks. Installs, troubleshoots, services, and repairs personal computers, network equipment such as servers, modems, multiplexers, related computer software, telephones, cables, and connectors. Provides personal computer, hardware, and software support. Installs, services, and repairs personal computers and installs attendant software. Connects personal computers and terminals to existing data networks. Maintains network diagrams
and circuit records. Maintains trouble logs. Instructs users in the use of personal computers and networks. Investigates information, network, and communications needs of users, and makes recommendations regarding software and hardware purchases. Performs basic personal computer, PBX, and network software programming.

**Minimum Certifications and Education:** High School diploma

### IA Analyst

**Minimum Experience:** 2 years.

**Functional Responsibility:** Designs, develops or recommends integrated security system and physical control solutions that will ensure proprietary/confidential data and systems are protected. Provides technical engineering services for the support of integrated security systems and solutions to manage information-related risks. Participates with the client in the strategic design process to translate security and business requirements into technical designs. Configures and validates secure systems and physical controls, and tests security products and systems to detect security weakness.

**Minimum Certifications and Education:** Bachelor’s degree

### Information Assurance Development Manager

**Minimum Experience:** 5 years

**Functional Responsibility:** Analyzes and defines security requirement 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.

**Minimum Certifications and Education:** Bachelor’s Degree OR equivalent experience and training.

### IT Security Specialist Senior

**Minimum Experience:** 3 years.

**Functional Responsibility:** Applies current computer science technologies to the design, development, evaluation, and integration of computer systems and networks to maintain system security. Works with commercial computer product vendors in the design and evaluation of state-of-the-art secure operating systems, networks, and database products. Provides security engineering and integration services to internal customers. Involved in a wide range of security issues including architectures, electronic data traffic, network access. Uses encryption technology, penetration and vulnerability analysis of various security technologies, and information technology security research. May prepare security reports to regulatory agencies such as Departments of Defense or Energy.

**Minimum Certifications and Education:** Associate’s Degree and DoD 8570 Security+

### IT Senior Consultant

**Minimum Experience:** 8 years.
**Functional Responsibility:** Performs a variety of activities in one or more of the following and/or related areas: personal computer applications training, data control and scheduling coordination, systems administration, data security administration, and associated fields. Develops and applies advanced concepts, techniques, and standards. Serves as prime consultant and external spokesperson for the organization on highly significant matters relating to policies, programs, capabilities, and long-range goals and objectives. Develops solutions to problems of unusual complexity which require a high degree of ingenuity, creativity, and innovativeness. Challenges are frequently unique and solutions may serve as precedent for future decisions.

**Minimum Certifications and Education:** Bachelor’s degree

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**IT Subject Matter Specialist**

**Minimum Experience:** 5 years

**Functional Responsibility:** Provides extremely high-level subject matter proficiency for work described in the task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems that require doctorate level knowledge of the subject matter for effective implementation.

**Minimum Certifications and Education:** Bachelor’s Degree OR equivalent experience and training.

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**Intermediate Information Assurance (IA) Analyst**

**Minimum Experience:** 5 years

**Functional Responsibility:** Under general technical supervision, performs network monitoring, analysis and reporting in accordance with the provisions of DoD Directive 8570.01-M. These skills and their associated duties may include the following: Intrusion: Examines potential security violations, incidents, malicious activity and attacks to determine if policy has been breached, assesses the impact, and preserves artifacts. Enters and tracks events and incidents. Supports incident escalation and assesses probable damages, identifies damage control and remediation, and assists in developing courses of action. Supervises the installation, monitoring, testing, troubleshooting, and administration of IA hardware and software systems. Recommends, schedules, and performs IA system repairs, systems administration, and maintenance. Analyzes patterns of non compliance or attacks and recommends appropriate actions to minimize security risks and insider threat. Configures, optimizes, and tests network devices. Diagnoses and resolves IA problems in response to reported incidents. Enhances rule sets to identify or block sources or potential sources of malicious traffic. Supports the design and execution of exercise scenarios. Specialist: Implements, and monitors policies and procedures reflecting the legislative intent of applicable laws and regulations. Prepares, distributes, and maintains plans, instructions, guidance, and standard operational procedures concerning Information Security. Participates in IA risk assessments during the C&A process. Prepares, reviews, and evaluates documentation of compliance. Prepares recommendations for the DAA. Reviews IA and IA enabled software, hardware, and firmware for compliance with appropriate security configuration guidelines, policies, and procedures. Reviews AI security plans. Identifies alternative functional IA security strategies to address organizational security concerns. Reviews security safeguards to determine that security concerns identified in approved policies, plans, and doctrine have been fully addressed. Develops and implements programs to ensure that systems, network, and data users are aware of, understand, and follow IA policies and procedures.

**Minimum Certifications and Education:** Bachelor’s degree
**Junior Web Designer - Webmaster**

**Minimum Experience:** 1 year.

**Functional Responsibility:** Contributes to the design and development of customer web sites. Assists more experienced developers in proposing web site strategies and in creating action plans and applications. Helps to customize web-based interactive features, build database gateways, and implement electronic commerce services.

**Minimum Certifications and Education:** Bachelor’s degree

**Manager/Operations Manager**

**Minimum Experience:** 5 years.

**Functional Responsibility:** Applies advanced principles, theories, and concepts to the development, maintenance, and implementation of information security standards, procedures, and guidelines. Solves complex technical problems, ensuring that systems and organizational databases are protected from unauthorized access and use. Monitors systems, identifies threats, and handles disaster recovery operations. Interfaces with user community to understand their security needs, implementing procedures to accommodate them. May require familiarity of domain structures, user authentication, and digital signatures. Identifies network vulnerabilities and recommends remedial action. May require understanding of firewall theory and configuration.

**Minimum Certifications and Education:** Bachelor’s degree

**.NET Developer**

**Minimum Experience:** 7 years.

**Functional Responsibility:** Under general supervision, develops codes, tests, and debugs new software or enhancements to existing Microsoft .NET based systems. Has good understanding of business applications. Works with technical staff to understand problems with software and resolve them. Resolves customer complaints with software and responds to suggestions for improvements and enhancements. May assist in development of software user manuals.

**Minimum Certifications and Education:** Bachelor’s degree

**NOC IT Security Specialist**

**Minimum Experience:** 1 year.

**Functional Responsibility:** Applies current computer science technologies to the design, development, evaluation, and integration of computer systems and networks to maintain system security. Works with commercial computer product vendors in the design and evaluation of state-of-the-art secure operating systems, networks, and database products. Provides security engineering and integration services to internal customers. Involved in a wide range of security issues including architectures, electronic data traffic, network access. Uses encryption technology, penetration and vulnerability analysis of various security technologies, and
information technology security research. May prepare security reports to regulatory agencies such as Departments of Defense or Energy.

**Minimum Certifications and Education:** Associate's Degree and DoD 8570 Security+

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**Principal Systems Architect**

**Minimum Experience:** 15 years.

**Functional Responsibility:** Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Determines and identifies high level functional and technical requirements based on interactions with the user community and knowledge of the enterprise architecture. Designs architecture to include the software, hardware and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Identifies, assesses, and presents options for meeting the functional and technical requirements including hardware and software updates or upgrades. Responsible for developing high level system design diagrams. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards - such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of Information Management (IM) solution of the application platform, across the application program interface (API), and the external environment/software application. Ensures that the common operating environment is compliant. Evaluates analytically and systematically problems of work flows, organization and planning and develops appropriate corrective action. Provides daily supervision and direction to staff.

**Minimum Certifications and Education:** Master’s degree

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**Project Control Specialist**

**Minimum Experience:** 3 years.

**Functional Responsibility:** Manages and directs a business operations organization supporting program/product areas. Responsible for managing a team of business finance, planning, and contracts professional staff ensuring contractual compliance, cost management, budget development and analyses, financial estimating, configuration management and proposal support. Responsible for coordinating subordinate employee recruitment, selection and training, performance assessment, work assignments, salary, and recognition/disciplinary actions.

**Minimum Certifications and Education:** Bachelor’s degree

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**Project Manager**

**Minimum Experience:** 10 years.

**Functional Responsibility:** Serves as the project manager for a complex task and/or project. Interfaces with the Government Contracting Officer (KO), task order-level TMs, Government management personnel and customer agency representatives. Is responsible for the overall management of the project and insuring that the technical solutions and schedules are implemented in a timely manner.
Minimum Certifications and Education: Bachelor’s degree; Certifications such as a PMP recommended, but not required.

**Senior Applications Programmer**

Minimum Experience: 4 years.

**Functional Responsibility:** Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

Minimum Certifications and Education: Bachelor’s degree

**Senior Functional Analyst**

Minimum Experience: 5 years.

**Functional Responsibility:** Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Provides daily supervision and direction to support staff.

Minimum Certifications and Education: Bachelor’s degree

**Senior IT Analyst**

Minimum Experience: 9 years.

**Functional Responsibility:** Conducts analysis of transition planning, intelligence information requirements, and may develop architecture baselines. Assists with and leads development of integration, migration plans/schedules. May support ISR and C4ISR programs/clients. Provides research and assistance with implementation of community policies and guidance. Supports business process improvements or systems analysis for missions, systems, and fiscal requirements.

Minimum Certifications and Education: Bachelor’s degree

**Senior Network Engineer**

Minimum Experience: 8 Years.

**Functional Responsibility:** Under general direction, manages the purchase, installation, and support of network communications, including LAN/WAN systems. Responsible for evaluating current systems. Works on complex problems where analysis of situation requires in-depth evaluation of various factors. Plans large-scale systems projects through vendor comparison and cost studies. Provides work leadership and training to lower level network engineers. Requires expert knowledge of LAN/WAN systems, networks, and applications.

Minimum Certifications and Education: Bachelor’s Degree
<table>
<thead>
<tr>
<th>Role</th>
<th>Minimum Experience</th>
<th>Functional Responsibility</th>
<th>Minimum Certifications and Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior System Engineer</td>
<td>8 years.</td>
<td>Performs technical planning, system integration, verification and validation, cost and risk, and supportability and effectiveness analyses for total systems. Analyses are performed at all levels of total system product to include: concept, design, fabrication, test, installation, operation, maintenance and disposal. Ensures the logical and systematic conversion of customer or product requirements into total systems solutions that acknowledge technical, schedule, and cost constraints. Performs functional analysis, timeline analysis, detail trade studies, requirements allocation and interface definition studies to translate customer requirements into hardware and software specifications.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Minimum Certifications and Education:</strong> Bachelor’s degree</td>
<td></td>
</tr>
<tr>
<td>Senior Web/Portal Designer</td>
<td>7 years.</td>
<td>Under general direction, participates as high-level technical expert in design development, coding, testing, and debugging new software or significant enhancements to existing software. Works with technical staff to understand problems with software and develops specifications to resolve them. Resolves customer complaints and responds to suggestions for improvements and enhancements. Participates in the development of software user manuals. May act as team leader on less complex projects. Assists in training less experienced software development staff.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Minimum Certifications and Education:</strong> Bachelor’s Degree</td>
<td></td>
</tr>
<tr>
<td>Senior Windows Systems Administrator</td>
<td>8 years.</td>
<td>Under general direction, responsible for activities related to system administration. Assigns personnel to various projects, directs their activities, and evaluates their work. Ensures long-term requirements of systems operations and administration are included in the overall information systems planning of the organization. Responsible for the installation, maintenance, configuration, and integrity of computer software. Implements operating system enhancements that will improve the reliability and performance of the system.</td>
<td></td>
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<tr>
<td></td>
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<td><strong>Minimum Certifications and Education:</strong> Bachelor’s degree</td>
<td></td>
</tr>
<tr>
<td>Software Architect</td>
<td>5 years</td>
<td>Works independently designing and developing new software products or major enhancements to existing software. May lead a large development team in the design of highly complex software systems. Acts as highest-level technical expert, addressing problems of systems integration,</td>
<td></td>
</tr>
</tbody>
</table>
compatibility, and multiple platforms. Responsible for project completion. Performs feasibility analysis on potential future projects to management.

**Minimum Certifications and Education:** Bachelor's Degree OR equivalent experience and training.

**Software Developer - Senior**

**Minimum Experience:** 5 years  
**Functional Responsibility:** Under general direction, participates as high-level technical expert in design development, coding, testing, and debugging new software or significant enhancements to existing software. Works with technical staff to understand problems with software and develops specifications to resolve them. Resolves customer complaints and responds to suggestions for improvements and enhancements. Participates in the development of software user manuals. May act as team leader on less complex projects. Assists in training less experienced software development staff. Requires five years experience in the field.  
**Minimum Certifications and Education:** Associate's Degree OR equivalent experience and training.

**SSRS Developer (Database Developer)**

**Minimum Experience:** 7 years.

**Functional Responsibility:** Responsible for product support and maintenance of the data warehouse and/or database reporting system. Performs database and report design and construction. Codes and documents scripts and stored procedures. Designs/implements data strategy methods. Develops appropriate programs and systems documentation. Assists with Metadata repository management. Prepares/implements data verification and testing methods for the data warehouse. Creates index and view scripts.

**Minimum Certifications and Education:** Bachelor’s degree

**Subject Matter Expert (Intermediate)**

**Minimum Experience:** 10 years.

**Functional Responsibility:** With minimal direction, provides expert support, analysis and research into exceptionally complex problems, and processes relating to the subject matter. Serves as technical expert on executive-level project teams providing technical direction, interpretation and alternatives. Thinks independently and demonstrates exceptional written and oral communications skills. Applies extensive technical expertise, and has full knowledge of other related disciplines. Guides the successful completion of major programs and may function in a project leadership role. Develops technical solutions to complex problems that require the regular use of ingenuity and creativity. Work is performed without appreciable direction. Exercises considerable latitude in determining technical objectives of assignment. Expertise is in a particular area of Information Technology (e.g., Information Systems Architecture, Telecommunications Systems Design, Architecture, Implementation, Information Systems Integration, Software Development Methodologies, Security Engineering, Communications and Network Systems Management), or a specific functional area (e.g., finance, logistics, and operations research).

**Minimum Certifications and Education:** Bachelor’s degree

**Systems Administrator - Intermediate**

**Minimum Experience:** 3 years

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**Functional Responsibility:** Under general supervision, responsible for installing, configuring, and maintaining operating system workstations and servers, including web servers, in support of business processing requirements. Performs software installations and upgrades to operating systems and layered software packages. Schedules installations and upgrades and maintains them in accordance with established IT policies and procedures. Monitors and tunes the system to achieve optimum performance levels. Ensures workstation/server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions. Ensures data/media recoverability by implementing a schedule of system backups and database archive operations. Supports media management through internal methods and procedures or through offsite storage and retrieval services. Develops and promotes standard operating procedures. Conducts routine hardware and software audits of workstations and servers to ensure compliance with established standards, policies, and configuration guidelines. Develops and maintains a comprehensive operating system hardware and software configuration database/library of all supporting documentation.

**Minimum Certifications and Education:** Associate's Degree OR equivalent experience and training.

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**Systems Administrator - Senior**

**Minimum Experience:** 5 years

**Functional Responsibility:** Under general direction, responsible for activities related to system administration. Assigns personnel to various projects, directs their activities, and evaluates their work. Ensures long-term requirements of systems operations and administration are included in the overall information systems planning of the organization. Responsible for the installation, maintenance, configuration, and integrity of computer software. Implements operating system enhancements that will improve the reliability and performance of the system.

**Minimum Certifications and Education:** Associate's Degree OR equivalent experience and training.

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**Systems Engineer**

**Minimum Experience:** 3 years

**Functional Responsibility:** Performs a variety of systems engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and implementation, including personnel, hardware, software, budgetary, and support facilities and/or equipment. Provides quality assurance review and the evaluation of new and existing software products.

**Minimum Certifications and Education:** Bachelor's Degree OR equivalent experience and training.

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**UNIX Systems Administrator**

**Minimum Experience:** 2 years

**Functional Responsibility:** Responsible for the installation, configuration, and maintenance of UNIX operating systems. Recognizes and troubleshoots problems with server hardware and applications software. Establishes and documents standards and procedures for management review. Requires extensive knowledge of computer operations and familiarity with shell and kernel programming.

**Minimum Certifications and Education:** Associate's Degree OR equivalent experience and training.

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**Web Designer**
Minimum Experience: 3 years

Functional Responsibility: Under direct supervision, 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 appeal of the organization’s online offerings. Designs the website to support the organization’s strategies and goals relative to external communications. Typically requires one to three years of experience in the area of web design. Requires knowledge of web-based technologies including browsers ASP pages, HTML code, object-oriented technology, and graphics software.

Minimum Certifications and Education: Associate’s Degree OR equivalent experience and training.

Web Developer III
Minimum Experience: 5 years.

Functional Responsibility: Designs and develops web sites based on the customer’s Internet strategies and objectives. Proposes web site strategies and creates action plans and applications to carry out strategies and accomplish objectives. Customizes web-based interactive features, builds database gateways, and implements electronic commerce services.

Minimum Certifications and Education: Bachelor’s degree

Web Project Manager
Minimum Experience: 4 years

Functional Responsibility: Serves as project manager of a development team responsible for planning, developing, and deploying websites including preparation of text, graphics, audio, and video for web pages. Works directly with partners and clients to determine project scope and specifications. Coordinates the work of design and development teams to implement online designs. Reviews progress, manages resources, and ensures overall quality of completed website. Typically requires experience in management and understanding of web technologies.

Minimum Certifications and Education: Associate’s Degree OR equivalent experience and training.

ANALYST II
Minimum Experience: 4 years

Functional Responsibility: Under general supervision, performs a variety of assigned duties, including analysis, design and development, evaluation, specifications, procedures, troubleshooting, and documentation. Performs day-to-day maintenance of accounting data. May be called upon to deliver presentations and assist in task planning.

Minimum Certifications and Education: Bachelor’s degree

ANALYST III
Minimum Experience: 6 years.
**Functional Responsibility:** Works as a team member and performs a variety of assigned duties, including analysis, design and development, evaluation, specifications, procedures, troubleshooting, and documentation. Performs day-to-day maintenance of accounting data. May be called upon to deliver presentations and assist in task planning.

**Minimum Certifications and Education:** Bachelor’s degree

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**ANALYST IV**

**Minimum Experience:** 8 years.

**Functional Responsibility:** Works as a team member with advanced, comprehensive knowledge of methodologies, principals and practices related to logistics, business, or financial management disciplines. Ability to organize, analyze, interpret, and evaluate financial and management data in the solution of financial management and accounting problems. Ensures compliance with technological standards throughout the project. Operates with considerable latitude for actions and decisions. May serve as a prime point of contact with the client. May be called upon to deliver presentations, plan tasks, and coordinate resources and budgets.

**Minimum Certifications and Education:** Bachelor’s degree

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**CONSULTANT**

**Minimum Experience:** 10 years.

**Functional Responsibility:** A Consultant provides expertise in providing consulting services across a range of areas. Performs a variety of tasks that require both practical experience and theoretical, state-of-the-art, technical knowledge in specialty areas.

**Minimum Certifications and Education:** Bachelor’s degree

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**PROGRAM ANALYST**

**Minimum Experience:** 5 years.

**Functional Responsibility:** A Program Analyst must have knowledge in how to plan, analyze and evaluate the effectiveness of operating programs. Must be able to use source data to evaluate the effectiveness of programs and business processes. Must be able to use qualitative and quantitative analytical skills to assess the effectiveness of the operations.

**Minimum Certifications and Education:** Bachelor’s degree

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**ENGINEER**

**Minimum Experience:** 3 years.

**Functional Responsibility:** Basic knowledge of systems development lifecycle and systems engineering role throughout lifecycle of IT Infrastructure. Detailed knowledge of one or more of the systems engineering competencies.
**Minimum Certifications and Education:** Bachelor’s degree

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**MID LEVEL ENGINEER**

**Minimum Experience:** 6 years.

**Functional Responsibility:** Good understanding of systems development lifecycle and systems engineering role throughout lifecycle of IT Infrastructure. Detailed knowledge of one or more of the systems engineering competencies. Has the ability to handle unusually complex jobs within the competency areas of detailed knowledge.

**Minimum Certifications and Education:** Bachelor’s degree

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**MID LEVEL NETWORK ENGINEER**

**Minimum Experience:** 6 years.

**Functional Responsibility:** This family provides overall network engineering support for a broad range of programs. May include planning, designing, and evaluating various components of network. May evaluate and recommend new technologies to enhance current capabilities.

**Minimum Certifications and Education:** Bachelor’s degree

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**PROJECT MANAGEMENT ANALYST**

**Minimum Experience:** 6 years.

**Functional Responsibility:** Responsible for ensuring contract requirements and subcontractor responsibilities are being accomplished including working on the definition and implementation of project planning techniques to provide visibility on the contract. Responsibilities may include developing budgets and schedules to meet contractual/project requirements for an assigned portion of a program, participating in and establishing and defining program plan requirements, and monitoring and reporting performance against plans to ensure that contractual, cost and schedule objectives are met. Work is provided in the form of general goals and objectives with few, if any, specific instructions. Individual is also expected to mentor more junior team members.

**Minimum Certifications and Education:** Bachelor’s degree

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**SENIOR BUSINESS ANALYST**

**Minimum Experience:** 8 years.

**Functional Responsibility:** Responsible for defining and developing business processes, policies, roles and responsibilities, and performance metrics. Conducts analysis of business processes: current state analysis, gap analysis, benchmarking, best practices identification, organizational assessment, and other related tasks. Takes project from original concept through final implementation. May coordinate with business and technology teams, ascertaining system requirements, such as program functions, output requirements, input data acquisition, and system techniques and controls. Plans and implements process improvements, including: future state design, change management, and transition planning. Conduct client interviews. May deliver presentations and training courses including measurement, analysis, improvement, and control. May perform cost and benefit
analysis. Interfaces with all areas of project including customer, computer services, and client services. Client may be internal or external to company.

**Minimum Certifications and Education:** Bachelor’s degree

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### SENIOR LEVEL ENGINEER

**Minimum Experience:** 10 years.

**Functional Responsibility:** Comprehensive understanding of systems development lifecycle and systems engineering role throughout lifecycle. Detailed knowledge of many of the systems engineering competencies listed above under Scope, and recognized expertise in some of these areas. Able to handle seldom and unusually occurring job events. Expert level knowledge of at least one customer domain and intermediate or expert level knowledge of at least one additional customer domain.

**Minimum Certifications and Education:** Bachelor’s degree

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### SYSTEMS ADMINISTRATION I

**Minimum Experience:** 6 years.

**Functional Responsibility:** Responsible for managing the functionality and efficiency of one or more operating systems. Duties may include setting up administrator and service accounts, maintaining system documentation, tuning system performance, installing system wide software, validating and implementing critical system patches, and allocating mass storage space. Interacts with users and evaluates vendor products. Makes recommendations to purchase hardware and software, coordinates installation and provides backup recovery. Develops functional requirements through interaction with end-users and coordinates with development team on systematic enhancements or changes.

**Minimum Certifications and Education:** High School diploma

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### TELECOMMUNICATIONS TECHNICIAN

**Minimum Experience:** 1 year of experience

**Functional Responsibility:** Performs routine tasks relating to voice and data telecommunications equipment installation, modifications, troubleshooting, repairs, and maintenance. May maintain liaison with outside vendor and order equipment as needed.

**Minimum Certifications and Education:** High School diploma
LABOR CATEGORY DESCRIPTIONS FOR
SIN 541611

_title: Analyst II_

Under general supervision, performs a variety of assigned duties, including analysis, design and development, evaluation, specifications, procedures, troubleshooting, and documentation. May be called upon to deliver presentations and assist in task planning.

**Minimum Education:** Bachelors

**Minimum Years’ Experience:** 4

_title: Analyst III_

Works as a team member and performs a variety of assigned duties, including analysis, design and development, evaluation, specifications, procedures, troubleshooting, and documentation. May be called upon to deliver presentations and assist in task planning.

**Minimum Education:** Bachelors

**Minimum Years’ Experience:** 6

_title: Analyst IV_

Works as a team member with advanced, comprehensive knowledge of methodologies, principals and practices related to technology, logistics, business, or finance. Ability to organize, analyze, interpret, and evaluate data in the solution of problems. Ensures compliance with standards throughout the project. Operates with considerable latitude for actions and decisions. May serve as a prime point of contact with the client. May be called upon to deliver presentations, plan tasks, and coordinate resources and budgets.

**Minimum Education:** Bachelors

**Minimum Years’ Experience:** 8

_title: Business Analyst Sr._

Responsible for analyzing user business problems. May formulate and define scope and objectives through research, analysis, testing and fact finding with a basic understanding of business and industry requirements. May prepare communications and make presentations on recommendations on system enhancements or alternatives. May act as functional expert. Provides problem definition, evaluation of requirements, and implementation of systems to meet business, user, and cost requirements.

**Minimum Education:** Bachelors

**Minimum Years’ Experience:** 8

_title: Business Analyst_

Under general supervision, formulates and defines systems scope and objectives through research and fact-finding combined with an understanding of applicable business systems and industry requirements. With this knowledge, develops or modifies moderately complex information systems. Includes analysis of business and user needs, documenting
requirements, and revising existing system logic difficulties as necessary. Guides and advises less-experienced Business Analysts.

**Minimum Education:** Bachelors

**Minimum Years’ Experience:** 7

### Title: Consultant

Provides expert level consultation for developing, supporting, and providing internal review and audit activities of operational, administrative, and financial functions. Develops and applies advanced methods for business process reengineering, organizational performance support, team training development, and strategic planning services. Interfaces with top level government officials. Will perform high-level analytical/operational implementation consulting as well as provide facilitation and training services. Serves as the programmatic subject matter expert of development and implementation of the systems to address the needs of management. Develops operating procedures, policies, guidelines, establishment of controls, coordination of necessary actions, and method of program evaluations.

**Minimum Education:** Bachelors

**Minimum Years’ Experience:** 10

### Title: Program Analyst

Knowledge in how to plan, analyze and evaluate the effectiveness of operating programs. Must be able to use source data to evaluate the effectiveness of programs and business processes. Must be able to use qualitative and quantitative analytical skills to assess the effectiveness of the operations.

**Minimum Education:** Bachelors

**Minimum Years’ Experience:** 10

### Title: Project Manager II

Responsible for day-to-day financial analysis of area operations. Manages the implementation of specific government or commercial project. Plans, coordinates, and manages the actions taken by an organization to acquire and execute a project. Integrates all functions and activities necessary to perform the project to meet the client or customer requirements. Plans and implements actions by the project team to define and implement technical baseline and meet quality requirements for project products and services. Directs project team personnel, manages cost and schedule, ensures contract compliance, and serves as principal customer interface.

**Minimum Education:** Bachelors

**Minimum Years’ Experience:** 10

### Title: Subject Matter Expert I

Provides expert level support, analysis and research into exceptionally complex problems, and processes relating to the subject matter. Serves as expert providing technical direction, interpretation and alternatives. Applies extensive expertise and has full knowledge of other related disciplines. Guides the successful completion of major programs and may function in a project leadership role. Develops solutions to complex problems that require the regular use of ingenuity and creativity. Expertise is in a specialty functional area (for example IT, accounting, finance, logistics, operations research, healthcare, scientific or other unique disciplines).

**Minimum Education:** Bachelors
Title: Subject Matter Expert II

Makes recommendations and advises on organization-wide system improvements, requirements, systems design, optimization, or sustainment efforts in one or more specialized areas. Provides expert level support, analysis and research into exceptionally complex problems, and processes relating to the subject matter. Serves as expert providing technical direction, interpretation, and alternatives. Applies extensive expertise and has full knowledge of other related disciplines. Guides the successful completion of major programs and may function in a project leadership role. Develops solutions to complex problems that require the regular use of ingenuity and creativity. Expertise is in a specialty functional area (for example IT, accounting, finance, logistics, operations research, healthcare, scientific or other unique disciplines). Provides mentoring support to junior subject matter experts.

Minimum Education: Bachelors

Minimum Years' Experience: 6

Title: Subject Matter Expert III

Defines the problems and analyzes and develops plans and requirements in the subject matter area for moderately complex to complex systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications. Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development and implementation for extremely complex systems in the subject matter area. Makes recommendations and advises on organization or enterprise-wide system improvements, requirements, systems design, optimization, or sustainment efforts in one or more specialized areas. Guides the successful completion of major programs and may function in a project leadership role. Develops solutions to complex problems that require the regular use of ingenuity and creativity. Expertise is in a specialty functional area (for example IT, accounting, finance, logistics, operations research, healthcare, scientific or other unique disciplines). Provides guidance and supervises subject matter experts at levels I and II.

Minimum Education: Bachelors

Minimum Years' Experience: 8

Professional Services Business Process Consultant

Responsible for most complex systems process analysis, design, and simulation. Requires highest-level understanding of organization’s business systems and industry requirements. Focus is on process analysis 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. May lead re-engineering team and act as project manager in some cases.

Minimum Education: Bachelors

Minimum Years' Experience: 4

Professional Services Business Systems Analyst - Senior

Under general direction, formulates and defines systems scope and objectives based on both user needs and a good understanding of applicable business systems and industry requirements. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirement specifications.

Minimum Education: Bachelors

Minimum Years' Experience: 5

Professional Services Business Systems Specialist
Top-level technical contributor with expertise in particular business processes responsible for formulating systems scope and objectives relative to the organization’s business plan and industry requirements. Acts independently or as a member of a project team responsible for providing technical guidance concerning the business implications of the application of various systems. Provides technical consulting on complex projects.

**Minimum Education:** Associate's Degree

**Minimum Years’ Experience:** 5

### Professional Services Documentation Specialist - Intermediate**

Under general supervision, prepares and/or maintains systems, programming, and operations documentation, including user manuals. Maintains a current internal documentation library. Competent to work on most phases of documentation.

**Minimum Education:** Associate's Degree

**Minimum Years’ Experience:** 2

### Professional Services Business Analyst

Under general supervision, formulates and defines systems scope and objectives through research and fact-finding combined with an understanding of applicable business systems and industry requirements. With this knowledge, develops or modifies moderately complex information systems. Includes analysis of business and user needs, documenting requirements, and revising existing system logic difficulties as necessary. Guides and advises less-experienced Business Analysts. Competent to work in some phases of systems analysis and considers the business implications of the application of technology to the current business environment.

**Minimum Education:** Bachelors

**Minimum Years’ Experience:** 7

### Professional Services Project Control Specialist

Manages and directs a business operations organization supporting program/product areas. Responsible for managing a team of business finance, planning, and contracts professional staff ensuring contractual compliance, cost management, budget development and analyses, financial estimating, configuration management and proposal support. Responsible for coordinating subordinate employee recruitment, selection and training, performance assessment, work assignments, salary, and recognition/disciplinary actions.

**Minimum Education:** Bachelors

**Minimum Years’ Experience:** 3

### Professional Services Project Manager

Serves as the project manager for a complex mid-size task and/or project. Interfaces with the Government Contracting Officer (KO), task order-level TMs, Government management personnel and customer agency representatives. Is responsible for the overall management of the project and insuring that the technical solutions and schedules are implemented in a timely manner.

**Minimum Education:** Bachelors

**Minimum Years’ Experience:** 10

### Professional Services Program Analyst

A Professional Services Program Analyst must have knowledge in how to plan, analyze and evaluate the effectiveness of operating programs. Must be able to use source data to evaluate the effectiveness of programs and business processes. Must be able to use qualitative and quantitative analytical skills to assess the effectiveness of the operations.

**Program Analyst**

**Minimum Education:** Bachelor's
Minimum Years’ Experience: 5

**Professional Services Senior Business Analyst**

Responsible for defining and developing business processes, policies, roles and responsibilities, and performance metrics. Conducts analysis of business processes: current state analysis, gap analysis, benchmarking, best practices identification, organizational assessment, and other related tasks. Takes project from original concept through final implementation.

Senior Business Analyst

**Minimum Education:** Bachelor’s

**DEGREE SUBSTITUTION**

The descriptions below describe the functional responsibilities, education and experience requirements for each labor category. These serve as a guide to the experience and educational background of personnel typically found in each labor category. Increasingly, we find that the skills needed to support advanced technology efforts are not always supported by a traditional education and work experience combination. Often, the experience of a resource is a valid substitute for education. Consequently, the minimum education and experience shown in this table may be fulfilled by the consideration of a trade-off of several factors, including level of education obtained, directly relevant experience, or certifications. The following chart indicates where experience may be substituted for the degree attained by an individual.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Experience Equivalence*</th>
<th>Other Equivalence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate’s</td>
<td>1 year relevant experience</td>
<td>Vocational or technical training in work-related field</td>
</tr>
<tr>
<td>Bachelor’s</td>
<td>Associate’s degree + 2 years relevant experience, or 4 years relevant experience</td>
<td>Professional certification</td>
</tr>
</tbody>
</table>