AUTHORIZED FEDERAL SUPPLY SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES

Information Technology Professional Services

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

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

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

SIN 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D301 IT Facility Operation and Maintenance
FPDS Code D302 IT Systems Development Services
FPDS Code D306 IT Systems Analysis Services
FPDS Code D307 Automated Information Systems Design and Integration Services
FPDS Code D308 Programming Services
FPDS Code D316 IT Network Management Services
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

KPI Consulting, LLC
700 South View Terrace
Alexandria, VA 22314
(P) 703-328-8389 (F) 703-751-1881
www.kpiconsultingit.com

Contract Number: TBD
Period Covered by Contract: TBD

General Services Administration
Federal Supply Service

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service’s Home Page via the Internet at http://www.fss.gsa.gov/
CUSTOMER INFORMATION

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)

IT PROFESSIONAL SERVICES OFFERING

GSA PRICE LIST
SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage™ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage™ and the Federal Supply Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1a. SIN 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

1b. Find the lowest priced labor category Executive Administrative Support bill S65.59 provided on page 14.

1c. Descriptions of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors, are provided on pages 9 thru 14.

2. Maximum Order:

a. The Maximum Order value for the following Special Item Numbers (SINs) is $500,000 per order.

Special Item Number 132-51 - Information Technology (IT) Professional Services

3. Minimum Order: The minimum dollar value of orders to be issued is $100.00

4. Geographic Scope of Contract: The 48 contiguous states, Washington, DC

5. Point(s) of Production: Alexandria, VA, USA

6. Discount from List Prices: GSA price rate already discounted

7. Quantity Discounts: None

8. Prompt Payment Terms: 0% - Net 30

9a. Notification that Government Purchase Cards are Acceptable at or Below the Micro-Purchase Threshold: KPI will accept Government Purchase Cards at or below the Micro-Purchase threshold.
9b. Notification Whether Government Purchase Cards are Accepted or Not Accepted Above the Micro-Purchase Threshold: KPI will accept Government Purchase Cards at or above the Micro-Purchase threshold.

10. Foreign Items: None

11a. Time of Delivery: The contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below.

<table>
<thead>
<tr>
<th>ITEMS OR GROUPS OF ITEMS</th>
<th>DELIVERY TIME (Days ARO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(SIN or Nomenclature)</td>
<td>As agreed upon by KPI Consulting, LLC and the ordering activity</td>
</tr>
<tr>
<td>132-51</td>
<td></td>
</tr>
</tbody>
</table>

11b. Expedited Delivery: For those items that can be delivered quicker than the delivery times in paragraph (a), above, the offeror is requested to insert below, a time (hours/days ARO) that delivery can be made when expedited delivery is requested.

<table>
<thead>
<tr>
<th>ITEMS OR GROUPS OF ITEMS</th>
<th>EXPEDITED DELIVERY TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>(SIN or Nomenclature)</td>
<td>(Days ARO)</td>
</tr>
<tr>
<td>132-51</td>
<td>As agreed upon by KPI Consulting, LLC and the ordering activity</td>
</tr>
</tbody>
</table>

11c. Overnight and 2-day Delivery: Schedule customers may require overnight or 2-day delivery. The offeror is requested to annotate in its price list or by separate attachment the items that can be delivered overnight or within 2 days. Contractors offering such delivery service will be required to state in the FSS price list details concerning this service as agreed upon by KPI Consulting, LLC and the ordering activity.

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

12. F.O.B. Points: Destination

13a. Ordering Address:

KPI Consulting, LLC
700 South View Terrace
Alexandria, VA 22314

The following telephone number(s) can be used by ordering agencies to obtain technical and/or ordering assistance:
(P) 703-328-8389 (F) 703-751-1881
14. Payment Address:

KPI Consulting, IIC
700 South View Terrace
Alexandria, VA 22314

15. Export Packing Charges: Not Applicable


17. Terms and Conditions of Rental, Maintenance, and Repair: Not Applicable

18. Terms and Conditions of Installation: Not Applicable

19. Terms and Conditions of Repair Parts: Indicating Date of Parts Price Lists, and Any Discounts From List Prices: Not Applicable

20a. Terms and Conditions for Any Other Services: Not Applicable

21. List of Service and Distribution Points: Not Applicable

22. List of Participating Dealers: Not Applicable

23. Preventive Maintenance: Not Applicable

24a. Special Attributes Such as Environmental Attributes: Not Applicable

24b. Section 508 Compliance: www.kpicconsultingit.com

25. Data Universal Number System (DUNS) Number: 607040701

26. Central Contractor Registration (CCR): KPI’s current information is on the Central Contractor Registration (CCR). All required information is updated in 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 Services within the scope of this Information Technology Schedule.
   b. The Contractor shall provide services at the ordering activity location, as agreed to by the Contractor and the ordering activity.
2. PERFORMANCE INCENTIVES

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 in accordance with this clause.

b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER

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

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

4. PERFORMANCE OF SERVICES

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

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

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

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor’s cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage, provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

The Inspection of Services—Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection—Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour 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 (Deviation – May 2003) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Services.

9. INDEPENDENT CONTRACTOR

All IT 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 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 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) 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 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to labor-hour orders placed under this contract.

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 agency 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 SERVICES AND PRICING

See IT PROFESSIONAL SERVICES OFFERING section.
IT PROFESSIONAL SERVICES OFFERING

LABOR CATEGORY DESCRIPTIONS:

1. PROGRAM MANAGER

Minimum/General Experience

Possesses 15 years of progressive Information Resources Management experience that includes 10 years system management experience. Manages substantial program/technical support operations involving multiple projects/task orders and personnel at diverse locations. Organizes, directs, and coordinates planning and execution of all program/technical support activities. Has demonstrated information technology expertise and communications skills to be able to interface with all levels of management. Simultaneously plans and manages the transition of several highly technical projects. Establishes and alters (as necessary) management structure to effectively direct program/technical support activities. Meets and confers with ordering activity management officials regarding the status of specific Contractor program/technical activities and problems, issues or conflicts regarding resolution.

Functional Responsibility
Serves as the Contractor counterpart to the ordering activity program/technical managers. Responsible for adhering to work standards, assigning schedules, reviewing work, supervising contractor personnel and communicating policies, procedures and goals of the organization to personnel. Manages a diverse group of functional activities, subordinate groups of technical and administrative personnel. Responsible for the contract performance.

Minimum Education/General Experience
Bachelor’s Degree in Computer Science

2. SENIOR FUNCTIONAL ANALYST

Minimum/General Experience

Possesses 10 years experience that includes 5 years in a specialized area. Specialized experience includes systems requirements and/or developing functional requirements for complex integrated information systems business processes and/or programs. Responsible for feasibility studies, time and cost estimates, and the establishment and implementation of new or revised applications systems and programs. Assists in projecting software and hardware requirements. Demonstrates the ability to work independently. Shows leadership skills and has led a team on three successful projects. Has current knowledge of functions being developed or automated.

Functional Responsibility
Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required to complete each task. Works directly with agency/organization functional staff members to identify specific application views and data requirements to ensure that the final system incorporates required functionality.

Minimum Education
Bachelor’s Degree in Information Systems

3. FUNCTIONAL ANALYST

Minimum/General Experience
Possesses 6 years experience that includes 3 years in a specialized area. Specialized experience includes: performing functional allocation to identify required tasks and their interrelationships. Provides technical assistance on complex projects. 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. Identifies resources required for each task. Demonstrates exceptional oral and written communication skills.

**Functional Responsibility**
Responsible for identifying and documenting all specific functional requirements associated with implementing the application. Develops a comprehensive functional description of current and future system and process requirements through structured interviews, focus groups, documentation review and other data gathering techniques. Interfaces with technical personnel to identify specific system requirements and risks. Works directly with agency/organization functional staff members to identify specific application views and data requirements to ensure that the final system incorporates required functionality.

**Minimum Education**
Bachelor's Degree in Computer Science

4. DATABASE ADMINISTRATOR

**Minimum/General Experience**
Five (5) years progressive experience of database query languages such as Oracle, PL SQL, SQL Server, and MS Access. Also has at least three years hands-on experience and expertise in Relational Database Management Systems. Experience also shall include capability to work on various operating systems and additional programming languages. Has experience in at least two projects in a large organization responsible for administrating, operating, maintaining, and securing a large-scale computer database.

**Functional Responsibility**
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/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.

**Minimum Education**
Bachelor's Degree in Computer Science

5. SYSTEM ADMINISTRATOR

**Minimum/General Experience**
Possesses 4 years experience that includes 3 years in a specialized area. Specialized experience includes: administrating UNIX, Windows NT, Novell systems and/or open systems.

**Functional Responsibility**
Supervises the monitoring of network facilities. Ensures high quality transmission on network. Directs testing and analysis of all elements of the network facility (including hardware, software, power, communications, lines, modems and terminals). Supervises testing and analysis of all elements of the network facilities (including software, power, communications machinery, lines, modems and terminals). Serves as key contact for remote locations and customers to obtain clarification of problems and provides resolution of system failures and degradations. Optimizes system operations and resource utilization and performs system capacity analysis and planning. Provides assistance
Minimum Education
Bachelor's Degree in Computer Science

6. SENIOR WEB DEVELOPER

Minimum/General Experience
May require a bachelor's degree in a related area and 3-5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures (i.e., SQL, C++, HTML, CGI and JavaScript).

Functional Responsibility
Consults with clients and other project team members to design, build and manage websites. Develops installation programs for websites. May negotiate contracts/agreements with software vendors and other internet companies. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a project leader or manager.

Minimum Education
Bachelor's Degree in Computer Science

7. SOFTWARE ENGINEER

Minimum/General Experience
Possesses 3 years experience as a software engineer that includes 2 years working with SQL or other third/fourth generation languages. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques, and Computer Aided Software Engineering (CASE) tools. Interprets software requirements and design specifications code, and integrates and tests software components. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

Functional Responsibility
Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Supports the development of unique system software as well as the integration of commercial off-the-shelf (COTS) software integration.

Minimum Education
Bachelor Degree in Computer Science

8. EXECUTIVE ADMINISTRATIVE SUPPORT

Minimum/General Experience
Minimum ten (10) years of experience in office administration. Superior Microsoft Office and Outlook skills and experience.

Functional Responsibility
Provides end-user support and performs administrative duties with no guidance. Assists with coordinating, planning and organizing events to include technical exchanges, conferences, and synchronization sessions, obtaining space
and necessary materials and equipment. Works independently and communicates orally and in writing with all levels of an organization. Performs analysis, development, and update of command or office administrative operating procedures. Initiates action to provide end-user support and performs complex administrative duties. Contributes to, and conducts technical editing of reports and briefs. Leads the coordination, planning and organization of significant and large events, to include obtaining space and necessary materials and equipment. Manages the administrative specialist team. Provides end-user support and performs general administrative duties with minimal guidance. Utilizes Command internal systems to collect, analyze, and compile metrics for division and or branch reports. Assists with the preparation of management plans and reports. Interfaces with personnel to maintain logs, records and files. Develops and maintains calendars and schedules. Assists with coordinating, planning and organizing meeting events, and supports planning and execution of technical exchanges, conferences, and synchronization sessions, obtaining space and necessary materials and equipment. Contributes to the review, development and management of office administrative operating procedures. Records and distributes meeting minutes. Prepares, submits and tracks expense reports. Submits visit requests. Tracks formal task items and reports status. Possesses excellent communication and interpersonal skills, and proficiency in Microsoft Office Suites software: WORD, POWERPOINT, and EXCEL. Assists in budgetary, billing, and financial management of front office expenses incurred to support the organization (ex., office supplies). Excellent communications skills. Qualifications Strong attention to detail and organizational skills.

Minimum Education
An Associate's Degree or higher may be substituted for two (2) years of relevant experience.

9. SYSTEMS ENGINEER

Minimum/General Experience
Possesses 4 years experience that includes 2 years in a specialized area. Specialized experience includes: knowledge of system engineers familiar with a network topologies and configurations, X.25, TCP/IP, IPX, Frame Relay, ATM, bridges, routers, hubs and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems.

Functional Responsibility
Applies software, hardware, and standards information technology skills in the analysis, specification, development, integration, and acquisition of systems for information management applications. Provides technical leadership developing solutions for engineering studies. Evaluates and recommends COTS applications and methodologies that can be acquired to provide interoperable, portable, and scalable information technology solutions. Performs analysis and validation of reusable software/hardware components to ensure the integration of these components into interoperable information management designs.

10. SENIOR DOCUMENTATION SPECIALIST

Minimum/General Experience
Minimum ten (10) years of experience in office administration. Strong attention to detail and organizational skills. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

Functional Responsibility
Supervises and coordinates daily activities of documentation staff within the department. Ensures new and existing publications are in accordance with established documentation procedures. Ensures any necessary internal process documentation. May require an associate's degree or its equivalent and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department. Manages the documentation department in accordance with organizational policies and goals. Develops standard documentation methods to effectively communicate product concepts and use. Ensures any
necessary internal process documentation.

Prepares and/or maintains documentation pertaining to programming, systems operation and user documentation. Translates business specifications into user documentation. Plans, writes, and maintains systems and user support documentation efforts, including online help screen. May require an associate's degree in a related area and 4-6 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Minimum Education
May require an Associate's Degree or its equivalent and at least 7 years of experience in the field or in a related area.

11. SENIOR SUBJECT MATTER EXPERT

Minimum/General Experience
Qualifications: Minimum of ten (10) years in the discipline field.

Functional Responsibility
Serves as subject matter expert, possessing in-depth knowledge on subjects relating to the conduct, activities, governance, business practices, or operations. Provides expert support, analysis and research with only broad direction into exceptionally complex problems and processes relating to the subject matter.

Provides extensive technical knowledge, analysis of, understanding, and experience in the application of technical principles, theories, and concepts in the required technical field, as well as having full knowledge of other related disciplines exceptionally complex problems that need extensive knowledge of the subject matter for effective development, and implementation of solutions. Provides technical solutions to a wide range of complex problems. Provides technical expertise in a particular area of IT (e.g. Information Systems Architecture, Telecommunications Systems Design, Architecture, Implementation, Information Systems Integration, Software Development Methodologies, Security Engineering, Communications, Network Systems Management, etc.) or a specific functional area (e.g. finance, logistics, operations research, planning, policy, technical intelligence, etc.)

Minimum Education
Bachelor's degree or higher from an accredited college or university in the discipline field; a Master's Degree may be substituted for one (1) year of relevant experience; a PhD may be substituted for two (2) years of relevant experience. Additional qualifications will be provided in task orders. Qualifications will be provided in task orders.

12. IT EXPERT

Minimum/General Experience
Qualifications: Minimum of ten (10) years in the discipline field.

Functional Responsibility
Serves as an expert, possessing in-depth knowledge on subjects relating information technologies, designs, operate or maintain technology products not limited to governance, business practices, or operations. Provides extensive technical knowledge, design, support to software, hardware, databases, Web resources, networks and enterprise systems, understanding, and experience in the application of technical principles, theories, and concepts in the required technical field, as well as having full knowledge of other related disciplines exceptionally complex problems that need extensive knowledge of effective development, and implementation of solutions. Provides technical solutions to a wide range of complex problems. Provides technical expertise in a particular area of IT (e.g.
Minimum Education

Bachelor's degree or higher from an accredited college or university in the discipline field; a Master's Degree may be substituted for one (1) year of relevant experience; a PhD may be substituted for two (2) years of relevant experience. Additional qualifications will be provided in task orders. Qualifications will be provided in task orders.

* In lieu of a bachelor’s degree, an additional combination of education and related experience totaling four years (providing the required skills, knowledge, and abilities) is required

** In lieu of an associate's degree, an additional combination of education and related experience totaling two years (providing the required skills, knowledge, and abilities) is required

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**GSA PRICE LIST**

<table>
<thead>
<tr>
<th>SERVICE PROPOSED (e.g. Job Title/Task)</th>
<th>MINIMUM EDUCATION/ CERTIFICATION LEVEL</th>
<th>FINAL PRICE OFFERED TO GSA (INCLUDING IFP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Manager</td>
<td>Bachelor's Degree</td>
<td>$119.92</td>
</tr>
<tr>
<td>Senior Functional Analyst</td>
<td>Bachelor's Degree</td>
<td>$120.11</td>
</tr>
<tr>
<td>Functional Analyst</td>
<td>Bachelor's Degree</td>
<td>$91.45</td>
</tr>
<tr>
<td>Database Administrator</td>
<td>Bachelor's Degree/ Security/Certification Requirements</td>
<td>$121.81</td>
</tr>
<tr>
<td>Systems Administrator</td>
<td>Bachelor's Degree</td>
<td>$124.33</td>
</tr>
<tr>
<td>Senior Web Developer</td>
<td>Bachelor's Degree</td>
<td>$98.87</td>
</tr>
<tr>
<td>Software Engineer</td>
<td>Bachelor's Degree</td>
<td>$126.17</td>
</tr>
<tr>
<td>Executive Admin Support</td>
<td>High School Diploma</td>
<td>$65.59</td>
</tr>
<tr>
<td>Systems Engineer</td>
<td>Bachelor's Degree</td>
<td>$117.92</td>
</tr>
<tr>
<td>Documentation Specialist</td>
<td>Associate's Degree</td>
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