MULTIPLE AWARD SCHEDULE (MAS)
Contract Number: GS-35F-444DA
Special Item # 54151S Information Technology Professional Services

Period Covered by Contract: Date of Award +5 years
General Services Administration
Federal Acquisition Service

Effective Dates/Period Covered August 3, 2021 through August 2, 2026
Last Modification # PO-0020 dated August 2, 2021

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 GSAAvantage®, a menu-driven database system.
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CUSTOMER INFORMATION

1a. Table of awarded special item numbers with appropriate cross-reference to item descriptions and awarded prices.

Table 1: Awarded Special Item Numbers

<table>
<thead>
<tr>
<th>Special Item Number(SIN)</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

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

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, Functional Responsibility and education for those types of employees or subcontractors who will perform services shall be provided. *Hourly rates are not applicable.*

2. Maximum order. $500,000

3. Minimum order. $100

4. Geographic coverage. *The Geographic Scope of Contract will be domestic.*

5. Point of production. *Same as company address*

6. Discount from list prices or statement of net price. *Prices shown are NET Prices; Basic Discounts have been deducted.*

7. Quantity/volume discounts. *None.*

8. Prompt payment terms. *1% - net 10 days from receipt of invoice or date of acceptance, whichever is later.*

9a. The Government purchase Card will be accepted for payment on orders below the micro-purchase threshold.

9b. The Government purchase Card will be accepted for payment on orders above the micro-purchase threshold.
10. Foreign items.  
   All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Caribbean Basin country end products, Caribbean Basin country end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

11a. Time of delivery. 

<table>
<thead>
<tr>
<th>SPECIAL ITEM NUMBER</th>
<th>DELIVERY TIME (Days ARO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S - OLM</td>
<td>As Negotiated</td>
</tr>
</tbody>
</table>

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

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery. 
   As negotiated on the task order level.

11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery. 
   As negotiated on the task order level.

12. F.O.B. point. 
   Destination

13a. Ordering address. 
   Same as company address

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

14. Payment address. 
   Same as company address

15. Warranty provision. 
   Not Applicable

16. Export packing charges, if applicable. 
   Not Applicable

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). 
   None

18. Terms and conditions of rental, maintenance, and repair are not applicable.

19. Terms and conditions of installation are not applicable.

20. Terms and conditions of repair parts are not applicable.

20a. Terms and conditions for any other services. 
   See critical information section for SIN specific warranty information.
21. List of service and distribution points:  
   *Same as company address*

22. List of participating dealers is *not applicable*.

23. Preventive maintenance is *not applicable*.

24a. Special attributes such as environmental attributes are *not applicable*.

24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services. The EIT standards can be found at: [www.Section508.gov](http://www.Section508.gov).
   Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): [www.exceptionalsoftware.com](http://www.exceptionalsoftware.com)

25. Data Universal Number System (DUNS) number: 956966212

26. Notification regarding registration in SAM.gov database: Registered Cage Code: 06XR8

27. Business Size/Type: *Small Business*

28. Business Website: [www.exceptionalsoftware.com](http://www.exceptionalsoftware.com)
TERMS AND CONDITIONS APPLICABLE TO SIN 54151S

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

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

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

4. PERFORMANCE OF SERVICES
   a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
   b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
   c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
   d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)
   a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
      (1) Cancel the stop-work order; or
      (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

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

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

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

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

6. INSPECTION OF SERVICES

7. RESPONSIBILITIES OF THE CONTRACTOR
   The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY
   Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST
   a. Definitions.
      “Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.
      “Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.
      An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

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

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

12. PAYMENTS
For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIGATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIGATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
   (1) The offeror;
   (2) Subcontractors; and/or
   (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES
Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14. INCIDENTAL SUPPORT COSTS
Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS
The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING
a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 54151S IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT Professional Services shall be in accordance with the Contractor’s customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.
GSA PRICING

5 Year Price Escalation at 2.7% Annually (with IFF included)

<table>
<thead>
<tr>
<th>Labor Categories</th>
<th>Year 1 (base year)</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>August 3, 2021 –</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>August 2, 2022</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Manager</td>
<td>$189.58</td>
<td>$194.70</td>
<td>$199.96</td>
<td>$205.36</td>
<td>$210.90</td>
</tr>
<tr>
<td>Project Manager</td>
<td>$151.06</td>
<td>$155.14</td>
<td>$159.33</td>
<td>$163.63</td>
<td>$168.05</td>
</tr>
<tr>
<td>Senior Consultant (Master Analyst – Executive Manager)</td>
<td>$257.85</td>
<td>$264.81</td>
<td>$271.96</td>
<td>$279.31</td>
<td>$286.85</td>
</tr>
<tr>
<td>Consultant – Senior IT Strategy (Master Analyst - Master IT Strategist)</td>
<td>$225.10</td>
<td>$231.18</td>
<td>$237.42</td>
<td>$243.83</td>
<td>$250.42</td>
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<td>Consultant / Strategic Analyst</td>
<td>$151.98</td>
<td>$156.09</td>
<td>$160.30</td>
<td>$164.63</td>
<td>$169.07</td>
</tr>
<tr>
<td>Subject Matter Expert</td>
<td>$162.45</td>
<td>$166.84</td>
<td>$171.34</td>
<td>$175.97</td>
<td>$180.72</td>
</tr>
<tr>
<td>Analyst</td>
<td>$142.54</td>
<td>$146.39</td>
<td>$150.34</td>
<td>$154.40</td>
<td>$158.57</td>
</tr>
<tr>
<td>Systems Architect</td>
<td>$142.76</td>
<td>$146.61</td>
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<tr>
<td>Systems Engineer</td>
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<td>$138.00</td>
<td>$141.73</td>
<td>$145.55</td>
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</tr>
<tr>
<td>Technical Writer *</td>
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<td>$84.98</td>
<td>$87.27</td>
<td>$89.63</td>
<td>$92.05</td>
</tr>
<tr>
<td>Quality Assurance Manager / Test Engineer</td>
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<td>$131.19</td>
<td>$134.73</td>
<td>$138.37</td>
<td>$142.10</td>
</tr>
<tr>
<td>Configuration Manager</td>
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<td>Administrative Support</td>
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<tr>
<td>Cybersecurity Officer - Intermediate</td>
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<td>$138.92</td>
</tr>
<tr>
<td>Cybersecurity Officer- Senior</td>
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<td>$153.83</td>
<td>$157.98</td>
<td>$162.25</td>
<td>$166.63</td>
</tr>
<tr>
<td>Cybersecurity Officer - SME</td>
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<td>$169.73</td>
<td>$174.31</td>
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<td>$183.85</td>
</tr>
<tr>
<td>Cybersecurity - Information Assurance/Senior</td>
<td>$149.79</td>
<td>$153.83</td>
<td>$157.98</td>
<td>$162.25</td>
<td>$166.63</td>
</tr>
<tr>
<td>Cybersecurity - Information Assurance/SME</td>
<td>$165.27</td>
<td>$169.73</td>
<td>$174.31</td>
<td>$179.02</td>
<td>$183.85</td>
</tr>
<tr>
<td>Cybersecurity Systems Engineer - SME</td>
<td>$165.27</td>
<td>$169.73</td>
<td>$174.31</td>
<td>$179.02</td>
<td>$183.85</td>
</tr>
<tr>
<td>Cybersecurity Systems Engineer - Senior</td>
<td>$149.82</td>
<td>$153.87</td>
<td>$158.02</td>
<td>$162.29</td>
<td>$166.67</td>
</tr>
<tr>
<td>Systems Administrator</td>
<td>$114.23</td>
<td>$117.31</td>
<td>$120.48</td>
<td>$123.73</td>
<td>$127.07</td>
</tr>
<tr>
<td>Software Engineer - Senior</td>
<td>$139.17</td>
<td>$142.93</td>
<td>$146.79</td>
<td>$150.75</td>
<td>$154.82</td>
</tr>
<tr>
<td>Program Manager - IA</td>
<td>$189.58</td>
<td>$194.70</td>
<td>$199.96</td>
<td>$205.36</td>
<td>$210.90</td>
</tr>
<tr>
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<td>$145.61</td>
<td>$149.55</td>
<td>$153.58</td>
<td>$157.73</td>
</tr>
</tbody>
</table>

* The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (*) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).
LABOR CATEGORY DESCRIPTIONS

Program Manager

Minimum/General Experience and Years of Experience

15 years of experience as program manager providing management and direction to both senior and mid-level project managers.

Functional Responsibility

Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of contractual items. Operates within client guidance, contractual limitations, and Company business and policy directives. Serves as focal point of contact with client on program activities. Ensures that all required resources including manpower, production standards, computer time, and facilities are available for program implementation. Manages program consisting of multiple projects including project identification, design, development and delivery. Confers with project manager to provide technical advice and to assist with problem resolution. Participates in contract negotiations.

Educational Requirements

Bachelor's degree or equivalent training and/or experience and a master's degree or advanced training in program management. Professional certification is desired.

Project Manager - Senior

Minimum/General Experience and Years of Experience

Must have at least 5 years’ experience in program management.

Functional Responsibility

Responsible for overall supervision, planning and executing a project. Prepares or supervises the preparation and maintenance of the project schedule and budget. Prepares and delivers status reports to the customer. Primary point of contact for the customer. Oversees all work and takes corrective action as necessary to ensure project success. Manages staffing budget, prioritization, and other matters. May serve as technical lead for the project. May supervise other project managers and support staff.

Educational Requirements

Bachelor's degree or equivalent training and/or experience with a master's degree or advanced training in field.

Project Manager

Minimum/General Experience and Years of Experience

Must have at least 2 years' experience in program management and/or managing project costs, schedule and budget, including managing staffing, budget, and tasking/staffing prioritization.

Functional Responsibility

Responsible for planning and executing a project. Prepares and maintains the project schedule and budget. Prepares and delivers status reports to the customer. Primary point of contact for the customer. Oversees all work and takes corrective action as necessary to ensure project success. Manages staffing budget, prioritization, and other matters. May serve as technical lead for the project.

Educational Requirements

Bachelor's degree or equivalent training and/or experience with a master's degree or advanced training in field.
Senior Consultant (Master Analyst - Executive Manager)

**Minimum/General Experience and Years of Experience**

Must have at least 10 years’ experience in management consulting or change management.

**Functional Responsibility**

Provides input for organizational structure and re-organization and associated change management actions that need to be taken. Leads team on large, complex projects. Provides assistance to senior government managers on organizational philosophy, mission, vision and overall management advice.

* Customer-specific domain expertise required-Familiarity and demonstrated experience with Department of Defense or Intelligence Community-agency systems, processes, and policies. Demonstrated ability to bridge the interdependent dynamics of various agency functional operating areas to drive mission success.

**Educational Requirements**

Bachelor's degree or equivalent training and/or experience with a master’s degree at advanced training in management consulting.

Consultant - Senior IT Strategy (Master Analyst - Master IT Strategist)

**Minimum/General Experience and Years of Experience**

Must have at least 10 years’ experience in technology consulting.

**Functional Responsibility**

Translates customer requirements into formal agreements and plans to culminate in customer acceptance or results. Execute a wide range of process activities beginning with the request for proposal through development, test and final delivery. Anticipates future customer, industry and business trends. Challenges the validity of given procedures and processes with a view toward enhancements or improvement. Creates innovative solutions to problems involving finance, scheduling, technology, methodology, tools and solution components. Leads team on large complex projects.

* Customer-specific domain expertise required- Familiarity and demonstrated experience with Department of Defense or Intelligence Community-agency systems, processes, and policies. Demonstrated ability to bridge the interdependent dynamics of various agency functional operating areas to drive mission success.

**Educational Requirements**

Bachelor's degree or equivalent training, and/or experience with a master's degree or advanced training in information technology.

Consultant/ Strategic Analyst

**Minimum/General Experience and Years of Experience**

Must have at least 5 years’ experience in field.

**Functional Responsibility**

Translates customer requirements into formal agreements and plans to culminate in customer acceptance or results. Execute a wide range of process activities beginning with the request for proposal through development, test and final delivery. Anticipates future customer, industry and business trends. Challenges the validity of given procedures and processes with a view toward enhancements or improvement. Creates innovative solutions to problems involving finance, scheduling, technology, methodology, tools and solution components. Leads team on large complex projects.

**Educational Requirements**

Bachelor's degree or equivalent training and/or experience and a master's degree or advanced training in field.
Subject Matter Expert

Minimum/General Experience and Years of Experience
Must have at least 10 years of specialized experience in the field

Functional Responsibility
Specific industry experience in field of expertise of interest to a specified client. Demonstrates ability to apply leading-edge principles and methods of problem solving to complex problems, to include industry best practices and standards. Defines the problems and analyzes and develops plans and requirements in me subject matter area for moderately complex to complex systems. Prepares analysis, evaluations, and solution recommendations for proper implementation of programs and systems specifications.

Educational Requirements
Bachelor’s degree or equivalent training and/or experience.

Analyst

Minimum/General Experience and Years of Experience
7 years or more years of specialized experience in the field

Functional Responsibility
Manage fact finding, analysis and development of final reports and delivery of presentations related to field of experience. Expert knowledge of field as it relates to operations and business objectives. Collects, analyzes and interprets data in one or more specialties. Formulates and defines system scope and objectives, develops or modifies processes to solve complex problems in the field of experience.

Educational Requirements
Bachelor's degree or equivalent training and/or experience.

Systems Architect

Minimum/General Experience and Years of Experience
Must have at least 5 years of systems architecture experience

Functional Responsibility
Establishes system information requirements in the development of enterprise wide or large scale information systems. Designs architectures 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. Ensures these systems are compatible and in compliance with the standards of DOD, IC, and DODIIS architectures. Specialized experience includes: use of structured analysis, design methodologies, and design tools, object oriented principles and experience with the logical and physical functional, operational and technical architecture of large and complex information systems.

Educational Requirements
Bachelor's degree or equivalent training and/or experience.

Systems Engineer

Minimum/General Experience and Years of Experience
Must have 6 years' experience as systems engineer

Functional Responsibility
Analyses and studies complex systems requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and CASE tools. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time and improving current techniques.

**Educational Requirements**
Bachelor's degree or equivalent training and/or experience.

**Technical Writer * **

**Minimum/General Experience and Years of Experience**
2 to 7 years of related experience performing technical writing, research and editing functions

**Functional Responsibility**
Responsible for the preparation, review, revision, certification and the controlling of technical documents. Responsible for developing illustrations for revising and formatting technical documents.

**Educational Requirements**
Bachelor's degree or equivalent training and/or experience.

* The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated

(*) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

**Quality Assurance Manager/Test Engineer**

**Minimum/General Experience and Years of Experience**
Must have at least 7 years of engineering and/or systems analysis experience including four years of quality assurance or systems configuration experience

**Functional Responsibility**
Maintain and establish a process for evaluating software and associated documentation. Determine the resources required for information technology quality control. Maintain the level of quality throughout the software life cycle. Develops software quality assurance plans. Conducts formal and informal reviews at predetermined points throughout the development life cycle. Responsible for verifying that each functional component of the software project follows a defined process which is in conformance with Contractual requirements. Reports findings to project staff, management of the organization, and the customer, as appropriate. Provides an independent assessment of how the project's software development process is being implemented relative to the defined process and recommends methods to optimize the organization's process.

**Educational Requirements**
Must have bachelor's degree or equivalent training and/or experience

**Configuration Manager**

**Minimum/General Experience and Years of Experience**
Must have at least five years of Configuration Management experience

**Functional Responsibility**
Describes provisions for configuration identification, change control, configuration status accounting and configuration audits. Identifies and maintains the original configuration of requirements documentation, design documentation, software and related documentation. Responsible for configuration change control. Regulates the change process so that only approved and validated changes are incorporated into product documents and related software. Tracks all problems and changes in product documents and software and reports changes and current configuration. Supports audits to verify that requirements of all baselines have been met by the as-built software. Supports the Software Quality Assurance process audits.

**Educational Requirements**

Bachelor's degree or equivalent training and/or experience.

**Administrative Support**

**Minimum/General Experience and Years of Experience**

Must have at least 2 years of administrative assistant experience

**Functional Responsibility**

Draft, process, catalog, file, and maintain the correspondence, messages and other documentation. Correspondence includes military and civilian letters, internal and external memorandums, enclosures, endorsements, transmittal letters, award recommendations, minutes of meetings; talking papers, background papers, fact sheets, point papers, and briefing papers. Experience with word processing, typing, editing, classification marking, preparing envelopes, and annotating writer information; assembling completed correspondence and documents for review, approval and signature; and making copies, retaining office copies, and placing office copies in official files.

**Educational Requirements**

Bachelor's degree or equivalent training and/or experience.

**Cybersecurity Officer-Intermediate**

**Minimum/General Experience and Years of Experience**

8 years’ technical experience in defining security program requirements or processes for the protection of sensitive or classified information. Competent to work in most phases of network, systems, or application cybersecurity.

**Functional Responsibility**

Under the direction of the Senior Cybersecurity staff, executes security engineering activities for challenging information technology programs. Applies formal functional and empirical analysis related to securing complex enterprise systems and networks, performance assurance, security testing and validation, security benchmarking and information exchange. Analyzes and contributes to the development of technical documentation detailing system security specifications for enterprise systems and networks. Coordinates with other security engineers assigned to specific technical tasks and supports senior security engineers and program managers, as necessary. Assists with the vulnerability and risk analyses of computer systems and applications during all phases of the system development lifecycle. Knowledge of security standards and directives with experience in the design, development, testing and integration of large programs. Familiar with enterprise network protocols and operating standards.

**Educational Requirements**

Bachelor's degree or equivalent training and/or experience.

**Cybersecurity Officer-Senior**

**Minimum/General Experience and Years of Experience**

12 years’ technical experience in defining security program requirements or processes for the protection of sensitive or classified information. Competent to work in most phases of network, systems, or application cybersecurity.
Functional Responsibility

Defines and executes security engineering activities for challenging information technology programs. Applies formal functional and empirical analysis related to securing complex enterprise systems and networks, performance assurance, security testing and validation, security benchmarking and information exchange. Analyzes and contributes to the development of technical documentation detailing system security specifications for enterprise systems and networks. Coordinates with other security engineers assigned to specific technical tasks and supports senior security engineers and program managers, as necessary. Assists with the vulnerability and risk analyses of computer systems and applications during all phases of the system development lifecycle. Knowledge of security standards and directives with experience in the design, development, testing and integration of large programs. Familiar with enterprise network protocols and operating standards.

Educational Requirements

Bachelor's degree or equivalent training and/or experience.

Cybersecurity Officer-SME

Minimum/General Experience and Years of Experience

15 years' technical experience in defining security program requirements or processes for the protection of sensitive or classified information. Competent to work in most phases of network, systems, or application cybersecurity.

Functional Responsibility

Experience in the Cybersecurity-Officer designation. Demonstrates ability to apply leading-edge principles and techniques, including best practices and standards. Defines the problems and analyzes and develops plans and requirements in the subject matter area for moderately complex to complex systems. Prepares analysis, evaluations, and solution recommendations for proper implementation of programs and systems specifications. Acts as a lead in defining and executing security engineering activities for challenging information technology programs. Applies formal functional and empirical analysis related to securing complex enterprise systems and networks, performance assurance, security testing and validation, security benchmarking and information exchange. Analyzes and develops technical documentation detailing system security specifications for enterprise systems and networks. Designs, develops, engineers, and implements solutions that meet network security requirements. Defines and develops technical security standards and policies. Performs vulnerability and risk analyses of computer systems and applications during all phases of the system development lifecycle. Knowledge of security standards and directives with experience in the design, development, testing and integration of large programs. Familiar with enterprise network protocols and operating standards.of large programs. Familiar with enterprise network protocols and operating standards.

Educational Requirements

Bachelor's degree or equivalent training and/or experience.

Cybersecurity- Information Assurance/SME

Minimum/General Experience and Years of Experience

15 years’ technical experience in defining security program requirements or processes for the protection of sensitive or classified information. Competent to work in most phases of network, systems, or application information assurance.

Functional Responsibility

Experience in the Cybersecurity - Information Assurance designation. Demonstrates ability to apply leading-edge principles and techniques, including best practices and standards. Defines the problems and analyzes and develops plans and requirements in the subject matter area for moderately complex to complex systems. Prepares analysis, evaluations, and solution recommendations for proper implementation of programs and systems specifications. Acts as a lead in defining and executing security engineering activities for challenging information technology programs.
Applies formal functional and empirical analysis related to securing complex enterprise systems and networks, performance assurance, security testing and validation, security benchmarking and information exchange. Analyzes and develops technical documentation detailing system security specifications for enterprise systems and networks. Designs, develops, engineers, and implements solutions that meet network security requirements. Defines and develops technical security standards and policies. Performs vulnerability and risk analyses of computer systems and applications during all phases of the system development lifecycle. Knowledge of security standards and directives with experience in the design, development, testing and integration of large programs. Familiar with enterprise network protocols and operating standards of large programs. Familiar with enterprise network protocols and operating standards.

**Educational Requirements**

Bachelor's degree or equivalent training and/or experience.

**Cybersecurity Systems Engineer-SME**

**Minimum/General Experience and Years of Experience**

15 years’ technical experience in defining security program requirements or processes for the protection of sensitive or classified information. Competent to work in most phases of network, systems, or application cybersecurity systems engineering.

**Functional Responsibility**

Experience in the Cybersecurity -Systems Engineer designation. Demonstrates ability to apply leading-edge principles and techniques, including best practices and standards. Defines the problems and analyzes and develops plans and requirements in the subject matter area for moderately complex to complex systems. Prepares analysis, evaluations, and solution recommendations for proper implementation of programs and systems specifications. Acts as a lead in defining and executing security engineering activities for challenging information technology programs. Applies formal functional and empirical analysis related to securing complex enterprise systems and networks, performance assurance, security testing and validation, security benchmarking and information exchange. Analyzes and develops technical documentation detailing system security specifications for enterprise systems and networks. Designs, develops, engineers, and implements solutions that meet network security requirements. Defines and develops technical security standards and policies. Performs vulnerability and risk analyses of computer systems and applications during all phases of the system development lifecycle. Knowledge of security standards and directives with experience in the design, development, testing and integration of large programs. Familiar with enterprise network protocols and operating standards.of large programs. Familiar with enterprise network protocols and operating standards.

**Educational Requirements**

Bachelor's degree or equivalent training and/or experience.

**Cybersecurity Systems Engineer-Senior**

**Minimum/General Experience and Years of Experience**

12 years’ technical experience in defining security program requirements or processes for the protection of sensitive or classified information. Competent to work in most phases of network, systems, or application cybersecurity systems engineering.

**Functional Responsibility**

Defines and executes security engineering activities for challenging information technology programs. Applies formal functional and empirical analysis related to securing complex enterprise systems and networks, performance assurance, security testing and validation, security benchmarking and information exchange. Analyzes and contributes to the development of technical documentation detailing system security specifications for enterprise systems and networks. Coordinates with other security engineers assigned to specific technical tasks and supports senior security engineers and program managers, as necessary. Assists with the vulnerability and risk analyses of
computer systems and applications during all phases of the system development lifecycle. Knowledge of security standards and directives with experience in the design, development, testing and integration of large programs. Familiar with enterprise network protocols and operating standards.

Educational Requirements
Bachelor's degree or equivalent training and/or experience.

System Administrator

Minimum/General Experience and Years of Experience
4 years’ relevant system administration experience. Requires a solid understanding of a variety of operating systems.

Functional Responsibility
Responsible for the day-to-day operational maintenance, support, and upgrades for operating systems, workstations and servers. Under general supervision, 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 are recoverable by implementing a schedule of system backups and database archive operations. Implements and promotes standard operating procedures. Conducts hardware and software audits of workstations and servers to ensure compliance with established standards, policies, and configuration guidelines.

Educational Requirements
An Associates’ degree in Computer Science or a related field and 4 years relevant experience.

Software Engineer-Senior

Minimum/General Experience and Years of Experience
8 years’ general experience or 5 years’ experience including applied application programming in complex network environments and some team management

Functional Responsibility
Develops custom software applications and solutions to client specification. Participates in/facilitates meetings with functional/user management, program managers, and key program elements to define business and enterprise systems requirements and to identify problems in existing applications. Analyzes cost and benefit tradeoffs of identified application solutions. Participates in all of the phases in the life cycle of application software, including development of systems design specifications, creation of custom application, integration into legacy systems, cut-over to live operation, and continued monitoring and maintenance. Prepares or contributes to system documentation, functional program specifications, and programming code for more complex applications. Generates program test data and executes application test and debugging efforts.

Educational Requirements
A Bachelor’s degree in computer science or related technical field with 8 years’ general experience or 5 years’ experience including applied application programming in complex network environments and some team management. A non-technical degree and one additional year of experience or two additional years' experience may be substituted for a technical Bachelor’s degree.

Program Manager - IA

Minimum/General Experience and Years of Experience
15 years of experience as program manager providing management and direction to both senior and mid level project managers.
Functional Responsibility

Responsible for the successful cost, schedule, and performance of the contract. Serve as the main point of contact for the Contracting Officer (CO), the Contracting Officer’s Representative (COR), the Government Program Manager, and the Contractor's senior management. Directly contribute to program efforts in several areas, including cost management/avoidance, schedule estimation and tracking, contract performance management, risk management, requirements analysis, and quality assurance activities. Ensure proper performance of tasks necessary to ensure the most efficient and effective execution of the contract. Utilize expert communication skills needed to direct the skilled technical resources and report on the technical progress, issues, and problem areas, as well as write and review technical documents. Provide direct support for maintaining project status information into Customer's Enterprise Integrated Master Schedule (IMS).

Educational Requirements

Bachelor's degree or equivalent training and/or experience.

Project Manager - IA

Minimum/General Experience and Years of Experience

Must have at least 2 years' experience in program management and/or managing project costs, schedule and budget, including managing staffing, budget, and tasking/staffing prioritization.

Functional Responsibility

Plan, execute, and close projects that meet or exceed customer objectives. Create clear and attainable project objectives, build project requirements, and manage constraints of cost, time, scope and quality. Develop the overall project plan and manage project operations. Manage the project stakeholders, project team, project risk, project schedule, project budget, and project conflicts. Ensure team members know and execute their respective roles and the roles of other team members. Ensure production schedules are met and system resources are used effectively. Coordinate resolution of production-related problems. Ensures proper relationships are established between customers, teaming partners, and vendors to facilitate the delivery of information technology services. Provide direct support for maintaining project status information into Customer's Enterprise Integrated Master Schedule (IMS).

Educational Requirements

Bachelor's degree or equivalent training and/or experience.
TABLES OF DEGREE EQUIVALENCIES

Most labor categories specify a degree requirement or preference. This Table 1, below, illustrates degrees normally considered equivalent to any specific degree cited:

Table 2: Degree Equivalencies

<table>
<thead>
<tr>
<th>Degree Specified</th>
<th>Equivalent Degrees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications Engineering</td>
<td>Electrical Engineering</td>
</tr>
<tr>
<td>Computer Engineering</td>
<td>Information Systems, Management Information Systems, Information Systems Management</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Systems Engineering</td>
</tr>
<tr>
<td>Electrical Engineering</td>
<td>Communications Engineering</td>
</tr>
<tr>
<td>Program Management</td>
<td>Business Management, Resource Management, Financial</td>
</tr>
<tr>
<td>Systems Engineering</td>
<td>Computer Science, Electrical Engineering, Communications Engineering</td>
</tr>
</tbody>
</table>
For most labor categories, additional experience directly related to the labor category in question can be considered as qualifying in lieu of a specific degree requirement as specified in Table 2:

**Table 3: Degree Required to Substitute for Years of Experience**

<table>
<thead>
<tr>
<th>Degree Held by Employee</th>
<th>Degree Required by Employee</th>
<th>Years of Experience Equivalency*</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>AA</td>
<td>2 Years</td>
</tr>
<tr>
<td></td>
<td>BS</td>
<td>4 Years</td>
</tr>
<tr>
<td></td>
<td>MS</td>
<td>6 Years</td>
</tr>
<tr>
<td></td>
<td>PhD</td>
<td>8 Years</td>
</tr>
<tr>
<td>AA</td>
<td>BS</td>
<td>2 Years</td>
</tr>
<tr>
<td></td>
<td>MS</td>
<td>4 Years</td>
</tr>
<tr>
<td></td>
<td>PhD</td>
<td>6 Years</td>
</tr>
<tr>
<td>BS</td>
<td>BS</td>
<td>+2 Years</td>
</tr>
<tr>
<td></td>
<td>MS</td>
<td>2 Years</td>
</tr>
<tr>
<td></td>
<td>PhD</td>
<td>4 Years</td>
</tr>
<tr>
<td>MS</td>
<td>AA</td>
<td>+2 Years</td>
</tr>
<tr>
<td></td>
<td>BS</td>
<td>+4 Years</td>
</tr>
<tr>
<td></td>
<td>PhD</td>
<td>2 Years</td>
</tr>
<tr>
<td>PhD</td>
<td>AA</td>
<td>+6 Years</td>
</tr>
<tr>
<td></td>
<td>BS</td>
<td>+4 Years</td>
</tr>
<tr>
<td></td>
<td>MS</td>
<td>+2 Years</td>
</tr>
</tbody>
</table>

* For Degree requirements, if the employee degree exceeds what is required the degree is to count towards additional years of experience i.e. a Master’s degree held by and employee when the position only requires a bachelor’s means the Masters counts as two additional years of experience.

* For all labor categories, certifications may be credited toward the minimum experience requirement defined for that labor category. The following are examples of the types of certifications that may be used to off-set one year of the minimum experience requirement otherwise specified for that labor category. Certifications may be used to substitute for no more than five (5) years of experience. Four certifications may be substituted for a bachelor's degree.

* The following are examples of certifications that can each be substituted for one (1) year of experience each: Oracle, Java, C++, MCSE/MCP, Linux, Solaris, Cisco, AWS, VMWare, SUN Network Administrator, Project Management Professional (PMP), CDFM, CISP, DAU, and DAWIA.