GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY SERVICES

GS-35F-462CA

August 13, 2020 through August 12, 2025

FSC Group Class: 70

Information Technology (IT)

SIN 54151S
1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

Special Item No. 54151S Information Technology Professional Services

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 Price Sheet

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

Labor Category descriptions begin on page 10

2. Maximum order.

$500,000 for Special Item No. 54151S Information Technology Professional Services

3. Minimum order. $100

4. Geographic coverage. Domestic only

5. Point of production. Same as company address

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

7. Quantity discounts. None

8. Prompt payment terms. None

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

9b. The Government purchase card will not be accepted for payment on orders above the micro-purchase threshold.
10. Foreign items. None

11a. Time of delivery. *As negotiated on the task order level.*

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. For supplies and services, the ordering procedures, and 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. *Standard commercial warranty*

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. *Not Applicable*

19. Terms and conditions of installation. *Not Applicable*
20. 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. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/. *Not Applicable*

25. Data Universal Number System (DUNS) number. *019131676*

26. Notification regarding registration in SAM.gov (formerly the Central Contractor Registration) database. *CAGE Code: 3DCP6*
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 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) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31 (Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

a. The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

b. The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
   (1) The offeror;
   (2) Subcontractors; and/or
   (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

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

14. **INCIDENTAL SUPPORT COSTS**
Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.
15. APPROVAL OF SUBCONTRACTS
The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING
See labor category descriptions included herein.
<table>
<thead>
<tr>
<th>Data Analyst</th>
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<td>$75.26/hr</td>
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**Minimum Experience/Training**: At least two years of data analyst experience performing basic and complex data research and analysis to support management, engineering, and technical projects. Prepares data formats, collects and enters data into spreadsheets, and compiles data to develop and produce reports, information, data, and documentation. Technical expertise regarding data models, database design, development, data mining and segmentation techniques. Strong analytical skills with the ability to collect, organize, analyze and disseminate significant amounts of information with attention to detail and accuracy. Adept at queries, report writing and presenting findings to management.

**Functional Responsibility**: Interprets data and provides ongoing reports by analyzing results using statistical techniques. Develops and implements data collections systems and other strategies that optimize statistical efficiency and data quality. Acquires data from primary or secondary data sources and maintains databases/database systems. Identifies, analyzes and interprets trends or patterns in complex data sets. Filters and ‘cleans’ data, reviews reports and performance indicators to locate and correct code problems. Works closely with management to prioritize business and information needs. Locates and defines new process improvement opportunities.

**Minimum Education**: Must have a BS/BA degree, or an equivalent combination of education and experience. Two years of relevant experience may be substituted for each year of education to meet the education/experience requirement.
### Video Network Specialist

**Minimum Experience/Training**: At least six years of experience in Video Conferencing equipment support (Polycom, Cisco, Tandberg, etc.) and Network Engineering Equipment Support. Expertise at this level must have been achieved from performing in depth projects Responsible for supporting and monitoring video conferencing network. Must be knowledgeable in techniques for performing network related tasks.

**Functional Responsibility**: Deploys video end-points, sets up new users, and operates video networks. Installs all hardware and software pertaining to video network. Supports networked video solutions for client. Deploys and optimizes the product features and benefits. Performs maintenance and troubleshoots issues of all network hardware and software. Provides training as needed for end users. Keeps up to date on emerging technologies that would benefit the client and compliment the organization’s goals.

**Minimum Education**: Must have a degree in Information Technology or an equivalent combination of education and experience. See specifics in the table below for each level of Network Specialist offered. The degree of competency and depth of capability increases according to the minimum education and experience required for each level offered. Two years of relevant experience may be substituted for each year of education to meet the education/experience requirement.

### Network Specialist

**Minimum Experience/Training**: At least six years of experience in Video Conferencing equipment support (Polycom, Cisco, Tandberg, etc.) and Network Engineering Equipment Support. Expertise at this level must have been achieved from performing in depth projects Responsible for supporting and monitoring video conferencing network. Must be knowledgeable in techniques for performing network related tasks.

**Functional Responsibility**: Deploys video end-points, sets up new users, and operates video networks. Installs all hardware and software pertaining to video network. Supports networked video solutions for client. Deploys and optimizes the product features and benefits. Performs maintenance and troubleshoots issues of all network hardware and software. Provides training as needed for end users. Keeps up to date on emerging technologies that would benefit the client and compliment the organization’s goals.

**Minimum Education**: Must have a degree in Information Technology or an equivalent combination of education and experience. See specifics in the table below for each level of Network Specialist offered. The degree of competency and depth of capability increases according to the minimum education and experience required for each level offered. Two years of relevant experience may be substituted for each year of education to meet the education/experience requirement.
Sr. Multimedia Engineer (Level 1) $125.43/hr

Minimum Experience/Training: Must have specific engineering and technical experience that is directly relevant to the specific work assigned. Engineering expertise at this level must have been achieved from performing in depth and complex engineering projects in more than one life-cycle phase, i.e., strategic planning, concept development and requirements analysis, system design, engineering and integration, test and evaluation, integrated logistics support, and acquisition and life cycle management. Must be knowledgeable in techniques for performing engineering related tasks from one or more of the following: requirements analysis; materials studies/analysis, system/component integration; interoperability; interconnectivity; structured analysis; design methodologies; design/design analysis, use of design tools and other design techniques; automation principles; test program set development, data base structuring, modeling techniques, testability, supportability and logistics support, reliability and maintainability, human factors, safety engineering, environmental engineering, packaging, robotics, power/electrical distribution requirements analysis, structural analysis, building requirements, cabling, piping, configuration management/product data management; integrated product team or multi-discipline team; test planning/testing; and, logical and physical function, operation, and technical architecture of large and complex systems. Proficiency in hardware/software interfaces and integration is required for relevant systems engineering assignments. Must have a working knowledge of constructing system hardware and software design criteria, determining what commercial-off-the-shelf (COTS) hardware/software will fit the intended need. Must have practical experience in providing extensive interaction with system/equipment users, managers, other engineers, programmers, analysts, logisticians, technicians, and trainers to ensure a complete approach in providing an engineering solution.

Functional Responsibility: Deploys, maintains and monitors integrated enterprise audio visual systems. Demonstrates and practices creativity, foresight and mature engineering judgment in anticipating and solving AV engineering problems, program objectives and requirements. Responsible for maintenance and troubleshooting of AV infrastructure, including projectors, displays, VTC systems, AV switchers, audio and control systems. Supervises systems integrators and general contractors for fabrication, installation and system deployment. Interacts with end users to provide training or remote or onsite support.

Minimum Education: Must have a degree in applicable engineering discipline or related science, or an equivalent combination of education and experience. The degree of competency and depth of capability increases according to the minimum education and experience required for each level offered. Two years of relevant experience may be substituted for each year of education to meet the education/experience requirement.
Multimedia Engineer (Level 2)  
$105.36/hr

Minimum Experience/Training: Must have specific engineering and technical experience that is directly relevant to the specific work assigned. Engineering expertise at this level must have been achieved from performing in depth and complex engineering projects in more than one life-cycle phase, i.e., strategic planning, concept development and requirements analysis, system design, engineering and integration, test and evaluation, integrated logistics support, and acquisition and life cycle management. Must be knowledgeable in techniques for performing engineering related tasks from one or more of the following: requirements analysis; materials studies/analysis, system/component integration; interoperability; interconnectivity; structured analysis; design methodologies; design/design analysis, use of design tools and other design techniques; automation principles; test program set development, data base structuring, modeling techniques, testability, supportability and logistics support, reliability and maintainability, human factors, safety engineering, environmental engineering, packaging, robotics, power/electrical distribution requirements analysis, structural analysis, building requirements, cabling, piping, configuration management/product data management; integrated product team or multi-discipline team; test planning/testing; and, logical and physical function, operation, and technical architecture of large and complex systems. Proficiency in hardware/software interfaces and integration is required for relevant systems engineering assignments. Must have a working knowledge of constructing system hardware and software design criteria, determining what commercial-off-the-shelf (COTS) hardware/software will fit the intended need. Must have practical experience in providing extensive interaction with system/equipment users, managers, other engineers, programmers, analysts, logisticians, technicians, and trainers to ensure a complete approach in providing an engineering solution. Functional Responsibility: Deploys, maintains and monitors integrated enterprise audio visual systems. Demonstrates and practices creativity, foresight and mature engineering judgment in anticipating and solving AV engineering problems, program objectives and requirements. Responsible for maintenance and troubleshooting of AV infrastructure, including projectors, displays, VTC systems, AV switchers, audio and control systems. Supervises systems integrators and general contractors for fabrication, installation and system deployment. Interacts with end users to provide training or remote or onsite support. Minimum Education: Must have a degree in applicable engineering discipline or related science, or an equivalent combination of education and experience. The degree of competency and depth of capability increases according to the minimum education and experience required for each level offered. Two years of relevant experience may be substituted for each year of education to meet the education/experience requirement.
Help Desk Specialist
$85.29/hr

Minimum Experience/Training: At least two years of general help desk experience, the Help Desk Specialist provides quality service to customers in all assigned tasks, while upholding company values at all times. Must have diagnostic and analytical skills for software, audiovisual systems and general information system application knowledge. Strong computer literacy skills with an emphasis on software knowledge, installations, audio, videoconferencing and use. Ability to multitask with a sense of urgency, while maintaining a positive attitude. Excellent telephone and email presence with organized follow up skills. Ability to be proactive and able to take direction and establish ownership of projects. Ability to foster strong relationships internally and externally. Excellent verbal and written communication skills. Strong customer focus and service-oriented attitude.

Functional Responsibilities: Provides quality service to customers while upholding company values. Supports customers by providing training, knowledge and expertise. Provides solutions in a timely fashion for issues that arise with all supported products. Log and track support calls in the company system, prioritizing and escalating tickets as required to ensure customer satisfaction. Identify trends in the support calls and develop documentation to address these most-often reported problems and issues. Notify management of increasing trends, unusual activity or repeated activity. Brief customers as all as management on the status on current resolution efforts and attend daily/weekly meetings as required. Recommend means for product or system improvements including procedural steps, increased training, and enhanced documentation. Access software updates, drivers, knowledge bases, and FAQ’s resources to assist with end user issues. Assist other teams to initiate, design and manage effective support solutions as directed by business needs. Assist with the development and testing of newly designed products for operational integrity and function. Effective communicate the ideas, expectations, and goals while working with and through others to achieve desired result. Involves other team members to establish best practices and decisions.

Minimum Education: Must have a BS/BA degree in science or engineering, or an equivalent combination of education and experience. Two years of relevant experience may be substituted for each year of education to meet the education/experience requirement.
| CAD Operator | Minimum Experience/Training: A Computer-Aided Design (CAD) operator, must have at least two years of experience operating CAD system, producing clear and technically accurate drawings based on design specifications. Must be mechanically inclined, detail oriented and possess a talent for drawing. Excellent computer communication skills and superior computer skills are required. Must have good math skills, particularly algebra and geometry. Must be knowledgeable of building codes and architectural terminology. Must have the ability to envision a finished product. Knowledgeable of drafting software for creating 2D and 3D computer drawings is required. Needs to be able to work with very little supervision. Project management skills to assist with coordination of all departments to ensure accurate drawings is preferred.  

Functional Responsibilities: Understands the equations, calculations and written instructions from designers and engineers before beginning a CAD drawing by using special notations and symbols to give instructions on drawings and blueprints. Draws plans for structural foundations and other construction projects, and uses manual drawing skills for plans that cannot be computer generated. Draws layout of room and building interiors, and revises drawings based on instructions from engineers or architects. Determines impact of site requirements and building codes before doing drawings or blueprints. Visits building sites to collect data for drawings, and consults with clients to understand their instructions and to answer their questions. Monitors compliance with building codes throughout the construction process. Reviews engineering data to ensure compliance with the original design plans. Modifies existing drawings, and draws illustrations or mechanical systems for manuals. Stores drawings electronically for later use, and programs drawings into manufacturing systems. Meets all deadlines.  

Minimum Education: Must have a degree in drafting, computer technology, architecture, or civil engineering from a recognized CAD training facility, or an equivalent combination of education and experience. Two years of relevant experience may be substituted for each year of education to meet the education/experience requirement. |
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### Sr. Systems Engineer (Level 1)  
$150.52/hr

**Minimum Experience/Training:** Must have specific engineering and technical experience in engineering disciplines that are directly relevant to the specific work assigned. Engineering expertise at this level must have involved performing fundamental and progressive engineering assignments in at least one life-cycle phase, i.e., strategic planning, concept development and requirements analysis, system design, engineering and integration, test and evaluation, integrated logistics support, and acquisition and life cycle management. Must be knowledgeable in techniques for performing engineering related tasks from one or more of the following: requirements analysis; materials studies/analysis, system/component integration; interoperability; interconnectivity; structured analysis; design methodologies; design/design analysis, use of design tools and other design techniques; automation principles; test program set development, data base structuring, modeling techniques, testability, supportability and logistics support, reliability and maintainability, human factors, safety engineering, environmental engineering, packaging, robotics, power/electrical distribution requirements analysis, structural analysis, building requirements, cabling, piping, configuration management/product data management; integrated product team or multi-discipline team; and test planning/testing. Must have a working knowledge of determining system hardware and software design criteria, defining what commercial-off-the-shelf (COTS) hardware/software are candidates for fulfilling the intended need.

**Functional Responsibility:** Designs, implements, troubleshoots and analyzes the IT infrastructure of internal and external customer environments including network connectivity and utilization. Identifies, researches and resolves technical problems. Creates and maintains comprehensive documentation as it relates to server and network topology, equipment and configuration. Creates project plans, designs and implements solutions. Relies on experience and judgment to plan and accomplish goals. Identifies, diagnoses, and resolves network problems including network connectivity and traffic utilization using available network tools in a timely fashion. Provides infrastructure services in all areas needed, such as storage networking, Operating System, network security, directory services, server virtualization using system backup and restore, system and networking monitoring, and application installation and configuration. Performs a variety of complicated tasks, and provides support for escalated trouble tickets.

**Minimum Education:** Must have a degree in applicable engineering discipline or related science, or an equivalent combination of education and experience. The degree of competency and depth of capability increases according to the minimum education and experience required for each level offered. Two years of relevant experience may be substituted for each year of education to meet the education/experience requirement.
| **Systems Engineer**  
(Level 2) | **Minimum Experience/Training:** Must have specific engineering and technical experience in engineering disciplines that are directly relevant to the specific work assigned. Engineering expertise at this level must have involved performing fundamental and progressive engineering assignments in at least one life-cycle phase, i.e., strategic planning, concept development and requirements analysis, system design, engineering and integration, test and evaluation, integrated logistics support, and acquisition and life cycle management. Must be knowledgeable in techniques for performing engineering related tasks from one or more of the following: requirements analysis; materials studies/analysis, system/component integration; interoperability; interconnectivity; structured analysis; design methodologies; design/design analysis, use of design tools and other design techniques; automation principles; test program set development, data base structuring, modeling techniques, testability, supportability and logistics support, reliability and maintainability, human factors, safety engineering, environmental engineering, packaging, robotics, power/electrical distribution requirements analysis, structural analysis, building requirements, cabling, piping, configuration management/product data management; integrated product team or multi-discipline team; and test planning/testing. Must have a working knowledge of determining system hardware and software design criteria, defining what commercial-off-the-shelf (COTS) hardware/software are candidates for fulfilling the intended need.  

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| **$115.40/hr** | **Sight. Sound. Success.** |

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Audiovisual Systems Design and Installation

2587 Yellow Springs Road  
Malvern, PA 19355  
Tel: (610) 344-7007  
Fax: (610) 344-7166  
www.cenero.com
<table>
<thead>
<tr>
<th>Sr. Audio Rental Technician</th>
<th>$75.26/hr</th>
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**Minimum Experience/Training:** A minimum of 8 years of experience is required for the senior audio rental technician position. Excellent oral and written skills are required. Adheres to and understands OSHA standards for all phases of the job. Must be able to think independently and meet all necessary deadlines. Effective interaction with employees, customers and colleagues is essential. Must possess an attention to detail and have excellent problem solving and troubleshooting skills.

**Functional Responsibility:** Sets up and breaks down of all onsite AV equipment and cabling. Tests systems to insure equipment and room functionality. Escalates all break fix issues for resolution. Delivers a professional level of customer service support to all clients. Ensures all meeting and event spaces are presentable for use. Performs routine testing and problem diagnosis for projectors, microphones, speakers, amplifiers and flat screen displays. Utilizes audio mixer controls or software to calibrate and eliminate echo and feedback. Tests equipment and performs basic troubleshooting. Operates cameras and video equipment as needed.

**Minimum Education:** Must have a degree in computer science, engineering, or an equivalent combination of education and experience. Two years of relevant experience may be substituted for each year of education to meet the education/experience requirement.
| Graphics Engineer | **Minimum Experience/Training**: At least five years of experience, the graphics engineer must be able to use a variety of computer software programs and tools to create a desired image as well as identify which colors, fonts and layouts will present a client’s message to their audience clearly. A keen knack for aesthetics and an astute commercial awareness are essential. To be successful in their field, they must be excellent listeners, and be able to make decisions that are in line with client’s business strategy and goals. Must have excellent communications skills and be able to present their ideas and explain the concepts behind them to the client, management and other interested parties. Good teamwork and people skills are an asset, as a graphic engineer’s work is often collaborative in nature.

**Functional Responsibilities**: Create integrated graphics and visual effects systems that are used in the design and development of software applications. Write code in various programming languages to create a visual user interface for systems software or end-user programs. Consult with art directors, graphic designers and other professionals to provide them with the computer tools and software they need to produce motion graphics and visuals. Create and implement of asset pipelines. Create, document and test computer codes and systems for animation, audio, memory and streaming features. Meet with clients to discuss image specifications, price quotes, deadlines and other related items. Check with clients frequently throughout the creation process to determine which elements are most appropriate or their uses. Work with writers to determine which works to use to convey a client’s specified idea. Oversee the image of a client’s website and how it is perceived.

**Minimum Education**: Must have a degree in engineering or an equivalent combination of education and experience. Two years of relevant experience may be substituted for each year of education to meet the education/experience requirement. |
EPA’s based on the Department of Labor, Cost Index Chart, Table 5 (Professional and Related) which is 2.2% at this time.

<table>
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<th>Labor Categories</th>
<th>2021 RATE</th>
<th>2022 RATE</th>
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