

GSA Federal Supply Schedule

FSC Group 70, Sections B & C
General Purpose Information Technology,
Software and Services
Contract Number GS-35F-4649G



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PSI Proprietary

AUTHORIZED ADP SCHEDULE
PRICELIST

FSC GROUP 70
PART I, SECTIONS B & C

GENERAL PURPOSE COMMERCIAL AUTOMATIC DATA PROCESSING EQUIPMENT, END USER COMPUTERS (NORMALLY MICROCOMPUTERS) AND EQUIPMENT USED PRIMARILY OFF-LINE, AND SOFTWARE

Contractor:

Planned Systems International, Inc.
10632 Little Patuxent Parkway, Suite 200
Columbia, MD 21044-6250
410.964.8000

Contract Number: **GS-35F-4649G**

Period Covered by Contract:
August 7, 2012 through August 6, 2017
Pricelist current through Modification PS-0029 dated February 2, 2017

General Services Administration
Federal Supply Service

Products and ordering information in this Authorized ADP Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! By accessing GSA's Home Page via Internet at www.gsa.gov.

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About Planned Systems International, Inc.

Planned Systems International, Inc. (PSI) is focused on the application of information technology to improve the performance of client organizations. PSI supports its customers in modernization and reengineering efforts through the analysis, development, and deployment of solutions that meet operational and organizational needs. PSI's staff of over 400 experienced professionals serves clients in the Department of Defense and Federal civilian agencies, and the commercial sector.

PSI's Health Solutions help meet critical mission requirements while improving program efficiency and cost effectiveness. We combine our expert knowledge of Health IT—including Clinical Systems, Electronic Health Records, Medical Modeling & Simulation and Theatre Medical Support—with emerging technologies such as Cloud Computing, to deliver value-added, cost-effective Health solutions. With decades of experience, PSI has deep knowledge in developing systems and business processes for the largest healthcare systems in the world—the Department of Veterans Affairs and the U.S. Military Health System. We are consistently recognized for quality, efficiency and a high degree of customer service. We offer big company strength while retaining small business flexibility—allowing execution of technical excellence and value-added health solutions for your organization.

With corporate headquarters in Columbia, MD, PSI is centrally located in the Washington-Baltimore corridor. In addition, PSI's Principal Office is in Arlington, VA with field offices in St. Petersburg, FL and San Antonio, TX.

Founded in 1988, PSI has grown steadily over its 28-year history by building strong working relationships with its customers. Through these long-term business relationships, PSI has earned a reputation for the quality of its work, the integrity of its people, and the value it delivers to its clients.

PSI's Services

PSI offers the following range of Services:

- Software Development
- System Engineering/ Reengineering
- Systems Integration
- System Migration
- Database Development and Administration
- Business Process Reengineering
- COTS Evaluation and Validation
- Functional Studies and Analysis
- Electronic Health Records
- Health Analytics
- Personal Health Information Management
- Desktop Solutions and Support
- Computer Hardware Repair
- Training Development and Delivery
- Communications Systems Development
- Network Engineering and Administration
- Imaging Services
- Web Technologies
- Connected Health
- Innovative Health IT Solutions
- Health Informatics
- Emerging Health IT Research

In delivering this scope of IT services, PSI offers experience and current capabilities in the following technical areas:

- **Hardware Platforms**: Unisys, IBM, Cisco, Dell, Intel, Lenovo, HP, SUN, PCs, Macintosh, Mobile Devices
- **Operating Systems**: OS-1100, VM, MVS, VMS, Unix/AIX, Linux, DOS, Windows .Net Framework, Windows NT and later versions, Salesforce.com, iOS, Android
- **Database Management Systems**: DMS-1100, IDMS, DB2, IMS, Oracle, Sybase, Informix, XDB, MongoDB, Hadoop Ecosystem
- **Programming Languages**: Java, Apex, Python, Ruby, COBOL, Visual C++, Visual Basic, Powerbuilder, PL1, SQL
- **CASE Tools**: Excelerator, APS, ERWIN, Systems Engineer, IEF, Knowledgeware
- **Telecommunications and Networks**: Windows NT, Novell, TCP/IP, SDLC, Satellite Communication, Direct PC, HL-7, ATM, REST
- **Development Tools and Methods**: Information Engineering, Rapid Applications Development, Agile Development, DoD Lifecycle Management, Business Process Reengineering, IDEF-0 and IDEF-X Modeling, JIRA, IBM Rational, Microsoft Team Foundation
- **Web Technologies**: Website and Database Design, Internet/Intranet Solutions, Custom Programming, HTML, JavaScript

Awarded Special Item Numbers

132-51 Information Technology Professional Services

132-56 Health Information Technology Services

About PSI's GSA Schedule

The GSA Schedule is a "Priority Source of Supply." It is an IDIQ contract that offers PSI's commercially available services under standard prices, terms, and conditions. As a "Priority Source of Supply" this pre-competed contract vehicle is available for use by all federal agencies, contractors under cost reimbursement type contracts, and quasi-government organizations. The rates PSI offers under this schedule are inclusive of all fees and the contract is self-administered – PSI files all reports and forwards the agency-use fees. The following list summarizes the advantages of ordering PSI services directly through its GSA Schedule:

- No further competition
- No CBD Synopsis
- No Fair/Reasonable Price Determination
- No T's and C's Negotiation
- Helps Fulfill Set-Aside Requirements
- Low (0.75%) Agency Fee – *Included in rates and paid by PSI*
- No Protests
- No Dollar Ceiling
- Direct Supplier Relationship
- Price Renegotiation
- Blanket Purchase Agreements

With freedom from further competition and a self-administered contract, our GSA Schedule fosters significant gains in efficiency and timeliness in ordering. Together with PSI's quality of service and aggressive rate structure, this vehicle offers significant value in the delivery of information technology services.

Information for Ordering Offices

1. Geographic Scope of Contract

Consistent with the provisions of the Federal Supply Schedule, PSI offers these Information Technology Professional Services to authorized buyers in the 48 contiguous states and the District of Columbia. In addition, PSI offers these services in OCONUS locations on a site-specific basis.

2. Contractor's Ordering Address and Payment Information

Consistent with Sections G.6 and G.7 of our proposal, PSI provides the following information:

(a) EDI Orders: dabed@plan-sys.com

(b) Facsimile Orders: Darrell Abed, 410.964.8001

(c) Mail Orders:

Darrell Abed
Planned Systems International, Inc
10632 Little Patuxent Parkway, Suite 200
Columbia, MD 21044-6250
443.832.5018
dabed@plan-sys.com

(d) Dealer Offers: Not Applicable

Government Commercial Credit Cards will be acceptable for payment. In addition, bank account information for wire transfer payments will be shown on the invoice.

Israel Discount Bank of N.Y.
Account: 13-0250-2
Routing Number: 026009768

Below are the telephone number(s) that can be used by ordering agencies to obtain technical and/or ordering assistance: 443.832.5018, POC: Darrell Abed.

3. Liability for Injury or Damage

The Contractor shall not be liable for any injury to Government personnel or damage to Government property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4. Statistical Data for Government Ordering Office, Completion of Standard Form 279

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Contractor Establishment Code (DUNS): 60-357-1613

Block 30: Type of Contractor - B. Other Small Business

Block 31: Woman-Owned Small Business - No

Block 34: Reserved

Block 36: Contractor's Taxpayer Identification Number (TIN) - 52-157-6690

4a. CAGE Code

0PS84

5. FOB Point

Addressed in individual orders

6. Commercial Delivery Schedule (Multiple Award Schedules)

Not applicable

7. Discounts

a. Prompt Payment: Not applicable

b. Quantity: Not applicable

c. Dollar Volume: Not applicable

d. Government Educational Institutions: PSI offers Government Educational Institutions the same discounts as all other Government customers.

e. Discount for use of Government Commercial Credit Card: Not applicable

f. Other: Not applicable

8. Trade Agreements Act of 1979, as amended

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. Statement Concerning Availability of Export Packing

Not applicable

10. Small Requirements

The minimum dollar value of orders to be issued is $100.

11. Maximum Order

Paragraph g.

The maximum dollar value per order for all services will be $500,000.

12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS. In accordance with FAR 8.404

[NOTE: Special ordering procedures have been established for Special Item Number (SINs) 132-51 IT Professional Services; refer to the terms and conditions for that SIN.**]**

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsize the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order

represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

a. Orders placed at or below the micro-purchase threshold. Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the supply or service representing the best value, the ordering office may consider--

(1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;

(2) Trade-in considerations;

(3) Probable life of the item selected as compared with that of a comparable item;

(4) Warranty considerations;

(5) Maintenance availability;

(6) Past performance; and

(7) Environmental and energy efficiency considerations.

c. Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall--

Review additional Schedule Contractors' catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;

(2) Based upon the initial evaluation, generally seek price reductions from the Schedule contractor(s) appearing to provide the best value (considering price and other factors); and

(3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, the Contractor may:

(1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);

(2) Offer the lowest price available under the contract; or

(3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

d. Blanket purchase agreements (BPAs). The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

e. Price reductions. In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

f. Small business. For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

g. Documentation. Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

12. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS

Federal departments and agencies acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering offices, shall be responded to promptly by the Contractor.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS)

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS)

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

14. SECURITY REQUIREMENTS

In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or $100,000, of the total dollar value of the order, whichever is lessor.

15. CONTRACT ADMINISTRATION FOR ORDERING OFFICES

Any ordering office, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the Government's convenience, and (m) Termination for Cause (See C.1.)

16. GSA *Advantage*!

GSA *Advantage*! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA *Advantage*! will allow the user to perform various searches across all contracts including, but not limited to:

(1) Manufacturer;

(2) Manufacturer's Part Number; and

(3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing any web browser. The Internet address is http://www.fss.gsa.gov/.

17. PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

(1) Time of delivery/installation quotations for individual orders;

(2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.

(3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

Not Applicable

Upon request of the Contractor, the Government may provide the Contractor with logistics support, as available, in accordance with all applicable Government regulations. Such Government support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. YEAR 2000 WARRANTY — COMMERCIAL SUPPLY ITEMS

"Year 2000 compliant" means information technology that accurately processes date/time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000 and leap year calculations. Furthermore, Year 2000 compliant information technology, when used in combination with other information technology, shall accurately process date/time data if the other information technology properly exchanges date/time data with it.

The Contractor warrants that each hardware, software, and firmware product delivered under this contract shall be able to accurately process date data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, including leap year calculations, when used in accordance with the product documentation provided by the Contractor, provided that all listed or unlisted products (e.g. hardware, software, firmware) used in combination with such listed product properly exchange date data with it. If the contract requires that specific listed products must perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those listed products as a system. The duration of this warranty and the remedies available to the Government for breach of this warranty shall be as defined in, and subject to, the terms and limitations of the Contractor's standard commercial warranty or warranties contained in this contract, provided that notwithstanding any

provision to the contrary in such commercial warranty or warranties, the remedies available to the Government under this warranty shall include repair or replacement of any listed product whose non-compliance is discovered and made known to the Contractor in writing within ninety (90) days after acceptance. Nothing in this warranty shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

21. BLANKET PURCHASE AGREEMENTS (BPAs)

Federal Acquisition Regulation (FAR) 13.201(a) defines Blanket Purchase Agreements (BPAs) as "…a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.202(c)(3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

22. CONTRACTOR TEAM ARRANGEMENTS

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to customer agency requirements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules. See the additional information regarding Contractor Team Arrangements in this Schedule Pricelist.

Price List

SIN 132-51

Labor Categories	*Year 2017*	
	Customer Site Rate	*PSI Site Rate*
1. Program Manager	143.59	159.96
2. Project Manager	113.74	126.71
3. Task Manager	102.83	118.51
4. Subject Matter Expert I	167.63	186.80
5. Subject Matter Expert II	189.50	211.17
6. Subject Matter Expert III	211.39	235.52
7. Subject Matter Expert IV	325.54	362.77
8. Subject Matter Expert V	418.54	466.37
9. Quality Assurance Analyst	65.62	73.10
10. Project Control Specialist	60.52	67.44
11. Senior Systems Architect	94.79	105.57
12. Information Engineer	87.48	97.46
13. Principal Data Base Systems Administrator	137.50	163.73
14. Data Base Systems Administrator	94.51	112.51
15. Senior Data Base Management Specialist	109.33	121.80
16. Data Base Management Specialist	87.48	97.46
17. Principal Systems Analyst	113.58	130.90
18. Senior Systems Analyst	87.48	97.46
19. Systems Analyst	72.87	81.26
20. Senior Application Programmer	95.65	106.59
21. Application Programmer	65.62	73.10
22. Principal Programmer	113.58	130.90
23. Senior Systems Programmer	94.03	104.79
24. Systems Programmer	72.87	81.26
25. Senior Communications Network Engineer	124.79	143.84
26. Communications Network Engineer	102.36	117.86
27. Communications Network Manager	109.33	121.80
28. Communications Specialist	80.17	89.36
29. Senior Network Installation Technician	69.94	77.97
30. Network Installation Technician	51.02	56.84
31. Senior Hardware/Software Installation Specialist	65.62	73.10
32. Hardware/Software Installation Technician	51.02	56.84
33. Hardware/Software Specialist	52.08	58.03
34. Senior Training Specialist	80.17	89.36
35. Training Specialist	55.40	61.71
36. Data Entry Clerk	29.18	32.49
37. Technical Writer/Editor	51.02	56.84
38. Administrative Assistant	40.10	44.68
39. Year 2000 Conversion Specialist I	109.67	125.24
40. Year 2000 Conversion Specialist II	125.36	139.67
41. Year 2000 Conversion Specialist III	156.71	174.63
42. Help Desk Manager	85.42	101.69
43. Help Desk Technician	67.19	80.00

Labor Category Descriptions

SINs 132-51

1. Program Manager

Functional Responsibility: Serves as the contract manager and administrator over the entire contract effort. Acts as the primary interface and point of contact with Government project authorities and representatives on technical and contract administration issues. Supervises project operations by developing management procedures, planning and directing project execution, monitoring and reporting progress. Manages and controls financial and administrative aspects of the project with respect to contract requirements, enforces work standards, and assigns schedules.

Required Experience: Two years experience in managing large complex projects including at least 25 persons in subordinate groups in diverse locations with demonstrated capability in the overall management of contracts of similar type or complexity. Plus an additional eight years of progressively responsible experience in a Government contracting environment.

Required Education: Graduate Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional two years of relevant experience may be substituted for the Graduate Degree. An additional four years of relevant experience (a total of six years of experience) may be substituted for the Bachelors Degree.

2. Project Manager

Functional Responsibility: Serves as the central point of contact for delivery orders and interfaces with the Contracting Officers Technical Representatives. Establishes and enforces procedures to assure that all tasks are performed in accordance with applicable standards, quality requirements, estimated costs, and schedules. Coordinates development, quality assurance, configuration management, documentation support, software maintenance, and daily supervision of subordinates. Prepares reports and delivers briefings on the status of task assignments to contract management personnel and technical points of contact. Reviews work of subordinates, resolves discrepancies, prioritizes work, and accommodates changes.

Required Experience: Six years experience including complete project development from inception to deployment with a demonstrated ability to provide guidance and direction in tasks of similar scope and complexity.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

3.Task Manager

Functional Responsibility: Serves as the central point of contact for a particular delivery/task order and interfaces with the Government's Technical Representative. Establishes and enforces procedures to assure that the task is performed in accordance with applicable standards, quality requirements, estimated costs, and schedules. Coordinates development, quality assurance, configuration management, documentation support, software maintenance, and daily supervision of subordinates. Prepares reports and delivers briefings on the status of task assignments to contract management personnel and technical points of contact. Reviews work of subordinates, resolves discrepancies, prioritizes work, and accommodates changes.

Required Experience: Four years experience including complete project development from inception to deployment with a demonstrated ability to provide guidance and direction in tasks of similar scope and complexity.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

4. Subject Matter Expert I

Functional Responsibility: Performs analytic work in support of systems engineering or planning activities, including the development of preliminary and detailed functional analysis required for ADP systems. Subject matter functional expertise provided includes areas such as inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration.

Required Experience: Five years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. An additional four years of relevant experience may be substituted for the Bachelors Degree.

5. Subject Matter Expert II

Functional Responsibility: Performs analytic work in support of systems engineering or planning activities, including the development of preliminary and detailed functional analysis required for ADP systems. Subject matter functional expertise provided includes areas such as inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to small teams of functional or technical personnel.

Required Experience: Seven years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. An additional four years of relevant experience may be substituted for the Bachelors Degree.

6. Subject Matter Expert III

Functional Responsibility: Performs analytic work in support of systems engineering or planning activities, including the development of preliminary and detailed functional analysis required for ADP systems. Subject matter functional expertise provided includes areas such as inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to large teams of functional or technical personnel.

Required Experience: Nine years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. An additional four years of relevant experience may be substituted for the Bachelors Degree.

7. Subject Matter Expert IV

Functional Responsibility: Performs analytic work in support of systems engineering or planning activities, including the development of preliminary and detailed functional analysis required for ADP systems. Subject matter functional expertise provided includes areas such as inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to large teams of functional or technical personnel.

Required Experience: Ten years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

8. Subject Matter Expert V

Functional Responsibility: Performs analytic work in support of systems engineering or planning activities, including the development of preliminary and detailed functional analysis required for ADP systems. Subject matter functional expertise provided includes areas such as inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to large teams of functional or technical personnel.

Required Experience: Twelve years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

9. Quality Assurance Analyst

Functional Responsibility: Serves as the focal point for maintaining the quality of contract deliverables. Develops plans and guidelines for quality assurance, instructs project staff in the principles of quality management and the specifics of quality programs for projects and tasks, and works with project leadership to implement quality assurance procedures. Leads independent quality review teams for project and task deliverables and prepares reports and delivers briefings on the quality status of deliverables.

Required Experience: Four years experience including the development and implementation of quality assurance programs for projects and tasks of similar scope and complexity.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

10. Project Control Specialist

Functional Responsibility: Supports project management team in controlling project cost and schedule. Uses state-of-the-art tools and methods (e.g. Microsoft Project, Project Scheduler) to develop project plans, status reports, and data updates for Government and contractor project management personnel to use in the management and control of project activities.

Required Experience: Four years experience in the development and implementation of project management tools. Experience in the use state-of-the-art tools and methods (e.g. Microsoft Project, Project Scheduler) to control cost, schedule, and technical conduct of projects of similar scope and complexity.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

11. Senior Systems Architect

Functional Responsibility: Applies knowledge of computer concepts and techniques to develop and implement automated solutions to engineering, scientific, or business data acquisition and management problems. Uses scientific and engineering logic to independently identify conceptual or theoretical solutions to problems of computer hardware or software design and operation. Develops alternative approaches to design, test, and evaluation techniques for solving automation problems. Evaluates and recommends optimum solutions balancing specific project needs with economic constraints. Interfaces with and uses micro, mini, and mainframe computer systems in addressing project objectives. Formulates architectural design, functional specification, interfaces and documentation of computer systems considering system interrelationships, operating modes, and equipment configurations. Responsible for developing project plans, justifications, guidelines, and controls.

Required Experience: Six years experience in the functions described above.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

12. Information Engineer

Functional Responsibility: Applies knowledge of computer concepts and techniques to develop and apply automated solutions to engineering, scientific, or business data acquisition and management problems. Uses scientific and engineering logic to independently identify conceptual or theoretical solutions to problems of computer hardware or software design and operation. Develops alternative approaches to design, test, and evaluation techniques for solving automation problems, evaluates and recommends that which will provide the optimum solution glancing specific project needs with economic constraints. Formulates systems design, functional specification, interfaces and documentation of computer systems considering system interrelationships, operating modes, and equipment configurations. Responsible for developing project plans, justifications, guidelines, and controls.

Required Experience: Four years experience in the functions described above.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

13. Principal Data Base Systems Administrator

Functional Responsibilities: Applies current technology in providing MIS solutions. Provides highly technical expertise in providing business application solutions. Must have a comprehensive understanding of hardware/software and communication environments such as: client/server technology, host/mainframe technology, IS, and related peripheral equipment. Specifies proper types of files organization, indexing methods, and security procedures. Advises contractor project teams on the design of complex databases (e.g., schema and subschema details). Defines specialized aspects of user's data base administrator documentation. Performs detailed comparisons of various data base systems. Provides expertise in data storage systems. Develops backup and archival policies and procedures. Configures storage systems software to meet requirements. Performs administration tasks (installing, maintaining, monitoring, recovering, rebuilding, upgrading, patching and performance tuning). Implements software solutions for performance enhancement, operator interface, and increased user capability.

Required Experience: Six years experience in a complex, distributed, heterogeneous computing environments, which may involve different types of hardware platforms, operating systems applications, data base systems and network environments. Two years specific experience as a Data Base Systems Administrator on the target system.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

14. Data Base Systems Administrator

Functional Responsibilities: Applies current technology in providing MIS solutions. Provides highly technical expertise in providing business application solutions. Must have a comprehensive understanding of hardware/software and communication environments such as: client/server technology, host/mainframe technology, IS, and related peripheral equipment. Specifies proper types of files organization, indexing methods, and security procedures. Advises contractor project teams on the design of complex databases (e.g., schema and subschema details). Defines specialized aspects of user's data base administrator documentation. Performs detailed comparisons of various data base systems. Provides expertise in data storage systems. Develops backup and archival policies and procedures. Configures storage systems software to meet requirements. Performs administration tasks (installing, maintaining, monitoring, recovering, rebuilding, upgrading, patching and performance tuning). Implements software solutions for performance enhancement, operator interface, and increased user capability.

Required Experience: Three years experience in a complex, distributed, heterogeneous computing environments, which may involve different types of hardware platforms, operating systems applications, data base systems and network environments. One year specific experience as a Data Base Systems Administrator on the target system.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

15. Senior Data Base Management Specialist

Functional Responsibility: Provides database support to all members of the project team. Performs database analysis, conversion loads, reorganizations, verifications, recoveries and general maintenance support. Provides application support during development and testing. Provides production database support. Reviews logical and physical design of existing databases and makes recommendations for modifications to ensure optimum operation efficiency. Monitors the operational databases at production sites for the purpose of identifying problems of database availability, efficiency, validity and security.

Required Experience: Six years experience in logical and physical database design; three years experience writing structure software; and three years experience in structured analysis and design.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or other relevant discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

16. Data Base Management Specialist

Functional Responsibility: Provides database support to all members of the project team. Performs database analyze, conversions loads, reorganizations, verifications, recoveries and general maintenance support. Provides application support during development and testing. Provides production database support. Reviews logical and physical design of existing databases and makes recommendations for modifications to ensure optimum operation efficiency. Monitors the operational databases at production sites for the purpose of identifying problems of database availability, efficiency, validity and security.

Required Experience: Four years experience in logical and physical database design; two years experience writing structure software; and two years experience in structured analysis and design.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or other relevant discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

17. Principal Systems Analyst

Functional Responsibility: Applies knowledge of computer science principles, automated data processing functions, and software languages to develop solutions to user requirements. Provides direction on complex application problems involving all phases of system analysis to provide resolution. Assists users, functional and technical activity personnel in the application, definition, and design. Oversees and

performs the gathering, analysis, and synthesis of information for system definition. Supports the development of test plans, test descriptions, and test procedures and reviews results to ensure compliance with specifications. Develops and maintains user support documentation. Analyzes software maintenance requirements including trouble report and change proposal analysis. Proposes economical and efficient solutions as part of developing ADP solutions to user requirements. Acts as team leader, providing guidance to junior level staff.

Required Experience: Ten years experience in ADP systems analysis, design, and or maintenance. Experience shall include a broad band range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

18. Senior Systems Analyst

Functional Responsibility: Applies knowledge of computer science principles, automated data processing functions, and software languages to develop solutions to user requirements. Provides direction on complex application problems involving all phases of system analysis to provide resolution. Assists users, functional and technical activity personnel in the application, definition, and design. Oversees and performs the gathering, analysis, and synthesis of information for system definition. Supports the development of test plans, test descriptions, and test procedures and reviews results to ensure compliance with specifications. Develops and maintains user support documentation. Analyzes software maintenance requirements including trouble report and change proposal analysis. Proposes economical and efficient solutions as part of developing ADP solutions to user requirements. Acts as team leader, providing guidance to junior level staff.

Required Experience: Six years experience in ADP systems analysis, design, and or maintenance. Experience shall include a broad band range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

19. Systems Analyst

Functional Responsibility: Applies knowledge of computer science principles, automated data processing functions, and software languages to develop solutions to user requirements. Provides direction on complex application problems involving all phases of system analysis to provide resolution. Assists users, functional and technical activity personnel in the application, definition, and design. Oversees and performs the gathering, analysis, and synthesis of information for system definition. Supports the development of test plans, test descriptions, and test procedures and reviews results to ensure compliance with specifications. Develops and maintains user support documentation. Analyzes software maintenance requirements including trouble report and change proposal analysis. Proposes economical and efficient solutions as part of developing ADP solutions to user requirements. Acts as team leader, providing guidance to junior level staff.

Required Experience: Four years experience in ADP systems analysis, design, and or maintenance. Experience shall include a broad band range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

20. Senior Application Programmer

Functional Responsibility: Applies basic knowledge of programming techniques. Develops program specifications for writing and testing programs. Develops, modifies and maintains assigned software according to specifications. Develops test data, performs thorough testing and corrects faulty code to ensure compliance with specifications. Documents programs according to Government standards and procedures.

Required Experience: Four years experience in the functions described above.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

21. Application Programmer

Functional Responsibility: Applies basic knowledge of programming techniques. Develops program specifications for writing and testing programs. Develops, modifies and maintains assigned software according to specifications. Develops test data, performs thorough testing and corrects faulty code to ensure compliance with specifications. Documents programs according to Government standards and procedures.

Required Experience: Two years experience in the functions described above.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

22. Principal Programmer

Functional Responsibility: Applies basic knowledge of programming techniques. Develops program specifications for writing and testing programs. Develops, modifies and maintains assigned software according to specifications. Develops test data, performs thorough testing and corrects faulty code to ensure compliance with specifications. Documents programs according to Government standards and procedures.

Required Experience: Ten years experience in ADP systems analysis, design, and or maintenance. Experience includes a broad range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

23. Senior Systems Programmer

Functional Responsibility: Applies basic knowledge of programming techniques. Develops program specifications for writing and testing programs. Develops, modifies and maintains assigned software according to specifications. Develops test data, performs thorough testing and corrects faulty code to ensure compliance with specifications. Documents programs according to Government standards and procedures.

Required Experience: Six years experience in ADP systems analysis, design, and or maintenance. Experience includes a broad range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

24. Systems Programmer

Functional Responsibility: Applies basic knowledge of programming techniques. Develops program specifications for writing and testing programs. Develops, modifies and maintains assigned software according to specifications. Develops test data, performs thorough testing and corrects faulty code to ensure compliance with specifications. Documents programs according to Government standards and procedures.

Required Experience: Two years experience in ADP systems analysis, design, and or maintenance. Experience includes a broad range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

25. Senior Communications Network Engineer

Functional Responsibility: Responsible for the design and implementation of data communications or telecommunications networks. May support video teleconferencing center equipment and communication requirements. Plans and monitors the installation of communications circuits. Manage and monitor local area networks and associated equipment (e.g., bridges, routers, modem pools, gateways, etc.) Conducts short and long-term planning to meet communications requirements.

Required Experience: Six years experience in planning, designing and analyzing data or telecommunications networks. Demonstrated knowledge of Ethernet, FDDI and a working knowledge of operating systems and protocols such as Novell, NT, UNIX, VINES and TCP/IP. Must have experience with network analysis/management tools and techniques and be familiar with PC's in a client/server environment. Must be familiar with IT technology and long distance and local carrier management.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

26. Communications Network Engineer

Functional Responsibility: Responsible for the design and implementation of data communications or telecommunications networks. May support video teleconferencing center equipment and communication requirements. Plans and monitors the installation of communications circuits. Manage and monitor local area networks and associated equipment (e.g., bridges, routers, modem pools, gateways, etc.) Conducts short and long-term planning to meet communications requirements.

Required Experience: Three years experience in planning, designing and analyzing data or telecommunications networks. Demonstrated knowledge of Ethernet, FDDI and a working knowledge of operating systems and protocols such as Novell, NT, UNIX, VINES and TCP/IP. Must have experience with network analysis/management tools and techniques and be familiar with PC's in a client/server environment. Must be familiar with IT technology and long distance and local carrier management.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

27. Communications Network Manager

Functional Responsibility: Leads development and maintenance teams in resolving complex telecommunication problems. Monitors operation and performance of File Server Network systems and evaluates and makes recommendations for enhancements. Implements enhancements as approved by the Government. Supports the development of test plans, rest descriptions, and test procedures. Reviews results of testing to ensure compliance with specifications. Proposes economical and efficient solutions as part of developing hardware and telecommunications solutions to user requirements.

Required Experience: Four years experience performing the functions described above.

Required Education: Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

28. Communications Specialist

Functional Responsibility: Provides direction on complex telecommunication problems. Monitors operation and performance of File Server Network systems and evaluates and makes recommendations for enhancements. Implements enhancements as approved by the Government. Supports the development of test plans, rest descriptions, and test procedures. Reviews results of testing to ensure compliance with specifications. Proposes economical and efficient solutions as part of developing hardware and telecommunications solutions to user requirements.

Required Experience: Four years experience in the installation or maintenance of Local Area Networks with experience in two or more of the following: Unisys (CMS-1100), Digital (VMS/Pathworks), Microsoft (OS/2, LAN Manager, or Windows NT), Novell (Netware), PCs (DOS, WordPerfect, Lotus 123, Harvard Graphics, dBASE, or MS Office).

Required Education: Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

29. Senior Network Installation Technician

Functional Responsibility: Applies computer techniques, principles, and precedents to develop, design, modify, install, test, evaluate, or operate network based data processing systems or facilities. Maintains, repairs, inspects, troubleshoots or programs systems equipment or components. Reviews analyzes, develops, prepares, or applies specifications, policies, standards, or procedures. Plans and performs test and evaluations of systems equipment or components.

Required Experience: Four years experience performing the functions described above.

Required Education: Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

30. Network Installation Technician

Functional Responsibility: Applies computer techniques, principles, and precedents to develop, design, modify, install, test, evaluate, or operate network based data processing systems or facilities. Maintains, repairs, inspects, troubleshoots or programs systems equipment or components. Reviews analyzes, develops, prepares, or applies specifications, policies, standards, or procedures. Plans and performs test and evaluations of systems equipment or components.

Required Experience: Two years experience performing the functions described above.

Required Education: Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

31. Senior Hardware/Software Installation Technician

Functional Responsibility: Applies computer techniques, principles, and precedents to develop, design, modify, install, test, evaluate, or operate data processing systems or facilities. Maintains, repairs, inspects, troubleshoots or programs systems equipment or components. Reviews analyzes, develops, prepares, or applies specifications, policies, standards, or procedures. Plans and performs test and evaluations of systems equipment or components.

Required Experience: Four years experience performing the functions described above.

Required Education: Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

32. Hardware/Software Installation Technician

Functional Responsibility: Applies computer techniques, principles, and precedents to develop, design, modify, install, test, evaluate, or operate data processing systems or facilities. Maintains, repairs, inspects, troubleshoots or programs systems equipment or components. Reviews analyzes, develops, prepares, or applies specifications, policies, standards, or procedures. Plans and performs test and evaluations of systems equipment or components.

Required Experience: Two years experience performing the functions described above.

Required Education: Associate Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional two years of experience may be substitute for the degree requirement.

33. Hardware/Software Specialist

Functional Responsibility: Applies knowledge of computer science principles, information management principles, data processing functions, ADP hardware and software systems structures and operations, and computer programming languages and techniques to solve automation problems. Addresses scientific engineering or business objectives by writing, modifying, or adapting computer programs in machine level, assembly, and third or fourth generation programming languages. Interfaces with and uses minicomputer and mainframe computer systems in addressing project objectives. Identifies and uses standard, unconventional and original mathematical, algorithmic, and programmatic approaches to define, plan, organize, design, develop, modify, test, and integrated database or data processing systems, computer hardware systems, and simulation models. Formulates architectural design, functional specification, interfaces, and documentation or hardware or software systems considering system interrelationships, operating modes, and software or equipment configurations. Researches unconventional application of software and operating systems in designing and developing new methodologies, signification modifications, or adaptations of standardized techniques. Responsible for developing project plans, guidelines and controls.

Required Experience: Four years total experience performing the functions described above.

Required Education: Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substituted for the degree requirement.

34. Senior Training Specialist

Functional Responsibility: Applies the principles and techniques of the instructional systems design methodology to develop and delivery training materials and programs. Training materials include user guides, training manuals, instructor manuals, reference guides, and system documentation for software, network, and database applications. Performs individual and classroom training for the use of computer hardware and software.

Required Experience: Four years total experience performing the functions stated above.

Required Education: Bachelors Degree in computer science, information systems, mathematics, management, education, or related field. An additional four years of experience may be substituted for the degree requirement.

35. Training Specialist

Functional Responsibility: Applies the principles and techniques of the instructional systems design methodology to develop and delivery training materials and programs. Training materials include user guides, training manuals, instructor manuals, reference guides, and system documentation for software, network, and database applications. Performs individual and classroom training for the use of computer hardware and software.

Required Experience: Two years total experience performing the functions stated above.

Required Education: Bachelors Degree in computer science, information systems, mathematics, management, education, or related field. An additional four years of experience may be substituted for the degree requirement.

36. Data Entry Clerk

Functional Responsibility: Uses computer terminals or PCs to convert hard copy data into electronic format. Applies knowledge of common data capture software packages (e.g. Microsoft Excel) and various keyboards and keypads.

Required Experience: Two years experience in data entry and the use of common software packages.

Required Education: High School diploma or equivalency certificate.

37. Technical Writer/Editor

Functional Responsibility: Writes and prepares technical documentation using outlines and resource material provided by functional analysts and computer personnel. Consolidates, formats, requires and edits documentation written by technical personnel. Interprets documentation standards and instructions listed in the Statement of Work and produces documents that conform to instructions. Applies knowledge of required standards and verifies that documentation conforms to standards.

Required Experience: Two years professional experience in a position requiring development of structured written materials and visual aids.

Required Education: High school diploma or equivalency certificate, Associates of Arts degree desirable.

38. Administrative Assistant

Functional Responsibility: Provides clerical and administrative services and applies appropriate technology to support office operations. Provides graphics and editorial support plus desktop publishing services.

Required Experience: Two years experience in the support of office operations including the use of appropriate desktop technology.

Required Education: High school diploma or equivalency certificate, Associates of Arts degree desirable.

39. Year 2000 Conversion Specialist I

Functional Responsibility: Participates in the delivery of Year 2000 services. Contributes to the development of project plans and schedules, and assists in assessing the scope of the Y2K compliance effort. Works on the development of remediation strategies and helps evaluate and apply tool to check compliance of both hardware and software. Implements test plans and quality assurance methodologies. Implements source code changes and works with organizations to maintain clean status and ensure continued operational integrity.

Required Experience: One year of experience with systems relevant to current Y2K problems and issues.

Required Education: Bachelors Degree in engineering, computer science, MIS, mathematics, or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

40. Year 2000 Conversion Specialist II

Functional Responsibility: Addresses Year 2000 problems and issues. Develops project plans and schedules and assesses the scope of Y2K compliance effort. Recommends remediation strategies and evaluates and uses tools to check compliance of both hardware and software. Creates and implements test plans and quality assurance methodologies. Implements source code changes and works with organizations to maintain clean status and ensure continued operational integrity.

Required Experience: Three years of experience with systems relevant to current Y2K problems and issues.

Required Education: Bachelors Degree in engineering, computer science, MIS, mathematics, or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

41. Year 2000 Conversion Specialist III

Functional Responsibility: Assumes a leadership role in addressing Year 2000 problems and issues. Leads the development of project plans and schedules and assesses the scope of Y2K compliance effort. Specifies remediation strategies and selects tools to use in checking compliance of both hardware and software. Creates and implements test plans and quality assurance methodologies. Directs the implementation of source code changes and works with organizations to maintain clean status and ensure continued operational integrity.

Required Experience: Five years of experience with systems relevant to current Y2K problems and issues.

Required Education: Bachelors Degree in engineering, computer science, MIS, mathematics, or related field. An additional four years of relevant experience may be substituted for the degree requirement.

42. Help Desk Manager

Functional Responsibility: Has overall responsibility for help desk staff and the activities associated with the identification, prioritization, and resolution of reported problems. Ensures that all phases of help desk support are properly coordinated, monitored, logged, tracked and resolved appropriately. May maintain responsibility for development, maintenance and integrity of help desk software. Assigns personnel to various operations and directs their activities; reviews and evaluates their work and prepares performance reports.

Required Experience: Familiarity with appropriate desktop systems. Ability to communicate orally and in writing and experience interfacing with clients and customers and handling sensitive issues. Two to three years progressively responsible computer operations, network management and/or desktop support experience.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

43. Help Desk Technician

Functional Responsibility: Serve as a primary contact for clients experiencing technical and/or non-technical issues. Requires ability to diagnose, troubleshoot and client issues by employing strong listening and communication skills. Must have creative problem-solving skills to assist clients. Must be a team player that contributes to the resolution of the client's business problems. Provides ongoing technical support for specialized applications: logs trouble calls, analyzes and corrects problem at source. Advises users of changes in procedures. Identifies problems requiring vendor assistance and coordinates vendor technical support.

Required Experience: Experience in problem resolution of systems, electronic commerce and web hosting is preferred Also, requires user proficiency with PC hardware, standard software, and specialized applications, and effective oral and written communication skills to explain technical situations, present information, and provide training. Must have knowledge of the office suite and desktop applications required.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

Terms and Conditions Applicable to Information Technology (IT) Professional Services

(Special Item Number 132-51)

1. SCOPE a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT/IAM Professional Services within the scope of this Information Technology Schedule.
b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

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

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

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either- (1) Cancel the stop-work order; or
(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS
(MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS −COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I − OCT 2008)
(DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.
"Contractor" means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.
"Contractor and its affiliates" and "Contractor or its affiliates" refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor. An "Organizational conflict of interest" exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor's or its affiliates' objectivity in performing contract work.
b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:
(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by— (1) The offeror;
(2) Subcontractors; and/or
(3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT SERVICES AND PRICING

Please see Services Labor Categories and Price List (Pages 9 – 17)

Price List

SIN 132-56

Labor Categories	*Year 2017*
1. Health IT Program Manager	$161.87
2. Health IT Project Manager	$128.88
3. Health IT Task Manager	$115.54
4. Health IT Junior Task Manager	$82.96
5. Health IT Program Analyst	$70.50
6. Health IT Project Control Specialist	$69.36
7. Health IT Subject Matter Expert I	$132.49
8. Health IT Subject Matter Expert II	$158.88
9. Health IT Subject Matter Expert III	$181.27
10. Health IT Subject Matter Expert IV	$216.28
11. Health IT Subject Matter Expert V	$274.81
12. Health IT Senior Quality Assurance Specialist	$97.50
13. Health IT Quality Assurance Specialist	$85.27
14. Health IT Security Engineer	$147.70
15. Health IT Senior Information Assurance/Security Specialist	$108.65
16. Health IT Senior Information Technology Analyst	$101.97
17. Health IT Information Engineer	$78.10
18. Health IT Senior Business Analyst	$112.13
19. Health IT Enterprise Architect	$147.69
20. Health IT Systems Architect	$113.81
21. Health IT System Integration Engineer	$159.14
22. Health IT Computer Scientist	$125.59
23. Health IT Principal Data Base Systems Administrator	$132.49
24. Health IT Master Database Specialist	$133.66
25. Health IT Senior Database Specialist	$108.65
26. Health IT Data Analyst	$106.74
27. Health IT Principal Systems Analyst	$110.50
28. Health IT Senior Systems Analyst	$93.02
29. Health IT Systems Analyst	$76.77
30. Health IT Senior Applications Systems Analyst	$103.28
31. Health IT Applications Systems Analyst	$87.73
32. Health IT Senior Applications Developer	$115.00
33. Health IT Applications Developer	$96.56
34. Health IT Senior SQL Developer	$126.56
35. Health IT Senior SharePoint Developer	$128.13
36. Health IT SharePoint Developer	$106.77
37. Health IT Web Designer	$86.33
38. Health IT System Programmer	$101.57
39. Health IT Master Configuration Management Specialist	$104.87
40. Health IT Configuration Management Analyst	$87.90
41. Health IT Master Network Specialist	$141.10
42. Health IT Senior Network Specialist	$115.49
43. Health IT Network Administrator	$121.89
44. Health IT Network Administration Technician	$71.29
45. Health IT Systems Engineer	$60.94

Labor Categories	***Year 2017***
46. Health IT Senior Test Engineer	$102.65
47. Health IT Test Engineer	$88.95
48. Health IT Junior Test Engineer	$50.75
49. Health IT Training Specialist	$70.34
50. Health IT Junior Training Specialist	$64.34
51. Health IT Technical Writer	$87.73
52. Health IT Administrative Assistant	$36.50
53. Health IT Help Desk Specialist	$60.28

Labor Category Descriptions

SINs 132-56

1. Health IT Program Manager

Functional Responsibility: Organizes, directs, and manages large health information technology contract operation support functions, involving multiple, complex, and inter-related project tasks. Manages teams of contract support personnel at multiple locations Maintains and manages the client interface at the senior levels of the client organization. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with health information technology program task schedules and costs.

Required Experience: Six years experience in managing large complex projects including at least 25 persons in subordinate groups in diverse locations with demonstrated capability in the overall management of contracts of similar type or complexity. Plus an additional eight years of progressively responsible experience in a Government contracting environment.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

2. Health IT Project Manager

Functional Responsibility: Leads team on health information technology projects or significant segment of large complex health information technology projects. Analyzes new and complex project related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools, and solution components. Provides applications systems analysis and programming activities for a Government site, facility or multiple locations. Prepares long and short-range plans for health information technology application selection, systems development, systems maintenance, and production activities and for necessary support resources. Oversees all aspects of projects.

Required Experience: Four years experience including complete project development from inception to deployment with a demonstrated ability to provide guidance and direction in tasks of similar scope and complexity.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

3. Health IT Task Manager

Functional Responsibility: Serves as the central point of contact for a particular health information technology delivery/task order and interfaces with the Government's Technical Representative. Establishes and enforces procedures to assure that the task is performed in accordance with applicable standards, quality requirements, estimated costs, and schedules. Coordinates development, quality assurance, configuration management, documentation support, software maintenance, and daily supervision of subordinates. Prepares reports and delivers briefings on the status of task assignments to contract management personnel and technical points of contact. Reviews work of subordinates, resolves discrepancies, prioritizes work, and accommodates changes.

Required Experience: Three years experience including complete project development from inception to deployment with a demonstrated ability to provide guidance and direction in tasks of similar scope and complexity.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

4. Health IT Junior Task Manager

Functional Responsibility: Supports the task manager or project manager in completing subtasks and coordinating flow of information across the team. Make arrangement for health information technology task completion based on specifications of the project manager. Suggest strategies for achieving task goals to the project manager. Make the arrangement for task documentation on the recommendation and specification of the project manager and ensure that specifications are met.

Required Experience: Two years experience in the development and implementation of project management tools. Experience in the use state-of-the-art tools and methods (e.g. Microsoft Project, Project Scheduler) to control cost, schedule, and technical conduct of projects of similar scope and complexity.

Required Education: Associate Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional two years of experience may be substitute for the degree requirement.

5. Health IT Program Analyst

Functional Responsibility: H Has knowledge in how to plan, analyze and evaluate the effectiveness of health information technology operating programs. Must be able to use source data to evaluate the effectiveness of programs and business processes. Must be able to use qualitative and quantitative analytical skills to assess the effectiveness of the operations.

Required Experience: Two years experience in the development and implementation of project management tools. Experience in the use state-of-the-art tools and methods (e.g. Microsoft Project, Project Scheduler) to control cost, schedule, and technical conduct of projects of similar scope and complexity.

Required Education: Associate Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional two years of experience may be substitute for the degree requirement.

6. Health IT Project Control Specialist

Functional Responsibility: Supports the Project Manager or Program manager in development and monitoring of all financial management and administrative activities, such as budgeting, manpower and

resource planning and financial reporting related to health information technology projects. Perform evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues, which would require a report and recommend solutions. Supports the Project Manager or Program Manager in developing health IT work breakdown

Required Experience: One year of experience in the development and implementation of project management tools. Experience in the use state-of-the-art tools and methods (e.g. Microsoft Project, Project Scheduler) to control cost, schedule, and technical conduct of projects of similar scope and complexity.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

7. Health IT Subject Matter Expert I

Functional Responsibility: Performs complex analysis and/or using specialized skills in support of systems engineering, development, or integration for health information technology programs, such as the development of preliminary and detailed functional analysis, design, code development, technical architecture or other services required for health information technology ADP systems. Subject matter functional expertise provided includes areas such as information technology disciplines, inventory management, logistics, provisioning, maintenance, transportation, personnel, financial management, and administration.

Required Experience: Five years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. An additional four years of relevant experience may be substituted for the Bachelors Degree.

8. Health IT Subject Matter Expert II

Functional Responsibility: Performs complex analysis and/or using specialized skills in support of systems engineering, development, or integration for health information technology programs, such as the development of preliminary and detailed functional analysis, design, code development, technical architecture or other services required for health information technology ADP systems. Subject matter functional expertise provided includes areas such as information technology disciplines, inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to small teams of functional or technical personnel.

Required Experience: Seven years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. An additional four years of relevant experience may be substituted for the Bachelors Degree.

9. Health IT Subject Matter Expert III

Functional Responsibility: Performs complex analysis and/or using specialized skills in support of systems engineering, development, or integration for health information technology programs, such as the development of preliminary and detailed functional analysis, design, code development, technical architecture or other services required for health information technology ADP systems. Subject matter functional expertise provided includes areas such as information technology disciplines, inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to large teams of functional or technical personnel.

Required Experience: Nine years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. An additional four years of relevant experience may be substituted for the Bachelors Degree.

10. Health IT Subject Matter Expert IV

Functional Responsibility: Performs complex analysis and/or using specialized skills in support of systems engineering, development, or integration for health information technology programs, such as the development of preliminary and detailed functional analysis, design, code development, technical architecture or other services required for health information technology ADP systems. Subject matter functional expertise provided includes areas such as information technology disciplines, inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to large teams of functional or technical personnel.

Required Experience: Ten years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

11. Health IT Subject Matter Expert V

Functional Responsibility: Performs complex analysis and/or using specialized skills in support of systems engineering, development, or integration for health information technology programs, such as the development of preliminary and detailed functional analysis, design, code development, technical architecture or other services required for health information technology ADP systems. Subject matter functional expertise provided includes areas such as information technology disciplines, inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to large teams of functional or technical personnel.

Required Experience: Twelve years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

12. Health IT Senior Quality Assurance Specialist

Functional Responsibility: Provides development of health information technology project Software Quality Assurance Plan and the implementation of procedures that conforms to the requirements of the contract. Provides an independent assessment of how the project's software development process is being implemented relative to the defined process and recommends methods to optimize the organization's process. May be responsible for all activities involving quality assurance and compliance with applicable regulatory requirements. Conducts audits and reviews/analyzes data and documentation. Develops and implements procedures and test plans for assuring quality in a health information technology system development environment which supports large databases and applications.

Required Experience: Four years experience including the development and implementation of quality assurance programs for projects and tasks of similar scope and complexity.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

13. Health IT Quality Assurance Specialist

Functional Responsibility: Draft health information technology quality assurance policies and procedures. Interpret and implement quality assurance standards. Devise sampling procedures and directions for recording and reporting quality health data. Review the implementation and efficiency of quality and inspection systems. Plan, conduct and monitor testing and inspection of materials and products to ensure finished product quality. Document internal audits and other quality assurance activities. Investigate customer complaints and non-conformance issues. Collect and compile statistical quality data. Analyze data to identify areas for improvement in the quality system.

Required Experience: Two years experience including the development and implementation of quality assurance programs for projects and tasks of similar scope and complexity.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

14. Health IT Security Engineer

Functional Responsibility: Implements, tests and operates advanced health information technology software security techniques in compliance with technical reference architecture. Perform on-going security testing and code review to improve software security. Troubleshoot and debug issues that arise. Provide engineering designs for new software solutions to help mitigate security vulnerabilities. Contribute to all levels of the health information technology architecture. Maintain technical documentation. Consult team members on secure coding practices. Develop a familiarity with new tools and best practices.

Required Experience: Four years experience including the development and implementation of information assurance/security programs for projects and tasks of similar scope and complexity.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

15. Health IT Senior Information Assurance/Security Specialist

Functional Responsibility: Develops and implements health information technology assurance/security standards and procedures. Coordinates, develops, and evaluates security programs for an organization. Recommends health information assurance/security solutions to support customers' requirements. Identifies, reports, and resolves security violations. Supports customers at the highest levels in the development and implementation of doctrine and policies. Applies know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures. Performs analysis, design, and development of security features for health information system architectures. Analyzes and defines security requirements for computer systems which may include mainframes, workstations, and personal computers. Provides integration and implementation of the computer system security solution. Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle. Ensures that all health information technology systems are functional and secure.

Required Experience: Six years experience including the development and implementation of information assurance/security programs for projects and tasks of similar scope and complexity.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

16. Health IT Senior Information Technology Analyst

Functional Responsibility: Support, design, develop, enhance, and implement health information computer application systems and programs. Evaluate the performance of existing computer systems, plan and direct upgrades and improvements, troubleshoot problems and test and resolve issues. Provide recommendations to enhance health information technology systems and services. Utilizes logic development, coding, testing and integrating with C#, .NET, MS SharePoint, JAVA, SQL, HTML, XML, Javascript, UNIX and business intelligence reporting.

Required Experience: Six years experience in the functions described above.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree

17. Health IT Information Engineer

Functional Responsibility: Applies knowledge of computer concepts and techniques to develop and apply automated solutions to engineering, scientific, or business data acquisition and health information technology management problems. Uses scientific and engineering logic to independently identify conceptual or theoretical solutions to problems of computer hardware or software design and operation. Develops alternative approaches to design, test, and evaluation techniques for solving automation problems, evaluates and recommends that which will provide the optimum solution glancing

specific project needs with economic constraints. Formulates health information technology systems design, functional specification, interfaces and documentation of computer systems considering system interrelationships, operating modes, and equipment configurations. Responsible for developing project plans, justifications, guidelines, and controls.

Required Experience: Four years experience in the functions described above.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

18. Health IT Senior Business Analyst

Functional Responsibility: Acquires an understanding of the needs, and facilitates the negotiation of requirements amongst multiple health information technology stakeholders. Identifies the current and future state business processes. Assists the stakeholders in envisioning the future and how their work will need to change to support the future. Creating, analyzing, and validating detailed functional specifications. Facilitating design sessions with the implementation team to define the solution. Delivering elements of systems design, including data migration rules, business rules, wireframes, or other detailed deliverables.

Required Experience: Four years experience in the functions described above.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

19. Health IT Enterprise Architect

Functional Responsibility: Provides high-level architectural expertise to managers and technical staff. Develops architectural products and deliverables for the health information technology enterprise and operational business lines in accordance with the strategy and goals of the organization. Develops strategy of system and the design infrastructure necessary to support that strategy. Advises on selection of technological purchases with regards to processing, data storage, data access, and applications development. Sets standards for the client/server relational database structure for the organization (SQL, ORACLE, SYBASE, etc.). Advises of feasibility of potential future projects to management. Tracks current plans that will require health IT resources. Monitors and reviews the success of systems and ensures efficiency and effectiveness. Recommends future computer system technologies that will help in the improvement of business in the organization. Integrates IT solution systems for the business with the existing client systems.

Required Experience: Four years experience in the functions described above.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

20. Health IT Systems Architect

Functional Responsibility: Establish health information technology requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale or other health information systems. Design architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensure these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and ISO reference models, and profiles of standards - such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of information management solution of the application platform, across the Application Program Interface (API), and the external environment/software application. Ensure that the common operating environment is compliant with the Agency enterprise architecture and applicable reference models. Evaluate analytically and systematically problems of workflows, organization, and planning and develop appropriate corrective action. Provide daily supervision and direction to staff.

Required Experience: Four years experience in the functions described above.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

21. Health IT System Integration Engineer

Functional Responsibilities: Determines operational feasibility by evaluating analysis, problem definition, requirements, solution development, and proposed solutions. Documents and demonstrates health information technology solutions by developing documentation, flowcharts, layouts, diagrams, charts, code comments and clear code. Prepares and installs solutions by determining and designing system specifications, standards, and programming. Improves operations by conducting systems analysis; recommending changes in policies and procedures. Obtains and licenses software by obtaining required information from vendors; recommending purchases; testing and approving products. Provides information by collecting, analyzing, and summarizing development and service issues. Develops health information technology software solutions by studying information needs; conferring with users; studying systems flow, data usage, and work processes; investigating problem areas; following the software development lifecycle.

Required Experience: Four years experience in the functions described above.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

22. Health IT Computer Scientist

Functional Responsibilities: Acts as a senior consultant in complex or mission critical client health information technology requirements. Develops, modifies, and applies computer modeling and programming applications to analyze and solve mathematical and scientific problems affecting health information system and program performance. Participates in all phases of scientific and engineering projects such as research, design, development, testing, modeling, simulating, training, and documentation.

Required Experience: Four years experience in the functions described above.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

23. Health IT Principal Data Base Systems Administrator

Functional Responsibilities: Applies current health information technology in providing MIS solutions. Provides highly technical expertise in providing business application solutions. Must have a comprehensive understanding of hardware/software and communication environments such as: client/server technology, host/mainframe technology, IS, and related peripheral equipment. Specifies proper types of files organization, indexing methods, and security procedures. Advises contractor project teams on the design of complex databases (e.g., schema and subschema details). Defines specialized aspects of user's data base administrator documentation. Performs detailed comparisons of various health information technology data base systems. Provides expertise in data storage systems. Develops backup and archival policies and procedures. Configures storage systems software to meet requirements. Performs administration tasks (installing, maintaining, monitoring, recovering, rebuilding, upgrading, patching and performance tuning). Implements software solutions for performance enhancement, operator interface, and increased user capability.

Required Experience: Six years experience in a complex, distributed, heterogeneous computing environments, which may involve different types of hardware platforms, operating systems applications, data base systems and network environments. Two years specific experience as a Data Base Systems Administrator on the target system.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

24. Health IT Master Database Specialist

Functional Responsibilities: Provides all activities related to the administration of computerized health information databases. Projects long-range requirements for database administration and design in conjunction with other managers in the health 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 health information technology databases with respect to JCL, access methods, access time, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Applies knowledge and experience with database technologies, development methodologies, and front-end (e.g., COGNOS)/back-end programming languages (e.g., SQL). Performs database programming and supports systems design. Includes maintenance of database dictionaries, overall monitoring of standards and procedures, file design and storage, and integration of systems through database design.

Required Experience: Eight years experience in a complex, distributed, heterogeneous computing environments, which may involve different types of hardware platforms, operating systems applications, data base systems and network environments. One year specific experience as a Data Base Systems Administrator on the target system.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

25. Health IT Senior Database Specialist

Functional Responsibility: Provides all activities related to the administration of computerized health information databases. Projects long-range requirements for database administration and design in conjunction with other managers in the health 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 health information technology databases with respect to JCL, access methods, access time, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Applies knowledge and experience with database technologies, development methodologies, and front-end (e.g., COGNOS)/back-end programming languages (e.g., SQL). Performs database programming and supports systems design. Includes maintenance of database dictionaries, overall monitoring of standards and procedures, file design and storage, and integration of systems through database design.

Required Experience: Six years experience in logical and physical database design; three years experience writing structure software; and three years experience in structured analysis and design.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or other relevant discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

26. Health IT Data Analyst

Functional Responsibility: Assuring the integrity of health information technology data, including data extraction, storage, manipulation, processing and analysis. Collecting and collating appropriate data for usage in databases and conducting related research. Discussing business intelligence needs or information with external clients and internal staff. Coding accurately variables from original information or data and completing statistical analyses as required. Preparing and making presentations, monitoring and maintaining the quality nature of health information database systems. Analyzing data with standard statistical methods, interpreting the results, and providing written summary of data analyses.

Required Experience: Four years experience in the functions described above.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or other relevant discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

27. Health IT Principal Systems Analyst

Functional Responsibility: Applies knowledge of computer science principles, automated data processing functions, and software languages to develop health information technology solutions to user requirements. Provides direction on complex application problems involving all phases of system analysis to provide resolution. Assists users, functional and technical activity personnel in the application, definition, and design. Oversees and performs the gathering, analysis, and synthesis of information for system definition. Supports the development of test plans, test descriptions, and test procedures and

reviews results to ensure compliance with health information technology specifications. Develops and maintains user support documentation. Analyzes software maintenance requirements including trouble report and change proposal analysis. Proposes economical and efficient solutions as part of developing ADP solutions to user requirements. Acts as team leader, providing guidance to junior level staff.

Required Experience: Six years experience in ADP systems analysis, design, and or maintenance. Experience shall include a broad band range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

28. Health IT Senior Systems Analyst

Functional Responsibility: Applies knowledge of computer science principles, automated data processing functions, and software languages to develop health information technology solutions to user requirements. Provides direction on complex application problems involving all phases of system analysis to provide resolution. Assists users, functional and technical activity personnel in the application, definition, and design. Oversees and performs the gathering, analysis, and synthesis of information for system definition. Supports the development of test plans, test descriptions, and test procedures and reviews results to ensure compliance with health information technology specifications. Develops and maintains user support documentation. Analyzes software maintenance requirements including trouble report and change proposal analysis. Proposes economical and efficient solutions as part of developing ADP solutions to user requirements. Acts as team leader, providing guidance to junior level staff.

Required Experience: Four years experience in ADP systems analysis, design, and or maintenance. Experience shall include a broad band range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

29. Health IT Systems Analyst

Functional Responsibility: Applies knowledge of computer science principles, automated data processing functions, and software languages to develop health information technology solutions to user requirements. Provides direction on complex application problems involving all phases of system analysis to provide resolution. Assists users, functional and technical activity personnel in the application, definition, and design. Oversees and performs the gathering, analysis, and synthesis of information for system definition. Supports the development of test plans, test descriptions, and test procedures and reviews results to ensure compliance with health information technology specifications. Develops and maintains user support documentation. Analyzes software maintenance requirements including trouble report and change proposal analysis. Proposes economical and efficient solutions as part of developing ADP solutions to user requirements. Acts as team leader, providing guidance to junior level staff.

Required Experience: Two years experience in ADP systems analysis, design, and or maintenance. Experience shall include a broad band range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

30. Health IT Senior Applications Systems Analyst

Functional Responsibility: Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex health information technology problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications for programs. Assists in the design, development, testing, implementation, and documentation of new health information technology software and enhancements of existing applications. Works with project managers, developers, and end users to ensure application designs meet business requirements. Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents those programs. Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Assists all phases of health information technology software systems programming applications. Evaluates new and existing software products.

Required Experience: Four years experience in the functions described above.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

31. Health IT Applications Systems Analyst

Functional Responsibility: Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex health information technology problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications for programs. Assists in the design, development, testing, implementation, and documentation of new health information technology software and enhancements of existing applications. Works with project managers, developers, and end users to ensure application designs meet business requirements. Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents those programs. Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Assists all phases of health information technology software systems programming applications. Evaluates new and existing software products.

Required Experience: Two years experience in the functions described above.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related

field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

32. Health IT Senior Applications Developer

Functional Responsibility: Designs, develops, enhances, debugs, and implements health information technology software. Troubleshoots production problems related to software applications. Researches, tests, builds, and coordinates the conversion and/or integration of new products based on client requirements. Designs and develops new software products or major enhancements to existing software. Addresses problems of systems integration, compatibility, and multiple platforms. Consults with project teams and end users to identify application requirements. Performs feasibility analysis on potential future projects to management. Assists in the evaluation and recommendation of application software packages, application integration and testing tools. Resolves problems with software and responds to suggestions for improvements and enhancements. Acts as team leader on health information technology projects. Instructs, assigns, directs, and checks the work of other software developers on development team. Participates in development of software user manuals.

Required Experience: Six years experience in the functions described above.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

33. Health IT Applications Developer

Functional Responsibility: Designs, develops, enhances, debugs, and implements health information technology software. Troubleshoots production problems related to software applications. Researches, tests, builds, and coordinates the conversion and/or integration of new products based on client requirements. Designs and develops new software products or major enhancements to existing software. Addresses problems of systems integration, compatibility, and multiple platforms. Consults with project teams and end users to identify application requirements. Performs feasibility analysis on potential future projects to management. Assists in the evaluation and recommendation of application software packages, application integration and testing tools. Resolves problems with software and responds to suggestions for improvements and enhancements. Acts as team leader on health information technology projects. Instructs, assigns, directs, and checks the work of other software developers on development team. Participates in development of software user manuals.

Required Experience: Three years experience in the functions described above.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

34. Health IT Senior SQL Developer

Functional Responsibility: Creates Extract, Transform, Load strategy based on health information technology data requirements. Prepares documentation and specifications. Skilled at optimizing large complicated SQL statements. Creates flexible data model. Designs SQL Data Warehouse. Ability to plan resource requirements from high level specifications. Familiar with SQL ETL Toolset and modern relational databases.

Required Experience: Six years experience in the functions described above.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

35. Health IT Senior SharePoint Developer

Functional Responsibility: Leads design of health information SharePoint dashboards and portal based user requirements. Create a business performance / KPI dashboard in SharePoint with automated updates from relevant health information technology business systems. Implement workflows with SharePoint InfoPath. Lead the development capability to provide the project with fast and efficient software development services and manage the pipeline of SharePoint work. Lead/Provide input into architectural decisions on SharePoint platform improvements and Streamlining.

Required Experience: Six years experience in the functions described above.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

36. Health IT SharePoint Developer

Functional Responsibility: Builds and configures health information technology SharePoint websites using web UI or SharePoint Designer and develops code for SharePoint. Assists in project development, defining technical requirements and developing solutions; on-going support for applications; and designing and customizing SharePoint solutions. Develops health information technology applications around the core concepts of business process management, collaboration, business intelligence or enterprise content management. Plans and implements software version upgrade releases; troubleshoots and debugs SharePoint sites.

Required Experience: Four years experience in the functions described above.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

37. Health IT Web Designer

Functional Responsibility: Designs and builds health information technology web pages using a variety of graphics software applications, techniques, and tools. Designs and develops user interface features, site animation, and special-effects elements. Contributes to the design group's efforts to enhance the look and feel of the organization's online offerings. Designs the website to support the organization's strategies and goals relative to external communications.

Required Experience: Four years experience in the functions described above.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related

field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

38. Health IT System Programmer

Functional Responsibility: Create and/or maintain health information operating systems, communications software, data base packages, compilers, assemblers, and utility programs. Modify existing software as well as create special-purpose software to ensure efficiency and integrity between systems and applications.

Required Experience: Four years experience in the functions described above.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

39. Health IT Master Configuration Management Specialist

Functional Responsibility: Provides health information technology configuration management planning. Describes provisions for configuration identification, change control, configuration status accounting, and configuration audits. Regulates the change process so that only approved and validated changes are incorporated into product documents and related software.

Required Experience: Six years experience in the functions described above.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

40. Health IT Configuration Management Specialist

Functional Responsibility: Perform duties related to change, release, and build management for health information technology projects. Identify errors in the build and release process; recommend improvements. Create and maintain documentation for tools used to support configuration management.

Required Experience: Two years experience in the functions described above.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

41. Health IT Master Network Specialist

Functional Responsibility: Provides technical guidance for directing and monitoring health information systems operations. Designs, builds, and implements network systems. Directs compilation of records and reports concerning network operations and maintenance. Troubleshoots network performance issues. Analyzes network traffic and provides capacity planning solutions. Monitors and responds to complex technical control facility hardware and software problems. Interfaces with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance. Manages the purchase, testing, installation, and support of health information network communications, including LAN/MAN/WAN systems. Performs system-level design and configuration of products including determination of hardware, OS, and other platform specifications. Performs a variety of systems engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and implementation, including personnel, hardware, software, budgetary, and support facilities and/or equipment. Provides assistance and oversight for all health information technology systems operations activities, including computer and telecommunications/communications operations, data entry, data control, LAN/MAN/WAN administration and operations support, operating systems programming, system security policy procedures, and/or web strategy and operations. Provides input to policy level discussions regarding standards and budget constraints. Supervises all personnel engaged in the operation and support of network facilities, including all communications equipment on various platforms in large scale or multi-shift operations. Supervises complex operations that involve two or more additional functions such as, but not limited to, network operations, systems security, systems software support, and production support activities. Utilizes software and hardware tools and identifies and diagnoses complex problems and factors affecting network performance.

Required Experience: Six years experience in planning, designing and analyzing data or telecommunications networks. Demonstrated knowledge of Ethernet, FDDI and a working knowledge of operating systems and protocols such as Novell, NT, UNIX, VINES and TCP/IP. Must have experience with network analysis/management tools and techniques and be familiar with PC's in a client/server environment. Must be familiar with IT technology and long distance and local carrier management.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

42. Health IT Senior Network Specialist

Functional Responsibility: Provides technical guidance for directing and monitoring health information systems operations. Designs, builds, and implements network systems. Directs compilation of records and reports concerning network operations and maintenance. Troubleshoots network performance issues. Analyzes network traffic and provides capacity planning solutions. Monitors and responds to complex technical control facility hardware and software problems. Interfaces with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance. Manages the purchase, testing, installation, and support of health information network communications, including LAN/MAN/WAN systems. Performs system-level design and configuration of products including determination of hardware, OS, and other platform specifications. Performs a variety of systems engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and implementation, including personnel, hardware, software, budgetary, and support facilities and/or equipment. Provides assistance and oversight for all health information technology systems operations activities, including computer and telecommunications/communications operations, data entry, data control, LAN/MAN/WAN administration and operations support, operating systems programming, system security policy procedures, and/or web strategy and operations. Provides input to policy level discussions regarding standards and budget constraints. Supervises all personnel engaged in the operation and support of network facilities, including all communications equipment on various platforms in large scale or multi-shift operations. Supervises complex operations that

involve two or more additional functions such as, but not limited to, network operations, systems security, systems software support, and production support activities. Utilizes software and hardware tools and identifies and diagnoses complex problems and factors affecting network performance.

Required Experience: Four years experience in planning, designing and analyzing data or telecommunications networks. Demonstrated knowledge of Ethernet, FDDI and a working knowledge of operating systems and protocols such as Novell, NT, UNIX, VINES and TCP/IP. Must have experience with network analysis/management tools and techniques and be familiar with PC's in a client/server environment. Must be familiar with IT technology and long distance and local carrier management.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

43. Health IT Network Administrator

Functional Responsibility: Support the installation, implementation, troubleshooting, and maintenance of agency wide-area networks (WANs) and local-area networks (LANs). Assist in designing and managing the WAN infrastructure and any processes related to the WAN. Provide Production Support of the Network, including: day-to-day operations, monitoring and problem resolution client Networks. Provide second level problem identification, diagnosis and resolution of problems. Support the dispatch of circuit and hardware vendors involved in the resolution process. Support the escalation and communication of status to agency management and internal customers. Possesses a working knowledge of various health information technology software systems and architectures, communications protocols: and network hardware devices.

Required Experience: Two years experience performing the functions described above.

Required Education: Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

44. Health IT Network Administration Technician

Functional Responsibility: Experience conducting routine system health information technology administration tasks, logging data in system administration logs, and operating under the supervision of a System Administrator.

Required Experience: Two years experience in the installation or maintenance of Local Area Networks with experience in two or more of the following: Unisys (CMS-1100), Digital (VMS/Pathworks), Microsoft (OS/2, LAN Manager, or Windows NT), Novell (Netware), PCs (DOS, WordPerfect, Lotus 123, Harvard Graphics, dBASE, or MS Office).

Required Education: Associate Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional two years of experience may be substitute for the degree requirement.

45. Health IT Systems Engineer

Functional Responsibility: Provides analysis related to the design, development, and integration of health information technology hardware, software, man-machine interfaces and all system level requirements to provide an integrated health IT solution. Develops integrated system test requirement, strategies, devices and systems. Directs overall system level testing.

Required Experience: Four years experience performing the functions described above.

Required Education: Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

46. Health IT Senior Test Engineer

Functional Responsibility: Evaluates, recommends, and implements automated test tools and strategies. Designs, implements, and conducts test and evaluation procedures to ensure health information technology system requirements are met. Develops, maintains, and upgrades automated test scripts and architectures for application products. Also writes, implements, and reports status for system test cases for testing. Analyzes test cases and provides regular progress reports. Serves as subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware health IT applications. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection.

Required Experience: Four years experience performing the functions described above.

Required Education: Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

47. Health IT Test Engineer

Functional Responsibility: Evaluates, recommends, and implements automated test tools and strategies. Designs, implements, and conducts test and evaluation procedures to ensure health information technology system requirements are met. Develops, maintains, and upgrades automated test scripts and architectures for application products. Also writes, implements, and reports status for system test cases for testing. Analyzes test cases and provides regular progress reports. Serves as subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware health IT applications. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection.

Required Experience: Two years experience performing the functions described above.

Required Education: Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

48. Health IT Junior Test Engineer

Functional Responsibility: Evaluates, recommends, and implements automated test tools and strategies. Designs, implements, and conducts test and evaluation procedures to ensure health information technology system requirements are met. Develops, maintains, and upgrades automated test scripts and architectures for application products. Also

writes, implements, and reports status for system test cases for testing. Analyzes test cases and provides regular progress reports. Serves as subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware health IT applications. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection.

Required Experience: One year of experience performing the functions described above.

Required Education: Associate Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional two years of experience may be substitute for the degree requirement.

49. Health IT Training Specialist

Functional Responsibility: Assesses, designs, and conceptualizes health information technology training scenarios, approaches, objectives, plans, tools, aids, curriculums, and other state of the art technologies related to training and behavioral studies. Identifies the best approach training requirements to include, but not limited to hardware, software, simulations, course assessment and refreshment, assessment centers, oral examinations, interviews, computer assisted and adaptive testing, behavior-based assessment and performance, and team and unit assessment and measurement. Develops and revises health information technology training courses. Prepares training catalogs and course materials. Trains personnel by conducting formal classroom courses, workshops, and seminars.

Required Experience: Two years total experience performing the functions described above.

Required Education: Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substituted for the degree requirement.

50. Health IT Junior Training Specialist

Functional Responsibility: Assesses, designs, and conceptualizes health information technology training scenarios, approaches, objectives, plans, tools, aids, curriculums, and other state of the art technologies related to training and behavioral studies. Identifies the best approach training requirements to include, but not limited to hardware, software, simulations, course assessment and refreshment, assessment centers, oral examinations, interviews, computer assisted and adaptive testing, behavior-based assessment and performance, and team and unit assessment and measurement. Develops and revises health information technology training courses. Prepares training catalogs and course materials. Trains personnel by conducting formal classroom courses, workshops, and seminars.

Required Experience: One year of experience performing the functions stated above.

Required Education: Associate Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional two years of experience may be substitute for the degree requirement.

51. Health IT Technical Writer

Functional Responsibility: Writes a variety of health information technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. Coordinates the display of graphics and the production of the document. Ensures content is of high quality and conforms to standards.

Required Experience: One year of experience performing the functions stated above.

Required Education: Associate Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional two years of experience may be substitute for the degree requirement.

52. Health IT Administrative Assistant

Functional Responsibility: Responsible for developing, drafting, writing and editing reports, briefs, proposals, and other documents in a health information technology environment. Interfaces with personnel to coordinate meetings, maintain logs, records and files, provides end-user support, and performs general administrative duties. Assists in budgetary, billing, and financial management. Responsible for preparing and/or maintaining systems, programming and operations documentation, procedures and methods, including user reference manuals.

Required Experience: Two years total experience performing the functions stated above.

Required Education: High School diploma or equivalency certificate.

53. Health IT Help Desk Specialist

Functional Responsibility: Provide phone, email, web, and in-person support to users in the areas of e-mail, directories, computer operating systems, desktop applications for all types of health information technology computer systems, and applications developed or deployed under the contract. Serve as the first point of contact for troubleshooting hardware/software, all types of computer systems (PC and Mac), and printer problems.

Required Experience: 2 years Experience in problem resolution of systems, electronic commerce and web hosting is preferred Also, requires user proficiency with PC hardware, standard software, and specialized applications, and effective oral and written communication skills to explain technical situations, present information, and provide training. Must have knowledge of the office suite and desktop applications required.

Required Education: Associate Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional two years of experience may be substitute for the degree requirement.

Terms And Conditions Applicable To Health Information Technology (IT) Services

(Special Item Number 132-56)

1. SCOPE

a. The labor categories, prices, terms and conditions stated under Special Item Number 132-56 Health Information Technology Services apply exclusively to Health IT Services within the scope of this Information Technology Schedule.
b. This SIN is limited to Health IT Services only. Software and hardware products are out of scope. Hardware and software can be acquired through different Special Item Numbers on IT Schedule 70 (e.g. 132-32, 132-33, 132-8).
c. This SIN provides ordering activities with access to Health IT services.
d. Health IT Services provided under this SIN shall comply with all Healthcare certifications and industry standards as applicable at the task order level.
e. 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. ORDER

a. Agencies may use written orders, Electronic Data Interchange (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.

3. PERFORMANCE OF SERVICES

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity. All Contracts will be fully funded.
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 Health 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. All travel will be agreed upon with the client prior to the Contractor's travel.

4. INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS
(MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS −COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I − OCT 2008)
(DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

5. 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.

6. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

7. INDEPENDENT CONTRACTOR

All Health 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.

8. 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 theordering 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.

9.INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for Health 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.

10.RESUMES

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

11.INCIDENTAL SUPPORT COSTS

Incidental support costs are not considered part of 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.

12.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.

13.DESCRIPTION OF HEALTH IT SERVICES AND PRICING

Please see Services Labor Categories and Price List (Pages 9 – 16)

USA Commitment to Promote Small Business Participation Procurement Programs

PREAMBLE

Planned Systems International, Inc. provides commercial products and services to the Federal Government. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts.

To accelerate potential opportunities please contact: Darrell Abed, Ph. 443.832.5018, dabed@plan-sys.com , Fax: 410.964.8001.

Best Value Blanket Purchase Agreement Federal Supply Schedule

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act, *[Agency]* and Planned Systems International, Inc. enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract **GS-35F-4649G.**

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the **Government that works better and costs less**.

Signatures

AGENCY	DATE	CONTRACTOR	DATE

BPA NUMBER_____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number **GS-35F-4649G**, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH *(Ordering Agency):*

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	***SPECIAL BPA DISCOUNT/PRICE**

(2) Delivery:

DESTINATION	**DELIVERY SCHEDULE/DATES**

(3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	**POINT OF CONTACT**

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

(a) Name of Contractor;

(b) Contract Number;

(c) BPA Number;

(d) Model Number or National Stock Number (NSN);

(e) Purchase Order Number;

(f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

Basic Guidelines For Using "Contractor Team Arrangements"

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a customer agency requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules "Team Solution" to meet the customer's requirement.
- Customers make a best value selection.