On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage®, a menu-driven database system. The INTERNET address GSA Advantage!® is: GSAAdvantage.gov

Schedule Title: Multiple Award Schedule
Federal Supply Group: Information Technology

Contract Number: GS-35F-469DA
Contract Period: August 24, 2016 through August 23, 2026

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Contractor: Solerity, Inc.
11600 Sunrise Valley Drive, Suite 210
Reston, VA 20191

Business Size: Other than Small Business

Telephone: 703-663-2777
FAX Number: 703-663-2780
Web Site: www.solerity.com
E-mail: falhasan-shreim@solerity.com

Contract Administration: Faris Alhasan-Shreim

Pricelist current through Modification #PA-0035, effective May 02, 2022.
CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>518210C</td>
<td>Cloud Computing and Cloud Related IT Professional Services</td>
</tr>
<tr>
<td>54151S</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See Pricing Page 5.

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. See Labor Category Descriptions Page 7.

2. Maximum Order: For SIN 518210C and SIN 54151S - $500,000
   For SIN OLM - $250,000

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic Only

5. Point(s) of production (city, county, and state or foreign country): McLean, VA and Government Sites

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

7. Quantity discounts: None

8. Prompt payment terms: Net 30 Days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Foreign items (list items by country of origin): Not Applicable

10a. Time of Delivery (Contractor insert number of days): 30 days ARO or as negotiated at the Task Order level.

10b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: As quoted.
10c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Negotiated at the Task Order level.

10d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Consult with Solerity, Inc. for Urgent Requirements.

11. F.O.B Point(s): Destination

12a. Ordering Address(es): Solerity, Inc.
1600 Sunrise Valley Dr, Suite 210
Reston, VA 20191
Phone: 703-663-2777 x1721

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address(es): Solerity, Inc.
1600 Sunrise Valley Dr, Suite 210
Reston, VA 20191
Attn: Accounts Payable

14. Warranty provision: Standard Commercial Warranty

15. Export Packing Charges (if applicable): Not Applicable

16. Terms and conditions of rental, maintenance, and repair (if applicable): Not Applicable

17. Terms and conditions of installation (if applicable): Not Applicable

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): Not Applicable

18b. Terms and conditions for any other services (if applicable): Not Applicable

19. List of service and distribution points (if applicable): Not Applicable

20. List of participating dealers (if applicable): Not Applicable

21. Preventive maintenance (if applicable): Not Applicable

22a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: Not Applicable

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g.
The EIT standards can be found at: www.Section508.gov/.

23. **Unique Entity Identifier (UEI) number:** Q5L9KY589GF5

24. **Notification regarding registration in System for Award Management (SAM) database:** Solerity, Inc. is registered in the SAM database.
## GSA Awarded Pricing (w/ IFF)
SIN 518210C and SIN 54151S

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>Year 5 08/24/20 – 08/23/21</th>
<th>Year 6 08/24/21 – 08/23/22</th>
<th>Year 7 08/24/22 – 08/23/23</th>
<th>Year 8 08/24/23 – 08/23/24</th>
<th>Year 9 08/24/24 – 08/23/25</th>
<th>Year 10 08/24/25 – 08/23/26</th>
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<tbody>
<tr>
<td>518210C</td>
<td>Cloud Expert Subject Matter Expert</td>
<td>$338.69</td>
<td>$345.47</td>
<td>$352.38</td>
<td>$359.42</td>
<td>$366.61</td>
<td>$373.94</td>
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<td>518210C</td>
<td>Cloud Functional Analyst</td>
<td>$131.33</td>
<td>$133.95</td>
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<td>518210C</td>
<td>Cloud Network Engineer Senior</td>
<td>$131.43</td>
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<td>518210C</td>
<td>Cloud Program Manager</td>
<td>$172.66</td>
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<td>$183.23</td>
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<tr>
<td>518210C</td>
<td>Cloud Senior Functional Analyst</td>
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<td>$149.43</td>
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<td>518210C</td>
<td>Cloud Senior Subject Matter Expert</td>
<td>$260.53</td>
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<td>518210C</td>
<td>Cloud System Administrator</td>
<td>$151.12</td>
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<td>Cloud Systems Administrator -</td>
<td>$85.22</td>
<td>$86.92</td>
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<td>Developmental</td>
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<td>54151S</td>
<td>Database Administrator</td>
<td>$136.08</td>
<td>$138.80</td>
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<td>Expert SME</td>
<td>$338.69</td>
<td>$345.47</td>
<td>$352.38</td>
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<td>54151S</td>
<td>Functional Analyst</td>
<td>$131.32</td>
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<td>54151S</td>
<td>Help Desk Support</td>
<td>$43.01</td>
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<td>Network Engineer Sr</td>
<td>$131.43</td>
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<td>54151S</td>
<td>Program Manager</td>
<td>$172.66</td>
<td>$176.11</td>
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<tr>
<td>54151S</td>
<td>Project Administrator</td>
<td>$88.19</td>
<td>$89.95</td>
<td>$91.75</td>
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<td>54151S</td>
<td>Project Manager</td>
<td>$105.69</td>
<td>$107.80</td>
<td>$109.95</td>
<td>$112.15</td>
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<td>54151S</td>
<td>Project Manager - Full Performer</td>
<td>$73.70</td>
<td>$75.17</td>
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<td>Quality Assurance Analyst</td>
<td>$107.40</td>
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<td>54151S</td>
<td>Quality Assurance Analyst - SME</td>
<td>$146.70</td>
<td>$149.63</td>
<td>$152.62</td>
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<td>54151S</td>
<td>Security Specialist</td>
<td>$120.03</td>
<td>$122.43</td>
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<td>54151S</td>
<td>Senior Functional Analyst</td>
<td>$140.81</td>
<td>$143.63</td>
<td>$146.50</td>
<td>$149.43</td>
<td>$152.42</td>
<td>$155.47</td>
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<tr>
<td>54151S</td>
<td>Senior SME</td>
<td>$260.53</td>
<td>$265.74</td>
<td>$271.05</td>
<td>$276.47</td>
<td>$282.00</td>
<td>$287.64</td>
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<tr>
<td>54151S</td>
<td>Senior Web Developer</td>
<td>$140.69</td>
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<td>$149.30</td>
<td>$152.28</td>
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<tr>
<td>54151S</td>
<td>Software Developer</td>
<td>$103.33</td>
<td>$105.40</td>
<td>$107.50</td>
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<td>54151S</td>
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<tr>
<td>54151S</td>
<td>Software Engineer</td>
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<td>54151S</td>
<td>Sr. Documentation Specialist</td>
<td>$74.35 - $82.09</td>
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<td>$151.12 - $166.85</td>
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<tr>
<td>54151S</td>
<td>Systems Administrator - Developmental</td>
<td>$85.22 - $94.09</td>
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<td>54151S</td>
<td>Systems Engineer</td>
<td>$147.99 - $163.39</td>
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</tr>
</tbody>
</table>
SIN 518210C Labor Category Descriptions

CLOUD EXPERT SUBJECT MATTER EXPERT

Functional Responsibility: Provides consultation and strategic guidance to agency Information Technology (IT) staff to help shape IT strategy and direction for large, complex agency IT ecosystems. As part of an Enterprise Architecture (EA) program team, develops and maintains key agency EA products to include: Application Lifecycle Management (ALM) strategy, Continuous Integration (CI), and Continuous Deployment (CD) processes, and techniques under an overarching enterprise Platform-as-a-Service, DevOps, and Cloud Strategy. Responsible for building and maintaining a CI/CD strategy for the IRS and by extension, the DevOps strategy for application development, as well as operations management. Handles Cloud Strategy and Application Rationalization for Cloud Deployment, Cloud Vendor, or Platform Selection, and Cloud Migration strategy. Builds and maintains a cloud infrastructure strategy for federal agencies through providing inputs and advising clients as a Subject Matter Expert (SME), sometimes by creating the solution architecture or overseeing Proofs of Concept (POCs), to build multiple software POCs to assess the various needs of the client from the perspective of security, networking, and cloud infrastructure providers. Provides inputs and advice as a SME, sometimes by creating a solution architecture or overseeing POCs, to build multiple software POCs using the various types of application stack and PaaS solutions, inbuilt or external DevOps tools and methodologies, and come up with an incrementally updated policy, guideline, and checklist documents for the enterprise to use. Provides input for the new Internal Reference Manuals (IRM) or rewrite older ones to administer formal approvals for the processes and tools associated with the PaaS and DevOps technologies.

Minimum Experience: Ten (10) years in the discipline field.
Minimum Education: Bachelor’s Degree or higher from an accredited college or university in the discipline field.

CLOUD FUNCTIONAL ANALYST

Functional Responsibility: Analyzes cloud-related business requirements and project objectives and develops application functional specifications. Analyzes computer input, designs complex data sets, and envisions the data. Researches and develops original solutions to help client solve big data problems and to build holistic solutions for the client to help save time, money, and resources. Communicates with technical and non-technical users, business stakeholders or clients, developers, end-users, and Project Managers (PMs). Gathers and evaluates project requirements, meets with customers and partners to outline expectations, and defines stakeholder alignment. Discusses best practices for cloud for sales, service, and social projects across multiple methodologies. Keeps up to date on current and road-mapped cloud features, functionality, and terminology. Manages follow-ups and action items from meetings with Consultants, Service Delivery Managers, and/or Account Managers. Serves as a functional advisor and problem solver to stakeholders to assist them in understanding and optimizing data and their use of the product to define, build, and deploy online applications. Researches new developments. Writes advanced analytics on cloud-based technologies. Serves as a SME for updating and automating traditional analytical techniques through cloud-based solutions or automation and scripting.

Minimum Experience: Six (6) years’ experience that includes three (3) years in a specialized area. Specialized experience includes performing functional allocation to identify required tasks and their interrelationships. Provides technical assistance on complex projects. Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer
equipment capacity and limitations, operating time, and form of desired results. Identifies resources required for each task. Demonstrates exceptional oral and written communication skills.

**Minimum Education:** Bachelor’s Degree

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**CLOUD NETWORK ENGINEER – SR.**

**Functional Responsibility:** Ensures a seamless integration between on-premises infrastructure operations and optimal, efficient, and secure consolidated operations for cloud services. Develops and implements a role-based access control strategy integrated with on-premises Active Directory services. Manages Cloud providers’ applications, infrastructure, and systems. Develops, implements, and enforces standard procedures to provision and manages Cloud-based network, storage, and infrastructure constructs; and enforces standard procedures to provision and manage virtual assets, services, and databases. Ensures resilience, sizing, and capacity requirements are met; monitors Service-Level Agreements (SLAs), and burn rates. Possesses working knowledge of software development and the ability to identify and troubleshoot issues with little oversight.

**Minimum Experience:** Eight (8) years in the discipline field.
**Minimum Education:** Bachelor’s Degree or its equivalent.

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**CLOUD PROGRAM MANAGER**

**Functional Responsibility:** Conducts financial and budgetary analysis to define project worth and to ascertain which system best fits user needs and company standards. Selects project team members and assigns tasks and responsibilities. Provides direction and technical guidance to project team members; communicates job expectations; and plans, monitors, and appraises job results. Plans, initiates, coordinates, and enforces systems, policies, and procedures. Manages, coordinates, and establishes priorities for complete life-cycle of projects including the planning, design, programming, testing, and implementation of business solutions designed to meet requirements of various departments in the company such as distribution, finance, and manufacturing. Designs project plans, which identify needs and define major tasks and milestones based on scope, resources, budget, and personnel. Determines project needs and acquires resources required for the success of the project. Coordinates the development of new systems and/or applications projects, the modification of existing systems or applications, or changes in current methods or techniques. Coordinates project performance with the other work of the affected department or departments.

**Minimum Experience:** Fifteen (15) years of progressive Information Resources Management experience that includes ten (10) years system management experience.
**Minimum Education:** Bachelor’s Degree or higher from an accredited college or university in the discipline field.

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**CLOUD SENIOR FUNCTIONAL ANALYST**

**Functional Responsibility:** Analyzes cloud-related business requirements and project objectives, and develops application functional specifications. Analyzes computer input, designs complex data sets, and envisions the data. Researches and develops original solutions to help client solve big data problems and to build holistic solutions for the client to help save time, money, and resources. Communicates with technical and non-technical users, business stakeholders or clients, developers, end-users, and PMs.
Gathers and evaluates project requirements, meets with customers and partners to outline expectations, and defines stakeholder alignment. Discusses best practices for cloud for sales, service, and social projects across multiple methodologies. Keeps up to date on current and road-mapped cloud features, functionality, and terminology. Manages follow-ups and action items from meetings with Consultants, Service Delivery Managers, and/or Account Managers. Serves as a functional advisor and problem solver to stakeholders to assist them in understanding and optimizing data and their use of the product to define, build, and deploy online applications. Researches new developments. Writes advanced analytics on cloud-based technologies, serves as a SME for updating and automating traditional analytical techniques through cloud-based solutions or automation and scripting.

**Minimum Experience:** Ten (10) years’ experience that includes five (5) years in a specialized area.

**Minimum Education:** Bachelor’s Degree

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**CLOUD SENIOR SUBJECT MATTER EXPERT**

**Functional Responsibility:** Provides consultation and strategic guidance to agency IT staff to help shape IT strategy and direction for large, complex agency IT ecosystems. As part of an EA program team, develops, and maintains key agency EA products to include: ALM strategy, CI, and CD processes and techniques under an overarching enterprise Platform-as-a-Service, DevOps, and Cloud Strategy. Builds and maintain a CI/CD strategy for the IRS, and by extension, the DevOps strategy for application development as well as operations management. Initiates Cloud Strategy and Application Rationalization for Cloud Deployment, Cloud Vendor or Platform Selection, and Cloud Migration strategy. Builds and maintains a cloud infrastructure strategy for federal agencies through providing inputs and advising clients as a SME, sometimes by creating the solution architecture or overseeing POCs, to build multiple software POCs to assess the various needs of the client from the perspective of security, networking, and cloud infrastructure providers. Provide inputs and advice as a SME, sometimes by creating a solution architecture or overseeing POCs, to build multiple software POCs using the various types of application stack and PaaS solutions, inbuilt or external DevOps tools and methodologies, and come up with an incrementally updated policy, guideline, and checklist documents for the enterprise to use. Provides input for the new IRMs or rewrites older versions.

**Minimum Experience:** Six (6) years in the discipline field.

**Minimum Education:** Bachelor’s Degree or higher from an accredited college or university in the discipline field.

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**CLOUD SYSTEM ADMINISTRATOR**

**Functional Responsibility:** Sets up public and/or private cloud systems, understanding and depending on type of workload, and deploys them in an automated way; and monitors, moves, and alters the systems using a prescribed methodology. Establishes and implements standards for cloud operations according to specifications and parameters. Determines business needs, and selects a cloud provider(s) that best fits the requirements. Questions and determines cost, business use, location of users, security, and other vectors, which brings he position closer to the business and its goals. Troubleshoots when problems arise, and plans for future cloud capacity requirements. Administers, develops, configures, implements, and maintains the systems that comprise the underlying cloud platform. Sets up public and/or private cloud systems, understanding and depending on type of workload, and deploys them in an automated way; and monitors, moves, and alters the systems using a prescribed methodology. Establishes and implements
standards for cloud operations according to specifications and parameters. Determines business needs, and selects a cloud provider(s) that best fits the requirements. Questions and determines cost, business use, location of users, security, and other vectors, which brings the position closer to the business and its goals. Troubleshoots when problems arise, and plans for future cloud capacity requirements. Coordinates and works with others on various parts of the implementation. Schedules, performs, and monitors system backups and, when necessary, performs data recoveries. Recommends upgrades according to growth statistics and forecasts. Schedules, plans, and performs system upgrades, including coordinating the transition from test to production environments. Provides technical support for system users.

**Minimum Experience:** Four (4) years’ experience that includes three (3) years in a specialized area. Specialized experience includes: administrating UNIX, Windows NT, Novell systems, and/or open systems.

**Minimum Education:** Bachelor’s Degree

**CLOUD SYSTEMS ADMINISTRATOR – DEVELOPMENTAL**

**Functional Responsibility:** Cloud Systems Administrator - Developmental maintains and supports the integrity of the operating system environment and various computer systems. Administers, installs, and troubleshoots a variety of operating systems. Being a Systems Administrator, performs systems maintenance tasks, such as system back-up, recovery, and file maintenance. Schedules, installs, and tests system software upgrades. Additionally, Systems Administrator configures software and resolves technical problems. Monitors and maintains software licensing and maintenance agreements. Typically reports to a project leader or manager. Occasionally directed in several aspects of the work.

**Minimum Experience:** One (1) year in the discipline field.

**Minimum Education:** Bachelor’s degree or its equivalent.

**Substitutions**

Education and experience may be substituted as indicated in the Education/Experience Equivalence table below.

Each year of relevant experience may be substituted for one (1) year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education. Years of successful higher education completion that has not yet resulted in a degree may be counted as experience on a one-for-one basis.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Experience</th>
<th>Other Equivalence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s</td>
<td>Associate’s + 2 years’ experience or 4 years’ relevant experience</td>
<td>Professional certification in lieu of the Bachelor’s degree</td>
</tr>
<tr>
<td>Master’s</td>
<td>Bachelor’s + 2 years’ experience or 6 years’ experience</td>
<td>not applicable</td>
</tr>
<tr>
<td>Doctorate</td>
<td>Bachelor’s + 2 years’ experience or 8 years’ experience</td>
<td>not applicable</td>
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</tbody>
</table>
SIN 54151S Labor Category Descriptions

DATABASE ADMINISTRATOR

Functional Responsibility: Provides all activities related to the administration of computerized databases. Projects long-range requirements for database administration and design in conjunction with other managers in the information systems function. Designs, creates, and maintains databases in a client/server environment. Conducts quality control and auditing of databases in a client/server environment to ensure accurate and appropriate use of data. Advises users on access to various client/server databases. Designs, implements, and maintains complex databases with respect to JCL, access methods, access time, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Applies knowledge and experience with database technologies, development methodologies, and front-end /back-end programming languages (e.g., SQL). Performs database programming and supports systems design. Includes maintenance of database dictionaries, overall monitoring of standards and procedures, file design and storage, and integration of systems through database design.

Minimum Experience: Five (5) years progressive experience of database query languages such as Oracle, PL SQL, SQL Server, and MS Access. Also has at least three (3) years hands-on experience and expertise in Relational Database Management Systems. Experience also shall include capability to work on various operating systems and additional programming languages. Has experience in at least two (2) projects in a large organization responsible for administering, operating, maintaining, and securing a large-scale computer database.

Minimum Education: Bachelor’s Degree

EXPERT SUBJECT MATTER EXPERT

Functional Responsibility: Serves as a SME, possessing in-depth knowledge on subjects relating to the conduct, activities, governance, business practices, or operations. Provides expert support, analysis, and research with only broad direction into exceptionally complex problems and processes relating to the subject matter. Provides extensive technical knowledge, analysis of, understanding, and experience in the application of technical principles, theories, and concepts in the required technical field, as well as having full knowledge of other related disciplines. Handles exceptionally complex problems that need extensive knowledge of the subject matter for effective development and implementation of solutions. Provides technical solutions to a wide range of complex problems. Provides technical expertise in a particular area of IT (e.g. Information Systems Architecture, Telecommunications Systems Design, Architecture, Implementation, Information Systems Integration, Software Development Methodologies, Security Engineering, Communications, Network Systems Management, etc.) or a specific functional area (e.g. finance, logistics, operations research, planning, policy, technical intelligence, etc.).

Minimum Experience: Ten (10) years in the discipline field.

Minimum Education: Bachelor’s degree or higher from an accredited college or university in the discipline field; a Master’s Degree may be substituted for one (1) year of relevant experience; a PhD may be substituted for two (2) years of relevant experience.
FUNCTIONAL ANALYST

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

**Minimum Experience:** Six (6) years’ experience that includes three (3) years in a specialized area. Specialized experience includes: performing functional allocation to identify required tasks and their interrelationships. Provides technical assistance on complex projects. Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Identifies resources required for each task. Demonstrates exceptional oral and written communication skills.

**Minimum Education:** Bachelor’s Degree

HELP DESK SUPPORT

**Functional Responsibility:** Provides telephone and in-person support to users in the areas of e-mail, directories, standard windows desktop COTS applications, and applications developed under this contract for predecessors. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems. Has demonstrated ability to communicate orally and in writing and a positive customer service attitude.

**Minimum Experience:** Five (5) years’ experience that includes three (3) years in a specialized area. Specialized experience includes knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and experience in supporting a help desk. General experience includes information systems development and other work in the client/server field or related fields.

**Minimum Education:** Bachelor’s Degree

NETWORK ENGINEER – SR.

**Functional Responsibility:** Shall have a Bachelor’s Degree in Computer Science, Information Systems, or Network Engineering and at least eight (8) years of experience in network engineering (LAN/WAN), architecture, monitoring, security, and protection. Or the individual shall have five (5) years of full time CS work that can be substituted for the Bachelor’s degree and at least eight (8) years of experience in network engineering (LAN/WAN), architecture, monitoring, security, and protection. Must have datacenter network design and architecture experience to include the installation and configurations of Cisco routers, switches, firewalls, and IPSEC virtual private networks.

**Minimum Experience:** Eight (8) years in the discipline field.

**Minimum Education:** Bachelor’s degree or its equivalent.
**PROGRAM MANAGER**

**Functional Responsibility:** Serves as the Contractor counterpart to the ordering activity program/technical managers. Responsible for adhering to work standards, assigning schedules, reviewing work, supervising contractor personnel and communicating policies, procedures, and goals of the organization to personnel. Manages a diverse group of functional activities, subordinate groups of technical and administrative personnel. Manages substantial program/technical support operations involving multiple projects/task orders and personnel at diverse locations. Organizes, directs, and coordinates planning and execution of all program/technical support activities. Has demonstrated information technology expertise and communications skills to be able to interface with all levels of management. Simultaneously plans and manages the transition of several highly technical projects. Establishes and alters (as necessary) management structure to effectively direct program/technical support activities. Meets and confers with ordering activity management officials regarding the status of specific projects. Responsible for the contractor program/technical activities and problems, issues, or conflicts regarding resolution.

**Minimum Experience:** Fifteen (15) years of progressive Information Resources Management experience that includes ten (10) years system management experience.

**Minimum Education:** Bachelor’s Degree

**PROJECT ADMINISTRATOR**

**Functional Responsibility:** Provides expertise to conduct investigations and studies and presents recommendations and solutions related to short and long range program planning requirements. Classifies and summarizes data for the preparation and submission of reports on a recurring basis. Provides advice and assistance to managers which directly affect the conduct and attainment of agency goals and objectives.

**Minimum Experience:** Eight (8) years’ experience that includes five (5) years that are specialized in major information technology projects. Perform evaluations on existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues, which would require a problem notification report and recommend solutions such as an ECP. Develops work breakdown structures, prepares charts, tables, graphs, and diagrams to assist in analyzing problems.

**Minimum Education:** Bachelor’s Degree

**PROJECT MANAGER**

**Functional Responsibility:** Directs completion of complex information technology tasks within estimated timeframe and budget constraints. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Enforces work standards and reviews/resolves work discrepancies to ensure compliance with contract requirements. Interfaces with the Contractor’s Program Manager as well as ordering activity management personnel including, but not limited to, the Contracting Officer (CO) and the Contracting Officer’s Technical Representative (COTR). Reports in writing and orally to contractor management and ordering activity representative. Provides competent technical leadership and is responsible for program direction through successful performance of a variety of detailed, diverse elements of information technology projects. Assists the Program Manager in working with the ordering activity Contracting Representative to ensure work standards and schedules are being met. Assists in
managing a group on functional activities and subordinate groups of technical and administrative personnel.

**Minimum Experience:** Twelve (12) years of progressive Information Resources Management experience that includes six (6) years of systems software management experience.

**Minimum Education:** Bachelor’s Degree

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**PROJECT MANAGER – FULL PERFORMER**

**Functional Responsibility:** Directs completion of complex information technology tasks within estimated timeframe and budget constraints. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Enforces work standards and reviews/resolves work discrepancies to ensure compliance with contract requirements. Interfaces with the Contractor’s Program Manager as well as ordering activity management personnel including, but not limited to, the CO and the COTR. Reports in writing and orally to contractor management and ordering activity representative. Provides competent technical leadership and is responsible for program direction through successful performance of a variety of detailed, diverse elements of information technology projects. Assists the Program Manager in working with the ordering activity Contracting Representative to ensure work standards and schedules are being met. Assists in managing a group on functional activities and subordinate groups of technical and administrative personnel.

**Minimum Experience:** Eleven (11) years in the discipline field.

**Minimum Education:** Bachelor’s degree or its equivalent.

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**QUALITY ASSURANCE ANALYST**

**Functional Responsibility:** Develops and implements Quality Control (QC) methodologies to ensure compliance with QA standards, guidelines, and procedures in a large computer-based organization. Reviews information systems requirements and develops and implements test plans ensuring proposed data processing systems modules, programs, and systems are stress tested, error free and meet stated requirements before implementation. Must be adept at problem definition and resolution. Must be capable of documenting problems and preparing recommendations for their solution.

**Minimum Experience:** Five (5) years of program support experience on major IT programs that includes two (2) years of direct Quality Assurance (QA) support for software development projects utilizing COBOL and 4GL. Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure ordering activity standards/requirements are adhered to, and for progress in accordance with schedules. Coordinates with the PM and/or Quality Assurance Manager (QAM) to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and delivers/presentations on the system concept to colleagues, subordinates, and end user representatives.

**Minimum Education:** Bachelor’s Degree
QUALITY ASSURANCE ANALYST - SME

Functional Responsibility: Recognized expert within the Company, who designs, researches, and develops highly advanced applications, which may result in new product/business opportunities for the Company. Leads efforts to capture new business through technical work and capability briefings. Ensures that QC procedures adequately evaluate products. Determines if current methods and techniques result in meeting reliability standards or require modification. Develops, modifies, applies, and maintains quality evaluation and control systems and protocols for processing materials into partially finished or finished materials product. Collaborates with engineering and manufacturing functions to ensure quality standards are in place. Devises and implements methods and procedures for inspecting, testing, and evaluating the precision and accuracy of products and production equipment. Designs and analyzes inspection and testing processes, mechanisms, and equipment; conducts QA tests; and performs statistical analysis to assess the cost of and determine the responsibility for products or materials that do not meet required standards and specifications. Audits quality systems for deficiency identification and correction. Ensures that corrective measures meet acceptable reliability standards and that documentation is compliant with requirements. May specialize in the areas of design, incoming material; production control, product evaluation, and reliability; inventory control; and/or research and development as they apply to product or process quality. May be certified in lean and six-sigma quality engineering methodologies.

Minimum Experience: Twenty years (20) in the discipline field.
Minimum Education: Bachelor’s Degree

SECURITY SPECIALIST

Functional Responsibility: Serves as an Intelligence Specialist (Cyber Operations) with responsibilities for participating in the production of all-source intelligence products pertaining to computer operation and planning activities Applies a wide range of intelligence analytic skills to monitor, assess, and report on cyberspace operations, capabilities, vulnerabilities, and personalities that could pose a threat to U.S. computers, communications, weapon systems, and operations. Advises stakeholders on key developments in their assigned area, including immediate and long-term responses. Conducts reviews, identifies gaps, recommends solutions, and ensures alignment with strategies. Supports decision-making and special projects on the preparation, production, and coordination of written products and briefings for stakeholders and leadership. In conjunction with senior analysts, develops and/or recommends complex analytic approaches to problems and situation for which data are incomplete, controversial, or which no precedents exists. Excellent communication skills.

Minimum Experience: Five (5) years of experience as an Intelligence Analyst, Cyber or Signals Intelligence (SIGINT) focus. Strong attention to detail and organizational skills.
Minimum Education: Bachelor’s Degree or High School Diploma and eight (8) years demonstrated experience as an Intelligence Analyst, Cyber or SIGINT focus.

SENIOR DOCUMENTATION SPECIALIST

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

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

Minimum Experience: At least seven (7) years’ experience in the field of a related area. Familiar with a variety of the field's concepts, practices, and procedures.
Minimum Education: Associate’s degree or its equivalent.

SENIOR FUNCTIONAL ANALYST

Functional Responsibility: Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required to complete each task. Works directly with agency/organization functional staff members to identify specific application views and data requirements to ensure that the final system incorporates required functionality. Responsible for feasibility studies, time and cost estimates, and the establishment and implementation of new or revised applications systems and programs. Assists in projecting software and hardware requirements. Demonstrates the ability to work independently. Shows leadership skills and has led a team on three successful projects. Has current knowledge of functions being developed or automated.

Minimum Experience: Ten (10) years’ experience that includes five (5) years in a specialized area. Specialized experience includes: systems requirements and/or developing functional requirements for complex integrated information systems business processes and/or programs.
Minimum Education: Bachelor’s Degree

SENIOR SUBJECT MATTER EXPERT

Functional Responsibility: Serves as a SME, possessing in-depth knowledge on subjects relating to the conduct, activities, governance, business practices, or operations. Provides expert support, analysis, and research with only broad direction into exceptionally complex problems and processes relating to the subject matter. Provides extensive technical knowledge, analysis of, understanding, and experience in the application of technical principles, theories, and concepts in the required technical field, as well as having full knowledge of other related disciplines exceptionally complex problems that need extensive knowledge of the subject matter for effective development, and implementation of solutions. Provides
technical solutions to a wide range of complex problems. Provides technical expertise in a particular area of IT (e.g. Information Systems Architecture, Telecommunications Systems Design, Architecture, Implementation, Information Systems Integration, Software Development Methodologies, Security Engineering, Communications, Network Systems Management, etc.) or a specific functional area (e.g. finance, logistics, operations research, planning, policy, technical intelligence, etc.).

**Minimum Experience:** Six (6) years in the discipline field.

**Minimum Education:** Bachelor’s degree or higher from an accredited college or university in the discipline field; a Master’s Degree may be substituted for one (1) year of relevant experience; a PhD may be substituted for two (2) years of relevant experience.

**SENIOR WEB DEVELOPER**

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

**Minimum Experience:** Three (3) years of experience in the field or in a related area. Familiar with a variety of the field’s concepts, practices, and procedures (i.e., SQL, C++, HTML, CGI and JavaScript).

**Minimum Education:** Bachelor’s Degree

**SOFTWARE DEVELOPER**

**Functional Responsibility:** Developing new software applications in partnership with business analysts and technical architects. Upgrading existing software as the user organization’s needs change. Localizing software products for different international markets. Testing software to ensure the code is correct, fixing (‘debugging’) errors where they occur, and rerunning and rechecking the program until it produces the correct results. Working with trainers and technical writers to develop user support materials.

**Minimum Experience:** Five (5) years relevant experience resolving problems with software and responds to suggestions for improvements and enhancements. Must possess IT-II security clearance or have a current National Agency Check with Local Agency Check and Credit Check (NACLC) at time of proposal submission. Relevant certification from a nationally recognized technical authority.

**Minimum Education:** Bachelor’s Degree

**SOFTWARE DEVELOPER - EXPERT**

**Functional Responsibility:** Recognized expert within the Company, who designs, researches, and develops highly advanced applications, which may result in new product/business opportunities for the Company. Leads efforts to capture new business through technical work and capability briefings. Ensures that QC procedures adequately evaluate products. Determines if current methods and techniques result in meeting reliability standards or require modification. Develops, modifies, applies, and maintains quality evaluation and control systems and protocols for processing materials into partially finished or finished materials product. Collaborates with engineering and manufacturing functions to ensure quality
standards are in place. Devises and implements methods and procedures for inspecting, testing, and evaluating the precision and accuracy of products and production equipment.

Designs and analyzes inspection and testing processes, mechanisms, and equipment; conducts QA tests; and performs statistical analysis to assess the cost of and determines the responsibility for, products or materials that do not meet required standards and specifications. Audits quality systems for deficiency identification and correction. Ensures that corrective measures meet acceptable reliability standards and that documentation is compliant with requirements. May specialize in the areas of design, incoming material, production control, product evaluation, and reliability, inventory control, and/or research and development as they apply to product or process quality. May be certified in lean and six-sigma quality engineering methodologies.

**Minimum Experience:** Twelve (12) years in the discipline field.
**Minimum Education:** Bachelor’s Degree

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**SOFTWARE ENGINEER**

**Functional Responsibility:** Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Supports the development of unique system software as well as the integration of Commercial Off-The-Shelf (COTS) software integration. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques, and Computer Aided Software Engineering (CASE) tools. Interprets software requirements and design specifications code, and integrates and tests software components. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

**Minimum Experience:** Three (3) years’ experience as a software engineer that includes two (2) years working with SQL or other third/fourth generation languages.
**Minimum Education:** Bachelor’s Degree

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**SYSTEM ADMINISTRATOR**

**Functional Responsibility:** Supervises the monitoring of network facilities. Ensures high quality transmission on network. Directs testing and analysis of all elements of the network facility (including hardware, software, power, communications, lines, modems, and terminals). Supervises testing and analysis of all elements of the network facilities (including software, power, communications machinery, lines, modems, and terminals). Serves as key contact for remote locations and customers to obtain clarification of problems and provides resolution of system failures and degradations. Optimizes system operations and resource utilization and performs system capacity analysis and planning. Provides assistance to users in accessing and using business/computer systems. Monitors and supports computer processing. Coordinates input, output, and file media. Distributes output and controls computer operation.

**Minimum Experience:** Four (4) years’ experience that includes three (3) years in a specialized area. Specialized experience includes: administrating UNIX, Windows NT, Novell systems and/or open systems.
**Minimum Education:** Bachelor’s Degree
SYSTEMS ADMINISTRATOR – DEVELOPMENTAL

Functional Responsibility: Develops solutions to routine technical problems of limited scope following detailed instructions. Work is supervised. Maintains smooth operation of multi-user computer systems, including coordination with network engineers. Monitors and manages system resources, including CPU usage, disk usage, and response times to maintain operating efficiency. Performs systems security administration functions, including creating user profiles and accounts. Other duties may include setting up administrator accounts; maintaining system documentation; tuning system performance; and installing system wide software and allocating mass storage space. Interacts with users and evaluates vendor products. Makes recommendations to purchase hardware and software, coordinates installation, and provides backup recovery. Develops and monitors policies and standards for allocation related to the use of computing resources. May be assigned responsibility for less experienced staff.

Minimum Experience: One (1) year in the discipline field.
Minimum Education: Bachelor’s degree or its equivalent.

SYSTEM ENGINEER

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

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

Education and experience may be substituted as indicated in the Education/Experience Equivalence table below.

Each year of relevant experience may be substituted for one (1) year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education. Years of successful higher education completion that has not yet resulted in a degree may be counted as experience on a one-for-one basis.

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<thead>
<tr>
<th>Degree</th>
<th>Experience</th>
<th>Other Equivalence</th>
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<tbody>
<tr>
<td>Bachelor’s</td>
<td>Associate’s + 2 years’ experience or 4 years’ relevant experience</td>
<td>Professional certification in lieu of the Bachelor’s degree</td>
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<tr>
<td>Master’s</td>
<td>Bachelor’s + 2 years’ experience or 6 years’ experience</td>
<td>not applicable</td>
</tr>
<tr>
<td>Doctorate</td>
<td>Bachelor’s + 2 years’ experience or 8 years’ experience</td>
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