GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

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 for - Multiple Award Schedule (MAS)
Federal Supply Group: **MAS**
Contract Number: **GS-35F-496AA**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov

**Contract Period:** August 14, 2013-August 13, 2023

TechGlobal Inc.
15850 Crabbs Branch Way, Suite 380
Rockville, MD 20855
301-755-9914 tel
301-741-4020 fax
http://www.techglobalinc.com

Pricelist current through Modification # A812 dated February 24, 2020.
CUSTOMER INFORMATION:

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

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>54151SRC</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>OLM</td>
<td>OLM-RC</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.

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.

2. Maximum Order: $500,000.00

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic only

5. Point(s) of production (city, county, and state or foreign country): Same as company address


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."

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Will accept

10. Foreign items (list items by country of origin): None

11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order

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

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

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

12. F.O.B Points(s): Destination

13a. Ordering Address(es): Same as Contractor

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

14. Payment address(es): Same as company address
15. Warranty provision: **Contractor’s standard commercial warranty.**
16. Export Packing Charges (if applicable): N/A
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): **Contact Contractor**
18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A
19. Terms and conditions of installation (if applicable): N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
20a. Terms and conditions for any other services (if applicable): N/A
21. List of service and distribution points (if applicable): N/A
22. List of participating dealers (if applicable): N/A
23. Preventive maintenance (if applicable): N/A
24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). N/A
24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g., contractor’s website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).
25. Data Universal Numbering System (DUNS) number: **602895984**
26. Notification regarding registration in System for Award Management (SAM) database: **Registered**
GSA DESCRIPTIONS

Technical Media Specialist II

Minimum/General Experience: 2 years of related experience

Functional Responsibilities:
The Media Specialist II must be able to perform all of the duties of the Media Specialist I as well as the following:

- Responsible for designing complex media tools such as film, web, audio, etc. without guidance from education personnel. Must have strong experience in marine and ocean outreach programs in order to design effective tools for management to use for outreach and education events located in the sanctuary system. Works with minimal supervision, and provides up-to-date advances in film, web, audio, Facebook, and Twitter to ensure the sanctuary message is current and available for social media.

Minimum Education: Bachelor’s Degree in a related area

Technical Media Specialist IV

Minimum/General Experience: 8 years of related experience

Functional Responsibilities:
The Media Specialist IV must be able to perform all of the duties of the Media Specialist III as well as the following:

- Responsibilities include updating Twitter and Facebook stories that can change daily. Originate public service announcements for the various sanctuaries located in the sanctuary system. Provides ONMS management with ideas to improve ways of getting success stories to the media, and provides guidance in working with local television and radio to play ONMS public service announcements where sites are located in the country.

Minimum Education: Bachelor’s Degree in a related area

Technical Writer II

Minimum/General Experience: 2 years of related experience

Functional Responsibilities:
The Technical Writer II must be able to perform all of the duties of the Technical Writer I as well as the following:

- Assists in researching information technology subject matter that relates to marine science, writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of IT uses. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Works under general supervision.

Minimum Education: Bachelor’s Degree in Computer Science, MIS, or a related area

Technical Writer III

Minimum/General Experience: 4 years of related experience

Functional Responsibilities:
The Technical Writer III must be able to perform all of the duties of the Technical Writer II as well as the following:

- Researches subject matter, writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of technology related issues with minor supervision. Must have a high level of knowledge of how technology supports ocean related concepts, practices, and procedures that relate to the sanctuary system. Performs a variety of tasks. May direct and lead the work of others.

Typically reports to a manager or head of a unit/department.

Minimum Education: Bachelor’s Degree in Computer Science, MIS, or a related area

Technical Writer IV

Minimum/General Experience: 6 years of related experience

Functional Responsibilities:
The Technical Writer IV must be able to perform all of the duties of the Technical Writer III as well as the following:
Researches subject matter writes and edits material for reports, manuals, proposals, catalogs, technical and outreach publications, and software and hardware documentations with minor supervision. Task may also include obtaining technical data from independent observation, reviews with staff members, or studies of published materials and existing documentation. Coordinate efforts of technical artists and illustrators in preparing reports, articles, and publications of internal and external distribution. Obtain background information on technologies, methods, and standards. Revises text and recommends changes in scope, format, and content to ensure conformance with established standards.

**Minimum Education:** Bachelor’s Degree in Computer Science, MIS, or a related area

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**Web Designer/Developer II**

**Minimum/General Experience:** 2 years of related experience

**Functional Requirements:**
Assists with website design and creation. Helps plan, design, develop, test, edit, maintain, and document look and flow of websites. Interviews clients to help them clarify their goals for establishing a website. Designs or supervises design of digitized images, banners, bullets, charts, image maps and other graphics to enhance appearance of site. May require knowledge of programming techniques and computer internet systems. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Works under general supervision.

**Minimum Education:** Bachelor’s Degree in a related area

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**Web Designer/Developer III**

**Minimum/General Experience:** 4 years of related experience

**Functional Requirements:**
The Web Designer/Developer III must be able to perform all of the duties of the Web Designer/Developer II as well as the following:

Performs website design and creation. Plans, designs, develops, tests, edits, maintains, and documents look and flow of websites. Designs websites for ONMS annual events such as Oceans Live, Ocean Blue, and Capitol Hill Oceans week. Requires strong knowledge of programming techniques and computer internet systems and must perform with minor assistance. Must be able to demonstrate the success of the websites developed to ONMS personnel before being operational. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required. May lead or direct others.

**Minimum Education:** Bachelor’s Degree in a related area

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**Web Designer/Developer IV**

**Minimum/General Experience:** 6 years of related experience

**Functional Requirements:**
The Web Designer/Developer IV must be able to perform all of the duties of the Web Designer/Developer III as well as the following:

Performs ONMS website design and assists in creation. Plans, designs, develop tests, edits, maintains, and documents look and flow for all 14 ONMS websites. Designs or supervises design of digitized images, banners, bullets, charts, image maps and other graphics to enhance appearance of site. Works with other federal and state resource agencies to ensure information related to a specific site is accurate and permission to use is approved. Must have knowledge of advanced programming techniques and computer internet systems and be able to provide ONMS personnel on the newest upgrades in these fields.

**Minimum Education:** Bachelor’s Degree in a related area

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**Web Designer/Developer V**

**Minimum/General Experience:** 8 years of related experience

**Functional Requirements:**
The Web Designer/Developer V must be able to perform all of the duties of the Web Designer/Developer IV as well as the following:

Controls all technical aspects of the ONMS external and internal websites, including performance issues, such as speed of access, and approving site content. May also have responsibilities for site design and creation. Plans, develops, tests, edits, maintains, documents and controls content, look, and flow of websites. Applies knowledge of programming techniques and computer internet systems. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. Very likely directs
and leads others. Works under general supervision, but must be able to provide technical assistance and have strong knowledge of computers based systems that support websites and programs. Typically reports to a manager or head of a unit/department.

**Minimum Education:** Bachelor's Degree in a related area

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**Project Manager I**

**Minimum/General Experience:** 1 year of related experience

**Functional Requirements:** Serves as the project manager or task lead for small to moderate sized, in-house projects. Works under general supervision. Assists the Program Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order-level COR(s), government management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems. Must have strong command of at least one of the following disciplines, and working knowledge of all: resources and facilities management, database planning and design, systems analysis and design, network services, programming, conversion and implementation support, network services project management, data/records management, and other relevant technologies.

**Minimum Education:** Bachelor’s Degree in a related area

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**Project Manager II**

**Minimum/General Experience:** 2 years of related experience, at least 1 year of project/task management experience required.

**Functional Requirements:** The Project Manager II must be able to perform all of the duties of the Project Manager I as well as the following:

Serves as the project manager for small to moderate sized, in-house projects. Works under general supervision. Assists the Program Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order-level COR(s), government management personnel and customer agency representatives. Responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems. Must have strong command of at least two of the following disciplines, and working knowledge of all: resources and facilities management, database planning and design, systems analysis and design, network services, programming, conversion and implementation support, network services project management, data/records management, and other relevant technologies.

**Minimum Education:** Bachelor’s Degree in a related area

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**Project Manager III**

**Minimum/General Experience:** 4 years of related experience, at least 2 years of project/task management experience required.

**Functional Requirements:** The Project Manager III must be able to perform all of the duties of the Project Manager II as well as the following:

Serves as the project manager for moderate sized projects. Works under minimal supervision. May act as the Program Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order-level COR(s), government management personnel and customer agency representatives. Responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems. Must have strong command of at least three of the following disciplines, and working knowledge of all: resources and facilities management, database planning and design, systems analysis and design, network services, programming, conversion and implementation support, network services project management, data/records management, and other relevant technologies.

**Minimum Education:** Bachelor’s Degree in a related area

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**Project Manager IV**

**Minimum/General Experience:** 4 years of related experience, at least 2 years of project/task management experience required.

**Functional Requirements:**
The Project Manager IV must be able to perform all of the duties of the Project Manager III as well as the following:

Serves as the project manager for moderate to large sized projects. Works under minimal supervision. May act as the Program Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order-level COR(s), government management personnel and customer agency representatives. Responsible for the overall
management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems. Must have strong command of at least four of the following disciplines, and working knowledge of all: resources and facilities management, database planning and design, systems analysis and design, network services, programming, conversion and implementation support, network services project management, data/records management, and other relevant technologies.

**Minimum Education:** Bachelor’s Degree in a related area

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### Project Manager V

**Minimum/General Experience:** 8 years of related experience, at least 3 years of project/task management experience required.

**Functional Requirements:**
The Project Manager V must be able to perform all of the duties of the Project Manager III as well as the following:

Serves as the project manager for moderate to large sized projects. Works under minimal supervision. May act as the Program Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order-level COR(s), government management personnel and customer agency representatives. Responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems. Must have strong command of at least four of the following disciplines, and working knowledge of all: resources and facilities management, database planning and design, systems analysis and design, network services, programming, conversion and implementation support, network services project management, data/records management, and other relevant technologies.

**Minimum Education:** Bachelor’s Degree in a related area

### Project Manager VI

**Minimum/General Experience:** 9 years of related experience

**Functional Responsibilities:**
Serves as the project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order-level COR(s), government management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.

**Minimum Education:** Bachelor’s degree in a related area

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### Program Manager I

**Minimum/General Experience:** 6 years of related experience, 4 of which must be in a supervisory role

**Functional Responsibilities:**
This individual will work under very broad supervision in providing management and technical direction to program personnel. Will regularly exercise independent judgment, as well as a high-level of analytical skill in solving complex technical, administrative and managerial problems. Will be responsible for all aspects of program performance. The individual will: (1) Be responsible for all aspects of program performance (i.e., technical, contractual, administrative, financial); (2) Manage all aspects of program activity; (3) Provide technical and financial reports in order to show progress to Corporate management and customers; (4) Maintain customer contacts to ensure conformity to all contractual obligations; (5) Assume the initiative and provide support to Corporate management in identifying future requirements; (6) Develop, maintain, and implement a Program Management Plan that guides the performance of all functional activities performed on the Program.

**Minimum Education:** Bachelor’s Degree in a related area

### Program Manager III

**Minimum/General Experience:** 8 years of related experience, 5 of which must be in a supervisory role

**Functional Responsibilities:**
This individual will work under very broad supervision in providing management and technical direction to program personnel. Will regularly exercise independent judgment, as well as a high-level of analytical skill in solving complex technical, administrative and managerial problems. Will be responsible for all aspects of program performance. The individual will: (1) Be responsible for all aspects of program performance (i.e., technical, contractual, administrative, financial); (2) Manage all aspects of program activity; (3) Provide technical and financial reports in order to show progress to Corporate management and customers; (4) Maintain customer
contacts to ensure conformity to all contractual obligations; (5) Assume the initiative and provide support to Corporate management in identifying future requirements; (6) Develop, maintain, and implement a Program Management Plan that guides the performance of all functional activities performed on the Program.

**Minimum Education:** Bachelor’s Degree in a related area

### Business Analyst II

**Minimum/General Experience:** 5 years of related experience

**Functional Responsibilities:**
Under general supervision, formulates and defines systems scope and objectives through research and fact-finding combined with an understanding of applicable business systems and industry requirements. With this knowledge, develops or modifies moderately complex information systems. Includes analysis of business and user needs, documenting requirements, and revising existing system logic difficulties as necessary. Guides and advises less-experienced Business Systems Analysts. Competent to work in some phases of systems analysis and considers the business implications of the application of technology to the current business environment.

**Minimum Education:** Bachelor’s degree

### Business Analyst III

**Minimum/General Experience:** 6 years of related experience

**Functional Responsibilities:**
Under general supervision, formulates and defines systems scope and objectives through research and fact-finding combined with an understanding of applicable business systems and industry requirements. With this knowledge, develops or modifies moderately complex information systems. Includes analysis of business and user needs, documenting requirements, and revising existing system logic difficulties as necessary. Guides and advises less-experienced Business Systems Analysts. Competent to work in some phases of systems analysis and considers the business implications of the application of technology to the current business environment.

**Minimum Education:** Bachelor’s degree

### Business Analyst IV

**Minimum/General Experience:** 8 years of related experience

**Functional Responsibilities:**
Reviews, analyzes, and evaluates business systems and user needs. Formulates systems to parallel overall business strategies. Writes detailed description of user needs, program functions, and steps required to develop or modify computer programs. Familiar with related computer software/programs used to perform job functions. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others.

**Minimum Education:** Bachelor’s Degree

### Business Analyst V

**Minimum/General Experience:** 12 years of related experience

**Functional Responsibilities:**
Works with consulting staff and the customer to identify and document the information technology needs. Leads and participates in customer work sessions. Documents “as-is” and “to-be” business functions and the processes that support them, including Use Cases. Work with consulting staff and customer to develop detailed functional requirements. Assist in the development of conceptual designs, implementation plans and other consulting reports. Create and deliver technical presentations.

**Minimum Education:** Bachelor’s degree

### Business Process Consultant

**Minimum/General Experience:** 8 years of related experience

**Functional Responsibilities:**
Develops IT requirements and business processes re-engineering methodologies for IT projects. Capable of simultaneously providing direction and oversight to multiple medium to large enterprise-wide business application implementations and highly complex business process applications from program direction to requirements, development and support. Ability to handle large, enterprise-wide business process development efforts.

**Minimum Education:** Bachelor’s degree
**Database Engineer**

**Minimum/General Experience:** 10 years of related experience

**Functional Responsibilities:**
This position is a technical position focused primarily on the implementation and use of relational database (RDBMS) software products to assist our customers. In most cases, the RDBMS will be interfaced to a third-party COTS system. Specific duties include identifying customer needs and creating functional requirements related to the database; design, implementation and maintenance of databases; development and execution of Extract Transform and Load (ETL) processes; development of queries and stored procedures; data quality control and other tasks related to successful RDBMS implementation. The Database Engineer will be required to work with a variety of database products as the need arises.

**Minimum Education:** Bachelor’s degree

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**Database Specialist II**

**Minimum/General Experience:** 2 years of related experience

**Functional Responsibilities:**
Assists to design and build relational databases for data storage or processing. Develops strategies for warehouse implementation, data acquisition, and archive recovery. Cleans and maintains the database by removing and deleting old data. May evaluate new data sources for adherence to the organization's quality standards and ease of integration. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Works under general supervision.

**Minimum Education:** Bachelor’s Degree

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**Database Specialist III**

**Minimum/General Experience:** 4 years of related experience

**Functional Responsibilities:**
Designs and builds relational databases for data storage or processing. Develops strategies for warehouse implementation, data acquisition, and archive recovery. Cleans and maintains the database by removing and deleting old data. May evaluate new data sources for adherence to the organization's quality standards and ease of integration. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

**Minimum Education:** Bachelor’s Degree

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**Database Specialist IV**

**Minimum/General Experience:** 6 years of related experience

**Functional Responsibilities:**
Designs and builds relational databases for data storage or processing. Develops strategies for warehouse implementation, data acquisition, and archive recovery. Cleans and maintains the database by removing and deleting old data. May evaluate new data sources for adherence to the organization's quality standards and ease of integration. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

**Minimum Education:** Bachelor’s Degree

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**Implementation Consultant**

**Minimum/General Experience:** 8 years of related experience

**Functional Responsibilities:**
The Implementation Consultant is responsible for executing the business analysis and system configuration activities / deliverables for COTS or custom system implementation projects. This individual is accountable for business analysis, workflow design and documentation, software configuration, and coordination of user testing. The Consultant works with internal staff and clients to ensure that the system configuration activities meet the customer’s business requirements.
The consultant will be adept at understanding each client’s organization, business processes, application environment, culture and requirements. The consultant will also apply knowledge of best practices in government Agencies’ business processes. Keys to success include the ability to build and manage client relationships, the capacity to build functional and technical knowledge of the system, and the aptitude to become a trusted adviser in the government domain.

**Minimum Education:** Bachelor’s degree

### IT Subject Matter Specialist

**Minimum/General Experience:** 6 years of related experience

**Functional Responsibilities:**
Provides high-level subject matter proficiency for work described in the task. Provide highly technical and/or specialized guidance concerning automation solutions to complex information processing problems related to the subject matter field. Provides high-level functional system analysis, design, integration, documentation, training, and implementation advice on complex problems that require expert knowledge of the subject matter for effective implementation.

**Minimum Education:** Bachelor’s degree

### Systems Analysis and Programming Director

**Minimum/General Experience:** 4 years of related experience

**Functional Responsibilities:**
Internal team leader for system implementation and programming tasks. Directs the software engineering function in developing, releasing, and maintaining software applications/operating systems according to business and customer needs.

**Minimum Education:** Bachelor’s degree

### Software Architect III

**Minimum/General Experience:** 2 years of related experience

**Functional Responsibilities:**
Leads the analysis, assessment and formulation large-scale software system requirements. Provides leadership and guidance in software architecture, system designs, implementation planning, and software lifecycle strategies. Provide guidance in leveraging the best available technology to derive software systems. Manages complex software development programs by utilizing the latest technology in configuration management, software reusability, data flow control, and resource management. Oversees and validates systems testing in order to ensure intended software functionality, performance and operations requirements are met. Estimates software development costs and schedule.

**Minimum Education:** Bachelor’s degree

### Software Architect IV

**Minimum/General Experience:** 4 years of experience

**Functional Responsibilities:**
Designs and codes software components, units, and modules that meet product specification and development schedules. Tests and debugs assigned components and units. Participated in large system and subsystem planning. Adheres to product build and release schedules and strategies. Acts as a technical resource for lower-level developers. Requires comprehensive knowledge of one or more platforms and operating systems, and of programming languages. Typically requires knowledge of one or more systems architectures. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. Works under general supervision. Typically reports to a manager or head of a unit/department.

**Minimum Education:** Bachelor’s degree

### Information Services Consultant

**Minimum/General Experience:** 2 years of related experience

**Functional Responsibilities:**
Works with end user groups to evaluate and fulfill complex organizational IT needs. Evaluates existing systems and/or user needs to analyze, design, recommend, and implement system changes. Has high-level experience in a number of systems, processes, and procedures regularly employed to support an organization’s information infrastructure. Relies on experience and judgment to plan and
accomplish goals. Performs a variety of complicated tasks. May be responsible for conducting surveys and compiling reports for management. May lead and direct the work of others. A wide degree of creativity and latitude is expected.

**Minimum Education:** Bachelor's degree

<table>
<thead>
<tr>
<th>Application Developer II</th>
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<tbody>
<tr>
<td><strong>Minimum/General Experience:</strong> 2 years of related experience</td>
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<tr>
<td><strong>Functional Responsibilities:</strong></td>
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<tr>
<td>Performs the development and/or programming, and implementation of information processing systems and applications that use current operating systems, programming languages, and applications development tools, computer systems, multi-programming technology, database management techniques, and data communications protocol. Can work independently in support of a joint applications development effort. Responsible for writing application software, data manipulation, databases programming, testing and implementation, technical and user documentation, software conversions.</td>
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<tr>
<td><strong>Minimum Education:</strong> Associate’s degree</td>
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<tr>
<th>Application Developer III</th>
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<tbody>
<tr>
<td><strong>Minimum/General Experience:</strong> 5 years of related experience</td>
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<tr>
<td><strong>Functional Responsibilities:</strong></td>
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<td>Formulates and defines systems scope and objectives through research and fact-finding combined with an understanding of applicable business systems and industry requirements. With this knowledge, and input from business users designs, develops or modifies complex information systems. Includes analysis of business and user needs, documenting requirements, and revising existing system logic difficulties as necessary. Guides and advises less-experienced application developers. Competent to work in some phases of systems analysis and considers the business implications of the application of technology to the current business environment. Create and maintain software code documentation</td>
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<tr>
<td><strong>Minimum Education:</strong> Bachelor's degree</td>
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<table>
<thead>
<tr>
<th>Application Developer V</th>
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<tbody>
<tr>
<td><strong>Minimum/General Experience:</strong> 10 years of related experience</td>
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<tr>
<td><strong>Functional Responsibilities:</strong></td>
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<tr>
<td>Formulates and defines systems scope and objectives through research and fact-finding combined with an understanding of applicable business systems and industry requirements. With this knowledge, and input from business users designs, develops or modifies complex information systems. Includes analysis of business and user needs, documenting requirements, and revising existing system logic difficulties as necessary. Guides and advises less-experienced application developers. Competent to work in some phases of systems analysis and considers the business implications of the application of technology to the current business environment. Create and maintain software code documentation</td>
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<tr>
<td><strong>Minimum Education:</strong> Bachelor’s degree</td>
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<thead>
<tr>
<th>Software Developer I</th>
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<tbody>
<tr>
<td><strong>Minimum/General Experience:</strong> 1 year of related experience</td>
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<tr>
<td><strong>Functional Responsibilities:</strong></td>
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<td>Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. 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 project leader or manager.</td>
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<tr>
<td><strong>Minimum Education:</strong> Bachelor’s degree</td>
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<thead>
<tr>
<th>Software Developer II</th>
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<tbody>
<tr>
<td><strong>Minimum/General Experience:</strong> 2 years of related experience</td>
</tr>
<tr>
<td><strong>Functional Responsibilities:</strong></td>
</tr>
<tr>
<td>Responsible for software design, coding, testing, debugging and maintenance using structured programming language. Assist in developing functional requirements and test plans. Assists in the analysis of test results and helps determine corrective actions. Support and/or install software applications. Create and maintain software code documentation. Work with the technical staff to understand and to develop resolution of software problems.</td>
</tr>
</tbody>
</table>

Page 11 of 26
**Minimum Education:** Bachelor’s degree

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### Software Developer III

**Minimum/General Experience:** 4 years of related experience

**Functional Responsibilities:**
Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. May be expected to write documentation to describe program development, logic, coding, and corrections: Writes manuals for users to describe installation and operating procedures. Must have a working knowledge of relational databases and client-server concepts. A wide degree of creativity and latitude is expected. Requires proficiency in programming languages. May lead and direct others.

**Minimum Education:** Bachelor’s degree

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### Software Developer IV

**Minimum/General Experience:** 6 years of related experience

**Functional Responsibilities:**
Works with users to identify current operating procedures and clarify program objectives. Outlines steps required for program development, including diagrams and charts. Writes program documentation and operations guidelines. Provides technical guidance to lower-level analyst/programmers. Requires comprehensive knowledge of programming techniques, networked and centralized operating systems, and the capabilities of enterprise database products and development suites. May team with external consultants in the development of unique applications that meet employer's requirements. Requires detailed and comprehensive knowledge of employer's applications and systems. A wide degree of creativity and latitude is expected. Requires proficiency in programming languages. May lead and direct others.

**Minimum Education:** Bachelor’s degree

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### Software Developer V

**Minimum/General Experience:** 8 years of related experience

**Functional Responsibilities:**
Leads lower-level analyst/programmers and other technical staff on a large, complex internal development project or serves as lead analyst/programmer on numerous smaller projects and systems. Typically a senior internal technical consultant who directs program development in complex applications and systems where existing architectures and techniques provide little guidance. Consults with user management and technical staff as necessary to clarify program intent, identify problems, suggest changes, and determine required coding. Assigns, coordinates and reviews work of lower-level analyst/programmers in advanced techniques. Prescribes standard to simplify interpretation of programs and documentations. Supervises preparation of records and reports. Requires detailed and comprehensive knowledge of employer's applications and systems. A wide degree of creativity and latitude is expected. Requires proficiency in programming languages.

**Minimum Education:** Bachelor’s degree

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### Quality Assurance Analyst I

**Minimum/General Experience:** 1 year of related experience

**Functional Responsibilities:**
Under general supervision, carries out procedures to ensure that all information systems, products, and services meet minimum organization standards and end-user requirements. Thoroughly tests software to ensure proper orientation and freedom from defects. Documents and works resolve all problems. Reports progress on problem resolution to management. Devises improvements to current procedures and develops models of possible future configurations. Performs workflow analysis and recommends quality improvements.

**Minimum Education:** Associate’s degree

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### Quality Assurance Analyst II

**Minimum/General Experience:** 2 years of related experience

**Functional Responsibilities:**
Under general supervision, carries out procedures to ensure that all information systems, products, and services meet minimum organization standards and end-user requirements. Performs and leads tests of software to ensure proper operation and freedom from defects. May create test data for applications. Documents and works to resolve all complex problems. Reports progress on problem
resolution to management. Devises improvements to current procedures and develops models of possible future configurations. Acts as information resource about assigned areas to technical writers and other Quality Assurance Analysts. Performs complex workflow analysis and recommends quality improvements.

**Minimum Education:** Associate’s degree

<table>
<thead>
<tr>
<th>Data Architect IV</th>
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<tbody>
<tr>
<td><strong>Minimum/General Experience:</strong> 6 years of related experience</td>
</tr>
<tr>
<td><strong>Functional Responsibilities:</strong></td>
</tr>
<tr>
<td>Under general direction, designs, implements and maintains complex database with respect to JCL, access methods, access time, device allocation, validation checks, organization, protection and security, documentation and statistical methods. Includes maintenance of database dictionaries, overall monitoring of standards and procedures and integration of systems through database design. Perform database administration tasks. Competent to work at the highest level of all phases of database management.</td>
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<td><strong>Minimum Education:</strong> Bachelor’s degree</td>
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</table>

<table>
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<tr>
<th>Data Architect V</th>
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<td><strong>Minimum/General Experience:</strong> 8 years of related experience</td>
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<tr>
<td><strong>Functional Responsibilities:</strong></td>
</tr>
<tr>
<td>Designs and builds relational or NoSQL databases. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Works in a data warehouse environment, which includes data design, database architecture, metadata and repository creation. Translates business needs into long-term architecture solutions. Defines, designs, and builds dimensional databases. Perform database administration tasks. Develops data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Evaluates reusability of current data for additional analyses. Reviews object and data models and the metadata.</td>
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<td><strong>Minimum Education:</strong> Bachelor’s degree</td>
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<td><strong>Minimum/General Experience:</strong> 1 years of related experience</td>
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<td><strong>Functional Responsibilities:</strong></td>
</tr>
<tr>
<td>Under supervision, provides first-tier support to end users for either PC, server, or mainframe applications and hardware. Handles problems that the first tier of help desk support is unable to resolve. May interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems. Maintains currency and highest level of technical skill in field of expertise.</td>
</tr>
<tr>
<td><strong>Minimum Education:</strong> High School Degree and technical certification</td>
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<td>Under supervision, provides first-tier support to end users for either PC, server, or mainframe applications and hardware. Handles problems that the first tier of help desk support is unable to resolve. May interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems. Maintains currency and highest level of technical skill in field of expertise.</td>
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<td><strong>Minimum Education:</strong> High School Degree and technical certification</td>
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<td><strong>Minimum/General Experience:</strong> 4 years of related experience</td>
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<td><strong>Functional Responsibilities:</strong></td>
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<tr>
<td>Under supervision, provides first and second-tier support to end users for either PC, server, or mainframe applications and hardware. Handles problems that the first tier of help desk support is unable to resolve. May interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems. Maintains currency and highest level of technical skill in field of expertise.</td>
</tr>
</tbody>
</table>
Minimum Education: High School Degree and technical certification

Help Desk Specialist IV

Minimum/General Experience: 6 years of related experience

Functional Responsibilities:
Under general direction, provides first, second and some third-tier support to end users for either PC, server, or mainframe applications and hardware. Handles problems that the first tier of help desk support is unable to resolve. May interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems. Maintains currency and highest level of technical skill in field of expertise.

Minimum Education: High School Degree and technical certification

Network Engineer III

Minimum/General Experience: 5 years of related experience

Functional Responsibilities:
Under general direction, responsible for administration and day-to-day operation of organization’s local/ Wide area network (LAN/WAN). Provides integrated team support and maintenance of LAN/WAN hardware and software. Maintains integrity of the LAN/WAN hardware and software. Installs LAN/WAN software upgrades, including planning and scheduling, testing and coordination. Performs LAN/WAN security procedures, including implementing login requests.

Minimum Education: Bachelor’s degree

Network Engineer IV

Minimum/General Experience: 8 years of related experience

Functional Responsibilities:
Manages the purchase, installation, and support of network communications, including LAN/WAN systems. Responsible for evaluating current systems. Works on complex problems where analysis of situation requires in-depth evaluation of various factors. Plans large-scale systems projects through vendor comparison and cost studies. Responsible for the overall integration of the enterprise-wide network including the planning, design, installation, maintenance, management, and coordination of the corporate LAN/WAN (may include local, metropolitan, and wide area networks). Has responsibility for technical architecture and recommendations related to LAN/WAN. Is typically a top-level technical contributor with advanced knowledge and experience in the area of local and wide area networking, communications, and related hardware/software.

Minimum Education: Bachelor’s degree

Network Engineer V

Minimum/General Experience: 10 years of related experience

Functional Responsibilities:
Manages the purchase, installation, and support of network communications, including LAN/WAN systems. Responsible for evaluating current systems. Works on complex problems where analysis of situation requires in-depth evaluation of various factors. Plans large-scale systems projects through vendor comparison and cost studies. Responsible for the overall integration of the enterprise-wide network including the planning, design, installation, maintenance, management, and coordination of the corporate LAN/WAN (may include local, metropolitan, and wide area networks). Has responsibility for technical architecture and recommendations related to LAN/WAN. Is typically a top-level technical contributor with advanced knowledge and experience in the area of local and wide area networking, communications, and related hardware/software.

Minimum Education: Bachelor’s degree

Information Security Engineer I

Minimum/General Experience: 4 years of related experience

Functional Responsibilities:
Assists in the maintenance of systems to protect data from unauthorized users. Identifies, reports, and resolves security violations. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Works under general supervision.

Minimum Education: Bachelor’s degree
<table>
<thead>
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<th>Information Security Engineer II</th>
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<tr>
<td><strong>Functional Responsibilities:</strong></td>
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<tr>
<td>Responsible for developing and managing Information Systems security, including disaster recovery, database protection and software development. Analyzes information security systems and applications and recommends and develops security measures to protect information against unauthorized modification or loss. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.</td>
</tr>
<tr>
<td><strong>Minimum Education:</strong> Bachelor’s degree</td>
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<tr>
<td><strong>Functional Responsibilities:</strong></td>
</tr>
<tr>
<td>Analyzes and defines security requirement for computer systems which may include mainframes, workstations, and personal computers. Designs, develops, engineers, and implements solutions that meet security requirements. Provides integration and implementation of the computer system security solution. Determines enterprise information security standards. Develops and implements information security standards and procedures. Ensures that all information systems are functional and secure. Audits the most complex new and existing information systems applications to ensure that appropriate controls exist, that processing is efficient and accurate, and that information systems procedures are in compliance with corporate standards.</td>
</tr>
<tr>
<td><strong>Minimum Education:</strong> Bachelor’s degree</td>
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<td><strong>Functional Responsibilities:</strong></td>
</tr>
<tr>
<td>Under general supervision, responsible for installing, configuring, and maintaining operating system workstations and servers, including web servers, in support of business processing requirements. Performs software installations and upgrades to operating systems and layered software packages. Schedules installations and upgrades and maintains them in accordance with established IT policies and procedures. Monitors and tunes the system to achieve optimum performance levels.</td>
</tr>
<tr>
<td><strong>Minimum Education:</strong> Bachelor’s degree</td>
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<table>
<thead>
<tr>
<th>System Engineer II</th>
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<tbody>
<tr>
<td><strong>Minimum/General Experience:</strong> 6 years of related experience</td>
</tr>
<tr>
<td><strong>Functional Responsibilities:</strong></td>
</tr>
<tr>
<td>Performs research/investigations, analysis, design, testing, and installation of supported hardware and software. Schedules installation of new hardware and software and modifications to existing systems. Monitors performance of hardware and its capacity in all assigned locations. Recommends and implements enhancements to existing hardware and systems. Develops and promotes standard operating procedures. Conducts routine hardware and software audits of workstations and servers to ensure compliance with established standards, policies, and configuration guidelines. Develops and maintains a comprehensive operating system hardware and software configuration database/library of all supporting documentation.</td>
</tr>
<tr>
<td><strong>Minimum Education:</strong> Bachelor’s degree</td>
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<tr>
<th>System Engineer III</th>
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<tbody>
<tr>
<td><strong>Minimum/General Experience:</strong> 8 years of related experience</td>
</tr>
<tr>
<td><strong>Functional Responsibilities:</strong></td>
</tr>
<tr>
<td>Performs engineering work in the research, development, analysis, and design of products and systems. Interacts at the highest levels with client engineers and customers. Work requires the highest degree of creative ability, engineering and programming skills, and independent judgment. Will likely coordinate and technically lead projects and subordinated engineers. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Works under general supervision. Typically reports to a manager or head of a unit/department.</td>
</tr>
<tr>
<td><strong>Minimum Education:</strong> Bachelor’s degree</td>
</tr>
</tbody>
</table>
System Engineer IV

Minimum/General Experience: 10 years of related experience

Functional Responsibilities:
 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. Assigns personnel to various projects, directs their activities, and evaluates their work. Ensures long-term requirements of systems operations and administration are included in the overall information systems planning of the organization. Responsible for the installation, maintenance, configuration, and integrity of computer software. Implements operating system enhancements that will improve the reliability and performance of the system.

Minimum Education: Bachelor’s degree

System Administrator I

Minimum/General Experience: 2 years of related experience

Functional Responsibilities:
 Under supervision monitors and tunes the system to achieve optimum performance levels. Ensures workstation/server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions. Ensures data/media recoverability by implementing a schedule of system backups and database archive operations. Supports media management through internal methods and procedures or through offsite storage and retrieval. Responsible for the installation, maintenance, configuration, and integrity of computer software. Implements operating system enhancements that will improve the reliability and performance of the system.

Minimum Education: Bachelor’s degree

System Administrator II

Minimum/General Experience: 4 years of related experience

Functional Responsibilities:
 Installs new software releases, system upgrades, evaluates and installs patches and resolves software related problems. Performs system backups and recovery. Maintains data files and monitors system configuration to ensure data integrity. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required. Familiar with standard concepts, practices, and procedures within a particular field. May lead or direct others.

Minimum Education: Bachelor’s degree

System Administrator III

Minimum/General Experience: 8 years of related experience

Functional Responsibilities:
 Monitors and tunes the system to achieve optimum performance levels. Ensures workstation/server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions. Ensures data/media recoverability by implementing a schedule of system backups and database archive operations. Supports media management through internal methods and procedures or through offsite storage and retrieval. Responsible for the installation, maintenance, configuration, and integrity of computer software. Implements operating system enhancements that will improve the reliability and performance of the system.

Minimum Education: Bachelor’s degree

System Administrator V

Minimum/General Experience: 10 years of related experience

Functional Responsibilities:
 Installs new software releases, system upgrades, evaluates and installs patches and resolves software related problems. Performs system backups and recovery. Maintains data files and monitors system configuration to ensure data integrity. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required. Familiar with standard concepts, practices, and procedures within a particular field. Will likely will lead or direct others.

Minimum Education: Bachelor’s degree
### Awarded GSA Pricing

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<td>$135.92</td>
<td>$138.64</td>
<td>$141.41</td>
<td>$144.24</td>
</tr>
</tbody>
</table>
1. **SCOPE**
   a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
   b. The Contractor shall provide services at the Contractor’s facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

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

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

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

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

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

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

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

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

6. INSPECTION OF SERVICES


7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

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

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

12. **PAYMENTS**

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

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

13. **RESUMES**

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

14. **INCIDENTAL SUPPORT COSTS**

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

15. **APPROVAL OF SUBCONTRACTS**

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

16. **DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING**

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

b. Pricing for all IT Professional Services shall be in accordance with the Contractor’s customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.
USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

TechGlobal, Inc. provides commercial products and services to ordering activities. 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 ordering activity contracts. To accelerate potential opportunities please contact:

Name: Richard Goodden
Phone: 301-755-9914
Fax: 301-741-4020
E-mail: rgoodden@techglobalinc.com
(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) 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(s) ________________.

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 ordering activity that works better and costs less.

Signatures

_________________________ Date  ______________________ Date
Ordering Activity  Contractor
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) __________, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

(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:

<table>
<thead>
<tr>
<th>MODEL NUMBER/PART NUMBER</th>
<th>*SPECIAL BPA DISCOUNT/PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

(2) Delivery:

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>DELIVERY SCHEDULES / DATES</th>
</tr>
</thead>
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(3) The ordering activity 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:

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>POINT OF CONTACT</th>
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(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.
Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity 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.