VAE provides information technology and infrastructure support solutions to meet the demanding needs of our government clients by exceeding their expectations through innovation, our dedication to delivering projects on time and within budget, and our partnership approach. We build, secure, and support large-scale enterprise IT infrastructures. Our creativity and expertise help us deliver world-class solutions that support mission-critical business initiatives.

VAE has five (5) core Centers of Excellence focused on Infrastructure Services that support mission critical enterprise architectures:

**Advanced Transport Engineering** – We provide the design engineering and implementation of high-speed mission critical wired, wireless, and converged transport networks that span the globe.

**Enterprise Systems Integration** – Our team works with our customers to build the underlying enterprise systems that through consolidation and virtualization are transforming into next generation cloud computing architectures, as well as the technologies that help secure and manage enterprise information from users to the data center.

**Security Services** – Many customers are beginning to understand the critical need for security. We help clients secure and protect information assets and assure business continuity and can quickly react to perceived threats, vulnerabilities, or regulatory mandates.

**Unified Communication and Collaboration** – We help our clients improve business productivity by leveraging technologies that converge Voice, Video and Data into solutions that reduce costs and increase collaboration and efficiency.

**IT Service Support** – Our team can also provide ongoing operational support and help clients develop continual service improvement programs to fully align investments and lifecycle management planning towards strategic mission objectives. We also help organizations raise their enterprise management systems to the next level with custom development and integration services.

VAE is a woman-owned 8(a) certified Small Disadvantaged Business.

<table>
<thead>
<tr>
<th>Contract Administrator</th>
<th>Sales &amp; Marketing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>POC:</strong></td>
<td><strong>Cynthia L. Alpheaus, Contracts Mgr.</strong></td>
</tr>
<tr>
<td><strong>Address:</strong></td>
<td><strong>5501 Backlick Road, Suite 300</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Springfield, VA 22151</strong></td>
</tr>
<tr>
<td><strong>Telephone Number:</strong></td>
<td><strong>703-942-6727 ext. 4805</strong></td>
</tr>
<tr>
<td><strong>Facsimile Number:</strong></td>
<td><strong>703-991-8804</strong></td>
</tr>
<tr>
<td><strong>Email address:</strong></td>
<td><strong><a href="mailto:sales@vaeit.com">sales@vaeit.com</a></strong></td>
</tr>
</tbody>
</table>
GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICES
MULTIPLE AWARD SCHEDULE

GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT,
SOFTWARE, AND SERVICES

SPECIAL ITEM NO. 54151S

SIN 54151S - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

- FPDS Code D301 IT Facility Operation and Maintenance
- FPDS Code D302 IT Systems Development Services
- FPDS Code D306 IT Systems Analysis Services
- FPDS Code D307 Automated Information Systems Design and Integration Services
- FPDS Code D308 Programming Services
- FPDS Code D310 IT Backup and Security Services
- FPDS Code D311 IT Data Conversion Services
- FPDS Code D316 IT Network Management Services
- FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software, and/or professional services, and cannot be purchased separately.

Note 2: Offerors and Agencies are advised that the SIN 54151S – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performed by the publisher or manufacturer or one of their authorized agents.

**NAIC Codes 541511, 541512, 541513 and 541519**

VAE, Inc.
5501 Backlick Road, Suite 300
Springfield, VA 22151
703-942-6727 (Phone)
[www.vaeit.com](http://www.vaeit.com)
DUNS: 04-625-7734
TIN: 54-1984449

Contract No. GS-35F-501CA

Base Period Covered 09/21/2015 – 09/20/2020
Option 1 Period Covered 09/21/2020 – 09/20/2025

Products and ordering information in this Authorized Multiple Award Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! By accessing the Federal Supply Service’s Home Page via the Internet at [https://www.gsaadvantage.gov](https://www.gsaadvantage.gov).
Customer Information:

1a. Awarded Special Item Number(s):

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Information Technology Services</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: Not applicable.

1c. Descriptions of all corresponding commercial job titles with experience, function responsibility and education are provided beginning on page 12.

2. Maximum order: $500,000

3. Minimum order: $100

4. Geographic Coverage: Domestic Delivery Only

5. Point of Production: Not Applicable

6. Prices Shown Herein are Net (discount deducted)

7. Quantity Discount: None

8. Prompt Payment Terms: 1.0% - 20 Net days.

9a. Government Purchase Cards are accepted below the micro-purchase threshold.

9b. Government Purchase Cards are not accepted above the micro-purchase threshold.

10. Foreign Items: None

11a. Time of Delivery: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below.

<table>
<thead>
<tr>
<th>SPECIAL ITEM NUMBER</th>
<th>DELIVERY TIME (Days ARO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S Multiple Award Schedule</td>
<td>To Be Determined at the Time of Award</td>
</tr>
</tbody>
</table>

11b. Expedited Delivery: Consult with Contractor

11c. Overnight/2-day Delivery: Consult with Contractor

11d. Urgent Requirements: When the Multiple Award Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of
obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. FOB Point: Destination

13a. Ordering Address:
VAE, Inc.
5501 Backlick Road, Suite 300
Springfield, VA 22151
Email: Orders@vaeit.com

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:
VAE, Inc.
5501 Backlick Road, Suite 300
Springfield, VA 22151
Email: Invoice@vaeit.com

15. Warranty Provisions: Contractor’s Standard Warranty

16. Export Packing Charges: Not applicable.

17. Terms and Conditions of Government Purchase Card Acceptance: Contact VAE Inc. for terms and conditions of Government Purchase Card Acceptance.

18. Terms and Conditions of rental, maintenance, and repair: Not applicable.

19. Terms and Conditions of installation: Not applicable.

20a. Terms and Conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not applicable.

20b. Terms and Conditions of any other service parts: Not applicable.

21. List of Service and Distribution Points: Not applicable.

22. List of Participating Dealers: Not applicable.

23. Preventative Maintenance: Not applicable.
24. Section 508 compliance information is available by contacting VAE, Inc. directly.

25. DUNS: 04-625-7734

26. VAE, Inc. is registered in the System for Award Management (SAM) Database.
TERMS AND CONDITIONS APPLICABLE TO MUTLIPLE AWARD SCHEDULE
(SPECIAL ITEM NUMBER 54151S)

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

2. PERFORMANCE INCENTIVES
   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 in accordance with this clause.
   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/EC 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
The Inspection of Services—Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection—Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR
The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) 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/EC Services.

9. INDEPENDENT CONTRACTOR
All IT/EC 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/EC 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 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) 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 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e) (3), insert the following provision:

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

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

13. **RESUMES**

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

14. **INCIDENTAL SUPPORT COSTS**

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

15. **APPROVAL OF SUBCONTRACTS**

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

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

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 54151S. IT 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 Services shall be in accordance with the Contractor's customary commercial practices, e.g., hourly rates, monthly rates, term rates, and/or fixed prices.
<table>
<thead>
<tr>
<th>Commercial Labor Category</th>
<th>GSA Schedule Rate w/ IFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Engineer</td>
<td>$205.73</td>
</tr>
<tr>
<td>Database Administrator - Junior</td>
<td>$95.74</td>
</tr>
<tr>
<td>Enterprise Management Engineer - Senior</td>
<td>$150.55</td>
</tr>
<tr>
<td>Network Engineer - Junior</td>
<td>$91.64</td>
</tr>
<tr>
<td>Network Engineer - Mid Level</td>
<td>$109.96</td>
</tr>
<tr>
<td>Network Engineer - Senior</td>
<td>$132.22</td>
</tr>
<tr>
<td>Requirements Engineer - Mid Level</td>
<td>$103.42</td>
</tr>
<tr>
<td>Systems Technician</td>
<td>$82.00</td>
</tr>
<tr>
<td>Systems Administrator - Mid Level</td>
<td>$91.64</td>
</tr>
<tr>
<td>Systems Administrator - Senior</td>
<td>$125.67</td>
</tr>
<tr>
<td>Systems Architect - Junior</td>
<td>$140.08</td>
</tr>
<tr>
<td>Systems Architect - Mid Level</td>
<td>$163.64</td>
</tr>
<tr>
<td>Systems Architect - Senior</td>
<td>$175.66</td>
</tr>
<tr>
<td>Systems Engineer - Mid Level</td>
<td>$115.21</td>
</tr>
<tr>
<td>Managed Systems Engineer - Senior</td>
<td>$87.11</td>
</tr>
<tr>
<td>Lead Enterprise Architect</td>
<td>$113.15</td>
</tr>
<tr>
<td>Chief Enterprise Architect</td>
<td>$134.13</td>
</tr>
</tbody>
</table>
VAE, Inc.
Labor Category Descriptions
SIN 54151S

Chief Engineer

Functional Responsibilities:
Responsible for creating practical solutions and working closely with project staff to ensure project completion. Participates in the design, creation, and maintenance of IT Systems. Consults with and advises users on access, works directly with users to resolve data conflicts and inappropriate data usage, and directs the maintenance and use of the enterprise architecture encyclopedia. Implements application enhancements that will improve the reliability and performance of the application. Works with network engineers to schedule installations and upgrades and maintains them in accordance with established IT policies and procedures. Responsible for file maintenance, control, and product support, and facilitates change control, problem management, and communication among architects, engineers, and analysts. Establishes and enforces processes to ensure a consistent, well-managed, and well-integrated application infrastructure. Familiar with software engineering tools. Maintains a thorough understanding and familiarization with the core and other regulatory standards as applicable.

Minimum/General Experience:
Minimum 8 years of related experience in information technology design, or system implementation/migration.

Minimum Education:
Bachelor’s degree in a related discipline, or the equivalent combination of education, technical certifications for the industry, training, and relevant work/military experience.

Database Administrator – Junior

Functional Responsibilities:
Responsible for quality control and auditing of databases to ensure accurate and appropriate use of data. Participates in the design, creation, and maintenance of IT Systems. Works with management to develop database strategies to support organization requirements. Consults with and advises users on access to various databases. Works directly with users to resolve data conflicts and inappropriate data usage.

Minimum/General Experience:
Minimum 4 years of experience, of which at least 2 years must include demonstrated experience using current DBMS technologies, as well as application design utilizing various DBMS and DBMS internals. Must demonstrate ability to work independently or under only general direction.
Minimum Education:
Bachelor’s degree in a related discipline, or the equivalent combination of education, technical certification for the industry, training, and/or relevant work/military experience.

Enterprise Management Engineer – Senior

Functional Responsibilities:
Responsible for top-level design and development of an IT environment. Develops IT system strategy and the design infrastructure necessary to support that strategy. Advises management on the selection of technological purchases with regards to multiple facets of the IT environment, as well as on the feasibility of potential future projects. Sets standards for the IT environment for the organization.

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

Minimum Education:
Bachelor’s degree in a related discipline, or the equivalent combination of education, technical certification for the industry, training, and/or relevant work/military experience.

Network Engineer - Junior

Functional Responsibilities:
Under direct supervision, assists in surveys, design, evaluation, analysis, and infrastructure assessment.

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

Minimum Education:
Bachelor’s degree in a related discipline, or the equivalent combination of education, technical certification for the industry, training, and/or relevant work/military experience.

Network Engineer – Mid-Level

Functional Responsibilities:
Under general supervision, is responsible for duties such as surveys, design, evaluation, analysis, and infrastructure assessment. Performs tasks requiring expertise in multiple facets of an IT networking environment.
**Minimum/General Experience:**
Minimum 6 years of related experience.

**Minimum Education:**
Bachelor’s degree in a related discipline, or the equivalent combination of education, technical certification for the industry, training, and/or relevant work/military experience.

**Network Engineer – Senior**

**Functional Responsibilities:**
Responsible for conducting surveys, developing Engineering implementation Plans (EIPs), designs, system evaluation, system analysis, and infrastructure assessment. Shall perform tasks that require expertise in multiple facets of an IT networking environment.

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

**Minimum Education:**
Bachelor’s degree in a related discipline, or the equivalent combination of education, technical certification for the industry, training, and/or relevant work/military experience.

**Requirements Engineer – Mid-Level**

**Functional Responsibilities:**
Under general supervision, formulates and defines systems scope and objectives through research and fact-finding, with an understanding of applicable business systems and industry requirements. With this knowledge, develops or modifies requirements for moderately complex IT environments, including analyzing business and user needs, documenting requirements, and revising existing system logic difficulties, as necessary. Competent to work in systems analysis and considers business implications of the application of technology to the current business environment.

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

**Minimum Education:**
Bachelor’s degree in a related discipline, or the equivalent combination of education, technical certification for the industry, training, and/or relevant work/military experience.
System Technician

**Functional Responsibilities:**
Responsible for providing technical support of customer-owned or government-owned equipment, performing diagnostic analysis, testing, troubleshooting, installing desktop application, calibrating, repairing, and modifying IT equipment. Works with users to identify requirements and explain problems as they impact users.

**Minimum/General Experience:**
Minimum 2 years of related or progressive responsibility troubleshooting personal computers and peripherals.

**Minimum Education:**
Bachelor’s degree in a related discipline, or the equivalent combination of education, technical certification for the industry, training, and/or relevant work/military experience.

Systems Administrator – Mid-Level

**Functional Responsibilities:**
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. Ensures workstation/server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions. 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.

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

**Minimum Education:**
Bachelor’s degree in a related discipline, or the equivalent combination of education, technical certification for the industry, training, and/or relevant work/military experience
Systems Administrator – Senior

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

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

**Minimum Education:**
Bachelor’s degree in a related discipline, or the equivalent combination of education, technical certification for the industry, training, and/or relevant work/military experience.

Systems Architect - Junior

**Functional Responsibilities:**
Under direct supervision, assists in performing systems analysis, evaluation, design, integration, documentation, and implementation of applications that require comprehensive knowledge and technical skills.

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

**Minimum Education:**
Bachelor’s degree in a related discipline, or the equivalent combination of education, technical certification for the industry, training, and/or relevant work/military experience.

Systems Architect – Mid-Level

**Functional Responsibilities:**
Responsible for performing high-level systems analysis, evaluation, design, integration, documentation, and implementation of complex applications requiring thorough administrative and technical skills. Directs and participates in all phases of system development with emphasis on planning, analysis, evaluation, integration, testing, and acceptance phases (Independent Verification and Validation [IV&V] and Developmental Test & Evaluation [DT&E]). Applies high-level business or technical principles and methodology to complex technical problems in order to arrive at automated engineering solutions.
Minimum/General Experience:
Minimum 10 years of related experience with recent technical supervisory responsibilities.

Minimum Education:
Bachelor’s degree in a related discipline, or the equivalent combination of education, technical certification for the industry, training, and/or relevant work/military experience.

Systems Architect – Senior

Functional Responsibilities:
Under general direction, performs high-level IT solutions analysis, evaluation, design, integration, documentation, and implementation of complex applications. Directs and participates in all phases of system development. Applies business principles and methodology to arrive at automated engineering solutions for complex technical problems. Designs and uses administrative skills in the preparation of technical reports and related documentation. Requires thorough knowledge of communication protocols and networking devices.

Minimum/General Experience:
Minimum 11 years of experience with recent technical supervisory responsibilities.

Minimum Education:
Bachelor’s degree in a related discipline, or the equivalent combination of education, technical certification for the industry, training, and/or relevant work/military experience.

Systems Engineer – Mid-Level

Functional Responsibilities:
Under general supervision, is responsible for formulating and defining system scope and objectives, through research and fact-finding, in order to develop or modify moderately complex information systems. Prepares detailed specifications from which programs will be written. Analyzes and revises system logic difficulties and documentation, as necessary.

Minimum/General Experience:
Minimum 12 years of IT experience.

Minimum Education:
Bachelor’s degree in a related discipline, or the equivalent combination of education, technical certification for the industry, training, and/or relevant work/military experience.
Managed Systems Engineer - Senior

Functional Responsibilities:
Under general direction, is responsible for conducting surveys, design, system evaluation, system analysis, and infrastructure assessment. Competent in multiple facets of an IT networking environment.

Minimum/General Experience:
Minimum 7 years of IT experience.

Minimum Education:
Bachelor’s degree in a related discipline, or the equivalent combination of education, technical certification for the industry, training, and/or relevant work/military experience.

Lead Enterprise Architect

Functional Responsibilities:
Responsible for directing and participating in high-level analysis, evaluation, design, integration, documentation, development, and maintenance of assigned enterprise architecture projects. Conducts meetings, defines project scope/objectives, prepares detailed work/resource plans, estimates, and schedules, and is responsible for project tracking, analysis, and status reports. Leads and provides technical, and analytical guidance to the enterprise architecture team, including engineers, architects, and analysts. Applies high-level business/technical principles and methods to recommend creative engineering solutions to complex technical problems. Maintains a thorough understanding of core and other regulatory standards. Adheres to quality standards in reviewing enterprise architecture deliverables.

Minimum/General Experience:
Minimum 10 years of related experience with recent technical supervisory responsibilities.

Minimum Education:
Bachelor’s degree in a related discipline, or the equivalent combination of education, technical certification for the industry, training, and/or relevant work/military experience.

Chief Enterprise Architect

Functional Responsibilities:
Responsible for leading and directing large teams of enterprise architects, systems engineers, business analysts, and network engineers with diverse functional and technical disciplines. Works directly with senior executives to consult, coach, and advise on business strategy, relevant trends
analysis, enterprise architecture, information technology solutions, and the associated impact on the organization and its stakeholders. Coordinates the resolution of complex problems and tasks, putting forth new ideas and concepts to support operational goals and objectives. Provides technical and analytical guidance to enterprise architecture team. Integrates and translates complex concepts into tactical action plans. Directs high-level enterprise architecture analysis, evaluation, design, integration, documentation, and development. Maintains a thorough understanding and familiarization with core and other regulatory standards.

**Minimum/General Experience:**
Minimum 15 years of IT experience, with recent technical supervisory responsibilities.

**Minimum Education:**
Bachelor’s degree in a related discipline, or the equivalent combination of education, technical certification for the industry, training, and/or relevant work/military experience.
### EDUCATION AND EXPERIENCE REQUIREMENTS: EQUIVALENCY SUBSTITUTION TABLE

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Equivalency 1</th>
<th>Equivalency 2</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ph.D.</td>
<td>Master’s + 3 years</td>
<td>None</td>
<td>Equivalency years of experience substitution must be in related experience</td>
</tr>
<tr>
<td>Master’s Degree</td>
<td>Bachelor’s + 2 years of experience</td>
<td>None</td>
<td>Equivalency years of experience substitution must be in related experience</td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
<td>Associate’s + 2 years of experience</td>
<td>5 years of related experience</td>
<td>Equivalency years of experience substitution must be in related experience</td>
</tr>
<tr>
<td>Associate’s Degree</td>
<td>High School Diploma/GED + 2 years of experience</td>
<td>3 years of related experience</td>
<td>Equivalency years of experience substitution must be in related experience</td>
</tr>
<tr>
<td>Subject Matter Certification</td>
<td>Up to a Bachelor’s</td>
<td>Up to 5 years of experience</td>
<td></td>
</tr>
<tr>
<td>Up to 10 years related experience</td>
<td>Ph.D. in related area</td>
<td>Master’s + 2 years of related experience</td>
<td></td>
</tr>
<tr>
<td>7–9 years related experience</td>
<td>Ph.D. or Master’s in a related area</td>
<td>Bachelor’s + 2 years of related experience</td>
<td></td>
</tr>
<tr>
<td>4–6 years related experience</td>
<td>Ph.D., Master’s, or Bachelor’s</td>
<td>Associate’s + 2 years of experience</td>
<td></td>
</tr>
<tr>
<td>2–3 years related experience</td>
<td>Associate’s</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- The Contractor, unless otherwise cited in the Order, may make Education and Experience Equivalency 1 substitutions, unilaterally for all labor categories that cite “or equivalent.” For all other labor categories, the ordering client must provide prior written consent.

- Education and Experience Equivalency 2 substitutions can only be made with prior written consent from the client or as cited in the order.

- Equivalent substitutions are in addition to Education or Experience requirement (example: requirement Bachelor’s degree and 3 years related experience – the equivalent substitution for the degree would require the candidate to have either an Associate’s degree and 5 years of experience, or 8 years related experience.