SIN OLM – ORDER LEVEL MATERIALS

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 D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316 IT Network Management Services
FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
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 Group 70 – 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 performance by the publisher or manufacturer or one of their authorized agents.

The Angelo Group, Inc.
604 Government Center Way, Unit #4
Evans, Georgia 30809
Phone: (706) 228-3035
Fax: (706) 228-3036
https://www.angleogroupinc.com

Contract Number: GS-35F-587AA
Period Covered by Contract: 09/27/2013 – 09/26/2023

General Services Administration
Federal Acquisition Service
Pricelist current through Modification #PS-A842, dated 04/14/2022

Solicitation Number 47QSMD20R0001/Refresh 0010TAG Pricelist revised with updated Terms & Conditions_04/15/2022
Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUSTOMER INFORMATION</td>
<td>3</td>
</tr>
<tr>
<td>TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)</td>
<td>6</td>
</tr>
<tr>
<td>PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER (SIN) 54151S)</td>
<td></td>
</tr>
<tr>
<td>PRODUCTS AND SERVICES PRICELIST</td>
<td>10</td>
</tr>
<tr>
<td>LABOR CATEGORY DESCRIPTION / TRADE LABOR DESCRIPTION</td>
<td>12</td>
</tr>
<tr>
<td>COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATON</td>
<td>28</td>
</tr>
<tr>
<td>PROCUREMENT PROGRAMS</td>
<td></td>
</tr>
</tbody>
</table>
CUSTOMER INFORMATION

1. Awarded Special Item Number(s)

<table>
<thead>
<tr>
<th>SIN #</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OLM</td>
<td>Order Level Materials</td>
</tr>
<tr>
<td>54151S</td>
<td>Professional Information Technology Services</td>
</tr>
</tbody>
</table>

1a. General Description of Services

The Angelo Group (ANGELO) partners with government and private sector integrated teams from multiple disciplines to provide essential capabilities development and integration services. Through an Integrated team approach, we apply system-of-systems thinking to evaluate the impacts of new systems, procedures, and policy on people, processes, and technology.

Every organization encounters change, transformation, and growth. When an organizational change occurs, underpinning processes and procedures must realign the needs of the organization to deliver the appropriate support and operations, as well as continually meet business goals and deliver benefits such as reduced costs, improved use of skills and experience, and improved productivity.

ANGELO technically skilled and knowledgeable professionals use proven subject matter best practices and learning experiences to prepare an all-encompassing business solution that is compliant with capability development requirements for current and future enterprise architecture and optimal operational modernization.

Through technical fundamentals, ANGELO performs baseline capability development to identify, assess, and document changes in doctrine, organization, training, materiel, leadership and education, personnel, and facilities (DOT MLP F) that collectively produce the force capabilities and attributes to meet regulatory guidance.

Furthermore, our highly advanced methodologies identify capability gaps in a functional or operational area, identify non- materiel and/or materiel approaches to resolve or mitigate those gaps to ensure the functional and operational change reliably achieves desired results.

2. Maximum Order: $500,000

3. Minimum Order: $100

4. Geographic Scope of Contract: Domestic delivery only including DC, HI, AK, and Puerto Rico

5. Contractor’s Ordering Address and Payment Information:
   The Angelo Group, Inc.
   604 Government Center Way, Unit #4
   Evans, Georgia 30809
   Phone: (706) 228-3035
   Fax: (706) 228-3036
6. **Liability for Injury or Damage:**
ANGELO shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

7. **Statistical Data for Government ordering office Completion of Standard Form 279:**
Block 9: G. Order/Modification Under Federal Schedule Contract
Block 16: Data Universal Number System (DUNS) Number 800445590
Block 30: Type of Contractor: *Other Small Business* Block
31: Woman-Owned Small Business: *No* Block
37: Contractor’s Taxpayer Identification Number (TIN) 41-2230532 Block
Veteran Owned Small Business: *Not Veteran owned Small Business*

7a. Cage Code: 4SEZ3

7b. ANGELO has registered with the System for Award Management (SAM) database.

8. **FOB Point:** Destination

9. **DISCOUNTS:** Prices shown are Net Prices; Basic Discounts have been deducted
   a. Prompt Payment: 1% - 10 days from receipt of invoice or date of acceptance, whichever is later.
   b. Quantity – SIN OLM: Level 1 (basic digital products) 5%; Level 2 (2D/3D artists) 7.5%; Level 3 (Video Game) 12.5%; Level 4 (Physical structure, involves manufacturing) 17.5% / SIN 54151S: 10%
   c. Dollar Volume – None
   d. Other Special Discounts (i.e. Government Education Discounts, etc.) – None

10. **Prompt Payment Terms:** Net 30

11. **Government Purchase Cards:** Will Accept Above Micro Purchase Threshold

12. **Foreign Items:** None

13. **Delivery Schedule:** ANGELO shall deliver or perform services in accordance with the terms negotiated in the agency’s order.

13a. **Expedited Delivery:** Consult with ANGELO

13b. **Overnight/2-Day Delivery:** Consult with ANGELO

13c. **Urgent Requirement:** Consult with ANGELO

14. **Warranty Provision:** Not applicable
15. **Export Packing Charges:** Not applicable

16. **Terms and Conditions of Government Purchase Card Acceptance:** Contact ANGELO for terms and conditions of Government Purchase Card acceptance.

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

18. **Terms and Conditions of installation:** Not applicable

19. **Terms and Conditions of repair parts:** Not applicable

20. **Terms and Conditions for any other services:** See Page ____ for Terms and Conditions for SIN 54151S

21. **List of service and distribution points:** Not applicable

22. **List of participating dealers:** Not applicable

23. **Preventive maintenance:** Not applicable

24. **Environmental attributes, e.g. recycled content, energy efficiency, and/or reduced pollutants:** Not applicable

25. **Contact ANGELO for Section 508 compliance information:** The EIT standards can be found at: [http://www.section508.gov](http://www.section508.gov)
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 Multiple Award 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 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 Services.

9. **INDEPENDENT CONTRACTOR**

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

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 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) (DEVIATION 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) (DEVIATION 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.
PRODUCTS AND SERVICES PRICELIST

OM Training Packages

ANGELO can develop four levels of Interactive Multimedia Instruction (IMI) depending on customer needs. We will engage with customer to negotiate the statement of work regarding the requested levels of IMI to determine the appropriate level of training to meet requirements. A variation discount ranging from 2.5% to 15% is assigned to each level of training. Below is a description of each level of IMI.

**Level 1** is a passive approach. The learner is introduced to ideas and conceptual information in a linear format. This level of IMI has the least amount of interactivity.

**Level 2** is an approach that has limited participation - The learner is required to retain larger amounts of information and makes responses to instructional clues.

**Level 3** is an approach that involves complex participation from the student. The learner has expanded control over the lesson and makes decisions using differing techniques in response to instructional cues. This allows the student to apply complex information to solve problems or render results.

**Level 4** is an approach that requires Real-Time Participation, it has the highest level of interactivity. The learner is directly involved in a life-like set of complex scenarios and responses within a real-time simulated 3D environment. Students recall large amounts of data and are required to demonstrate specific tasks with measurable results.

<table>
<thead>
<tr>
<th>SIN</th>
<th>Training Package</th>
<th>GSARate</th>
</tr>
</thead>
<tbody>
<tr>
<td>OLM</td>
<td>Level1</td>
<td>$673,456.91</td>
</tr>
<tr>
<td>OLM</td>
<td>Level2</td>
<td>$656,188.79</td>
</tr>
<tr>
<td>OLM</td>
<td>Level3</td>
<td>$621,652.53</td>
</tr>
<tr>
<td>OLM</td>
<td>Level4</td>
<td>$587,116.28</td>
</tr>
</tbody>
</table>

54151S ITProfessional Services

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>GSARate</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Analyst I</td>
<td>$50.88</td>
</tr>
<tr>
<td>54151S</td>
<td>Analyst II</td>
<td>$60.90</td>
</tr>
<tr>
<td>54151S</td>
<td>Analyst III</td>
<td>$65.03</td>
</tr>
<tr>
<td>54151S</td>
<td>Analyst IV</td>
<td>$76.79</td>
</tr>
<tr>
<td>54151S</td>
<td>Analyst V</td>
<td>$81.46</td>
</tr>
<tr>
<td>54151S</td>
<td>Functional Area Expert</td>
<td>$52.29</td>
</tr>
<tr>
<td>54151S</td>
<td>Senior Functional Area Expert</td>
<td>$60.79</td>
</tr>
<tr>
<td>--------</td>
<td>-------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>54151S</td>
<td>Graphical Designer I</td>
<td>$36.05</td>
</tr>
<tr>
<td>54151S</td>
<td>Graphical Designer II</td>
<td>$44.56</td>
</tr>
<tr>
<td>54151S</td>
<td>Graphical Designer III</td>
<td>$74.56</td>
</tr>
<tr>
<td>54151S</td>
<td>Instructional Designer I</td>
<td>$42.22</td>
</tr>
<tr>
<td>54151S</td>
<td>Instructional Designer II</td>
<td>$51.30</td>
</tr>
<tr>
<td>54151S</td>
<td>Instructional Designer III</td>
<td>$74.56</td>
</tr>
<tr>
<td>54151S</td>
<td>Lessons Learned Analyst I</td>
<td>$52.31</td>
</tr>
<tr>
<td>54151S</td>
<td>Lessons Learned Analyst II</td>
<td>$60.81</td>
</tr>
<tr>
<td>54151S</td>
<td>Lessons Learned Analyst III</td>
<td>$65.03</td>
</tr>
<tr>
<td>54151S</td>
<td>Operations Analyst I</td>
<td>$53.15</td>
</tr>
<tr>
<td>54151S</td>
<td>Operations Analyst II</td>
<td>$63.18</td>
</tr>
<tr>
<td>54151S</td>
<td>Operations Analyst III</td>
<td>$69.59</td>
</tr>
<tr>
<td>54151S</td>
<td>Operations Analyst IV</td>
<td>$76.01</td>
</tr>
<tr>
<td>54151S</td>
<td>Senior Program Manager</td>
<td>$109.31</td>
</tr>
<tr>
<td>54151S</td>
<td>Program Manager</td>
<td>$93.34</td>
</tr>
<tr>
<td>54151S</td>
<td>Project Manager</td>
<td>$65.95</td>
</tr>
<tr>
<td>54151S</td>
<td>Software Developer I</td>
<td>$74.56</td>
</tr>
<tr>
<td>54151S</td>
<td>Software Developer II</td>
<td>$80.46</td>
</tr>
<tr>
<td>54151S</td>
<td>Software Developer III</td>
<td>$98.08</td>
</tr>
<tr>
<td>54151S</td>
<td>Consultant</td>
<td>$79.75</td>
</tr>
<tr>
<td>54151S</td>
<td>Sr. Consultant</td>
<td>$88.73</td>
</tr>
<tr>
<td>54151S</td>
<td>Staff Graphic Artist I</td>
<td>$38.95</td>
</tr>
<tr>
<td>54151S</td>
<td>Staff Graphic Artist II</td>
<td>$47.40</td>
</tr>
<tr>
<td>54151S</td>
<td>Staff Graphic Artist III</td>
<td>$51.37</td>
</tr>
<tr>
<td>54151S</td>
<td>Staff Graphic Artist IV</td>
<td>$60.79</td>
</tr>
<tr>
<td>54151S</td>
<td>Subject Matter Expert I</td>
<td>$76.01</td>
</tr>
<tr>
<td>54151S</td>
<td>Subject Matter Expert II</td>
<td>$89.13</td>
</tr>
<tr>
<td>54151S</td>
<td>Subject Matter Expert III</td>
<td>$104.85</td>
</tr>
<tr>
<td>54151S</td>
<td>Training Developer I</td>
<td>$45.81</td>
</tr>
<tr>
<td>54151S</td>
<td>Training Developer II</td>
<td>$50.68</td>
</tr>
<tr>
<td>54151S</td>
<td>Training Developer III</td>
<td>$59.23</td>
</tr>
<tr>
<td>54151S</td>
<td>Training Modeler Animator I</td>
<td>$59.70</td>
</tr>
<tr>
<td>54151S</td>
<td>Training Modeler Animator II</td>
<td>$68.25</td>
</tr>
<tr>
<td>Labor Category Description / Trade Labor Description</td>
<td>Analyst I</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>-----------</td>
<td></td>
</tr>
<tr>
<td>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. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education/Experience - Bachelor's degree in a related area and 0-3 years of experience in the field or in a related area or five years applicable</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Analyst II

### Analyst III

<table>
<thead>
<tr>
<th>Labor Category Description / Trade Labor Description</th>
<th>Analyst III</th>
</tr>
</thead>
<tbody>
<tr>
<td>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. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.</td>
<td></td>
</tr>
<tr>
<td>Education/Experience - Bachelor's degree in a related area and 0-3 years of experience in the field or in a related area or five years applicable</td>
<td></td>
</tr>
</tbody>
</table>

Solicitation Number 47QSMD20R0001/Refresh 0010TAG Pricelist revised with updated Terms & Conditions_04/15/2022
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. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.

Education/Experience - Bachelor’s Degree and 2-3 years related experience, or six years applicable experience which should include three years specialized experience

Analyst III

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. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.

Education/Experience - Bachelor’s Degree and four years related experience, or eight years applicable experience which should include five years specialized experience.

Analyst IV

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. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. May provide daily supervision and direction to staff.

Education/Experience - Master’s Degree and six years applicable experience, or Bachelor’s Degree and eight years applicable experience, or fifteen years applicable experience, which should include ten years specialized experience

Analyst V

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. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. May provide daily supervision and direction to staff.

Education/Experience - Master’s Degree and eight years applicable experience, or Bachelor’s Degree and 10 years applicable experience, or fifteen years applicable experience, which should include ten years specialized experience
**Functional Area Expert**

Responsibilities - Recognized for strong expertise in industry issues and trends. Utilizes functional area expertise gained through direct industry experience to assess the operational and functional baseline of an organization and its organizational components. Works with senior managers and executives to provide industry vision and strategic direction with regard to their enterprise. Guides the determination of information technology inadequacies and/or deficiencies that affect the functional area’s ability to support/meet organizational goals. Generates functional area strategies for enhanced IT operations in a cross-functional area mode throughout the organization. Participates in account strategy sessions, strategic assessments and design reviews to validate enterprise approach and associated work products. Provides guidance and direction to other professionals, acts in a consulting and/or advisory capacity; coordinates resolution of highly complex problems and tasks, possesses ability to meet and operate under deadlines.

Education/Experience - Master’s Degree and six years applicable experience, or Bachelor’s Degree and eight years applicable experience, or fifteen years applicable experience, which should include ten years specialized experience.

**Senior Functional Area Expert**

Responsibilities - Recognized for strong expertise in industry issues and trends. Utilizes functional area expertise gained through direct industry experience to assess the operational and functional baseline of an organization and its organizational components. Works with senior managers and executives to provide industry vision and strategic direction with regard to their enterprise. Guides the determination of information technology inadequacies and/or deficiencies that affect the functional area’s ability to support/meet organizational goals. Generates functional area strategies for enhanced IT operations in a cross-functional area mode throughout the organization. Participates in account strategy sessions, strategic assessments and design reviews to validate enterprise approach and associated work products. Provides guidance and direction to other professionals, acts in a consulting and/or advisory capacity; coordinates resolution of highly complex problems and tasks, possesses ability to meet and operate under deadlines.

Education/Experience - Ph.D. and eight years applicable experience, or Master’s Degree and ten years applicable experience, or Bachelor’s Degree with twelve years applicable experience of which should include eight years specialized experience.

**Graphical Designer I**

Responsibilities - Produces graphic sketches, designs, storyboards, 2-D/3-D models and/or animation for a broad range of rich, photo-realistic animations. Ability to function effectively as part of a multidisciplinary team producing high-quality animations in a fast-paced work environment; proficiency with state-of-the-art software to produce accurate and innovative animations; ability to quickly learn and integrate new tools and technologies to meet customer needs.

Require an associate's degree or its equivalent and experience in the specific field. 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 act in liaison capacity with other departments, divisions, and staff.
Has developed management and technical leadership skills. Typically reports to a manager. A wide degree of creativity and latitude is expected.

Education/Experience - Associates Degree and four year related experience, or six years applicable experience which should include four years specialized experience, can be substituted, can be substituted for an Associate’s Degree

Graphical Designer II

Responsibilities - Produces graphic sketches, designs, storyboards, 2-D/3-D models and/or animation for a broad range of rich, photo-realistic animations. Ability to function effectively as part of a multidisciplinary team producing high-quality animations in a fast-paced work environment; proficiency with state-of-the-art software to produce accurate and innovative animations; ability to quickly learn and integrate new tools and technologies to meet customer needs. Require an associate's degree or its equivalent and experience in the specific field. 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 act in liaison capacity with other departments, divisions, and staff. Has developed management and technical leadership skills. Typically reports to a manager. A wide degree of creativity and latitude is expected.

Education/Experience - Bachelor’s Degree and 2 years related experience, or six years applicable experience which should include four years specialized experience, can be substituted, can be substituted for an Bachelor’s Degree

Graphical Designer III

Responsibilities - Produces graphic sketches, designs, storyboards, 3-D models and/or animation for a broad range of rich, photo-realistic animations. Ability to function effectively as part of a multidisciplinary team producing high-quality animations in a fast-paced work environment; proficiency with state-of-the-art software to produce accurate and innovative animations; ability to quickly learn and integrate new tools and technologies to meet customer needs. Require an associate's degree or its equivalent and experience in the specific field. 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 act in liaison capacity with other departments, divisions, and staff. Has developed management and technical leadership skills. Typically reports to a manager. A wide degree of creativity and latitude is expected.

Education/Experience - Bachelor’s Degree and 4 years related experience, or eight years applicable experience which should include six years specialized experience, can be substituted, can be substituted for a Bachelor’s Degree

Instructional Designer I

Responsibilities - Designs training programs, including classroom lectures, online courses, and self-study sessions, directed at employees, organization members, or those who use the organization’s products or
services. Develops and updates course content and coordinates learning curriculum. Conducts assessment and analysis to identify new development needs and recommends training methods accordingly. Maintains in-depth and up-to-date knowledge of the related field. 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 tasks.

Education/Experience - Bachelor's Degree in area of specialty and at least 4 years of experience in the field or in a related area.

**Instructional Designer II**

Responsibilities - Designs training programs, including classroom lectures, online courses, and self-study sessions, directed at employees, organization members, or those who use the organization's products or services. Develops and updates course content and coordinates learning curriculum. Conducts assessment and analysis to identify new development needs and recommends training methods accordingly. Maintains in-depth and up-to-date knowledge of the related field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected. Typically reports to a manager.

Education/Experience - Bachelor's Degree in area of specialty and at least 6 years of experience in the field or in a related area.

**Instructional Designer III**

Responsibilities - Designs training programs, including classroom lectures, online courses, and self-study sessions, directed at employees, organization members, or those who use the organization's products or services. Develops and updates course content and coordinates learning curriculum. Conducts assessment and analysis to identify new development needs and recommends training methods accordingly. Maintains in-depth and up-to-date knowledge of the related field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager.

Education/Experience - Bachelor's Degree in area of specialty and at least 8 years of experience in the field or in a related area.

**Lessons Learned Analyst I**

Responsibilities - Provide general program support for the execution of the Lessons Learned Program. Provide expert advice, collection support, and analytical support and assistance. Collect, archive, analyze, resolve, and disseminate observations, insight, and lessons learned within a collaborative environment. Support the program through proactive lessons learned sharing, cross-talk, peer review, and facilitation between organizations and other stakeholders. Familiarity with researching Center for Army Lessons Learned (CALL).

Education/Experience - Bachelor's Degree in area of specialty and 4 years of experience in related field or 6 years of applicable experience in specialty field.
Lessons Learned Analyst II

Responsibilities - Provide general program support for the execution of the Lessons Learned Program. Provide expert advice, collection support, and analytical support and assistance. Collect, archive, analyze, resolve, and disseminate observations, insight, and lessons learned within a collaborative environment. Support the program through proactive lessons learned sharing, cross-talk, peer review, and facilitation between organizations and other stakeholders. Familiarity with researching Center for Army Lessons Learned (CALL).

Education/Experience - Bachelor’s Degree in area of specialty and 6 years of experience in related field or 6 years of applicable experience in specialty field.

Lessons Learned Analyst III

Responsibilities - Provide general program support for the execution of the Lessons Learned Program. Provide expert advice, collection support, and analytical support and assistance. Collect, archive, analyze, resolve, and disseminate observations, insight, and lessons learned within a collaborative environment. Support the program through proactive lessons learned sharing, cross-talk, peer review, and facilitation between organizations and other stakeholders. Familiarity with researching Center for Army Lessons Learned (CALL). May lead and direct the work of others.

Education/Experience - Bachelor’s Degree in area of specialty and 8 years of experience in related field or 10 years of applicable experience in specialty field.

Operations Analyst I

Responsibilities - Participates in specific operational aspects of computer models and war games. Performs professional and scientific work requiring the design, development and adaptation of mathematical and statistical modeling and scientific methods to analyze operational requirements and problems. Interacts with system users to translate their requirements into systems, hardware, and software requirements and design. Participates in the development of test strategies. Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Possesses extensive understanding of system development lifecycle, system operations, or external interfaces.

Education/Experience - Bachelor’s Degree and 2-3 years related experience, or 4 years applicable experience which should include three years specialized experience.

Operations Analyst II

Responsibilities - Participates in specific operational aspects of computer models and war games. Performs professional and scientific work requiring the design, development and adaptation of mathematical and statistical modeling and scientific methods to analyze operational requirements and problems. Interacts with system users to translate their requirements into systems, hardware, and software requirements and design. Participates in the development of test strategies. Establishes system information requirements using analysis of
the information engineer(s) in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Possesses extensive understanding of system development lifecycle, system operations, or external interfaces.

Education/Experience - Bachelor’s Degree and 4 years related experience, or six years applicable experience which should include three years specialized experience

Operations Analyst III

Responsibilities - Participates in specific operational aspects of computer models and war games. Performs professional and scientific work requiring the design, development and adaptation of mathematical and statistical modeling and scientific methods to analyze operational requirements and problems. Interacts with system users to translate their requirements into systems, hardware, and software requirements and design. Participates in the development of test strategies. Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Possesses extensive understanding of system development lifecycle, system operations, or external interfaces.

Education/Experience - Bachelor’s Degree and 6 years related experience, or eight years applicable experience which should include five years specialized experience

Operational Analyst IV

Responsibilities - Participates in specific operational aspects of computer models and war games. Performs professional and scientific work requiring the design, development and adaptation of mathematical and statistical modeling and scientific methods to analyze operational requirements and problems. Interacts with system users to translate their requirements into systems, hardware, and software requirements and design. Participates in the development of test strategies. Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. May lead and direct the work of others.

Education/Experience - Master’s Degree and six years applicable experience, or Bachelor’s Degree and eight years applicable experience, or fifteen years applicable experience, which should include ten years specialized experience.

Senior Program Manager

Responsibilities - Serves as the contractor’s single contract manager, and shall be the contractor’s authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer’s Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising
contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall
be responsible for the overall contract performance and shall not serve in any other capacity under this contract.
Specialized experience includes: complete engineering project development from inception to
deployment, demonstrated ability to provide guidance and direction in the tasks similar to the representative
scenarios provided in the RFP, proven expertise in the management and control of funds and resources,
demonstrated capability in managing multi-task contracts of this type and complexity. General experience
includes increasing responsibilities in information systems design and management.

Education/Experience - PhD plus 3 years’ experience, or Master’s degree with 7 years’ experience, or
Bachelor’s degree with 10 years’ experience, or 15 years of specialized work experience in the applicable field.

Program Manager

Responsibilities - Serves as the contractor’s single contract manager, and shall be the contractor’s authorized
interface with the Government Contracting Officer (CO), the contract level Contracting Officer’s Representative
(COR), government management personnel and customer agency representatives. Responsible for formulating
and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising
contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall
be responsible for the overall contract performance and shall not serve in any other capacity under this contract.
Specialized experience includes: complete engineering project development from inception to
deployment, demonstrated ability to provide guidance and direction in the tasks similar to the representative
scenarios provided in the RFP, proven expertise in the management and control of funds and resources,
demonstrated capability in managing multi-task contracts of this type and complexity. General experience
includes increasing responsibilities in information systems design and management.

Education/Experience - Master’s degree plus 5 years’ experience, or Bachelor’s degree plus 8 years’ experience,
or 12 years of specialized work experience in the applicable field.

Project Manager

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. Specialized experience includes:
complete engineering project development from inception to deployment, demonstrated ability to provide
guidance and direction in the tasks similar to the representative scenarios provided in the RFP, proven expertise
in the management and control of funds and resources, demonstrated capability in managing multi-task
contracts of this type and complexity. General experience includes increasing responsibilities in information
systems design and management.

Education/Experience - Master’s degree plus 3 years’ experience, or Bachelor’s degree plus 5 years’ experience,
or 8 years of specialized work experience in the applicable field.
Software Developer I

Responsibilities - Shall possess progressively complex experience in computer simulations, client-server architectures, advanced networking techniques and protocols, data bases (flat-file, relational, and object-oriented), high-order programming languages, and operating systems (e.g., UNIX/ULTRIX, HP-UX, SUN-OS, VAX/VMS, Harris VOS). In addition must have experience in design and development of advanced networking techniques and protocols, data base management systems, and programming in high order languages (e.g., C, C++, ADA, FORTRAN).

Education/Experience - Bachelor's degree in a related area and 2-3 years of experience in the field or in a related area.

Software Developer II

Responsibilities - Shall possess progressively complex experience in computer simulations, client-server architectures, advanced networking techniques and protocols, data bases (flat-file, relational, and object-oriented), high-order programming languages, and operating systems (e.g., UNIX/ULTRIX, HP-UX, SUN-OS, VAX/VMS, Harris VOS). In addition must have experience in design and development of advanced networking techniques and protocols, data base management systems, and programming in high order languages (e.g., C, C++, ADA, FORTRAN).

Education/Experience - Bachelor's degree in a related area and 3-5 years of experience in the field or in a related area.

Software Developer III

Responsibilities - Shall possess progressively complex experience in computer simulations, client-server architectures, advanced networking techniques and protocols, data bases (flat-file, relational, and object-oriented), high-order programming languages, and operating systems (e.g., UNIX/ULTRIX, HP-UX, SUN-OS, VAX/VMS, Harris VOS). In addition must have experience in design and development of advanced networking techniques and protocols, data base management systems, and programming in high order languages (e.g., C, C++, ADA, FORTRAN). May lead or direct others.

Education/Experience - Master’s degree in a related area and 8 years of experience in the field or in a related area.

Consultant

Responsibilities - Provides technical and administrative direction for personnel performing network development tasks, including the review of work products for correctness, adherence to the design concept and to user standards. Possess experience sufficient scope and depth to be able to independently assimilate and gather data pertinent to network systems, organize and present data orally and in writing in a thoroughly comprehensible and logical manner. Must have proven experience in the specified subject matter field or
discipline and have excellent analytical, oral, and written communications skills. These skills include, but are not limited to, the following specialties: telecommunications, wide area networks, local area networks, information systems, and systems architecture. Languages (particularly e.g. C and Ada), Operating Systems (e.g. MS DOS, UNIX, POSIX, VM, DOS- VSE, Windows NT, and MVS), Database Management Systems, Automation Security Systems, Decision Support Systems, Artificial Intelligence Systems, Communications Protocols, Electronic Mail, Video Teleconferencing. Effectively integrate workforce and information technology, including cultural change management.

Education/Experience - Bachelor’s Degree and eight years applicable experience, or fifteen years applicable experience, which should include ten years specialized experience.

Senior Consultant

Responsibilities - Provides technical and administrative direction for personnel performing network development tasks, including the review of work products for correctness, adherence to the design concept and to user standards. Possess experience sufficient scope and depth to be able to independently assimilate and gather data pertinent to network systems, organize and present data orally and in writing in a thoroughly comprehensible and logical manner. Must have proven experience in the specified subject matter field or discipline and have excellent analytical, oral, and written communications skills. These skills include, but are not limited to, the following specialties: telecommunications, wide area networks, local area networks, information systems, and systems architecture. Languages (particularly e.g. C and Ada), Operating Systems (e.g. MS DOS, UNIX, POSIX, VM, DOS- VSE, Windows NT, and MVS), Database Management Systems, Automation Security Systems, Decision Support Systems), Artificial Intelligence Systems, Communications Protocols, Electronic Mail, Video Teleconferencing. Effectively integrate workforce and information technology, including cultural change management.

Education/Experience - Master’s Degree and six years applicable experience, or Bachelor’s Degree and eight years applicable experience, or fifteen years applicable experience, which should include ten years specialized experience.

Staff Graphic Artist I

Responsibilities - Produces copy layouts for on-line content. Determines size and arrangement of illustrative material and copy, selects style and size of type, and arranges layout based upon available space, knowledge of layout principles, and aesthetic design concepts. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager.

Education/Experience - Associates Degree and 2-3 years related experience, or four years applicable experience which should include 3 years specialized experience can be substituted for an Associate’s Degree

Staff Graphic Artist II

Responsibilities - Produces copy layouts for on-line content. Determines size and arrangement of illustrative material
and copy, selects style and size of type, and arranges layout based upon available space, knowledge of layout principles, and aesthetic design concepts. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager.

Education/Experience - Associates Degree and 4 years related experience, or six years applicable experience which should include four years specialized experience can be substituted for an Associate’s Degree

**Staff Graphic Artist III**

Responsibilities - Produces copy layouts for on-line content. Determines size and arrangement of illustrative material and copy, selects style and size of type, and arranges layout based upon available space, knowledge of layout principles, and aesthetic design concepts. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager.

Education/Experience - Bachelor’s Degree and 6 years related experience, or eight years applicable experience which should include six years specialized experience can be substituted for a Bachelor’s Degree.

**Staff Graphic Artist IV**

Responsibilities - Produces copy layouts for on-line content. Determines size and arrangement of illustrative material and copy, selects style and size of type, and arranges layout based upon available space, knowledge of layout principles, and aesthetic design concepts. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager.

Education/Experience - Bachelor’s Degree and 8 years related experience, or 10 years applicable experience which should include 8 years specialized experience can be substituted for a Bachelor’s Degree.

**Subject Matter Expert I**

Responsibilities - Works under guidelines established by supervisor. Receives instructions on specific assignment objectives, features, possible solutions, etc. Work is reviewed for consistency and completeness. Applicable functional areas include systems engineering, network engineering, acquisition management, business process reengineering, specialty engineering (e.g., communications, systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management. Performs routine assignments associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative discipline relating to the task. Using prescribed methods and information supplied, prepares draft inputs to program documentation as it relates to any of the support functions. Reviews final draft documents for conformity to requirements and completeness. Maintains management files. Tracks preparation and delivery status of data deliverables. Attends meetings, design reviews, working groups and briefings. Reports issues and problems. Performs other related duties as assigned.

Education/Experience - Bachelor’s Degree and four years related experience, or six years applicable experience which should include four years specialized experience, can be substituted for a Bachelor’s Degree.
Subject Matter Expert II

Responsibilities - Works under general guidelines established by supervisor; receives overall instructions on specific assignment objectives, features, possible solutions, etc. Assistance is furnished on unusual problems and work is reviewed for consistency and completeness. Applicable functional areas include systems engineering, network engineering, acquisition management, business process reengineering, specialty engineering (e.g., communications, systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management. Performs routine assignments on a broad range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative discipline relating to the task. Using prescribed methods and information supplied, develops draft inputs to program documentation as it relates to any of the support functions. Reviews final draft documents for conformity to requirements and completeness. Organizes and maintains management files. Tracks preparation and delivery status of required deliverables. Attends meetings, design reviews, working groups and briefings. Reports issues and problems. Recommends solutions. May direct the activities other personnel. Performs other related duties as assigned.

Education/Experience - Bachelor’s Degree and six years related experience, or eight years applicable experience which should include five years specialized experience, can be substituted for a Bachelor’s Degree.

Subject Matter Expert III

Responsibilities - Works independently under general guidelines or objectives. Possesses advanced technical and managerial skills; fully knowledgeable and experienced in all aspects of a program or functional area. Applicable functional areas include systems engineering, network engineering, acquisition management, business process reengineering, specialty engineering (e.g., communications, systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management. Manages a single systems acquisition program/project or major functional area. Fully knowledgeable of all aspects of the program or programs under his/her management. Establishes objectives and requirements. Develops budgets. Develops program/project standards and schedules. Monitors outside resources. Has experience or extensive knowledge with the processes and procedures relative to the functional area. Coordinates reviews and supervises work of assigned staff. Reviews/overssees the preparation of all related documentation. Conducts program reviews, meetings, etc. Performs other related duties as assigned.

Education/Experience - Master’s Degree and six years related experience

Training Developer I

Responsibilities - Design and develop instructor-led training program and online help for a software application, Support training materials using company styles, standards, and development tools, Ensure that all information is consistent, easy to understand, and well organized. Proofread and edit own work and work of others to improve quality, readability, consistency, and effectiveness of documentation, will work with the software application development team to design and develop high-level instructor-led training program.

Education/Experience - Bachelor’s degree, preferably in Instructional Design or related field, minimum of 2 - 3 years of instructional design and/or technical writing experience.

Training Developer II
Responsibilities - Design and develop instructor-led training program and online help for a software application, Support training materials using company styles, standards, and development tools, Ensure that all information is consistent, easy to understand, and well organized. Proofread and edit own work and work of others to improve quality, readability, consistency, and effectiveness of documentation, will work with the software application development team to design and develop high-level instructor-led training program.

Education/Experience - Bachelor’s degree, preferably in Instructional Design or related field, minimum of four years of instructional design and/or technical writing experience.

Training Developer III

Responsibilities - Design and develop instructor-led training program and online help for a software application, Support training materials using company styles, standards, and development tools, Ensure that all information is consistent, easy to understand, and well organized. Proofread and edit own work and work of others to improve quality, readability, consistency, and effectiveness of documentation, will work with the software application development team to design and develop high-level instructor-led training program.

Education/Experience - Bachelor’s degree, preferably in Instructional Design or related field, minimum of six years of instructional design and/or technical writing experience.

Training Modeler Animator I

Responsibilities - Under general supervision produces storyboards, 2-D/3-D models and/or animations. Ability to function effectively as part of a multidisciplinary team; proficiency with state-of-the-art software to produce accurate and innovative animations; ability to quickly learn and integrate new tools and technologies. Relies on instructions and pre-established guidelines to perform the functions of the job.

Education/Experience - Bachelor’s Degree and 2-3 year related experience, or three years applicable experience which should include two years specialized experience can be substituted for Bachelor’s Degree.

Training Modeler Animator II

Responsibilities - Under general supervision produces storyboards, 2-D/3-D models and/or animations. Ability to function effectively as part of a multidisciplinary team; proficiency with state-of-the-art software to produce accurate and innovative animations; ability to quickly learn and integrate new tools and technologies. Relies on instructions and pre-established guidelines to perform the functions of the job.

Education/Experience - Bachelor’s Degree and 4 years related experience, or three years applicable experience which should include two years specialized experience can be substituted for Bachelor’s Degree.

Training Modeler Animator III

Responsibilities - Under general supervision produces storyboards, 2-D/3-D models and/or animations. Ability to function effectively as part of a multidisciplinary team; proficiency with state-of-the-art software to produce
accurate and innovative animations; ability to quickly learn and integrate new tools and technologies. Relies on instructions and pre-established guidelines to perform the functions of the job.

Education/Experience - Bachelor’s Degree and 6 years related experience, or four years applicable experience which should include two years specialized experience can be substituted for Bachelor’s Degree

Training Specialist

Responsibilities - Evaluate training materials prepared by instructors, such as outlines, text, and handouts. Coordinate, schedule and conduct business and technical training for new hires and current employees. Organize and develop, or obtain, training procedure manuals and guides and course materials such as handouts and visual materials. Monitor training costs to ensure budget is not exceeded, and prepare budget reports to justify expenditures. Select and assign instructors to conduct training. Identify and assess training needs of staff by conferring with managers and supervisors or conducting surveys. Produce training materials for in-house courses as appropriate. Amend and revise materials as necessary, in order to adapt to changes that occur. Facilitate the execution of all training plans. Periodically, evaluate training effectiveness. Acts as a support fielding questions and issues from staff related to the business and / or systems. Handles related tasks as assigned.

Education/Experience - Bachelor’s degree, preferably in Instructional Design or related field, minimum of three years of instructional design and/or technical writing experience.

Training Technician/Instructor I

Responsibilities - Designs and conducts company training programs. Monitors and reports the effectiveness of training on employees during the orientation period and for career development. May be involved in initial plan design and existing plan enhancements. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a manager.

Education/Experience - Requires a bachelor's degree in a related area and 0-3 years of experience in the field or in a related area

Training Technician/Instructor II

Responsibilities - Designs and conducts company training programs. Monitors and reports the effectiveness of training on employees during the orientation period and for career development. May be involved in initial plan design and existing plan enhancements. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a manager.

Education/Experience - Requires a bachelor's degree in a related area and 2-5 years of experience in the field or in a related area.
Training Technician/Instructor III

Responsibilities - Designs and conducts company training programs. Monitors and reports the effectiveness of training on employees during the orientation period and for career development. May be involved in initial plan design and existing plan enhancements. 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. May report directly to an executive or head of a unit/department. A wide degree of creativity and latitude is expected.

Education/Experience - Requires a bachelor's degree in a related area and 4-8 years of experience in the field or in a related area.

Video Editor

Responsibilities - Responsible for editing various audio and video formats into a final product, adhering to client's budget, time line and specifications. Produce innovative work that is reflective of the quality of the company's brands. Apply knowledge of production and post-production processes to assigned work. Interpret client's vision / objectives, applying sound judgment to the selection of video clips, graphics, music, sound effects, and/or the manipulation of files to achieve desired results. Demonstrate the ability to effectively utilize / maximize the capabilities of industry-standard hardware and software. Conduct taping of voice over sessions, directing talent to desirable performances. Produce projects within budget and timetable. Demonstrate the ability to take direction from multiple sources. Update and maintain filing system of all video projects and elements.

Education/Experience - Associates or Bachelor’s Degree in Video / Film Production. Minimum 3 years of video editing experience at post-production facility, ad agency, etc. Working knowledge of Final Cut, Studio, and Adshe AE.

Virtual Reality Modeler I

Responsibilities - Prepares drawings of unique, complex or original designs that require a high degree of precision; Performs unusually difficult assignments requiring considerable initiative, resourcefulness, and modeling expertise. Assures that anticipated problems in simulation, training development, and operation are resolved by the drawing produced. Exercises independent judgment in selecting and interpreting data based on knowledge of the systems intent. Ability to translate photographic and printed materials into full 2-D/3-D models. Position requires modeling of military and civilian hard ware and environments using 2-D/3D CAD/CAE packages and/or modeling packages. Will develop decimated variants of high fidelity models that are reconfigurable to various levels of detail, resolution and materials to support various analysis applications and visual simulations. Will develop high quality texture maps from photographs of the actual hardware and their operating environments and map to low fidelity model variants.

Education/Experience - Bachelor’s Degree and 2-3 related experience, or eight years applicable experience which should include five years specialized experience.
Virtual Reality Modeler II

Responsibilities - Prepares drawings of unique, complex or original designs that require a high degree of precision; performs unusually difficult assignments requiring considerable initiative, resourcefulness, and modeling expertise. Assures that anticipated problems in simulation, training development, and operation are resolved by the drawing produced. Exercises independent judgment in selecting and interpreting data based on knowledge of the systems intent. Ability to translate photographic and printed materials into full 2-D/3-D models.

Education/Experience - Bachelor’s Degree and 4 related experience, or six years applicable experience which should include four years specialized experience

Virtual Reality Modeler III

Responsibilities - Prepares drawings of unique, complex or original designs that require a high degree of precision; performs unusually difficult assignments requiring considerable initiative, resourcefulness, and modeling expertise. Assures that anticipated problems in simulation, training development, and operation are resolved by the drawing produced. Exercises independent judgment in selecting and interpreting data based on knowledge of the systems intent. Ability to translate photographic and printed materials into full 2-D/3-D models.

Education/Experience - Bachelor’s Degree and 6 related experience, or eight years applicable experience which should include six years specialized experience

On-Site Lead and Supervisor

Responsibilities - Serves as the on-site lead for the overall management of the specific task required and ensures that the technical solutions and schedules in the task are completed in a timely manner. Performs planning and interfaces with state and federal government personnel as necessary. Responsible for the time management of all team personnel and submits time records to the PM on the first (1st) and fifteenth (15th) of each month. Shall be the contractor’s authorized interface with the contract level Contracting Officer’s Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, conducting Quality Control inspections, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates.

Education/Experience - Bachelor’s Degree and 2-3 related experience, or eight years applicable experience which should include five years specialized experience.

Tool Inspector

Responsibilities – Responsible to unpack, sort, clean and restock tools for redistribution to the field units across the National Guard. Reports to the site lead and performs assigned duties for the day as directed. Such work requires knowledge of tools and general testing procedures and the ability to apply such knowledge to determine the mechanical functionality of the tools.

Education/Experience - Bachelor’s Degree and 2-3 related experience, or eight years applicable experience which should include five years specialized experience.
PREAMBLE

The Angelo Group, 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.