



General Services Administration
Federal Acquisition Service
Authorized Federal Supply Schedule Catalog/Price List

GSA SCHEDULE 70

Special Item Numbers Awarded:

**SIN 132-51 - Information Technology (IT) Professional Services
132-51STLOC, 132-51RC, & 132-51ARRA**

DATASOURCE, Inc.
8200 Greensboro Drive, Suite 801, McLean, Virginia 22102
Telephone: 703-748-7180
Fax: 703-748-7188
www.datasourceinc.com
Contract Administrator: Pamela Hopkins
Email: phopkins@datasourceinc.com

CONTRACT NUMBER: GS-35F-5903H

PERIOD COVERED BY CONTRACT: May 4, 2017 through May 3, 2022

DUNS Number: 834976433

Business Size: Small
Woman Owned Company

General Services Administration
Management Services Center Acquisition Division

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage! ®, a menu-driven database system. Agencies can browse GSA Advantage! by accessing the Federal Acquisition Service's Home Page via the Internet at <http://www.gsa.gov/fas>



CUSTOMER INFORMATION

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

SIN	DESCRIPTION
132-51, 132-51STLOC, 132-51RC, & 132-51ARRA	Information Technology Professional Services

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:

(Government net price based on a unit of one) See pricelist.

1c. HOURLY RATES: See Pricelist

2. MAXIMUM ORDER: \$500,000.00

3. MINIMUM ORDER: \$100.00

4. GEOGRAPHIC COVERAGE: Domestic delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories.

5. POINT(S) OF PRODUCTION: Not Applicable

6. DISCOUNT FROM LIST PRICES: GSA prices shown are net prices (discounts already deducted)

7. QUANTITY DISCOUNT(S): None

8. PROMPT PAYMENT TERMS: 0% Net 30

9.a THE GOVERNMENT PURCHASE CARD IS ACCEPTED AT OR BELOW THE MICRO-PURCHASE THRESHOLD.

9.b THE GOVERNMENT PURCHASE CARD IS ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD.

10. FOREIGN ITEMS: Not Applicable

11a. TIME OF DELIVERY: 30 days ARO or as negotiated on the task order level

11b. EXPEDITED DELIVERY: As negotiated on the task order level

11c. OVERNIGHT AND 2-DAY DELIVERY: As negotiated on the task order level

11d. URGENT REQUIREMENTS: Customers are encouraged to contact the contractor for the special requirements

12. FOB POINT: Destination

13a. ORDERING ADDRESS:

DataSource, Inc.
8200 Greensboro Drive, Suite 801
McLean, Virginia 22102
ATTN: Pamela Hopkins



13b. ORDERING PROCEDURES: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in FAR 8.405-3

14. PAYMENT ADDRESS:

DataSource, Inc.
8200 Greensboro Drive, Suite 801
McLean, Virginia 22102
ATTN: Accounts Receivable

15. WARRANTY PROVISION: Standard Commercial Warranty. Customers should contact the contractor for a copy of the warranty.

16. EXPORT PACKING CHARGES: Not Applicable

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: Accepted at or below the micro-purchase level.

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE): Not Applicable

19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): Not Applicable

20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): Not Applicable

20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE): Not Applicable

21. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE): Not Applicable

22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE): Not Applicable

23. PREVENTIVE MAINTENANCE (IF APPLICABLE): Not Applicable

24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): Not Applicable

24b. Section 508 Compliance for EIT: Not Applicable

25. DUNS NUMBER: 834976433

26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE: DataSource, Inc. is registered with the System for Award Management.
CAGE Code: o6VD3



**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)**

1. SCOPE

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

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

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

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

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

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either:
 - (1) Cancel the stop-work order; or
 - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.



- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (May 2015)(Alternate 1-May 2014)(Deviation I-February 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS ☐COMMERCIAL ITEMS (May 2015)(Alternate 1-May 2014)(Deviation I-February 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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



11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (May 2015)(Alternate 1-May 2014)(Deviation I-February 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 (May 2015)(Alternate 1-May 2014)(Deviation I-February 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.



GSA PRICES

SIN	LABOR CATEGORY	GSA PRICE (including IFF)
132-51	Program Manager	\$147.01
132-51	Mid-Level Software Engineer	\$118.63
132-51	Mid-Level Systems Analyst	\$115.82
132-51	Quality Assurance Analyst	\$92.29
132-51	Internet/Intranet Specialist I	\$78.00
132-51	Task/Project Manager	\$144.88
132-51	IT Subject Matter Expert	\$197.50
132-51	Senior Business Process Reengineering Specialist	\$116.95
132-51	Business Process Reengineering Specialist	\$88.42
132-51	Junior Business Process Reengineering Specialist	\$68.15
132-51	Senior IT Specialist	\$122.59
132-51	IT Specialist	\$102.91



DataSource inc.

SIN	LABOR CATEGORY	GSA PRICE (including IFF)
132-51	Junior IT Specialist	\$77.08
132-51	Senior IT Technician	\$73.95
132-51	IT Technician	\$60.40
132-51	Junior IT Technician	\$50.02
132-51	Systems Architect	\$135.47
132-51	Senior Security Specialist	\$116.95
132-51	Security Specialist	\$102.91
132-51	Junior Security Specialist	\$72.11
132-51	Disaster Recovery Specialist	\$116.95
132-51	Privacy Analyst	\$102.91
132-51	IT Administrative Specialist	\$45.21
132-51	Applications Programmer	\$102.91
132-51	Applications Systems Analyst	\$102.91
132-51	Data Architect	\$116.95



DataSource^{inc.}

SIN	LABOR CATEGORY	GSA PRICE (including IFF)
132-51	Network Engineer	\$88.42
132-51	EVM Specialist	\$119.37
132-51	Senior Database Analyst/Programmer	\$116.95
132-51	Senior Functional Analyst	\$132.22
132-51	Senior Systems Developer	\$108.61



Labor Category Descriptions

Special Item Number: 132-51

Program Manager

Performs day-to-day management of overall contract support operations. Organizes, directs, and coordinates planning and production of all contract support activities. Demonstrates written and oral communications skills. Serves as the focal point for contact with the client in regard to program activities. Accountable for the quality and timely delivery of all contractual items. Assists in marketing efforts and pursuance of follow-on business.

*Qualifications: BS/BA + 5 years industry experience

Mid-level Software Engineer

Reviews and analyzes system specifications. Prepares programming specifications. Analyzes existing systems/subsystems for reusability benefits and needed changes. Prepares design plans and written analyses. Develops software in accordance with specifications. Prepares unit and test scripts. Prepares documentation.

*Qualifications: BS/BA + 5 years of industry experience

Mid-level Business Systems Analyst

Under senior supervision, provides analysis and documentation of business processes and business data, including process and data models if applicable; develops system requirements and works with software developers to complete system design. Additionally, based on system requirements and design products, develops test cases for systems, integration and/or user acceptance testing. Works with user personnel in performance of these tasks as necessary, and follows standards set by customer, technical managers, and other authorities for the project/program.

*Qualifications: BS/BA + 4 years of industry experience

Quality Assurance Analyst

Establishes and maintains the policies and procedures for evaluating systems and associated documentation. Reviews the project and artifacts to ensure compliance with the policies, procedures, and quality of products throughout the project life cycle. Performs testing of software systems in accordance with established standards for projects, and reports defects and enhancement requests using appropriate procedures and tools. Prepares reports of test results and progress as directed. May perform various types of testing, including: system, integration, parallel, security, performance/load, stress, blackbox, whitebox, usability, etc. Works with development team to communicate and re-test reported defects.

*Qualifications: BS/BA + 2 years of industry experience

Internet/Intranet Specialist

Translates application requirements into the design of complex web sites and/or web pages, including integrating web pages and applications. Applies new and emerging technologies as well as state-of-the-art technologies to the web page development process.

*Qualifications: BS/BA + 4 years of industry experience

**Task/Project Manager**

Senior manager responsible for coordinating the management of all work performed. Acts as central point of contact. Ultimately responsible for coordinating effort of subcontractors, team members, and coordinating with other contractors under the direction of Government Program/Project Manager. Capable of negotiating and making binding decisions for the company.

*Qualifications: BS/BA + 8 years industry experience

IT Subject Matter Expert

Provides extremely high level subject matter expertise for work described in the task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems. Participates as needed in all phases of software development with emphasis on planning, analysis, testing, integration, documentation, training and presentation phases. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order requirements. Provides advice on esoteric problems which require extensive knowledge of subject matter. Designs and prepares technical reports, studies, and related documentation; makes charts and graphs to record results; and prepares and delivers presentations, training, and briefings as required by the task order.

*Qualifications: MS/MA + 8 years industry experience

Senior Business Process Reengineering Specialist

Within the context of IT systems modernization projects, applies process improvement and re-engineering methodologies and principles to conduct process modernization projects. Responsible for effective transitioning of existing project teams and the facilitation of project teams to accomplish project activities and objectives. May be responsible for activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing and training, and additional forms of knowledge transfer. Key coordinator among multiple project teams to ensure enterprise-wide integration of reengineering efforts.

*Qualifications: BS/BA + 10 years industry experience

Business Process Reengineering Specialist

Within the context of IT systems modernization projects, applies process improvement and re-engineering methodologies and principles to conduct process modernization projects. Responsible for effective transitioning of existing project teams and facilitation of project teams to accomplish project activities and objectives. May be responsible for activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing and training, and additional forms of knowledge transfer. Key coordinator among multiple project teams to ensure enterprise-wide integration of reengineering efforts.

*Qualifications: BS/BA + 6 years industry experience

Junior Business Process Reengineering Specialist

Within the context of IT systems modernization projects, assists in applying process improvement and re-engineering methodologies and principles to conduct process modernization projects. Assists in effective transitioning of existing project teams and facilitation of project teams to accomplish project activities and objectives. May be responsible for assisting in activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group



facilitation, interviewing, training, and additional forms of knowledge transfer. Assists in coordination among multiple project teams to ensure enterprise-wide integration of reengineering efforts.

*Qualifications: BS/BA + 4 years industry experience

Senior IT Specialist

Provides high-level functional and technical analysis, design, development, integration, documentation, and implementation assistance on problems which require a thorough knowledge of the related technical subject matter for effective system deployment. Participates in all phases of systems development, and applies principles and methods of the functional area to difficult problems in technical areas to arrive at automated solutions. Designs and prepares technical reports and related documentation; makes charts and graphs to record results; prepares and delivers presentations and briefings as required by the task order. Performs as Project Manager as required.

*Qualifications: BS/BA + 8 years industry experience

IT Specialist

Provides functional and technical analysis, design, development, integration, documentation, and implementation assistance on problems which require a thorough knowledge of the related technical subject matter for effective system deployment. Participates in all phases of systems development, and applies principles and methods of the functional area to difficult problems in technical areas to arrive at automated solutions. Designs and prepares technical reports and related documentation; makes charts and graphs to record results; and prepares and delivers presentations and briefings as required by the task order. Performs as a member of a team or as Team Lead as required.

*Qualifications: BS/BA + 5 years industry experience

Junior IT Specialist

Assists in functional and technical analysis, design, development, integration, documentation, and implementation assistance on problems which require a thorough knowledge of the related technical subject matter for effective system deployment. Participates in all phases of systems development, and assists in applying principles and methods of the functional area to difficult problems in technical areas to arrive at automated solutions. Designs and prepares technical reports and related documentation; makes charts and graphs to record results; and prepares and delivers presentations and briefings as required by the task order. Performs as a member of a team with limited supervision.

*Qualifications: BS/BA + 2 years industry experience

Senior IT Technician

Provides day-to-day technical support services necessary for the operation, maintenance, modification and enhancement of systems. Provides support in the less technical disciplines of IT, such as computer operations, moving and installing equipment, computer cabling, data entry and verification, media duplication, document control and software installation. Performs as a member of a team or Team Lead as required.

*Qualifications: AS/AA + 5 years industry experience

IT Technician

Provides day-to-day technical support services necessary for the operation, maintenance, modification and enhancement of systems. Provides assistance and support in the less technical disciplines of IT, such as



computer operations, moving and installing equipment, computer cabling, data entry and verification, media duplication, document control and software installation. Performs as a member of a team or Team Lead as required.

*Qualifications: AS/AA + 3 years industry experience

Junior IT Technician

Assists in the day-to-day technical support services necessary for the operation, maintenance, modification and enhancement of systems. Provides support in the less technical disciplines of IT, such as computer operations, moving and installing equipment, computer cabling, data entry and verification, media duplication, document control and software installation. Performs as a member of a team.

*Qualifications: AS/AA + 2 years industry experience

Systems Architect

Establishes system information requirements using analysis from information engineer(s) in the development of enterprise-wide or large scale information systems. Designs architecture to include the software, hardware, and communications that support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Performs as a senior level supervisor who provides daily supervision and direction to staff.

*Qualifications: BS/BA + 8 years industry experience

Senior Security Specialist

Oversees the efforts of security staff to design, develop, engineer and implement solutions to security requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs, and performs risk analyses to include risk assessment. Provides support to plan, coordinate, and implement the organization's information security.

Provides support for facilitating and helping agencies identify their current security infrastructures and define future programs, and to design and implement security related to IT systems. A working knowledge of several of the following areas is required: business security practices and procedures; current security tools available; hardware/software security implementation; different communication protocols; encryption techniques/tools; familiarity with commercial products, and current Internet/EC technology. Provides daily supervision and direction to staff. Very knowledgeable and experienced in all aspects of security with superior oral and written communication skills.

Provides highly technical and specialized guidance and solutions to complex security problems; performs elaborate analyses and studies; and prepares reports and gives presentations to upper management. Performs duties independently or as a member or a team and may serve as contractor Task Order/Project Manager.

*Qualifications: BS/BA + 7 years industry experience

Security Specialist

Provides support with planning, coordinating, and implementing the organization's information security. Provides support for facilitating and helping agencies identify their current security infrastructures and define future programs, and for designing and implementing security related to IT systems. Experience in several of the following areas is required: business security practices and procedures; current security tools available; hardware/software security implementation; different communication protocols;



encryption techniques/tools; familiarity with commercial products, and current Internet/EC technology. Has ability to serve as Information System Security Officer. Knowledgeable and experienced in all aspects of security; demonstrates strong oral and written communication skills; provides highly technical and specialized guidance and solutions to complex security problems; performs analyses and studies; and prepares reports and gives presentations to management. Performs independently or as a member of a team.

*Qualifications: BS/BA + 5 years industry experience

Junior Security Specialist

Assists in providing support to plan, coordinate, and implement the organization's information security. Assists in providing support for facilitating and helping agencies identify their current security infrastructures and define future programs, and for designing and implementing security related to IT systems. Experience in several of the following areas is required: business security practices and procedures; current security tools available; hardware/software security implementation; different communication protocols; encryption techniques/tools; familiarity with commercial products, and current Internet/EC technology. Demonstrates strong oral and written communication skills and may serve as an Information System Security Officer.

*Qualifications: BS/BA + 3 years industry experience

Disaster Recovery Specialist

Responsible for the security and integrity of assigned electronic data, data systems, and data networks; and provides support in the development of government agencies' emergency management and business recovery plans. Contributes knowledge of business processes, management structures, technology programs/platforms; performs functions pertaining to agencies' business risk assessment; reviews and develops business recovery strategies; drafts procedures for identifying failures and invoking contingency plans; creates response procedures; and identifies communications channels. Communicates with various response teams during testing and actual execution of recovery procedures; and supports the design, development, installation, implementation, and administration of backup solutions.

*Qualifications: BS/BA + 8 years industry experience

Privacy Analyst

Experienced in developing privacy-specific standards and procedures. Contributes to the Certification & Accreditation process. Has expert knowledge in privacy regulations, directives, and statutes; and in the impact of information technology and software development on the privacy of the information assets. Must hold current certification in CIPP/G and currently hold one or more of the following certifications: Certified Information System Security Professional (CISSP); Certified Information Security Auditor (CISA); Certified Information Security Manager (CISM); or Certified Business Continuity Professional (CBCP).

*Qualifications: BS/BA + 8 years industry experience

IT Administrative Specialist

Assists in preparing and/or maintaining technical and administrative documentation, procedures, and methods. Coordinates special documentation services as required. Very knowledgeable in computer-based documentation and presentation techniques, technical writing, technical proofreading and technical editing, and demonstrates strong oral and written communications skills.

*Qualifications: AS/AA + 3 years industry experience

**Applications Programmer**

Develops/modifies procedures to solve complex problems in view of computer equipment capacity and limitations, operating time and desired results. Designs, codes, tests, debugs and documents software code, modules and programs, and is able to work with minimal supervision. Performs business analysis, gathers and documents functional and system requirements, and develops detailed design specifications. Based on detailed design, develops software, tests, de-bugs and refines the software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time and/or improve efficiency, and provides technical direction to programmers to ensure program deadlines are met.

*Qualifications: BS/BA + 5 years industry experience

Applications Systems Analyst

Formulates/defines system scope and objectives based on user needs; and devises or modifies procedures to solve complex problems in view of computer equipment capacity and limitations, operating time and desired results. Competent to work at the highest level of all phases of applications systems analysis and may use CASE tools. Provides analysis and design of business systems for different applications such as: financial, accounting, human resources, and other enterprise systems. Handles test scripts and service requirements; works closely with end users on project development and implementation; specifies the inputs to be accessed by the system; designs the processing steps; and formats the output to meet user needs. Prepares cost-benefit and return-on-investment analyses.

*Qualifications: BS/BA + 5 years industry experience

Data Architect

Performs data warehouse activities, including data design, database architecture, and metadata and repository creation. Translates business needs into long-term architecture solutions; defines, designs, and builds dimensional databases; and is responsible for developing data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Evaluates the reusability of current data for additional analyses, and conducts data cleaning to rid the system of old, unused or duplicate data. Reviews object and data models and the metadata repository to structure the data for better management and quicker access.

*Qualifications: BS/BA + 8 years industry experience

Network Engineer

Tests and analyzes all elements of network facilities including power, software, security features, communications devices, lines, modems and terminals for the overall integration of the enterprise network. Responsible for the planning, modeling, simulation, design, installation, maintenance, management and coordination of network. Monitors and controls the performance and status of network resources; utilizes software and hardware tools; identifies and diagnoses complex problems and factors affecting network performance; maintains technical currency; and studies vendor products to determine those which best meet client needs. Provides guidance and direction for less experienced network support technicians.

*Qualifications: BS/BA + 6 years industry experience

EVM Specialist

Provides management techniques that relate resource planning to schedules and to technical, cost, and schedule requirements. Reviews and reports effective internal cost and schedule management control systems to permit the government to rely on timely data produced for determining product-oriented



contract status. Provides subject matter expertise in the creation and maintenance of detailed project plans and in comparing work plans to statements of work. Conducts assessments and evaluations of project performance through the independent analysis and interpretation of objective and subjective evidence, and through direct discussion with project team members. Conducts extensive research on EVMS related topics in order to provide subject matter expertise to contracts with EVMS requirements.

*Qualifications: BS/BA + 5 years industry experience

Senior Database Analyst/Programmer

Formulates and defines system scope and objectives for assigned projects, and prepares detailed specifications for programs. Responsible for program design, coding, testing, debugging and documentation. Has full technical responsibility for all phases of application analysis, programming, and maintenance of computerized databases. Understands the business or function for which applications are designed. Duties also include instructing, directing and checking the work of other systems analysts and programming personnel. Works with management to develop database strategies to support organization requirements; consults with and advises users on access to various databases; and directs the maintenance and use of the corporate and/or customer database standards and training. Responsible for quality assurance review and for directing and monitoring the work of team members.

*Qualifications: BS/BA + 8 years industry experience

Senior Systems Developer

Experienced in performing requirements analysis, systems analysis, planning, coding, documentation, testing, and implementation for web-enabled applications and databases. Experienced in the construction and sustainment of Internet and Intranet web sites using standard technologies, and in web server administration. Has specific experience in one or more of the following technologies: Object-oriented methodologies, .NET, Java, C, Visual Basic, ASP, PL/SQL, UNIX, COBOL, MAXIMO, XML, CAT, XIITML, SAP, and/or other technologies used for programming and web-based software development.

*Qualifications: BS/BA + 8 years industry experience or MS/MA + 3

Senior Functional Analyst

Subject matter expert in functional capabilities and requirements for one or more specific applications, with demonstrated experience in assisting with systems design, systems analysis, and systems development for complex integrated systems. Experienced in incorporating functional requirements into new or existing systems. Must have a minimum of five (5) years of experience in the specific application to be supported.

*Qualifications: BS/BA + 10 years industry experience or MS/MA + 8

**Two (2) years of experience may be substituted for a BS/BA degree.*

Four (4) years of experience may be substituted for an MS/MA degree. If the candidate holds a BS/BA, an additional two (2) years of experience may be substituted for a MS/MA degree.

In some cases, the requirement for an MS/MA degree for an IT Subject Matter Expert may be waived if the person has 20+ years of industry experience and holds a BS/BA degree.

One (1) year of experience may be substituted for an AS/AA degree.