



Redefining the Possible  
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**AUTHORIZED FEDERAL SUPPLY SERVICE  
SCHEDULE 70 INFORMATION TECHNOLOGY SCHEDULE PRICELIST  
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY  
EQUIPMENT, SOFTWARE AND SERVICES**

**Special Item No. 132-51 IT Professional Services**

FPDS Class D301	IT Facility Operation and Maintenance
FPDS Class D302	IT Systems Development Services
FPDS Class D306	IT Systems Analysis Services
FPDS Class D307	Automated Information Systems Design and Integration Services
FPDS Class D308	Programming Services
FPDS Class D310	IT Backup and Security Services
FPDS Class D311	IT Data Conversion Services
FPDS Class D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Class D316	IT Network Management Services
FPDS Class D317	Creation/Retrieval of IT Related Automated New Services, Data Services, or Other Information Services
FPDS Class D399	Other Information Technology Services, Not Elsewhere Classified

**A-TEK Inc.**

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**McLean, VA 22102**

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**Contract Number: GS-35F-0680K**

**Period Covered by Contract: September 27, 2015 through September 26, 2020**

**General Services Administration  
Federal Supply Service**

*Pricelist current through Modification PA-0073, dated 04 November 2016*

*Pricelist effective 27 September 2016*

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**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 performed by the publisher or manufacturer or one of their authorized agents.

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA *Advantage!* System. Agencies can browse GSA *Advantage!* by accessing the Federal Supply Service’s Home Page via Internet at <http://www.fss.gsa.gov/>

# INFORMATION FOR ORDERING OFFICES

## SPECIAL NOTICE TO AGENCIES:

### Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micro-purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA *Advantage!*<sup>™</sup> on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA *Advantage!*<sup>™</sup> and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and woman-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micro-purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

**1. GEOGRAPHIC SCOPE OF CONTRACT:** The geographic scope of this contract is domestic delivery only. Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U. S. Territories.

**2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:**

**Ordering / Payment Address:**     **A-TEK, Inc.**  
  **1430 Spring Hill Road**  
  **Suite 450**  
  **McLean, VA 22102**

Government Commercial Credit Cards will be acceptable for payment. In addition, bank account information for wire transfer payments will be shown on the invoice.

Below are the telephone number(s) that can be used by ordering agencies to obtain technical and/or ordering assistance:

**(703) 443-6900**  
**(888) 882-8208 Toll Free**

**3. LIABILITY FOR INJURY OR DAMAGE.** The Contractor shall not be liable for any injury to Government personnel or damage to Government 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.

**4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:**

Block 9: G. Order/Modification under Federal Schedule  
Block 16: Data Universal Numbering System (DUNS): 83-882-9794  
Block 30: Type of Contractor – C. Small Business  
Block 31: Woman-Owned Business – No  
Block 36: Contractor's Taxpayer Identification Number (TIN) 54-1783662

**4a. CAGE Code: 05PE2**

**4b. Contractor has registered with the Central Contractor Registration Database.**

**5. FOB DESTINATION:**

**6. COMMERCIAL DELIVERY SCHEDULE (MULTIPLE AWARD SCHEDULES)**

**a. TIME OF DELIVERY.** The contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below.

**ITEMS OR GROUPS OF ITEMS  
(SIN or Nomenclature)**

**DELIVERY TIME (DAYS ARO)**

132-51

As determined by the Ordering Agency and A-TEK, Inc.

**b. EXPEDITED DELIVERY TIMES. (NONE)**

**7. DISCOUNTS:**

- a. Prompt Payment: None offered – Net 30 days
- b. Quantity: None offered
- c. Dollar Volume: None offered
- d. Government Educational Institutions: Same prices as listed herein
- e. Other: None offered

**8. TRADE AGREEMENT ACT OF 1979, AS AMENDED:**

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

**9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:** All packaging meets export packaging requirements.

**10. SMALL REQUIREMENTS:** The minimum dollar value of orders to be issued is one full working day for any IT category.

**11. MAXIMUM ORDER** (All dollar amounts are exclusive of any discount for prompt payment.)

<u>ITEM NUMBER/SIN</u>	<u>MAXIMUM ORDER</u>
132-51	\$500,000 per order

**12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

**13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:** Federal departments and agencies acquiring products from this schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering offices, shall be responded to promptly by the Contractor.

**13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):** Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publication (FIPS PUBS) is issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

**13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):** Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202) 619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institutes of Standards and Technology, Gaithersburg, MD 20899, telephone number (301) 975-2833.

**14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001).**

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub. L. 99-234 and FAR Part 31, and are

reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

**NOTE:** Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

(c) **Certifications, Licenses, and Accreditations:** As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule.

(d) **Insurance:** As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) **Personnel:** The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) **Organizational Conflicts of Interest:** Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

(g) **Documentation/Standards:** The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

(h) **Data/Deliverable Requirements:** Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

(i) **Government-Furnished Property:** As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

(j) **Availability of Funds:** Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

**15. CONTRACT ADMINISTRATION FOR ORDERING OFFICES:** Any ordering office, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (1) Termination for the Government's convenience, and (m) Termination for Cause (see C.1.)

**16. GSA ADVANTAGE!** The *GSA Advantage!* is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. *GSA Advantage!* will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse *GSA Advantage!* by accessing the Internet World Wide Web utilizing a browser (ex.: Netscape). The Internet address is <http://www.fss.gsa.gov/>.

## 17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.401(d).

For administrative convenience, an ordering officer contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if** -

(1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5)), competition requirements (Part 6), acquisition of commercial items (part 12), contracting methods (Parts, 13, 14 and 15), and small business programs (Part 19);

(2) The ordering officer contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;

(3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and

(4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

## 18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

(1) Time of delivery/installation quotations for individual orders;

(2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.

(3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule Contract.

**19. OVERSEAS ACTIVITIES.** The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC and U. S. Territories, except as indicated below:

The services offered are available to overseas activities outside the scope of this contract on an open market basis. They will be negotiated between A-TEK and the ordering agency.

Upon request of the contractor, the Government may provide the contractor with logistics support, as available, in accordance with all applicable Government regulations. Such Government support will be provided on a reimbursable basis, and will only be provided to the contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

**20. BLANKET PURCHASE AGREEMENTS (BPAs)**

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

**21. CONTRACTOR TEAM ARRANGEMENTS.** Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

**22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirement of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, de-installation, and reinstallation services under SIN 132-8.

**23. SECTION 508 COMPLIANCE**

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: [www.ATEKinc.com](http://www.ATEKinc.com)

Note: The EIT Standard can be found at: [www.Section508.gov/](http://www.Section508.gov/)

**24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES**

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of a Federal Agency, shall follow the terms of the applicable schedule authorization and include with each order -

(a) A copy of the authorization from the Agency with whom the contractor had the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.



**25. INSURANCE - WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR52.228-5)**

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective--

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractor's proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

**26. SOFTWARE INTEROPERABILITY**

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

**27. ADVANCE PAYMENTS**

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324).

# **TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY PROFESSIONAL SERVICES (Special Item 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 Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the Government location, as agreed to by the Contractor and the ordering office.

## **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. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)(G-FCI-920)(MAR 2003)**

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

When ordering services over \$100,000.00, Department of Defense (DOD) ordering offices and non-DOD agencies placing orders on behalf of the DOD must follow the policies in the Defense Federal Acquisition Regulation Supplement (DFARS) 208.404-70 - Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering procedures contained in this clause and the additional ordering procedures for services in DFARS 208.404-70, the DFARS procedures take precedence.

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering activity using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm- fixed price or ceiling price is fair and reasonable.

(a) When ordering services, ordering activities shall –

(1) Prepare a Request (Request for Quote or other communication tool):

(i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of

performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

(ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering activity makes the determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental cost related to the performance of the services ordered, unless the order provides for reimbursement of travel costs at the rate provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor hour and time and materials orders.

(iii) The request may request the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.

(iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualifications of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2) (i) below, the request for quotation shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

Based upon an initial evaluation of catalogs and pricelists, the ordering activity should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate) and transmit the request as follows:

NOTE: When buying IT professional services under SIN 132-51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. The limitation is not applicable when buying supplies and/or services under SINS as well as SIN 132-51. The limitation may only be used when at least three (3) small business that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

(i) The request should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.

(ii) For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the ordering activity's needs.

(iii) In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.

(iv) Ordering activities should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

(b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs ordering offices shall –

(1) Inform contractors in the request (based on the ordering activity's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

(i) SINGLE BPA: Generally, a single BPA should be established when the ordering activity can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place an order directly under the established BPA when the need for the service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)

(ii) MULTIPLE BPAs: When the ordering activity determines multiple BPAs are needed to meet its requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing the BPAs, the procedures in (a)(2) above must be followed. The procedures at (a)(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders and then place the order with the Schedule contractor that represents the best value.

(2) Review BPAs Periodically: Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)

(c) The ordering activity should give preference to small business concerns when two or more contractors can provide the service at the same firm-fixed price or ceiling price.

(d) When the ordering activity's requirement involves both products as well as executive, administrative and/or professional services, the ordering activity should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

(e) The ordering activity, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For ordering activity requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

- (f) Ordering Procedures for other services available on schedule at fixed prices for specifically defined service or tasks should use the procedures in FAR 8.404. These procedures are listed in the pricelist, under "Information for Ordering Offices," paragraph #12.

#### **4. 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 date 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 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which the funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of a conflict between a task order and the contract, the contract will take precedence.

#### **5. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering office.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.
- c. The Agency 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.

#### **6. INSPECTION OF SERVICES**

The Inspection of Services - Fixed Price (AUG 1996) 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) 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.

#### **8. 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.

## **9. RESPONSIBILITIES OF THE GOVERNMENT**

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

## **10. INDEPENDENT CONTRACTOR**

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

## **11. ORGANIZATIONAL CONFLICTS OF INTEREST**

### **a. Definitions.**

“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 Government contract, without restriction on 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 Government, ordering offices 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 designated 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.

## **12. 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.

The Contractor shall include EFT banking information on the invoice only if required elsewhere in this contract. If EFT banking information is not required to be on the invoice, in order for the invoice to be a proper invoice, the Contractor shall have submitted correct EFT banking information in accordance with the applicable solicitation provision, contract clause (e.g., 52.232-33, 52.232-34) or applicable agency procedures.

Invoices will be handled in accordance with the Prompt Payment Act (31 U.S.C. 3903) and the Office of Management and Budget (OMB) prompt payment regulations at 5 CFR part 1315.

## **13. 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 services rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), Alternate I (APR 1984) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), Alternate II (DEC 2002) applies to labor-hour orders under this contract.

## **14. RESUMES**

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

## **15. INCIDENTAL SUPPORT COSTS**

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

## **16. 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 work called for in a task order.

## **17. DESCRIPTION OF IT SERVICES AND PRICING**

- a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51. IT Services should be presented in the same manner as the Contractor sells to its commercial and other Government customers. If the contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
- b. Pricing for all IT Services shall be in accordance with the Contractor's customary commercial practices; e.g. hourly rates, monthly rates, term rates, and/or fixed prices.

# **USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCURMENT PROGRAM**

## **PREAMBLE**

A-TEK provides commercial products and services to the Federal Government. We are committed to promoting participation of small, small disadvantaged and woman-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 woman-owned small businesses by purchasing from these whenever practical.

To develop and promote company policy initiative that demonstrates our support for awarding contracts and subcontract to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and woman-owned small businesses 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 woman-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and woman-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact A-TEK's Contracts Department at (703) 443-6900 or via e-mail to [contracts@atekinc.com](mailto:contracts@atekinc.com).

## **SIMPLIFIED ACQUISITION PROCEDURES AND**



## **BLANKET PURCHASE AGREEMENTS**

The use of Blanket Purchase Agreements under the Federal Supply Schedule Program has been permitted for a long time. Check Federal Acquisition Regulation (FAR) 13.203-1 (f): “BPAs may also be established with Federal Supply Schedule Contracts...”.

For BPAs, agencies are empowered and encouraged to seek further price reductions.

Teaming Agreements are permitted with Federal Supply Schedule Contractors in accordance with FAR 9.6. Teaming Arrangements may be incorporated into your BPA.

FAR 13.2 provides the following procedures for establishing a BPA under the Simplified Acquisition Procedures:

The Contracting Officer may use a BPA when there is:

- A need for a wide variety of items, but the exact items, quantities and delivery requirements are not known in advance.
- A need for commercial sources of supply for one or more officials that do not have purchase authority access.
- To reduce the administrative burden of writing numerous purchase orders.
- Contracting Officers must contact Vendors to negotiate the terms and conditions of the BPA.



**(CUSTOMER NAME)**  
**BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Contract number(s) \_\_\_\_\_, Blanket Purchase Agreement(s), the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency)

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below.

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULE/DATES
_____	_____
_____	_____

(3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

(4) This BPA does not obligate any funds.

(5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information at a minimum:

- (a) Name of Contractor;
- (b) Contract number;
- (c) BPA number;
- (d) Model number or National Stock Number (NSN)
- (e) Purchase order number;
- (f) Date of purchase;
- (g) Quantity, unit price, and extension of each item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of shipment.

(9) The requirements of a proper invoice are as specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against the BPA.

- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

\*Important—A new feature to the Federal Supply Schedules Program permits contractors to offer price reductions in accordance with commercial practice. Teaming Agreements are permitted with Federal Supply contracts in accordance with FAR Part 9.6.

## **BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”**

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6 and GSAR 552.238-74) to provide solutions when responding to a customer agency requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies the requirements.
- Federal Supply Schedule Contractors may individually meet the customer's needs, or –
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer's requirement.
- Customers make a best value selection.

# CONTRACT LABOR CATEGORY DESCRIPTIONS

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## 6001 Senior Principal

**Functional Responsibility:** Manages and supervises the design, development and implementation of enterprise-wide, high level or large scale IT systems. Responsible for all aspects of the task to include planning, analysis, design, implementation and testing of information systems. Ensures these systems are in compliance with task or specifications and government requirements. Provides direction and supervision to other management and technical staff.

**Minimum/General Experience:** This position requires a minimum of fifteen years experience, of which at least five years must be specialized in management and supervision of the design, development and implementation of IT systems.

**Education:** Master's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

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## 6002 Director

**Functional Responsibility:** Manages and supervises the design, development and implementation of enterprise-wide, high level or large scale information systems. Responsible for all aspects of the task to include planning, analysis, design, implementation and testing of information systems. Ensures these systems are in compliance with task or specifications and government requirements. Provides direction and supervision to other management and technical staff.

**Minimum/General Experience:** This position requires a minimum of twelve years experience, of which at least four years must be specialized in management and supervision of the design, development and implementation of IT systems.

**Education:** Master's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

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## 6003 Senior Program Manager

**Functional Responsibility:** Serves as the contractor's single Senior 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.

**Minimum/General Experience:** This position requires a minimum of eleven years experience, of which at least six years must be specialized in 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.

**Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

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## 6004 Senior Project Manager

**Functional Responsibility:** Manages and supervises the design, development and implementation of enterprise-wide or large scale information systems. Responsible for all aspects of the task to include planning, analysis, design, implementation and testing of information systems. Ensures these systems are in compliance with task or specifications and government requirements. Provides direction and supervision to other management and technical staff.

**Minimum/General Experience:** This position requires a minimum of nine years experience, of which at least five years must be specialized in management and supervision of the design, development and implementation of IT systems.

**Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

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#### **6005 Program Manager**

**Functional Responsibility:** Serves as the contractor's single contract manager and shall be the 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, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates.

**Minimum/General Experience:** This position requires a minimum of ten years experience, of which at least five years must be specialized 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.

**Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

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#### **6006 Project Manager**

**Functional Responsibility:** 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 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.

**Minimum/General Experience:** This position requires a minimum of eight years experience, of which at least four years must be specialized in management and supervision of the design, development and implementation of IT systems.

**Education:** Bachelor's degree in Computer Science, Information Systems, engineering, Business, or other related discipline.

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#### **6007 Senior Program Control Specialist**

**Functional Responsibility:** Maintains current project documentation and record of changes including status reports. Assists in establishing budget and monitoring performance. Directs all or most activities related to financial and administrative functions, such as budgeting, manpower and resource planning, and financial reporting. May research, report on, and recommend solutions to contractual issues.

**Minimum/General Experience:** Minimum of ten years experience required, of which seven years must be specialized. Experience includes: the preparation and analysis of financial statements.

**Education:** Bachelor's Degree in Computer Science, Information Systems, Business, or other related discipline.

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**6008    RESERVED**

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**6009    Quality Assurance Manager**

**Functional Responsibility:** Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle. Provides daily supervision and direction to support staff.

**Minimum/General Experience:** This position requires a minimum of eight years experience, of which at least five years must be specialized in Configuration Management, verification and validation, software testing and integration, software metrics and their application to software quality assessment.

**Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

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**6010    Quality Assurance Analyst**

**Functional Responsibility:** Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure government standards / requirements are adhered to, and for progress in accordance with schedules. Coordinates with the Project Manager and/or Quality Assurance Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives.

**Minimum/General Experience:** This position requires a minimum of six years experience, of which at least three years must be specialized. Experience includes: analysis and design of business applications on complex systems for large-scale computers, data base management, use of the programming languages such as Ada, COBOL, 4GL, and/or DBMS

**Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

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**6011    Project Control Specialist**

**Functional Responsibility:** Directs all financial management and administrative activities, such as budgeting, manpower and resource planning, and financial reporting. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues, which would require a report and recommend solutions. Develops work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff.

**Minimum/General Experience:** This position requires a minimum of six years experience, of which at least three years must be specialized in financial management and administrative activities, such as budgeting, manpower and resource planning, and financial reporting

**Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Accounting, or other related discipline.

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**6012    Project Control Specialist II**



**Functional Responsibility:** Directs all financial management and administrative activities, such as budgeting, manpower and resource planning, and financial reporting. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues, which would require a report and recommend solutions. Develops work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff.

**Minimum/General Experience:** This position requires a minimum of eight to ten years experience, of which at least three years must be specialized in financial management and administrative activities, such as budgeting, manpower and resource planning, and financial reporting

**Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Accounting, or other related discipline.

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#### **6013 Technical Writer I**

**Functional Responsibility:** Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.

**Minimum/General Experience:** This position requires a minimum of one year of experience in collecting, organizing and editing information.

**Education:** Associates degree in English, Literature, or other related discipline.

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#### **6014 Technical Writer II**

**Functional Responsibility:** Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.

**Minimum/General Experience:** This position requires a minimum of two years experience, of which at least one year must be specialized in collecting, organizing and editing information.

**Education:** Bachelor's degree in English, Literature, or other related discipline.

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#### **6015 Technical Writer III**

**Functional Responsibility:** Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.

**Minimum/General Experience:** This position requires a minimum of three years experience, of which at least two years must be specialized in collecting, organizing and editing information.

**Education:** Bachelor's degree in English, Literature, or other related discipline.

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**6016 Technical Writer IV**

**Functional Responsibility:** Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.

**Minimum/General Experience:** This position requires a minimum of three to five years experience, of which at least three years must be specialized in collecting, organizing and editing information.

**Education:** Bachelor's degree in English, Literature, or other related discipline.

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**6017 Business Process Re-engineering Manager**

**Functional Responsibility:** Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Responsible for effective transitioning of existing project teams, and the facilitation of project teams in the accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts. Provides daily supervision and direction to Business Process Reengineering staff and other team members.

**Minimum/General Experience:** This position requires a minimum of ten years experience, of which at least seven years must be specialized in reengineering methodologies and principles.

**Education:** A Master's degree in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/Management, or other related discipline.

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**6018 Business Process Re-engineering Manager II**

**Functional Responsibility:** Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Responsible for effective transitioning of existing project teams, and the facilitation of project teams in the accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts. Provides daily supervision and direction to Business Process Reengineering staff and other team members.

**Minimum/General Experience:** This position requires a minimum of ten to twelve years experience, of which at least eight years must be specialized in reengineering methodologies and principles.

**Education:** A Master's degree in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/Management, or other related discipline.

### **6019 Senior Business Process Engineering Specialist**

**Functional Responsibility:** Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Responsible for effective transitioning of existing project teams, and the facilitation of project teams in the accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts. Provides daily supervision and direction to Business Process Reengineering Specialist.

**Minimum/General Experience:** This position requires a minimum of eight years experience, of which at least five years must be specialized. Experience may include: facilitation, training, methodology development and evaluation, process reengineering across all phases.

**Education:** A Master's degree in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/Management, or other related discipline.

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### **6020 Business Process Re-engineering Specialist**

**Functional Responsibility:** Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements.

**Minimum/General Experience:** This position requires a minimum of four years experience, of which at least three years must be specialized. Experience may include: facilitation, training, methodology development and evaluation, process reengineering across all phases.

**Education:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/Management, or other related discipline.

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### **6021 RESERVED**

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### **6022 Clerical II**

**Functional Responsibility:** Directly supports management by providing general office functions, which include typing correspondence; filing, answering telephones and assisting other administrative support as necessary.

**Minimum/General Experience:** This position requires a minimum of two years experience in general office administration. At minimum, two years of specialized experience using commercial automated word processing (e.g., WordPerfect, Word).

**Education:** Requires a high school diploma.

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### 6023 Clerical III

**Functional Responsibility:** Directly supports management by providing general office functions, which include typing correspondence; filing, answering telephones and assisting other administrative support as necessary.

**Minimum/General Experience:** This position requires a minimum of three years experience in general office administration. At minimum, three years of specialized experience using commercial automated word processing (e.g., WordPerfect, Word).

**Education:** Requires a high school diploma.

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### 6024 Clerical IV

**Functional Responsibility:** Directly supports management by providing general office functions, which include typing correspondence; filing, answering telephones and assisting other administrative support as necessary.

**Minimum/General Experience:** This position requires a minimum of four years experience in general office administration. At minimum, three years of specialized experience using commercial automated word processing (e.g., WordPerfect, Word).

**Education:** Requires a high school diploma.

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### 6025 Key Entry Operator I

**Functional Responsibility:** Performs daily entry via on-line data terminal, key-to-tape, key-to-disk, or similar device. Verifies data entered, where applicable.

**Minimum/General Experience:** This position requires a minimum of one years experience in data entry and verification. At minimum, typing speed of 30-35 wpm.

**Education:** Requires a high school diploma.

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### 6026 Key Entry Operator II

**Functional Responsibility:** Performs daily entry via on-line data terminal, key-to-tape, key-to-disk, or similar device. Verifies data entered, where applicable.

**Minimum/General Experience:** This position requires a minimum of two years experience in data entry and verification. At minimum, typing speed of 35-45 wpm.

**Education:** Requires a high school diploma.

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### 6027 RESERVED

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**6028 Library Technician II**

**Functional Responsibility:** Supports the library professional staff in performing the day-to-day activities of the library. Will assist the professional technical services staff in a variety of functions, including: bibliographic data entry; collection development, acquisitions & fund accounting; serials check-in, routing, binding & claiming; and stacks maintenance, shelving, weeding & collection shifts.

**Minimum/General Experience:** This position requires a minimum of two years experience in knowledge of bibliographic record formats and experience in maintaining the integrity of an online database, using proper data entry methods and procedures. A basic understanding of either the Dewey Decimal or LC classification schemes used in libraries, with a working proficiency in one. A basic understanding of library services, missions, an understanding of library workflows patterns and departmental duties.

**Education:** Requires a high school diploma.

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**6029 Library Technician III**

**Functional Responsibility:** Operates as a paraprofessional in support of the day-to-day activities of the library. Will assist the library staff in staff scheduling, supply purchases and electronic reference resource selection. Will assist the professional technical services staff in a variety of functions, including: bibliographic data entry; collection development, acquisitions & fund accounting; serials check-in, routing, binding & claiming; and stacks maintenance, shelving, weeding & collection shifts. Provides minimal supervision and direction to other support staff employed in the same work areas

**Minimum/General Experience:** This position requires a minimum of three years experienced in working with standard bibliographic records. Experienced in working with an online catalog, plus an understanding of shelf lists and card catalogs. Working familiarity with either the Dewey Decimal or LC classification schemes. Working familiarity with either standard subject description schedules. Working knowledge of more than one library department and an understanding of the integrated nature of the various departments and functions.

**Education:** Associates Degree is required.

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**6030 Librarian**

**Functional Responsibility:** Designs, develops and helps the implementation of enterprise-wide or large-scale virtual digital library systems. Provides specific subject matter expertise as required in system or information areas to allow coordination between library personnel and technical staff. Provides data analysis and conversion expertise. Performs analysis tasks as required to gather required information to enable systems designs to be performed. Provides supervision and direction to staff working in the same subject areas.

**Minimum/General Experience:** This position requires a minimum of one year of experience, of which at least 6 months must be specialized in design and development of virtual digital library systems.

**Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

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**6031 Senior Librarian**

**Functional Responsibility:** Designs, develops and helps the implementation of enterprise-wide or large-scale virtual digital library systems. Provides specific subject matter expertise as required in system or information areas to allow coordination between library personnel and technical staff. Provides data analysis and conversion expertise. Performs analysis tasks as required to gather required information to enable systems designs to be performed. Provides supervision and direction to staff working in the same subject areas.

**Minimum/General Experience:** This position requires a minimum of three years experience, of which at least one year must be specialized in design and development of virtual digital library systems.

**Education:** Master's degree in Library Science or Information Management or a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

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**6032 Cataloger**

**Functional Responsibility:** Responsible for bibliographic description of new materials acquired for the collection, using copy cataloging and item creation. Accessing cataloging databases to retrieve copy cataloging records for use in local systems. Access using Internet or other telecommunication devices. Have familiarity with current cataloging procedures and standard descriptive schemes. Must be able to work with authority control functionality in online, integrated library systems. Provides data analysis and conversion expertise when required.

**Minimum/General Experience:** This position requires a minimum of two years experience, of which at least one year must be specialized in bibliographic description and cataloging procedures.

**Education:** Bachelor's degree in Library Science

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**6033 Senior Cataloger**

**Functional Responsibility:** Responsible for bibliographic description of new materials acquired for the collection, using copy cataloging, original cataloging, holdings and item creation. Maintaining the bibliographic integrity of the ILS system, performing file maintenance, performing inventory of collection components, answering questions on the current library collection and preparing any required reports overseeing the disposition of unwanted and duplicate materials. Provides data analysis and conversion expertise when required. Provides supervision and direction when required to any staff working in the cataloging area.

**Minimum/General Experience:** This position requires a minimum of five years experience, of which at least two years must be specialized in bibliographic description and cataloging procedures.

**Education:** Master's degree in Library Science.

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**6034 Senior Voice/Data Communications Specialist**

**Functional Responsibility:** Supervises, evaluates, designs and maintains existing or proposed data/voice telecommunication systems. Analyses needed and proposes recommended solutions. Assists in preparation of specifications and flow charts.

**Minimum/General Experience:** This position requires a minimum of five years experience, of which at least three years must be specialized in data/voice telecommunication systems.

**Education:** Bachelor's Degree in Computer Science, Information systems, Engineering, Business, or other related discipline.

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**6035 Communications Network Manager**

**Functional Responsibility:** Evaluates communication hardware and software, troubleshoots LAN/MAN/WAN and other network related problems, and provides technical expertise for performance and configuration of networks. Performs general LAN/MAN/WAN administration, provides technical leadership in the integration and test of complex large-scale computer integrated networks. Supervises staff.

**Minimum/General Experience:** This position requires a minimum of four years experience of which two years must be specialized in network administration and integration.

**Education:** Bachelor's Degree in Computer Science, Information systems, Engineering, Business, or other related discipline.

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**6036 Voice/Data Communication Specialist**

**Functional Responsibility:** Supervises, evaluates, designs and maintains existing or proposed data/voice telecommunication systems. Analyses needed and proposes recommended solutions. Assists in preparation of specifications and flow charts.

**Minimum/General Experience:** This position requires a minimum of years experience, of which at least one year must be specialized data/voice telecommunication systems.

**Education:** Bachelor's Degree in Computer Science, Information systems, Engineering, Business, or other related discipline.

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**6037 Data Communications Specialist**

**Functional Responsibility:** Analyzes network characteristics and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cutovers of network components and capabilities. Coordinates requirements with users and suppliers.

**Minimum/General Experience:** This position requires a minimum of three years experience, of which at least one year must be specialized network data communications.

**Education:** Associates degree in Computer Science, Information systems, Engineering, Business, or other related discipline.

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**6038 RESERVED**

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**6039 Computer Operator II**

**Functional Responsibility:** Monitors and supports computer processing. Coordinates input, output, and file media. Distributes output and controls computer operation, which may be mainframe, mini, or client/server based or peripheral equipment.

**Minimum/General Experience:** This position requires a minimum of one year work experience.

**Education:** Requires a High School diploma or technical training

### **6040 Computer Operator III**

**Functional Responsibility:** Monitors and supports computer processing. Coordinates input, output, and file media. Distributes output and controls computer operation, which may be mainframe, mini, or client/server based or peripheral equipment.

**Minimum/General Experience:** This position requires a minimum of 18 months work experience.

**Education:** Requires a High School diploma or technical training

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### **6041 Computer Operator IV**

**Functional Responsibility:** Monitors and supports computer processing. Coordinates input, output, and file media. Distributes output and controls computer operation, which may be mainframe, mini, or client/server based or peripheral equipment.

**Minimum/General Experience:** This position requires a minimum of two years work experience.

**Education:** Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required

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### **6042 Computer Programmer I**

**Functional Responsibility:** Assists with the analysis of information requirements. Aids in the evaluation of problems with workflow, organization, and planning and helps develop appropriate corrective action.

**Minimum/General Experience:** This position is for recent college graduates and requires no experience.

**Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related discipline

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### **6043 Computer Programmer II**

**Functional Responsibility:** Participates in the design of software tools and subsystems to support reuse and domain analysis. Assists Applications Engineer and Applications Programmer to interpret software requirements and design specifications to code, and integrate and test software components.

**Minimum/General Experience:** This position requires a minimum of one year of work experience.

**Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

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### 6044 Computer Programmer III

**Functional Responsibility:** Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

**Minimum/General Experience:** This position requires a minimum of two years experience, of which at least one year must be specialized in functional business applications.

**Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

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### 6045 Computer Programmer IV

**Functional Responsibility:** Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

**Minimum/General Experience:** This position requires a minimum of five years experience, of which at least two years must be specialized in functional business applications

**Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

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### 6046 Computer Systems Analyst I

**Functional Responsibility:** Analyzes information requirements. Evaluates analytically and systematically problems of workflows, organization, and planning and assists senior level Computer Systems Analyst to develop appropriate corrective action. Help develop plans for automated information systems from project inception to conclusion. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with senior level analysts and programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

**Minimum/General Experience:** This position is for recent graduates and requires no experience.

**Education:** Associate's degree or trade school certificate in Computer Science, Information Systems, Engineering, Business, or other related discipline.

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### 6047 Computer Systems Analyst II

**Functional Responsibility:** Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces, maintain hardware and software performance tuning, analyze workload and computer usage, maintain interfaces with outside systems, analyze downtimes, analyze proposed system modifications, upgrades and new COTS. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

**Minimum/General Experience:** This position requires a minimum of one year experience. Experience includes: analysis and design of business applications on complex systems for large-scale computers.

**Education:** Associate's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

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### **6048 Computer Systems Analyst III**

**Functional Responsibility:** Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces, maintain hardware and software performance tuning, analyze workload and computer usage, maintain interfaces with outside systems, analyze downtimes, analyze proposed system modifications, upgrades and new COTS. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

**Minimum/General Experience:** This position requires a minimum of three years experience, of which at least two years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers.

**Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

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### **6049 Computer Systems Analyst IV**

**Functional Responsibility:** Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces, maintain hardware and software performance tuning, analyze workload and computer usage, maintain interfaces with outside systems, analyze downtimes, analyze proposed system modifications, upgrades and new COTS. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

**Minimum/General Experience:** This position requires a minimum of six years experience, of which at least four years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers.

**Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

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### 6050 Senior Database Analyst I

**Functional Responsibility:** Provides highly technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.

**Minimum/General Experience:** This position requires a minimum of two years experience, of which at least one year must be specialized in the use of DBMS.

**Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

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### 6051 Senior Database Analyst II

**Functional Responsibility:** Provides highly technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.

**Minimum/General Experience:** This position requires a minimum of four years experience, of which at least two years must be specialized in the use of DBMS.

**Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

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### 6052 Senior Database Analyst III

**Functional Responsibility:** Manages the development of data base projects. Plans and budgets staff and data base resources. When necessary, reallocates resources to maximize benefits. Prepares and delivers presentations on data base management systems (DBMS) concepts. Provides daily supervision and direction to support staff.

**Minimum/General Experience:** This position requires a minimum of six years experience, of which at least three years must be specialized in the management of DBMS projects.

**Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

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### 6053 Senior Database Analyst IV

**Functional Responsibility:** Manages the development of data base projects. Plans and budgets staff and data base resources. When necessary, reallocates resources to maximize benefits. Prepares and delivers presentations on data base management systems (DBMS) concepts. Provides daily supervision and direction to support staff.

**Minimum/General Experience:** This position requires a minimum of eight years experience, of which at least five years must be specialized in the management of DBMS projects.

**Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

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#### **6054 Senior Functional Analyst**

**Functional Responsibility:** Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Provides daily supervision and direction to support staff.

**Minimum/General Experience:** This position requires a minimum of seven years experience, of which at least five years must be specialized in determining functional requirements.

**Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

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#### **6055 Functional Analyst**

**Functional Responsibility:** Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task.

**Minimum/General Experience:** This position requires a minimum of five years experience, of which at least two years must be specialized in determining functional requirements.

**Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

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#### **6056 Hardware Specialist I**

**Functional Responsibility:** Reviews computer systems in terms of machine capabilities and man-machine interface. Prepares reports and studies concerning hardware. Prepares functional requirements and specifications for hardware acquisitions. Ensures that problems have been properly identified and solutions will satisfy the user's requirements.

**Minimum/General Experience:** This position requires a minimum of 6 months experience. General experience includes increasing responsibilities with ADP systems, including systems analysis and programming. Must demonstrate the ability to work independently or under only general direction.

**Education:** Associates degree Computer Science, Information Systems, Engineering, or other related discipline.

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#### **6057 Hardware Specialist II**

**Functional Responsibility:** Reviews computer systems in terms of machine capabilities and man-machine interface. Prepares reports and studies concerning hardware. Prepares functional requirements and specifications for hardware acquisitions. Ensures that problems have been properly identified and solutions will satisfy the user's requirements.

**Minimum/General Experience:** This position requires a minimum of one year experience. Experience includes: system analysis and evaluation of hardware capabilities and configurations. General experience includes increasing responsibilities with ADP systems, including systems analysis and programming. Must demonstrate the ability to work independently or under only general direction.

**Education:** An Associate's Degree in Computer Science, Information Systems, Engineering, or other related discipline is required.

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### 6058 Hardware Specialist III

**Functional Responsibility:** Reviews computer systems in terms of machine capabilities and man-machine interface. Prepares reports and studies concerning hardware. Prepares functional requirements and specifications for hardware acquisitions. Ensures that problems have been properly identified and solutions will satisfy the user's requirements.

**Minimum/General Experience:** This position requires a minimum of five years experience, of which at least three years must be specialized in system analysis, evaluation of hardware capabilities and configurations.

**Education:** Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline or certificate is required.

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### 6059 Hardware Specialist IV

**Functional Responsibility:** Reviews computer systems in terms of machine capabilities and man-machine interface. Prepares reports and studies concerning hardware. Prepares functional requirements and specifications for hardware acquisitions. Ensures that problems have been properly identified and solutions will satisfy the user's requirements.

**Minimum/General Experience:** This position requires a minimum of six years experience, of which at least four years must be specialized in system analysis, evaluation of hardware capabilities and configurations.

**Education:** Bachelor's Degree in Computer Science, Information Systems, Engineering, or other related discipline is required.

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### 6060 Help Desk Manager

**Functional Responsibility:** Provides daily supervision and direction to staff who are responsible for phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed or deployed under this contract. These personnel serve as the first point of contact for troubleshooting hardware/software PC and printer problems.

**Minimum/General Experience:** This position requires a minimum of five years experience, of which at least two years must be specialized. Experience includes: knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and work on a help desk.

**Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

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### 6061 Help Desk Manager II

**Functional Responsibility:** Provides daily supervision and direction to staff who are responsible for phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed or deployed under this contract. These personnel serve as the first point of contact for troubleshooting hardware/software PC and printer problems.

**Minimum/General Experience:** This position requires a minimum of seven to nine years experience, of which at least two years must be specialized. Experience includes: knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and work on a help desk.

**Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

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## 6062 Senior Help Desk Specialist

**Functional Responsibility:** Responsible for Help Desk staff and the activities associated with the identification, prioritization and resolutions of reported problems. Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this contract or predecessors. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems.

**Minimum/General Experience:** This position requires a minimum of three years experience of which one years are specialized. Experience includes: knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and work on a help desk.

**Education:** Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required.

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## 6063 Help Desk Specialist

**Functional Responsibility:** Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this contract or predecessors. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems.

**Minimum/General Experience:** This position requires a minimum of one year experience. Experience includes: knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and work on a help desk.

**Education:** Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required.

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## 6064 Help Desk Specialist III

**Functional Responsibility:** Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this contract or predecessors. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems.

**Minimum/General Experience:** This position requires a minimum of two to three years experience of which two are specialized. Experience includes: knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and work on a help desk.

**Education:** Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required.

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## 6065 Information Systems Architect

**Functional Responsibility:** 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. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards.

**Minimum/General Experience:** This position requires a minimum of ten years experience, of which at least seven years must be specialized in the analysis and design of information systems.

**Education:** Master's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

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## 6066 Principal Systems Architect

**Functional Responsibility:** 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. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards. Ensures that the common operating environment is TAFIM compliant.

**Minimum/General Experience:** This position requires a minimum of seven years experience, of which at least four years must be specialized in the analysis and design of information systems.

**Education:** Master's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

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## 6067 Senior Systems Architect

**Functional Responsibility:** 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. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards. Ensures that the common operating environment is TAFIM compliant.

**Minimum/General Experience:** This position requires a minimum of five years experience, of which at least three years must be specialized in the analysis and design of information systems.

**Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

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## 6068 Senior Logistician

**Functional Responsibility:** Responsible for development of logistics management plans to support acquisition and life cycle support of electronic, electromechanical and other military or commercial systems/equipment; monitors planning schedule execution and integrates/develops recommendations for corrective or remedial action; develop status reports reflecting support milestone progress and problems; and provides technical guidance to junior logistician personnel for development of logistics management documentation.

**Minimum/General Experience:** Over six years of experience in logistics, configuration management, or a directly related field.

**Education:** BS or BA in engineering, business administration, logistics management or a related academic discipline or industry certification as a Certified Logistician.

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## 6069 Network Technician I

**Functional Responsibility:** Conducts site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Follows engineering plans and site installation Technical Design Packages. Develops installation schedules. Works with network installation team. Assists in the preparation of drawing and documenting configuration changes at each site. Prepares site installation and test reports.

**Minimum/General Experience:** This position requires a minimum of one year experience. Experience includes: analysis, design, and installation of local area networks; and analysis and installation of communications systems.

**Education:** Minimum education requirement is a high school diploma.

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## 6070 Network Technician II

**Functional Responsibility:** Conducts site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Follows engineering plans and site installation Technical Design Packages. Develops installation schedules. Works with network installation team. Assists in the preparation of drawing and documenting configuration changes at each site. Prepares site installation and test reports.

**Minimum/General Experience:** This position requires a minimum of two years experience. General experience includes increasing responsibilities in technical management.

**Education:** Minimum education requirement is a high school diploma.

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## 6071 Network Technician III

**Functional Responsibility:** Organizes and directs network installations on site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Directs and leads preparation of engineering plans and site installation Technical Design Packages. Develops installation schedules. Mobilizes network installation team. Directs and leads preparation of drawings documenting configuration changes at each site. Prepares site installation and test reports. Coordinates post installation operations and maintenance support.

**Minimum/General Experience:** This position requires a minimum of three years experience of which at least one year must be specialized in direct network installations.

**Education:** Minimum education requirement is a high school diploma

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## 6072 Network Technician IV

**Functional Responsibility:** Organizes and directs network installations on site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Directs and leads preparation of engineering plans and site installation Technical Design Packages. Develops installation schedules. Mobilizes network installation team. Directs and leads preparation of drawings documenting configuration changes at each site. Prepares site installation and test reports. Coordinates post installation operations and maintenance support.

**Minimum/General Experience:** This position requires a minimum of four years experience of which at least two years must be specialized in direct network installations.

**Education:** Associates Degree

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## 6073 Principal Information Engineer

**Functional Responsibility:** Applies an enterprise-wide set of disciplines for the planning, analysis, design and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions. Performs enterprise wide strategic systems planning, business information planning, business and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools. Applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents. Provides technical guidance in software engineering techniques and automated support tools.

**Minimum/General Experience:** This position requires a minimum of six years experience in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. Of the six years general experience, a minimum of five years specialized experience is required.

**Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, or other related discipline.

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## 6074 Senior Information Engineer

**Functional Responsibility:** Applies business process improvement practices to re-engineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assist in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives. Provides daily supervision and direction to staff.

**Minimum/General Experience:** This position requires a minimum of years experience in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. Of the five years general experience, a minimum of three years specialized experience is required.

**Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

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## 6075 Systems Engineer I

**Functional Responsibility:** Provides input for engineering management plans, monitors schedule execution; assists in the preparation of status reports; and provides technical contributions to hardware and software engineers for development of engineering designs and documentation.

**Minimum/General Experience:** Entry level technical position that requires exercising independent judgment and technical discretion when providing technical support in any of the following areas: system architecture, system/equipment design, system integration, technical management, and direct interface with customer management personnel for the solution of emergent engineering and technical problems.

**Education:** Bachelor's degree in an engineering or computer science discipline or Associates degree with technical certification in an engineering or computer science discipline such as Microsoft System Engineer or Novel Certified Network Engineer.

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## 6076 Systems Engineer II

**Functional Responsibility:** Prepares engineering management plans, monitors schedule execution, and integrates recommendations for corrective and remedial action; prepares status reports and provides technical guidance to junior engineers for development of engineering designs and documentation.

**Minimum/General Experience:** Minimum of four years of experience in a mid level technical position that requires exercising independent judgment and technical discretion when providing technical support in any combination of the following areas: system architecture, system/equipment design, system integration, and technical management.

**Education:** Bachelor's degree in an engineering or computer science discipline or Associates degree with technical certification in an engineering or computer science discipline such as Microsoft System Engineer or Novel Certified Network Engineer.

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## 6077 Senior Systems Engineer I

**Functional Responsibility:** Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Selects commercially available off-the-shelf software and develops interface design to meet functional requirements. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

**Minimum/General Experience:** This position requires a minimum of three years experience, of which at least one year must be specialized

**Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

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## 6078 Senior Systems Engineer II

**Functional Responsibility:** Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Selects commercially available off-the-shelf software and develops interface design to meet functional requirements. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

**Minimum/General Experience:** This position requires a minimum of six years experience, of which at least three years must be specialized in analyzing, designing and testing business applications.

**Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

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## 6079 Senior Systems Engineer III

**Functional Responsibility:** Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Selects commercially available off-the-shelf software and develops interface design to meet functional requirements. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

**Minimum/General Experience:** This position requires a minimum of eight years experience managing or performing software engineering activities, of which at least five years must be specialized.

**Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

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## 6080 Senior Systems Engineer IV

**Functional Responsibility:** Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Selects commercially available off-the-shelf software and develops interface design to meet functional requirements. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

**Minimum/General Experience:** This position requires a minimum of ten years experience managing or performing software engineering activities, of which at least seven years must be specialized.

**Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

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## 6081 System Administrator

**Functional Responsibility:** Supervises and manages the daily activities of configuration and operation of business systems, which may be mainframe, mini, or client/server based. Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems.

**Minimum/General Experience:** This position requires a minimum of two years experience, of which at least one year must be specialized experience in administrating UNIX or open systems compliant systems.

**Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

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## 6082 System Technician I

**Functional Responsibility:** Builds and integrates computer systems and networks. Prepares reports and studies concerning hardware and network systems. Prepares functional requirements and specifications for hardware and software acquisitions. Ensures that problems have been properly identified and solutions will satisfy the user's requirements.

**Minimum/General Experience:** This position requires a minimum of one year experience. General experience includes increasing responsibilities with ADP systems, including systems analysis and programming. Must demonstrate the ability to work independently or under only general direction.

**Education:** Minimum requirement is a High School Diploma

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## 6083 System Technician II

**Functional Responsibility:** Builds and integrates computer systems and networks. Prepares reports and studies concerning hardware and network systems. Prepares functional requirements and specifications for hardware and software acquisitions. Ensures that problems have been properly identified and solutions will satisfy the user's requirements.

**Minimum/General Experience:** This position requires a minimum of two years experience. General experience includes increasing responsibilities with ADP systems, including systems analysis and programming.

**Education:** Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required.

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## 6084 System Technician III

**Functional Responsibility:** Builds and integrates computer systems and networks. Prepares reports and studies concerning hardware and network systems. Prepares functional requirements and specifications for hardware and software acquisitions. Ensures that problems have been properly identified and solutions will satisfy the user's requirements. Ensures that problems have been properly identified and solutions will satisfy the user's requirements.

**Minimum/General Experience:** This position requires a minimum of four years experience, of which at least two years must be specialized in increasing responsibilities with ADP systems, including systems analysis and programming.

**Education:** Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline or certificate is required.

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#### **6085 System Technician IV**

**Functional Responsibility:** Builds and integrates computer systems and networks. Prepares reports and studies concerning hardware and network systems. Prepares functional requirements and specifications for hardware and software acquisitions. Ensures that problems have been properly identified and solutions will satisfy the user's requirements. Ensures that problems have been properly identified and solutions will satisfy the user's requirements.

**Minimum/General Experience:** This position requires a minimum of six years experience, of which at least four years must be specialized in increasing responsibilities with ADP systems, including systems analysis and programming.

**Education:** Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required.

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#### **6086 Technical Information Specialist I**

**Functional Responsibilities:** Supports the professional staff in technical information research. Will assist the professional staff in a variety of functions, including: product/software research, patent research, online search and retrieval, supporting information systems designs, physical or electronic library maintenance, and other duties associated with information acquisition and maintenance.

**Minimum/General Experience:** This position requires one-year experience and a basic understanding of the storage and organization of information.

**Education:** At a minimum a high school diploma is required.

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#### **6087 Technical Information Specialist II**

**Functional Responsibility:** Supports the professional staff in technical information research. Will assist the professional staff in a variety of functions, including: product/software research, patent research, online search and retrieval, supporting information systems designs, physical or electronic maintenance, and other duties associated with information acquisition and maintenance.

**Minimum/General Experience:** This position requires two years experience and a basic understanding of the storage and organization of information.

**Education:** Associates Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required.

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#### **6088 Technical Information Specialist III**

**Functional Responsibility:** Supports the professional staff in technical information research. Will assist the professional staff in a variety of functions, including: product/software research, patent research, online search and retrieval, supporting information systems designs, physical or electronic maintenance, and other duties associated with information acquisition and maintenance.

**Minimum/General Experience:** This position requires four years of experience with the storage and the organization of information.

**Education:** Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required.

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## **6089 Technical Information Specialist IV**

**Functional Responsibility:** Supports the professional staff in technical information research. Will assist the professional staff in a variety of functions, including: product/software research, patent research, online search and retrieval, supporting information systems designs, physical or electronic maintenance, and other duties associated with information acquisition and maintenance.

**Minimum/General Experience:** This position requires six years experience with a thorough understanding of the storage and organization of information.

**Education:** Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required.

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## **6090 Training Instructor/Course Developer**

**Functional Responsibility:** The individual will be responsible for training course/curricula design and/or the authoring, media digitization, and graphics implementation of training products. Responsibilities may also include defining curricula, creating course content/materials (teacher's guides, grading schemes, student handouts, laboratory exercise, tests, and audiovisual presentation materials). Individuals are also responsible for setting up and conducting classes, soliciting student feedback, and reporting on student performance.

**Minimum/General Experience:** Five years of experience in developing training products or in the delivery of training curricula.

**Minimum Education:** Bachelor's degree in technical field, computer science, instructional technology, or education, or with two additional years of experience and an Associates degree in a related field with instructional technology certification.

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## **6091 Training Instructor**

**Functional Responsibility:** The individual will be responsible for training course/curricula design and/or the authoring, media digitization, and graphics implementation of training products.

**Minimum/General Experience:** This position requires a minimum of five years experience, of which at least three years must be specialized in training.

**Education:** BA or BS degree in any field

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## **6092 Senior Information Systems Training Specialist**

**Functional Responsibility:** Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Develops all instructor materials (course outline, background material, and training aids). Develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer based/computer aided training. Provides daily supervision and direction to staff.

**Minimum/General Experience:** This position requires a minimum of four years experience, of which at least three years must be specialized in information technology.

**Education:** BA or BS degree in any field

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### 6093 Training Specialist

**Functional Responsibility:** Conducts the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops and seminars.

**Minimum/General Experience:** This position requires a minimum of three years experience, of which at least two years must be specialized in training.

**Education:** BA or BS degree in any field.

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### 6094 Work Management Software Project Director/Work Management Software Architect

**Functional Responsibility:** Responsible for creating and/or maintaining the work management software team(s). Responsible for all employee management, including direct liaison with agency COTR. Responsible for facilitating the use of project teams to accomplish project activities and objectives as designated by client requirements. Responsible for studying client requirements with client input to design the most cost-effective solution to any and all project elements. Constructs project teams through a combination of interviewing, hiring, restaffing, task-oriented staff repositioning, training, and retraining. Responsible for maintaining all communication channels between client workforce and project team.

**Minimum/General Experience:** This position requires a minimum of eight years experience, of which at least five years must be specialized.

**Education:** A Master's degree in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources development/Management, or other related discipline.

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### 6095 Senior Work Management Software Analyst

**Functional Responsibility:** Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces, maintain hardware and software performance tuning, analyze workload and computer usage, maintain interfaces with outside systems, analyze downtimes, analyze proposed system modifications, upgrades and new COTS. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

**Minimum/General Experience:** This position requires a minimum of seven years experience, of which at least four years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers.

**Education:** Master's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

## 6096 Work Management Software Project Technical Leader

**Functional Responsibility:** Individual responsible for daily supervision of onsite Work Management Software Project Team. Reports directly to Work Management Software Director/ Software Architect for direction and guidance in project development. Responsible for all employee management decisions made involving project team, Communication duties may include direct liaison with agency COTR. Responsible for rapid deployment of project team implementation specialists and staff for immediate troubleshooting assistance on project problem areas. Responsible for facilitating the use of project teams to accomplish project activities and objectives as designated by client requirements. Responsible for studying client requirements with client input to design the most cost-effective solution to any and all project elements. Assists in constructing project teams through a combination of interviewing, hiring, restaffing, task-oriented staff repositioning, training, and retraining.

**Minimum/General Experience:** This position requires a minimum of six years experience, of which at least three years must be specialized.

**Education:** Master's degree in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/Management, Library Science, or other related discipline.

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## 6097 Work Management Software Analyst

**Functional Responsibility:** Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces, maintain hardware and software performance tuning, analyze workload and computer usage, maintain interfaces with outside systems, analyze downtimes, analyze proposed system modifications, upgrades and new COTS. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

**Minimum/General Experience:** This position requires a minimum of five years experience, of which at least two years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers.

**Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.



## 6098 Work Management Software Application Developer

**Functional Responsibility:** Responsible for supporting client workflow requirements in an individual implementation role, or as part of a Work Management Software project team. Studies electronic or manual tools used in workflow process issues relating to legacy systems and develops applications for client staff use. Responsible for developing tools based upon Implementation Staff's strategies for transfer and alteration of processes to new electronic tools and second-generation systems. Participates in data conversion projects, both from electronic, non-standard, descriptive formats, as well as from manual descriptive formats. Responsible for implementing hardware and software solutions as designated by Work Management Software Technical Leader. Supports client training on newly developed applications, and works closely with Implementation Staff and Specialists to document applications use manuals. Researches technology changes in database access and design tools and integrates new products or tools into existing applications environment. Tests and debugs implementation of developed applications.

**Minimum/General Experience:** This position requires a minimum of four years experience, of which at least two years must be specialized.

**Education:** Master's degree in Computer Science, Information Systems, Software Development, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/Management, Library Science, Information Science or other related discipline.

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## 6099 Work Management Software Implementation Specialist

**Functional Responsibility:** Responsible for supporting client workflow requirements in an individual implementation role, or as part of a Work Management Software project team. Studies electronic or manual tools used in workflow process issues relating to legacy systems and develops strategies for transfer and alteration of processes to new electronic tools and second-generation systems. Participates in data conversion projects, both from electronic, non-standard, descriptive formats, as well as from manual descriptive formats. Responsible for implementing hardware and software solutions as designated by Work Management Software Technical Leader, or Work Management Software Consultants. Hardware installation assistance and support, including configuration and troubleshooting of basic desktop and ILS client software packages on client workstations and accompanying peripherals.

**Minimum/General Experience:** This position requires a minimum of two years experience, of which at least one year must be specialized.

**Education:** A Master's degree in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/Management, Library Science, Information Science or other related discipline.

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## 6100 Senior Financial Consultant

**Functional Responsibility:** Organizes and directs the overall performance of the contract. Interacts with management personnel assigned to the engagement and is responsible for decisions made with respect to any technical or administrative matters encountered. Approves the engagement planning and is responsible for approval of the final report.

**Minimum/General Experience:** This position requires a minimum of ten years experience, of which at least five years must be specialized.

**Education:** A Master's degree in Accounting, Finance, Business, or other related discipline.

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### **6101 Financial Consultant**

**Functional Responsibility:** Manages the overall performance of the engagement. Ensures that the goals and objectives of the engagement are accomplished within the prescribed timeframe and funding parameters. Provides updates on the progress of the engagement to the Financial Senior Consultant and issues the final report. Conducts quality control inspections and reviews.

**Minimum/General Experience:** This position requires a minimum of eight years experience, of which at least four years must be specialized.

**Education:** Bachelor's degree in Accounting, Finance, Business, or other related discipline.

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### **6102 Supervisory Auditor/Accountant**

**Functional Responsibility:** Supervises the engagement and is responsible for the implementation of procedures to be followed relative to the audit plan or project plan. Is responsible for drafting the audit or engagement report prior to its submission for approval. Assumes responsibility for the coordination of subordinate activities. Conducts on-site quality control inspections and reviews.

**Minimum/General Experience:** This position requires a minimum of five years experience, of which at least three years must be specialized.

**Education:** Bachelor's degree in Accounting, Finance, Business, or other related discipline.

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### **6103 Auditor/Accountant I**

**Functional Responsibility:** Performs the individual audit or work plan tasks under the direct supervision of the senior auditor. Prepares audit workpapers and supporting documentation for audit exceptions and/or findings.

**Minimum General/Experience:** This position requires a minimum of two years experience, of which at least one year must be specialized.

**Education:** Bachelor's degree in Accounting, Finance, Business, or other related discipline.

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### **6104 Auditor/Accountant II**

**Functional Responsibility:** Supervises and directs junior auditors in the performance of audit procedures specified in the audit plan. Exercises supervisory role over field personnel and reviews work products during the conduct of the audit for proper documentation. Summarizes the results of the audit review for consideration of the supervisory auditor for inclusion into the draft report.

**Minimum/General Experience:** This position requires a minimum of three years experience, of which at least one year must be specialized.

**Education:** Bachelor's degree in Accounting, Finance, Business, or other related discipline.

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### 6105 Auditor/Accountant III

**Functional Responsibility:** Responsible for major segments of the audit or engagement. Supervises and directs the efforts of the other auditors in the performance of the procedures specified in the audit or project plan. Exercises supervisory control over field personnel and reviews work products prepared during the conduct of the engagement for proper documentation. Summarizes the results of the engagement for consideration by the supervisory auditor for inclusion in the draft response.

**Minimum/General Experience:** This position requires a minimum of four years experience, of which at least two years must be specialized.

**Education:** Bachelor's degree in Accounting, Finance, Business, or other related discipline.

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### 6106 AutoCAD Operator I

**Functional Responsibility:** Creates original AutoCAD drawings from sketches or red-lined architectural drawings. Creates electrical and telecommunications network schematics that accurately depict fiber optic cable, Category 5 data networks, Category 3 voice networks, broadband, baseband, CCTV, audio networks, etc. Modifies existing AutoCAD drawings to reflect as-built red line changes.

**Minimum/General Experience:** This position requires one year of experience as an AutoCAD operator creating engineering and technical drawings.

**Education:** High school diploma

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### 6107 AutoCAD Operator II

**Functional Responsibility:** Creates original AutoCAD drawings from sketches or red-lined architectural drawings. Creates electrical and telecommunications network schematics that accurately depict fiber optic cable, Category 5 data networks, Category 3 voice networks, broadband, baseband, CCTV, audio networks, etc. Modifies existing AutoCAD drawings to reflect as-built red line changes.

**Minimum/General Experience:** This position requires two years of experience in preparing architectural, mechanical, building, and/or floorplan drawings, including detailed diagrams of duct work, telephone equipment, computer equipment, LAN/WAN, cabling, racks, electrical, lighting, and/or construction blue prints.

**Education:** Associates Degree

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### 6108 Senior. AutoCAD Specialist I

**Functional Responsibility:** Thorough understanding of AutoCAD and various MS Office products; specializes in facility data and drawings, as well as data change events and associated document management; experienced in team/project leadership.

**Minimum/General Experience:** This position requires four to seven years of experience, of which three years must be specialized in preparing architectural, mechanical, building, and/or floorplan drawings, including detailed diagrams of duct work, telephone equipment, computer equipment, LAN/WAN, cabling, racks, electrical, lighting, and/or construction blue prints.

**Education:** Bachelor's Degree or equivalent certification(s)

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### 6109 Senior AutoCAD Specialist II

**Functional Responsibility:** Thorough understanding of AutoCAD and various MS Office products; specializes in facility data and drawings, as well as data change events and associated document management; experienced in team/project leadership.

**Minimum/General Experience:** This position requires seven to ten years of experience, of which six years must be specialized in preparing architectural, mechanical, building, and/or floorplan drawings, including detailed diagrams of duct work, telephone equipment, computer equipment, LAN/WAN, cabling, racks, electrical, lighting, and/or construction blue prints.

**Education:** Bachelor's Degree or equivalent certification(s)

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### 6110 Senior AutoCAD Specialist III

**Functional Responsibility:** Thorough understanding of AutoCAD and various MS Office products; specializes in facility data and drawings, as well as data change events and associated document management; experienced in team/project leadership.

**Minimum/General Experience:** This position requires ten to twelve years of experience, of which seven years must be specialized in preparing architectural, mechanical, building, and/or floorplan drawings, including detailed diagrams of duct work, telephone equipment, computer equipment, LAN/WAN, cabling, racks, electrical, lighting, and/or construction blue prints.

**Education:** Bachelor's Degree or equivalent certification(s)

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### 6111 Senior AutoCAD Manager III

**Functional Responsibility:** Certified in ARCHIBUS or equivalent; expert level command of various MS Office products as well as Crystal Reports Professional Edition; specializes in CAD floor plan drawings and managing facility real property data and experienced in using CAFM Systems, as well as technical experience using AutoCAD; experienced in team/project leadership.

**Minimum/General Experience:** This position requires ten to twelve years of experience, of which seven years must be specialized in preparing architectural, mechanical, building, and/or floorplan drawings, including detailed diagrams of duct work, telephone equipment, computer equipment, LAN/WAN, cabling, racks, electrical, lighting, and/or construction blue prints.

**Education:** Master's Degree and relevant certification(s)

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### 6112 Exchange Subject Matter Expert (SME)

**Functional Responsibility:** Provide Microsoft Exchange expertise and technical support to facilitate the migration of legacy email systems. Duties to include:

- Identify technical dependencies and issues that impact migration
- Identify options/solutions to address dependencies and issues to maintain schedule
- Implement solutions and work a rounds to dependencies/issues in client environment if necessary
- Point of escalation to address issues during migration
- Participate in client meetings to schedule and coordinate migration
- Develop architecture/interface diagrams as necessary client issues and feedback.

**Minimum/General Experience:** This position requires a minimum of four to six years of experience, of which at least three years must be specialized in this field.

**Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

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### 6113 Project Coordinator II

**Functional Responsibility:** Provide project management support to coordinate migration of multiple legacy email systems to the Agency EMS (Enterprise Messaging System) or equivalent. Duties to include:

- Point of contact for client migration
- Develop and update of MS project plan
- Interface with client IT management and technical staff to schedule migration in accordance with master integrated project plan
- Participate and lead meetings with client to review and finalize migration plan and other documentation
- Identify all project dependencies and develop resolution and/or work a round to maintain schedule
- Draft and finalize (based on client and other input) the Communications Plan, Migration Schedule, Risk/Mitigations, etc.
- Participate in regular client and operations conference calls and meetings
- Point of escalation for facilitate resolutions to issues/incidents during migration
- Take meeting notes and define/track action items

**Minimum/General Experience:** This position requires a minimum of four to seven years of experience, of which at least three years must be specialized in this field.

**Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

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### 6114 Management Consultant II

**Functional Responsibility:** Proficient in analysis and definition of business needs, applying methodologies, support of program management, exposure to client issues, and development of project deliverables. Provides assistance on completing work plan activities, analyzes relevant data and information, and institutes and supports business solutions. Other experience includes process improvement diagnoses, process modeling and documentation, benchmarking activities, and exposure to change management principles.

Provides analytical and program support, and is focused on high performance work and has an understanding of Agency business needs. Regarding consulting services, this position completes assigned engagement tasks within the project scope and budget, while meeting deliverable requirements. Serves as a key analytical resource on engagement team. Assumes responsibility for conducting relevant research, distilling data, and creating reports. Actively engages consulting tools and methodologies to meet project objectives and complete program management activities. Maintains responsibility for quality assurance practices and fostering completion and accuracy of system documentation. May also participate in organizational assessments, and performance measures and indicators.

**Minimum/General Experience:** This position requires a minimum of ten to twelve years of experience, of which at least eight years must be specialized in this field.

**Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

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### 6115 Management Consultant III

**Functional Responsibility:** Proficient in analysis and definition of business needs, applying methodologies, support of program management, exposure to client issues, and development of project deliverables. Provides assistance on completing work plan activities, analyzes relevant data and information, and institutes and supports business solutions. Other experience includes process improvement diagnoses, process modeling and documentation, benchmarking activities, and exposure to change management principles.

Provides analytical and program support, and is focused on high performance work and has an understanding of Agency business needs. Regarding consulting services, this position completes assigned engagement tasks within the project scope and budget, while meeting deliverable requirements. Serves as a key analytical resource on engagement team. Assumes responsibility for conducting relevant research, distilling data, and creating reports. Actively engages consulting tools and methodologies to meet project objectives and complete program management activities. Maintains responsibility for quality assurance practices and fostering completion and accuracy of system documentation. May also participate in organizational assessments, and performance measures and indicators.

**Minimum/General Experience:** This position requires a minimum of twelve to fourteen years of experience, of which at least ten years must be specialized in this field.

**Education:** Master's Degree or PMP or equivalent and Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

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### 6116 Computer Security Specialist II

**Functional Responsibility:** Provide support to plan, coordinate, and implement the organization's information security. Provide support for facilitating and helping agencies identify their current security infrastructure and define future programs, design and implementation of fire-wall and other related security issues on LANs/WANs. A working knowledge of several of the following areas is required: understanding of business security practices and procedures; knowledge of current security tools available; hardware/software firewalls and their implementation; different communication protocols; encryption techniques/tools; familiarity with commercial products (ex. - DNS, RSA, Smartcard, Cyberguard, BBN, TimeStep), and current Internet/EC technology.

**Minimum/General Experience:** This position requires a minimum of five to seven years of experience, of which at least five years must be specialized in this field.

**Education:** Bachelor's degree or equivalent certifications.

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### 6117 Continuity of Operations Plan/Disaster Recovery Engineer III

**Functional Responsibility:** Leads complex DR and data center assessments for disaster recovery solution recommendations and implementations; specializes in Dr/COOP design architecture based on the critical nature of the applications to support customer missions; identifies appropriate solutions to fit each customer specifics; serves as the Technical Point of Contact for issue resolution of customer issues; and provides pre-sales technical support in the form of presentations, white papers, and client meetings.

**Minimum/General Experience:** This position requires a minimum of three to five years of experience, of which at least three years must be specialized in this field.

**Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline or equivalent training/certifications.

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## 6118 Continuity of Operations Plan/Disaster Recovery Manager

**Functional Responsibility:** Specializes in data center operations and all associated business continuity and disaster recovery solutions; well versed in the risks inherent to disaster recovery; manages projects; serves as primary technical interface with Government program management and technical personnel for delivery order performance; oversees delivery order performance; ensures deliverable quality; and reports schedule, cost and execution performance.

**Minimum/General Experience:** This position requires a minimum of four to six years of experience, of which at least four years must be specialized in this field.

**Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. PMP or equivalent certification also required.

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## Education and Specialized Experience Substitutions

If the minimum educational requirements have been exceeded for the above labor categories, years of required experience may be waived as followed:

- Associates degree - one (1) year of experience
- Bachelor's degree - two (2) years of experience
- Master's degree - four (4) years of experience
- PhD - five (5) years of experience

For the above labor categories, the years of specialized experience may be substituted for educational requirements as followed:

- Associates degree – two (2) years of specialized experience
- Bachelor's degree - four (4) years of specialized experience
- Master's degree - six (6) years of specialized experience
- PhD – ten (10) years of specialized experience

**GSA FSS IT Schedule 70 Pricelist Rates  
Contract No. GS-35F-0680K**

CLIN	Labor Category	09/27/15 - 09/26/16		09/27/16 - 09/26/17		09/27/17 - 09/26/18		09/27/18 - 09/26/19		09/27/19 - 09/26/20	
		Gov't. Site Rate	Ctr Site Rate	Gov't. Site Rate	Ctr Site Rate	Gov't. Site Rate	Ctr Site Rate	Gov't. Site Rate	Ctr Site Rate	Gov't. Site Rate	Ctr Site Rate
6001	Senior Principal	\$280.46	\$265.61	\$285.51	\$270.39	\$290.65	\$275.26	\$295.88	\$280.21	\$301.21	\$285.25
6002	Director	\$210.70	\$255.40	\$214.49	\$260.00	\$218.35	\$264.68	\$222.28	\$269.44	\$226.28	\$274.29
6003	Senior Program Manager	\$160.26	\$178.08	\$163.14	\$181.29	\$166.08	\$184.55	\$169.07	\$187.87	\$172.11	\$191.25
6004	Senior Project Manager	\$148.17	\$172.06	\$150.84	\$175.16	\$153.56	\$178.31	\$156.32	\$181.52	\$159.13	\$184.79
6005	Program Manager	\$137.05	\$165.39	\$139.52	\$168.37	\$142.03	\$171.40	\$144.59	\$174.49	\$147.19	\$177.63
6006	Project Manager	\$117.22	\$135.30	\$119.33	\$137.74	\$121.48	\$140.22	\$123.67	\$142.74	\$125.90	\$145.31
6007	Senior Program Control Specialist I		\$99.44		\$101.23		\$103.05		\$104.90		\$106.79
6008	Reserved										
6009	Quality Assurance Manager	\$140.67	\$111.79	\$143.20	\$113.80	\$145.78	\$115.85	\$148.40	\$117.94	\$151.07	\$120.06
6010	Quality Assurance Analyst	\$109.06	\$116.26	\$111.02	\$118.35	\$113.02	\$120.48	\$115.05	\$122.65	\$117.12	\$124.86
6011	Project Control Specialist	\$37.88	\$84.58	\$38.56	\$86.10	\$39.25	\$87.65	\$39.96	\$89.23	\$40.68	\$90.84
6012	Project Control Specialist II		\$99.44		\$101.23		\$103.05		\$104.90		\$106.79
6013	Technical Writer I	\$64.63		\$65.79		\$66.97		\$68.18		\$69.41	
6014	Technical Writer II	\$70.93		\$72.21		\$73.51		\$74.83		\$76.18	
6015	Technical Writer III	\$92.57		\$94.24		\$95.94		\$97.67		\$99.43	
6016	Technical Writer IV	\$163.97		\$166.92		\$169.92		\$172.98		\$176.09	
6017	Business Process Re-engineer Manager	\$197.99		\$201.55		\$205.18		\$208.87		\$212.63	
6018	Business Process Re-engineer Manager II	\$191.29		\$194.73		\$198.24		\$201.81		\$205.44	
6019	Senior Business Process Engineer Specialist	\$115.56		\$117.64		\$119.76		\$121.92		\$124.11	
6020	Business Process Re-engineer Specialist	\$97.16		\$98.91		\$100.69		\$102.50		\$104.35	
6021	Reserved										
6022	Clerical II*	\$34.95	\$52.85	\$35.58	\$53.80	\$36.22	\$54.77	\$36.87	\$55.76	\$37.53	\$56.76
6023	Clerical III*	\$43.44	\$54.95	\$44.22	\$55.94	\$45.02	\$56.95	\$45.83	\$57.98	\$46.65	\$59.02
6024	Clerical IV*	\$55.82		\$56.82		\$57.84		\$58.88		\$59.94	
6025	Key Entry Operator I*	\$34.86		\$35.49		\$36.13		\$36.78		\$37.44	
6026	Key Entry Operator II*	\$43.82		\$44.61		\$45.41		\$46.23		\$47.06	
6027	Reserved										
6028	Library Technician II*	\$63.75		\$64.90		\$66.07		\$67.26		\$68.47	
6029	Library Technician III	\$64.63		\$65.79		\$66.97		\$68.18		\$69.41	
6030	Librarian	\$70.01		\$71.27		\$72.55		\$73.86		\$75.19	

\*Awarded by GSA as Non-Professional, Service Contract Act labor categories.



**GSA FSS IT Schedule 70 Pricelist Rates  
Contract No. GS-35F-0680K**

CLIN	Labor Category	09/27/15 - 09/26/16		09/27/16 - 09/26/17		09/27/17 - 09/26/18		09/27/18 - 09/26/19		09/27/19 - 09/26/20	
		Gov't. Site Rate	Ctr Site Rate	Gov't. Site Rate	Ctr Site Rate	Gov't. Site Rate	Ctr Site Rate	Gov't. Site Rate	Ctr Site Rate	Gov't. Site Rate	Ctr Site Rate
6031	Senior Librarian	\$82.02		\$83.50		\$85.00		\$86.53		\$88.09	
6032	Cataloger	\$67.33		\$68.54		\$69.77		\$71.03		\$72.31	
6033	Senior Cataloger	\$78.87		\$80.29		\$81.74		\$83.21		\$84.71	
6034	Senior Voice/Data Communications Specialist	\$105.66	\$118.20	\$107.56	\$120.33	\$109.50	\$122.50	\$111.47	\$124.71	\$113.48	\$126.95
6035	Communications Network Manager	\$94.01		\$95.70		\$97.42		\$99.17		\$100.96	
6036	Voice/Data Communications Specialist	\$87.32		\$88.89		\$90.49		\$92.12		\$93.78	
6037	Communications Specialist	\$76.09		\$77.46		\$78.85		\$80.27		\$81.71	
6038	Reserved										
6039	Computer Operator II*	\$52.59		\$53.54		\$54.50		\$55.48		\$56.48	
6040	Computer Operator III*	\$59.30		\$60.37		\$61.46		\$62.57		\$63.70	
6041	Computer Operator IV	\$71.99		\$73.29		\$74.61		\$75.95		\$77.32	
6042	Computer Programmer I	\$64.12		\$65.27		\$66.44		\$67.64		\$68.86	
6043	Computer Programmer II	\$70.12	\$87.64	\$71.38	\$89.22	\$72.66	\$90.83	\$73.97	\$92.46	\$75.30	\$94.12
6044	Computer Programmer III	\$75.46	\$91.15	\$76.82	\$92.79	\$78.20	\$94.46	\$79.61	\$96.16	\$81.04	\$97.89
6045	Computer Programmer IV	\$86.34		\$87.89		\$89.47		\$91.08		\$92.72	
6046	Computer Systems Analyst I	\$66.78		\$67.98		\$69.20		\$70.45		\$71.72	
6047	Computer Systems Analyst II	\$79.69		\$81.12		\$82.58		\$84.07		\$85.58	
6048	Computer Systems Analyst III	\$97.69		\$99.45		\$101.24		\$103.06		\$104.92	
6049	Computer Systems Analyst IV	\$131.86	\$160.26	\$134.23	\$163.14	\$136.65	\$166.08	\$139.11	\$169.07	\$141.61	\$172.11
6050	Senior Database Analyst I	\$67.33		\$68.54		\$69.77		\$71.03		\$72.31	
6051	Senior Database Analyst II	\$79.69		\$81.12		\$82.58		\$84.07		\$85.58	
6052	Senior Database Analyst III	\$105.35		\$107.25		\$109.18		\$111.15		\$113.15	
6053	Senior Database Analyst IV	\$121.92		\$124.11		\$126.34		\$128.61		\$130.92	
6054	Senior Functional Analyst	\$87.37	\$102.17	\$88.94	\$104.01	\$90.54	\$105.88	\$92.17	\$107.79	\$93.83	\$109.73
6055	Functional Analyst	\$67.06		\$68.27		\$69.50		\$70.75		\$72.02	
6056	Hardware Specialist I	\$65.42		\$66.60		\$67.80		\$69.02		\$70.26	
6057	Hardware Specialist II	\$80.62		\$82.07		\$83.55		\$85.05		\$86.58	
6058	Hardware Specialist III	\$90.41		\$92.04		\$93.70		\$95.39		\$97.11	
6059	Hardware Specialist IV	\$121.92		\$124.11		\$126.34		\$128.61		\$130.92	

\*Awarded by GSA as Non-Professional, Service Contract Act labor categories.

**GSA FSS IT Schedule 70 Pricelist Rates**  
**Contract No. GS-35F-0680K**

CLIN	Labor Category	09/27/15 - 09/26/16		09/27/16 - 09/26/17		09/27/17 - 09/26/18		09/27/18 - 09/26/19		09/27/19 - 09/26/20	
		Gov't. Site Rate	Ctr Site Rate	Gov't. Site Rate	Ctr Site Rate	Gov't. Site Rate	Ctr Site Rate	Gov't. Site Rate	Ctr Site Rate	Gov't. Site Rate	Ctr Site Rate
6060	Help Desk Manager	\$104.64		\$106.52		\$108.44		\$110.39		\$112.38	
6061	Help Desk Manager II	\$137.13		\$139.60		\$142.11		\$144.67		\$147.27	
6062	Senior Help Desk Specialist	\$88.92		\$90.52		\$92.15		\$93.81		\$95.50	
6063	Help Desk Specialist	\$63.43		\$64.57		\$65.73		\$66.91		\$68.11	
6064	Help Desk Specialist III	\$100.04		\$101.84		\$103.67		\$105.54		\$107.44	
6065	Information Systems Architect	\$154.10	\$219.12	\$156.87	\$223.06	\$159.69	\$227.08	\$162.56	\$231.17	\$165.49	\$235.33
6066	Principal Systems Architect	\$128.78	\$154.10	\$131.10	\$156.87	\$133.46	\$159.69	\$135.86	\$162.56	\$138.31	\$165.49
6067	Senior Systems Architect	\$103.90	\$122.91	\$105.77	\$125.12	\$107.67	\$127.37	\$109.61	\$129.66	\$111.58	\$131.99
6068	Senior Logistician	\$78.15		\$79.56		\$80.99		\$82.45		\$83.93	
6069	Network Technician I*	\$62.02		\$63.14		\$64.28		\$65.44		\$66.62	
6070	Network Technician II*	\$72.68		\$73.99		\$75.32		\$76.68		\$78.06	
6071	Network Technician III*	\$79.34		\$80.77		\$82.22		\$83.70		\$85.21	
6072	Network Technician IV	\$99.90		\$101.70		\$103.53		\$105.39		\$107.29	
6073	Principal Information Engineer	\$93.92		\$95.61		\$97.33		\$99.08		\$100.86	
6074	Senior Information Engineer	\$82.32		\$83.80		\$85.31		\$86.85		\$88.41	
6075	Systems Engineer I	\$52.07		\$53.01		\$53.96		\$54.93		\$55.92	
6076	Systems Engineer II	\$88.93		\$90.53		\$92.16		\$93.82		\$95.51	
6077	Senior Systems Engineer I	\$73.90	\$85.60	\$75.23	\$87.14	\$76.58	\$88.71	\$77.96	\$90.31	\$79.36	\$91.94
6078	Senior Systems Engineer II	\$88.93		\$90.53		\$92.16		\$93.82		\$95.51	
6079	Senior Systems Engineer III	\$108.06	\$120.19	\$110.01	\$122.35	\$111.99	\$124.55	\$114.01	\$126.79	\$116.06	\$129.07
6080	Senior Systems Engineer IV	\$133.91	\$160.26	\$136.32	\$163.14	\$138.77	\$166.08	\$141.27	\$169.07	\$143.81	\$172.11
6081	Systems Administrator	\$65.44		\$66.62		\$67.82		\$69.04		\$70.28	
6082	System Technician I	\$43.61		\$44.39		\$45.19		\$46.00		\$46.83	
6083	System Technician II	\$48.38		\$49.25		\$50.14		\$51.04		\$51.96	
6084	System Technician III	\$66.00		\$67.19		\$68.40		\$69.63		\$70.88	
6085	System Technician IV	\$78.81		\$80.23		\$81.67		\$83.14		\$84.64	
6086	Technical Information Specialist I*	\$66.94		\$68.14		\$69.37		\$70.62		\$71.89	
6087	Technical Information Specialist II	\$82.51		\$84.00		\$85.51		\$87.05		\$88.62	
6088	Technical Information Specialist III	\$101.02	\$118.20	\$102.84	\$120.33	\$104.69	\$122.50	\$106.57	\$124.71	\$108.49	\$126.95
6089	Technical Information Specialist IV	\$129.90		\$132.24		\$134.62		\$137.04		\$139.51	

\*Awarded by GSA as Non-Professional, Service Contract Act labor categories.

**GSA FSS IT Schedule 70 Pricelist Rates  
Contract No. GS-35F-0680K**

CLIN	Labor Category	09/27/15 - 09/26/16		09/27/16 - 09/26/17		09/27/17 - 09/26/18		09/27/18 - 09/26/19		09/27/19 - 09/26/20	
		Gov't. Site Rate	Ctr Site Rate	Gov't. Site Rate	Ctr Site Rate	Gov't. Site Rate	Ctr Site Rate	Gov't. Site Rate	Ctr Site Rate	Gov't. Site Rate	Ctr Site Rate
6090	Training Instructor/Course Developer	\$122.91	\$123.83	\$125.12	\$126.06	\$127.37	\$128.33	\$129.66	\$130.64	\$131.99	\$132.99
6091	Training Instructor	\$131.78		\$134.15		\$136.56		\$139.02		\$141.52	
6092	Senior Information Systems Training Specialist	\$75.40		\$76.76		\$78.14		\$79.55		\$80.98	
6093	Training Specialist	\$72.69		\$74.00		\$75.33		\$76.69		\$78.07	
6094	Software Project Director/Work Mgmt Software Architect	\$202.69		\$206.34		\$210.05		\$213.83		\$217.68	
6095	Senior W/M Software Analyst	\$154.10		\$156.87		\$159.69		\$162.56		\$165.49	
6096	W/M Software Project Technical Leader	\$131.78	\$160.26	\$134.15	\$163.14	\$136.56	\$166.08	\$139.02	\$169.07	\$141.52	\$172.11
6097	W/M Software Analyst	\$147.42		\$150.07		\$152.77		\$155.52		\$158.32	
6098	W/M Software Applications Developer	\$118.20		\$120.33		\$122.50		\$124.71		\$126.95	
6099	W/M Software Implementation Specialist	\$109.88	\$128.78	\$111.86	\$131.10	\$113.87	\$133.46	\$115.92	\$135.86	\$118.01	\$138.31
6100	Senior Financial Consultant	\$168.85		\$171.89		\$174.98		\$178.13		\$181.34	
6101	Financial Consultant	\$128.98		\$131.30		\$133.66		\$136.07		\$138.52	
6102	Supervisory Auditor/Accountant	\$111.79		\$113.80		\$115.85		\$117.94		\$120.06	
6103	Auditor/Accountant I	\$83.12		\$84.62		\$86.14		\$87.69		\$89.27	
6104	Auditor/Accountant II	\$93.65		\$95.34		\$97.06		\$98.81		\$100.59	
6105	Auditor/Accountant III	\$105.33		\$107.23		\$109.16		\$111.12		\$113.12	
6106	AutoCAD Operator I*	\$51.98		\$52.92		\$53.87		\$54.84		\$55.83	
6107	AutoCAD Operator II*	\$63.68		\$64.83		\$66.00		\$67.19		\$68.40	
6108	Senior AutoCAD Specialist I	\$75.63		\$76.99		\$78.38		\$79.79		\$81.23	
6109	Senior AutoCAD Specialist II	\$87.55		\$89.13		\$90.73		\$92.36		\$94.02	
6110	Senior AutoCAD Specialist III	\$110.56		\$112.55		\$114.58		\$116.64		\$118.74	
6111	Senior AutoCAD Manager III	\$180.16		\$183.40		\$186.70		\$190.06		\$193.48	
6112	Microsoft Exchange SME	\$196.55		\$200.09		\$203.69		\$207.36		\$211.09	
6113	Project Coordinator II	\$171.97		\$175.07		\$178.22		\$181.43		\$184.70	
6114	Management Consultant II	\$185.96		\$189.31		\$192.72		\$196.19		\$199.72	
6115	Management Consultant III	\$247.94		\$252.40		\$256.94		\$261.56		\$266.27	
6116	Computer Security Specialist II	\$104.11	\$154.10	\$105.98	\$156.87	\$107.89	\$159.69	\$109.83	\$162.56	\$111.81	\$165.49
6117	Continuity of Operations Plan/Disaster Recovery Engineer III		\$194.82		\$198.33		\$201.90		\$205.53		\$209.23
6118	Continuity of Operations Plan/Disaster Recovery Manager	\$160.26	\$206.63	\$163.14	\$210.35	\$166.08	\$214.14	\$169.07	\$217.99	\$172.11	\$221.91

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