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- ✓ Woman Owned Small Business (WOSB)
- ✓ Minority Business Enterprise (MBE) / MDOT
- ✓ 8M Certified

## Office Imaging and Document Solutions Federal Supply Group 36

Special Item No. (SIN) 51-501  
Special Item No. (SIN) 51-504

Needs Assessment and Analysis Services  
Records Management – File Organization and File  
Maintenance, Storage  
Document Conversion Services  
Network Connectivity

Special Item No. (SIN) 51-506  
Special Item No. (SIN) 51-509

Contract No.: GS-25F-0041R  
September 19, 2010 – September 18, 2015  
Pricelist Current through September 18, 2012

### GENERAL SERVICES ADMINISTRATION Federal Supply Service



*Authorized Federal Supply Schedule Price List*

On-Line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!

[GSAAdvantage.gov](http://GSAAdvantage.gov)



**ISO/IEC 20000-1:2005**

Certification No: ITMS 575932

## Table of Contents

<b>Labor Category Descriptions</b> .....	13
1. Applications Programmer – Mid .....	13
2. Applications Programmer – Senior .....	13
3. Database Management Specialist – Junior.....	13
4. Database Management Specialist-Mid.....	14
5. Database Management Specialist – Senior .....	14
6. Technical Writer I .....	14
7. Technical Writer II .....	15
8. Documentation Specialist.....	15
9. Training Specialist .....	15
10. Training Specialist II .....	15
11. Systems Analyst I .....	16
12. Systems Analyst II.....	16
13. Quality Assurance Analyst.....	16
14. Functional Expert I.....	17
15. Systems Engineer I .....	17
16. Systems Engineer II .....	17
17. Systems Architect .....	17
18. Principal Systems Architect .....	18
19. Configuration Management Specialist.....	18
20. Infrastructure Specialist.....	19
21. Project Lead / Team Lead .....	19
22. Project Manager .....	19
23. Project Manager II .....	20
24. Applications Maintenance & Graphics Specialist I.....	20
25. Application Maintenance & Graphics Specialist II .....	20
26. Application Maintenance & Graphics Specialist III .....	21
27. Contract Specialist I .....	21
28. Contract Specialist II.....	21
29. Contracts Manager .....	22
30. Planning Specialist I .....	22
31. Planning Specialist II .....	22
32. Planning Specialist III.....	22
33. Program Manager/Director Clerk .....	23
34. Data Modeler Jr.....	23
35. Data Modeler Mid .....	23
36. Data Modeler Sr .....	24
37. Purchase Analyst I.....	24
38. Purchase Analyst II.....	24
39. Business Analyst I .....	24
40. Business Analyst II .....	25
41. Business Analyst III .....	25
42. Finance/Accounting Analyst Mid .....	25
43. Finance/Accounting Analyst Jr. ....	26
44. Management Consultant .....	26
45. Network Engineer Junior .....	26
46. Network Engineer Mid.....	27
47. Network Engineer – Senior .....	27
48. IT Technician I .....	27
49. IT Technician II .....	27
50. IT Technician III.....	28
51. IT Technician IV .....	28

52.	Senior Data Technician.....	28
53.	Data Technician.....	29
54.	Document Center Supervisor .....	29
55.	Document Processor .....	29
56.	Senior Document Clerk.....	29
57.	Document Clerk.....	30

## INTRODUCTION TO TELESIS CORPORATION

- Established 1998
- Headquarters in Beltsville, MD
  - Beltsville, MD (*DHHS Level 5 Cleared*)
  - Colorado Springs, CO (*DHHS Level 5 Cleared*)
  - San Diego, CA
  - Ft. Campbell, KY
  - Cincinnati, OH
  - Ft. Hood, TX
- DoD TS Cleared
- CONUS and OCONUS Presence
- Deltek Accounting System
- DUNS Rating 3A1: 03-341-6244
- CMMI Level 2 Appraised

## Our Services Include:

### **Document Solutions Services**

- Document/records management
- Microfilm / microfiche conversion
- Backfile data conversion
- Imaging
- Data Entry / Data Processing
- Back file Conversion
- Data Capture / Digital Imaging
- Records Management
- OCR / Indexing
- FOIA Processing

### **Hot Line and Help Desk Services**

- Turnkey, Scalable, Fully Secure Hot Line Facilities in Maryland and Colorado
- Existing Technical Infrastructure
- Service Level Agreement Management
- Web Based Call Ticketing System
- Tier 0, 1, 2, 3 Support
- Skill Based Call Routing
- A Fully Implemented Disaster Recovery Plan; Continuity of Operations Plan in Place
- Extensive Pool of Trained Resources
- Multi-Lingual Representatives
- Customized Hot Line Training Programs

### **Information Technology Services**

- Applications Design and Development
- Business Process Consulting Services
- Web Development and Graphic Design
- Database and Configuration Management
- LAN / WAN Support and Administration
- SharePoint Development / Administration
- Cloud Computing
- Information Assurance; C&A; FISMA

**Our Clients:**

- U.S. Department of Health and Human Services
- U.S. Department of Interior
- U.S. Department of Treasury
- U.S. Department of Homeland Security
- U.S. Department of Education
- U.S. Department of Transportation
- U.S. Department of Commerce
- U.S. Department of Justice
- U.S. Department of the Army
- U.S. Department of the Navy
- Office of Personnel Management
- General Services Administration
- Defense Nuclear Facilities Safety Board
- Consumer Product Safety Commission
- SAIC
- Lockheed Martin
- IBM Corporation
- Booz Allen Hamilton
- General Dynamics Information Technology

**TELESIS' Approved NAICS Codes:**

- 518210: Data Processing, Hosting, and Related Services
- 541511: Custom Computer Programming Services
- 541512: Computer Integrated System Design
- 541513: Computer Facilities Management
- 519190: All Other Information Services
- 541519: Other Computer Related Services
- 517919: All Other Telecommunications
- 561210: Facilities Support Services
- 541611: Administrative Management and General Management Consulting Services
- 541330: Engineering Services

***TELESIS Corporation ... Where We Exceed Expectations!®***

## INFORMATION FOR ORDERING OFFICES

### Geographic Scope of Contract:

The geographic scope of this contract is the 50 states of The United States of America and the District of Columbia.

### Contractor's Ordering Address and Payment Information:

#### Contractor's Ordering Address:

TELESIS Corporation  
4700 Corridor Place, Suite D  
Beltsville, MD 20705

#### Contractor's Payment Address:

TELESIS Corporation  
4700 Corridor Place, Suite D  
Beltsville, MD 20705

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards **will be** acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering agencies to obtain technical and/or ordering assistance:

Ms. Payal Tak at 240-241-5610

### Special Item Numbers Offered:

#### 51-501 Needs Assessment and Analysis Services

**Needs Assessment and Analysis Services** - Needs assessment and analysis services provide professional support in analyzing and developing customer's requirements. Based on the customer's overall objectives, the contractor conducts a comprehensive need assessment and analysis of the customer's current and required capabilities. Based on the assessment and analysis, the contractor develops and provides detailed recommendations in meeting the customer's objectives (e.g., required platforms, operating systems, user interfaces, network support, application software, equipment requirements, specific equipment including application software meeting the requirements, quantity and location of the required equipment and software, maintenance of the required equipment and software, consumable supplies and replacement items, training, and required processes, procedures, and controls. In addition, the contractor provides recommendations for acquiring a wide spectrum of equipment offered herein (e.g., document management systems, digital cameras, photographic equipment, laboratory imaging systems, mailroom machines and mailmobile delivery systems binding equipment) and services (e.g., purchases, lease (e.g., LTOP and Operating), rentals, conversion of rentals to purchase, leasing, cost-per-copy, flat-rate monthly fee, document production outsourcing, document conversion, educational and training, destruction, litigation), a milestone schedule for acquiring and deploying the recommended equipment including the required training, and the projected costs. Operational management support services are typically used to effectively implement the recommendations contained in a needs assessment and analysis report. NOTE 1: Needs assessment and analysis services are usually employed for complex systems/equipment for which the customer needs professional assistance in acquiring a clearer and more comprehensive understanding of the total requirements (e.g., laboratory imaging system, mailmobile systems, copiers and/or duplicators having multiple and/or unique operational and maintenance requirements which are located in diverse locations), the schedule requirements, and projected risks and costs. NOTE 2: When the contractor conducts a limited review and provides recommendations (i.e., similar to what is normally provided at no cost to commercial and/or government potential customers), then the extensive needs assessment and analysis services available under this SIN would not normally be employed.

### 51-504 Records Management-File Organization and File Maintenance, Storage

**Records Management Services** - Record management services provide a comprehensive capability to solve the complex challenges posed by the movement, manipulation, archiving, security, and management of records. The contractor provides professional management and administrative support personnel having the necessary skills to perform effective record management services for both classified and/or unclassified records. The services are provided using either Government or contractor equipment and facilities or a combination of both. The contractor provides those services necessary to meet the following record management objectives using Government equipment and facilities. The Record management objectives are to maintain the existing file room in a manner that permits the easy location, retrieval, and storage of files. **File Organization and Maintenance Services** - Generally on-site services i.e., organization of files not for storage, tracking of files, information and documents indexing, scanning, labeling, bar-coding and filing. **Storage Services** - (Generally preparation of files for pick-up, storage and retrieval of records. Storage Facilities must conform to NARA standards)

### 51-506 Document Conversion Services

**Document Conversion Services** - The process of document conversion involves state-of-the-art scanning of the original document's text and graphic image into digital data, which is then transferred to a new media and formatted for use in a document imaging and storage system. Comprehensive DCS are used to transfer text and graphic images in existing documents (e.g., correspondence, files, technical manuals, land records, charts, engineering drawings, legal instruments, etc.) in whatever media they currently exist (e.g., paper, aperture cards, microfiche, microfilm, roll film, etc.) onto a new delivery/storage media (e.g., CD-ROM disks, 4mm/8mm magnetic tape, magnetic storage disks, aperture cards, microfiche, microfilm, roll film, etc.) in any required format (e.g., raster images, ASCII text, SGML tagged for electronic distribution or publishing, PDF image files, etc.) required for use in a document imaging and storage system. Customized coding and indexing options are also available as part of the document conversion process. Complete DCS will be used for both unclassified and classified documents using Government or contractor facilities or a combination of both.

### 51-509 Network Connectivity

**Network Connectivity Support Services** - Network Connectivity Support Services must be able to support industry's software applications, network operating systems (e.g., Windows 95, 98, NT, Netware) and other related networks that are compatible to the agency's infrastructure. The qualified personnel, materials, spare parts, tool, hardware/software and network components necessary to perform the service will be provided by the contractor. The capability to support, stand-alone and integrated digital equipment (e.g., digital/multifunctional digital copiers, Photo ID Systems, Mail Management Systems, Network Optical & Imaging Systems and Laboratory Systems) must be provided by the contractor. This will give the users the ability to search, view, access and print documents right from their desktop. The contractor must have the ability to manage and control the agency's network environment. This SIN includes directly related support (e.g., security, telephone/hotline, database, software, maintenance).

#### The following IFF Formula was utilized:

IFF= contract sales reported on Form 72A x 0.0075

#### Government will receive:

Quantity Discount: None

Prompt Payment Discount: Net 30

Discounts are based on: Standard Business Practice-Commercial Pricelist

Time of Delivery: 30 days After Receipt of Order

Commercial Warranty: Standard Commercial Warranty

TELESIS Corporation...*Where We Exceed Expectations!*  
4700 Corridor Place #D, Beltsville, MD 20705  
(240) 241-5600 Voice; (240) 241-5630 Fax  
A CMMI 2, ISO20000:1-2005 Certified, Woman Owned, SDB Certified Company

Minimum Order Acceptable: \$100

Maximum Order for: \$1,000,000

FOB Destination prices for the geographic scope of this contract is the 48 contiguous States and the District of Columbia, Alaska, and Hawaii. Prices submitted do not cover delivery FOB Destination to Puerto Rico. TELESIS Corporation will comply with the applicable Economic Price Adjustment Clause, I-FSS-969, (January 2002). The Government Commercial Credit Card will be accepted, but no discount will be granted.

Contractor's Taxpayer Identification Number (TIN): 522119134

CAGE Code: 1HLV0

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

#### **FOB Destination**

**Discounts:** Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: None
- b. Quantity: None
- c. Dollar Volume: None
- d. Government Educational Institutions: None
- e. Other: None

#### **Documentation:**

Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

#### **RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character.

#### **RESPONSIBILITIES OF THE GOVERNMENT**

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

#### **INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for services. Progress payments may be authorized by the ordering office 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.

#### **PAYMENTS**

For firm-fixed price orders the Government shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

**PRICE LIST - OPTION PERIOD 1, YEAR 2**  
**GSA LABOR CATEGORY PRICES, ALL SINS**

Period of Performance:

Year 1: 9/19/10 - 9/18/11

Year 2: 9/19/11 - 9/18/12

<i>Customer Site Rates</i>	
<b>Labor Categories</b>	<b>Rates</b>
1. Applications Programmer–Mid	\$78.89
2. Applications Programmer–Sr.	\$93.18
3. Database Management Specialist, Jr.	\$80.23
4. Database Management Specialist, Mid	\$93.18
5. Database Management Specialist, Sr.	\$110.33
6. Technical Writer I	\$69.38
7. Technical Writer II	\$78.59
8. Documentation Specialist	\$46.94
9. Training Specialist	\$56.82
10. Training Specialist II	\$72.07
11. Systems Analyst I	\$89.01
12. Systems Analyst II	\$97.95
13. Quality Assurance Specialist	\$89.68
14. Functional Expert I	\$146.75
15. Systems Engineer I	\$110.14
16. Systems Engineer II	\$127.88
17. Systems Architect	\$108.71
18. Principal Systems Architect	\$121.89
19. Configuration Management Specialist	\$102.49
20. Infrastructure Specialist	\$91.16
21. Project Lead / Team Lead	\$91.75
22. Project Manager	\$111.02
23. Project Manager II	\$134.97
24. Contract Specialist I	\$56.28
25. Contract Specialist II	\$72.45
26. Contracts Manager	\$87.53

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27. Planning Specialist I	\$44.80
28. Planning Specialist II	\$54.03
29. Planning Specialist III	\$62.67
30. App's Maintenance & Graphics Spec. I	\$46.51
31. App's Maintenance & Graphics Spec. II	\$59.42
32. App's Maintenance & Graphics Spec. III	\$74.64
33. Program Manager/Director	\$180.76
34. Data Modeler Jr.	\$78.04
35. Data Modeler Mid	\$88.86
36. Data Modeler Sr.	\$105.41
37. Purchase Analyst I	\$56.28
38. Purchase Analyst II	\$72.45
39. Business Analyst I	\$56.28
40. Business Analyst II	\$72.45
41. Business Analyst III	\$87.53
42. Finance/Accounting Analyst, Mid	\$76.59
43. Finance/Accounting Analyst, Jr.	\$68.87
44. Management Consultant	\$154.27
45. Network Engineer, Jr.	\$64.08
46. Network Engineer, Mid	\$87.51
47. Network Engineer, Senior	\$93.19
48. IT Technician I	\$37.85
49. IT Technician II	\$47.42
50. IT Technician III	\$56.83
51. IT Technician IV	\$72.10
52. Senior Data Technician	\$47.42
53. Data Technician	\$37.85
54. Document Center Supervisor	\$57.12
55. Document Processor	\$37.85
56. Senior Document Clerk	\$46.94
57. Document Clerk	\$37.85

**\*\* All rates are subject to change each year of performance, in accordance with the DOL Consumer Price Index, if an Economic Price Adjustment (EPA) Clause 552.216-70 is requested and approved.**

**PRICE LIST - OPTION PERIOD 1, YEAR 2**  
**GSA LABOR CATEGORY PRICES, ALL SINS**

Period of Performance:

Year 1: 9/19/10 - 9/18/11

Year 2: 9/19/11 - 9/18/12

<i>Telesis Site Rates</i>	
<b>Labor Categories</b>	<b>Rates</b>
1. Applications Programmer–Mid	\$96.23
2. Applications Programmer–Sr.	\$116.95
3. Database Management Specialist, Jr.	\$97.87
4. Database Management Specialist, Mid	\$116.95
5. Database Management Specialist, Sr.	\$134.62
6. Technical Writer I	\$86.40
7. Technical Writer II	\$95.89
8. Documentation Specialist	\$57.27
9. Training Specialist	\$68.01
10. Training Specialist II	\$87.93
11. Systems Analyst I	\$108.59
12. Systems Analyst II	\$119.51
13. Quality Assurance Specialist	\$109.41
14. Functional Expert I	\$179.04
15. Systems Engineer I	\$134.36
16. Systems Engineer II	\$156.02
17. Systems Architect	\$132.61
18. Principal Systems Architect	\$148.70
19. Configuration Management Specialist	\$125.05
20. Infrastructure Specialist	\$111.20
21. Project Lead / Team Lead	\$111.94
22. Project Manager	\$135.43
23. Project Manager II	\$164.67
24. Contract Specialist I	\$68.67
25. Contract Specialist II	\$88.37

26. Contracts Manager	\$106.78
27. Planning Specialist I	\$55.70
28. Planning Specialist II	\$67.27
29. Planning Specialist III	\$76.45
30. App's Maintenance & Graphics Spec. I	\$56.76
31. App's Maintenance & Graphics Spec. II	\$72.50
32. App's Maintenance & Graphics Spec. III	\$91.07
33. Program Manager/Director	\$220.54
34. Data Modeler Jr.	\$95.21
35. Data Modeler Mid	\$108.39
36. Data Modeler Sr.	\$128.61
37. Purchase Analyst I	\$68.67
38. Purchase Analyst II	\$88.37
39. Business Analyst I	\$68.67
40. Business Analyst II	\$88.37
41. Business Analyst III	\$106.78
42. Finance/Accounting Analyst, Mid	\$93.43
43. Finance/Accounting Analyst, Jr.	\$79.50
44. Management Consultant	\$188.22
45. Network Engineer, Jr.	\$78.17
46. Network Engineer, Mid	\$106.77
47. Network Engineer, Senior	\$116.97
48. IT Technician I	\$47.43
49. IT Technician II	\$57.86
50. IT Technician III	\$69.33
51. IT Technician IV	\$88.93
52. Senior Data Technician	\$57.86
53. Data Technician	\$46.19
54. Document Center Supervisor	\$69.69
55. Document Processor	\$46.19
56. Senior Document Clerk	\$57.27
57. Document Clerk	\$46.19

**\*\* All rates are subject to change each year of performance, in accordance with the DOL Consumer Price Index, if an Economic Price Adjustment (EPA) Clause 552.216-70 is requested and approved.**

## Labor Category Descriptions

### 1. *Applications Programmer – Mid*

**Minimum Experience:** This position requires 5 years experience in Information Technology with 3 years specialized, as an applications programmer, knowledge of computer equipment and ability to develop software in computer technologies including but not limited to C, C++, Visual basic and Object Oriented Design to satisfy design requirements.

**Functional Responsibility:** Participate in the design of software tools and subsystems for consulting program integration and facilitation projects. Works with systems analysts and programmers to interpret design requirements and specifications. Be able to integrate and test software at system and subsystem level. Analyzes functional business applications and design specifications for functional activities. Translates design into computer software. Works as a member of team under general direction from a senior member of the team.

**Minimum Education:** A BS in Computer Science, Information Systems, Engineering, Business, or other related discipline.

### 2. *Applications Programmer – Senior*

**Minimum Experience:** Minimum 9 years experience in Information Technology, with 7 specialized in applications programming, knowledge of computer equipment and ability to develop software in computer technologies including but not limited to C, C++, Visual Basic and Object Oriented Design, to satisfy design objectives. Demonstrated ability to work independently or under general direction only. With MS, 7 years general experience in Information Technology, with 5 years specialized in applications programming. With 11 years of general experience in Information Technology, of which at least 9 are specialized in applications programming, a degree is not required.

**Functional Responsibility:** For consulting, program integration, and facilitation projects, analyzes functional applications and design specifications. Translates computer design into software; tests, debugs, and refines software to produce product. Prepares documents for software and test design. Develops block diagrams and logic flow charts. Enhances software to reduce operating time or improve efficiency. Be able to provide technical direction to programmers to ensure program deadlines are met.

**Minimum Education:** BS in Computer Science, Information Systems, Engineering, Business, or other related discipline.

### 3. *Database Management Specialist – Junior*

**Minimum Experience:** This position requires four years experience, of which at least two years must be specialized experience including demonstrated experience using current DBMS technologies, application design utilizing various DBMS and experience with DBMS internals. Demonstrated ability to work independently or under only general direction.

**Functional Responsibility:** Participates in the design of data base projects for databases that support facilitation, program integration and consulting projects. Defines file organization, indexing methods and security procedures for specific user applications.

**Minimum Education:** A bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. Two years of experience may be substituted for each year of college leading to the required degree. With six years' general experience, of which at least five are specialized, a degree is not required.

#### 4. *Database Management Specialist-Mid*

**Minimum Experience:** This position requires minimum 7 years experience in Information Technology with 5 years specialized, including experience as an applications programmer on database management systems including but not limited to Oracle, Sybase, Access and knowledge of computer equipment and ability to develop complex software to satisfy design requirements and objectives. Demonstrated ability to work independently or under general direction only.

**Functional Responsibility:** Manages the development of databases that support facilitation, program integration and consulting projects. Plans and budgets staff and database resources. Ensures efficient operation of database administration, database analysis, and database report production. When necessary, reallocates resources to maximize benefits. Performs backup, fine tuning and upgrades to DBMS. Prepares and delivers presentations on DBMS concepts. Provides daily supervision and direction to support staff.

**Minimum Education:** BS degree in Computer Science, Information Systems, Engineering, Business, or other related disciplines. With MS degree, 4 years general experience in Information Technology is required, with 1 year specialized in Database Management. With 9 years general experience in Information Technology, 7 years specialized in Database Management, a degree is not required.

#### 5. *Database Management Specialist – Senior*

**Minimum Experience:** This position requires minimum 12 years experience in Information Technology with 7 years specialized including demonstrated experience using state-of-the-art DBMS technologies, applications design utilizing various DBMS including but not limited to Oracle, Sybase, Access and experience with DBMS internals. General experience includes increasing responsibilities in DBMS systems analysis and programming. Demonstrated ability to work independently or under only general direction.

**Functional Responsibility:** Provides highly technical expertise in the use of DBMS for databases that support facilitation, program integration and consulting projects. . Ensures efficient operation of database administration, database analysis, and database report production. Performs backup, fine tuning and upgrades to 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 Education:** A BS degree in computer science, information systems, engineering, business, or related discipline. With a MS degree, 10 years general experience in Information Technology, of which 7 are specialized in Database Management is required. With 12 years general experience in Information Technology and 8 specialized in Database Management, a degree is not required.

#### 6. *Technical Writer I*

**Minimum Experience:** At least three years of related hands-on experience in technical writing, documentation. With six years of experience, no degree required.

**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 Education:** A bachelor's degree in English, literature or other related discipline. This position requires a minimum of three years' experience, of which at least one year must be specialized experience including demonstrated experience in editing documents, including technical documents. Demonstrated ability to work independently or under only general direction. With six years' general experience, of which at least five are specialized, a degree is not required.

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## 7. *Technical Writer II*

**Minimum Experience:** At least five years of related hands-on experience in technical writing, documentation. With seven years of experience, no degree required.

**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 Education:** A bachelor's degree in English, literature or other related discipline. This position requires a minimum of five years' experience, of which at least two year must be specialized experience including demonstrated experience in editing documents, including technical documents. Demonstrated ability to work independently or under only general direction. With a master's degree two years' general experience, of which at least one must be specialized experience, is required. With seven years' general experience, of which at least five are specialized, a degree is not required.

## 8. *Documentation Specialist*

**Minimum Experience:** This position requires a minimum of two years experience, of which at least one must be specialized experience including preparing technical documentation, which is to include researching for applicable government and industry documentation experience. Demonstrated ability to work independently or as part of a team.

**Functional Responsibility:** Gathers, analyzes and composes technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents for technical and non-technical personnel.

**Minimum Education:** An associate's degree in English, literature or other related discipline is required. Two years of experience may be substituted for each year of college leading to the required degree.

## 9. *Training Specialist*

**Minimum Experience:** This position requires a minimum of four years experience, of which at least two years must be specialized experience including experience in developing and providing training similar to that specified in an actual Statement of Work or Statement of Need.

**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 Education:** A bachelor's degree in any discipline. Two years of experience may be substituted for each year of college leading to the required degree.

## 10. *Training Specialist II*

**Minimum Experience:** This position requires a minimum of six years experience, of which at least two years must be specialized experience including experience in developing and providing training similar to that specified in an actual Statement of Work or Statement of Need.

**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 Education:** A bachelor's degree in any discipline with six years of experience. Two years of experience may be substituted for each year of college leading to the required degree.

### **11. Systems Analyst I**

**Minimum Experience:** Minimum 4 years experience in Systems analysis and design of business applications, use of programming languages and DBMS.

**Functional Responsibility:** For consulting, program integration and facilitation projects, analyzes system requirements in accordance with design concept and standards, develops and reviews program documents to ensure adherence to requirements and progress in accordance with schedules. May be required to develop and implement applications utilizing mathematical and statistical formulae. Coordinates with project manager to ensure problem resolution and user satisfaction. Makes recommendations, for approval of major systems installations. Prepares milestone status reports, delivers presentations on system concept.

**Minimum Education:** A bachelor's degree and 4 years related experience in Systems analysis and design of business applications, use of programming languages and DBMS.

### **12. Systems Analyst II**

**Minimum Experience:** Minimum 7 years experience in Systems analysis and design of business applications, use of programming languages and DBMS.

**Functional Responsibility:** For consulting, program integration and facilitation projects, analyzes system requirements in accordance with design concept and standards, develops and reviews program documents to ensure adherence to requirements and progress in accordance with schedules. May be required to develop and implement applications utilizing mathematical and statistical formulae. Be able to lead the team in this discipline. Report to project manager with problem resolution and user satisfaction. Makes recommendations, for approval of major systems installations. Prepares milestone status reports, delivers presentations on system concept.

**Minimum Education:** A bachelor's degree and six or more years related experience in Systems analysis and design of business applications, use of programming languages and DBMS.

### **13. Quality Assurance Analyst**

**Minimum Experience:** Minimum 8 years experience in Business Systems with 5 years specialized in areas of analysis and design of business applications, use of programming languages and DBMS. Knowledge of current storage and retrieval methods. Ability to formulate specifications for Business applications systems. Proven understanding of documentation standards. MS degree with 5 years general experience in Information Technology and 2 years specialized in Quality Assurance. With 10 years general experience in Information Technology, 8 years must be specialized in Quality Assurance and no degree is required.

**Functional Responsibility:** Provides direction for personnel performing consulting and program integration projects. Reviews work for correctness, adherence to design concept and standards, program documents to ensure adherence to requirements and progress in accordance with schedules. Coordinates with project manager to ensure problem resolution and user satisfaction. Makes recommendations, for approval of major systems installations. Prepares milestone status reports, delivers presentations on system concept.

**Minimum Education:** BS degree in Computer Science, Engineering, Information Systems, Business or related discipline.

#### 14. Functional Expert I

**Minimum Experience:** Must have the specialized knowledge, skills, and abilities necessary to meet the requirements specified in an actual Statement of Work or Statement of Need. With a Bachelor's degree, at least 6 years related experience. With a Master's degree, 4 years related experience. With a PhD, 2 years of related experience. Three years applicable experience may be substituted for degree.

**Functional Responsibility:** Works directly with customer management to apply advanced principles, theories and concepts to a wide range of work in the areas of planning, deployment, operation and/or enhancement of advanced business systems. Works on complex problems and provide solutions that are innovative and often involve re-evaluation of established theories and practices, leading to new and creative solutions to problems. Provides practical guidance on deployment planning for new systems and for transition from existing systems. Develops alternative technical solutions in situations where the customer has conflicting advice. Provide functional guidance, supervision, technical support, training and quality assurance / quality control as well as other requirements

**Minimum Education:** A Bachelor's degree in a related field.

#### 15. Systems Engineer I

**Minimum Experience:** Twelve years of experience as a systems engineer in integration and development. Have experience with several automated processing architectures and platforms. Be able to work independently in an integrated environment.

**Functional Responsibility:** Performs architecture, design, and requirements analysis using systems engineering tools. Performs business rules analysis and design. Has experience with roll-out of large distributed systems and application architecture and engineering experience. Must have good communication skills and be able to lead.

**Minimum Education:** A bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline and 12 or more years of experience. Two years of experience may be substituted for each year of college leading to the required degree.

#### 16. Systems Engineer II

**Minimum Experience:** Fifteen years of experience in integration and development. Have experience with several automated processing architectures and platforms. Be able to work independently in an integrated environment. Be able to lead a team and report to senior management.

**Functional Responsibility:** Performs architecture, design, and requirements analysis using systems engineering tools. Performs business rules analysis and design. Experienced with roll-out of large distributed systems and application architecture and engineering experience. Must have good communication skills and be able to lead.

**Minimum Education:** A bachelor's degree with fifteen years; Master's degree with thirteen years; PhD with twelve years experience. Degree disciplines of computer science, information systems, engineering, business, or other related scientific or technical discipline. Two years of experience may be substituted for each year of college leading to the required degree.

#### 17. Systems Architect

**Minimum Experience:** Nine years of overall experience with 3 or more years of specific technology/architecture experience as well as evidence of technical skills such

as knowledge of SUN platforms and operating systems, knowledge of Internet/Web Systems, ability to architect a Web Services Capability, knowledge of Secure Socket Layer Strategies/Issues, etc. as needed to satisfy requirements specified in an actual Statement of Work or Statement of Need.

**Functional Responsibility:** Conceptualizes, designs, and develops total system/product solutions for information technology and engineering or manufacturing processes. Translates customer and organizational objectives and critical success factors into actionable business, organization and technology strategies. Creates information technology plans based on an understanding of the customer's organization, strategic direction, technology context and business needs. Architects, designs, and develops integrated business/engineering systems and products to support achievement of the customer's goals. Controls project requirements, scope and change management issues. Assists leadership in determining tactical and strategic direction of the organization. Remains current on emerging tools, techniques, and technologies.

**Minimum Education:** A Master's degree in any field.

### *18. Principal Systems Architect*

**Minimum Experience:** Ten years' experience, of which at least seven must be specialized experience including supervision of system architects, use of structured analysis, design methodologies and design tools (such as IDEF, IX, entity relationship diagrams and other design techniques), object-oriented principles, and experience with the logically and physically functional, operational and technical architecture of large and complex information systems. General experiences include increasing responsibilities in systems engineering. With a PhD (in the fields described above), eight years' general experience, of which at least six must be specialized experience, is required. With a bachelor's degree in computer science, information systems, engineering, or other related scientific or technical discipline, and 12 years general experience, a master's degree is not required.

**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. As appropriate, 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 - such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of Information Management (IM) solution of the application platform/software application. Analytically and systematically evaluates problems in work flows, organization and planning, and develops appropriate corrective action. Provides daily supervision and direction to staff.

**Minimum Education:** A bachelor's degree in computer science, information systems, engineering, or other related scientific or technical discipline.

### *19. Configuration Management Specialist*

**Minimum Experience:** Ten years of experience as an expert in integration and development. Have experience with several automated processing architectures and platforms. Be able to work independently in an integrated environment.

**Functional Responsibility:** Provide information management systems consulting, computer installation and maintenance support services. Be well knowledgeable in Configuration management tools and technologies and be able to develop CM policies.

**Minimum Education:** A bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline with up to ten years of experience. Two years of experience may be substituted for each year of college leading to the required degree.

## 20. Infrastructure Specialist

**Minimum/General Experience:** Four years experience with specific software or equipment specified in an actual Statement of Work or Statement of Need.

**Functional Responsibility:** Conceptualizes, designs, constructs, tests, implements and optimizes basic infrastructure systems that enable and/or support business and/or engineering/manufacturing functions. Defines scope, plans and deliverables for assigned projects. Collects, identifies, defines and organizes detailed user requirements. Coordinates with others to ensure plans and identified solutions meet customer needs and expectations. Work products may include integrated networks, hardware and software solutions, distributed computing solutions, physical and logical communications networks, and/or monitoring of performance to enhance functionality, reliability or usability. Remains current on emerging tools, techniques, and technologies.

**Minimum Education:** A bachelor's degree in computer science, information systems, engineering, or a related technical discipline. Two years of experience may be substituted for each year of college leading to the required degree.

## 21. Project Lead / Team Lead

**Minimum Experience:** Five years experience with at least two years experience in a lead or management capacity.

**Functional Responsibility:** Serves as a Project Lead or Team Lead. Duties may include, but are not limited to coordinating of staffing and work schedule, creating and submitting reports, maintaining records of hours worked, supervising project tasks to ensure accuracy and/or timely completion, monitoring of staff performance, etc. to satisfy requirements specified in an actual Statement of Work or Statement of Need.

**Minimum Education:** A bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. Two years of experience may be substituted for each year of college leading to the required degree.

## 22. Project Manager

**Minimum Experience:** Minimum 12 years of experience of increasing responsibilities in systems design and management. With MS degree, 10 years experience of increasing responsibilities in systems design and management. With PhD, 8 years ADP experience of increasing responsibilities in systems design and management. With 15 years ADP experience of increasing responsibilities in systems design and management, no degree required.

**Functional Responsibility:** Serves as Project Manager for large, complex task orders. Assist Program Manager in working with Govt. Contracting Officers, representatives and management personnel and customer agency representatives. Works under guidance of Program Manager and is responsible for overall management of specific task orders and ensuring that technical solutions and schedules are implemented in a timely fashion. Performs integration planning and interfaces to other functional systems.

**Minimum Education:** BS in Computer Science, Information Systems, Engineering, Business or other related disciplines.

### 23. *Project Manager II*

**Minimum Experience:** Up to 20 years of experience of increasing responsibilities in systems design and management. With MS degree, 12 years experience of increasing responsibilities in systems design and management. With PhD, 10 years experience of increasing responsibilities in systems design and management. With 20 years systems experience of increasing responsibilities in systems design and management, no degree required.

**Functional Responsibility:** Serves as Project Manager for large, complex task orders. Manages one or more projects and assists Program Manager in working with Govt. Contracting Officers, representatives and management personnel and customer agency representatives. Works independently or under guidance of Program Manager and is responsible for overall management of specific task orders and ensuring that technical solutions and schedules are implemented in a timely fashion. Performs integration planning and interfaces to other functional systems.

**Minimum Education:** BS in Computer Science, Information Systems, Engineering, Business or other related disciplines.

### 24. *Applications Maintenance & Graphics Specialist I*

**Minimum Experience:** With Associates degree in science or business, 2 years of general experience in Information Technology is required, of which one must be specialized in applications maintenance and graphics support. With a BS in any field, one year general experience in Information Technology is required. Requires competence in Computer skills, using state-of-the-art graphics software and preparation of presentation graphics.

**Functional Responsibility:** Directly supports the Program or Project Manager by maintaining existing applications, files, schedules, by inputting data, generating reports and preparing outputs. Assists in preparation of presentation graphics and supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Maintains existing applications by using skills in Office Applications. Responsible for integrating the graphics generated with automated tools and deliverable documents. Works with limited supervision and direction and uses judgment in problem solving.

**Minimum Education:** High School diploma with 4 years project experience of which 2 must be specialized in duties same to those listed above.

### 25. *Application Maintenance & Graphics Specialist II*

**Minimum Experience:** With Associates degree in science or business, 4 to 5 years of general experience in Information Technology is required, of which 2 to 3 must be specialized in applications maintenance and graphics support. With a BS in any field, 2 – 3 years general experience in Information Technology is required. Requires competence in Computer skills, using state-of-the-art graphics software and preparation of presentation graphics.

**Functional Responsibility:** Directly supports the Program or Project Manager by maintaining existing applications, files, schedules, by inputting data, generating reports and preparing outputs. Assists in preparation of presentation graphics and supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Maintains existing applications by using skills in Office Applications. Responsible for integrating the graphics generated with automated tools and deliverable documents. Works with limited supervision and direction and uses judgment in problem solving.

**Minimum Education:** Associates degree with 4 – 5 years project experience of which 2 – 3 must be specialized in using state-of-the-art graphics software and preparation of

presentation graphics. BS / BA with 2 – 3 years project experience in using state-of-the-art graphics software and preparation of presentation graphics.

## **26. Application Maintenance & Graphics Specialist III**

**Minimum Experience:** With Associates degree in science or business, 6 or more years of general experience in Information Technology is required, of which 3 must be specialized in applications maintenance and graphics support. With a BS in any field, 6 years general experience in Information Technology is required. Requires competence in Computer skills, using state-of-the-art graphics software and preparation of presentation graphics.

**Functional Responsibility:** Responsible for graphics design and use, operation, and setup of computer graphic systems for business communications. Executes graphic projects and assists in coordination of all graphic production scheduling. Coordinates production support with outside vendors, as needed. Ensures that graphic projects are completed on time, within budget, and to user's satisfaction. Interfaces with users to determine scope of project and best graphic medium. Trains other personnel in proper use of computer graphic equipment. Troubleshoots computer equipment problems and performs minor preventive maintenance. Frequently reports to a department manager or information systems management.

**Minimum Education:** Associates degree with 6 or more years project experience of which 3 must be specialized in using state-of-the-art graphics software and preparation of presentation graphics. BS / BA with 6 years project experience in using state-of-the-art graphics software and preparation of presentation graphics.

## **27. Contract Specialist I**

**Minimum Experience:** Minimum 2 years experience in Federal contracting with an academic background in Contracts, Finance, Accounting or Business. Provides contracts services support. Interacts with clients on prescribed matters. Has strong knowledge of applications. Applies technical knowledge to solve problems requiring some independent thinking.

**Functional Responsibility:** Process contracts and contract files, documents contract information, process closeout, reconcile financial records, and prepare contract forms. Interacts with clients on prescribed matters. Has strong knowledge of applications. Applies technical knowledge to solve problems requiring some independent thinking.

**Minimum Education:** BS/BA - Contracts, Finance, Accounting, Business or equivalent technical studies. Minimum 3 years of experience in Federal contracting.

## **28. Contract Specialist II**

**Minimum Experience:** 4 - 5 years experience in Federal contracting with an academic background in Contracts, Finance, Accounting or Business. Provides contracts services support. Interacts with clients on prescribed matters. Has strong knowledge of applications. Applies technical knowledge to solve problems requiring some independent thinking.

**Functional Responsibility:** Process contracts and contract files, documents contract information, process closeout, reconcile financial records, and prepare contract forms. Interacts with clients on prescribed matters. Has strong knowledge of applications. Applies technical knowledge to solve problems requiring independent thinking.

**Minimum Education:** BS/BA - Contracts, Finance, Accounting, Business or equivalent technical studies. 4 - 5 years of experience in Federal contracting.

### 29. *Contracts Manager*

**Minimum Experience:** Must have 8 or more years experience in Federal contracting with BS / BA in Contracts, Finance, Accounting or Business. Provides contracts services support. Interacts with clients on prescribed matters. Has strong knowledge of applications. Applies technical knowledge to solve problems requiring some independent thinking.

**Functional Responsibility:** Lead and manage junior contracts personnel; Process contracts and contract files, documents contract information, process closeout, reconcile financial records, and prepare contract forms. Interacts with clients on prescribed matters. Has strong knowledge of applications. Applies technical knowledge to solve problems requiring independent thinking.

**Minimum Education:** BS/BA - Contracts, Finance, Accounting, Business or equivalent technical studies. 8 or more years of experience in Federal contracting.

### 30. *Planning Specialist I*

**Minimum/General Experience:** BA / BS or must have up to 4 years of experience with at least 2 specialized in planning and logistics. This individual must be knowledgeable in Business applications and have experience in planning, logistics, configuration management of logistics files, administration and knowledge of information technology tools.

**Functional Responsibility:** This individual will plan and process events, conferences, prepare conference materials, assist project manager in integrating and preparing graphics and delivering documents in a timely manner.

**Minimum Education:** BA / BS or minimum 4 years IT experience with 2 years specialized. 2 years of experience may be substituted for each year of college leading to the degree.

### 31. *Planning Specialist II*

**Minimum/General Experience:** BA / BS or must have up to 6 years of experience with at least 4 specialized in planning and logistics. This individual must be knowledgeable in Business applications and have experience in planning, logistics, configuration management of logistics files, administration and knowledge of information technology tools.

**Functional Responsibility:** This individual will plan and process events, conferences, prepare conference materials, assist project manager in integrating and preparing graphics and delivering documents in a timely manner.

**Minimum Education:** BA / BS or minimum 6 years IT experience with 4 years specialized. 2 years of experience may be substituted for each year of college leading to the degree.

### 32. *Planning Specialist III*

**Minimum Experience:** BA / BS or must have 8 or more years of experience with at least 5 specialized in planning and logistics. This individual must be knowledgeable in Business applications and have experience in planning, logistics, configuration management of logistics files, administration and knowledge of information technology tools.

**Functional Responsibility:** This individual will plan and process events, conferences, prepare conference materials, assist project manager in integrating and preparing graphics and delivering documents in a timely manner.

**Minimum Education:** BA / BS or have 8 or more years IT experience with 5 years specialized. 2 years of experience may be substituted for each year of college leading to the degree.

### 33. Program Manager/Director Clerk

**Minimum Experience:** Having up to and possibly exceeding 25 years of experience, this individual plays a key role in the success of the program and bears responsibility of ensuring customer requirements are delivered successfully, within time and budget constraints. This role also assess the client's business needs and recommends solutions. They use in-depth consulting skills and Customer Relationship Management knowledge aligned to business objectives and processes to analyze their clients' business needs and formulate hypotheses and test conclusions to determine appropriate solutions.

**Functional Responsibility:** Develop Business Architecture, Perform Business Analysis, Perform Business Impact Analysis, Perform Financial Analysis, Perform GAP Analysis, Perform Situation Assessment, Perform Solutions Definition, Perform Transition Planning, and Perform Valuation & Justification.

**Minimum Education:** At least 25 years of experience of progressive accomplishment managing and implementing large, complex information technology systems.

### 34. Data Modeler Jr.

**Minimum Experience:** Must have a minimum 2 years experience in area of specialization.

**Functional Responsibility:** Partners with end users/client personnel to translate business needs into a data model that will be the basis for a solution that closely aligns with the business requirements. They are skilled in the repetitive process of refining data into precise data models which specify entities, attributes and relationships between the data. They create the logical data model and assist the database administrator with the translation of the logical model into a workable physical model. They interact with end users/client personnel via non-technical language to validate the data model using the user's frame of reference. This frame of reference usually includes process models, use cases and transactional requirements.

Advises on Logical Data Design, Data Standards and Modeling, Metadata Management, Physical Data Models; Applies Data Modeling Techniques, Architects Database - Enterprise Data Model, Implements Metadata Management, and Performs Data Modeling.

**Minimum Education:** BS/BA-CS, CIS, EE, Math or equivalent technical studies;

### 35. Data Modeler Mid

**Minimum/General Experience:** Must have 5 – 7 years experience in area of specialization.

**Functional Responsibility:** Partners with end users/client personnel to translate business needs into a data model that will be the basis for a solution that closely aligns with the business requirements. They are skilled in the repetitive process of refining data into precise data models which specify entities, attributes and relationships between the data. They create the logical data model and assist the database administrator with the translation of the logical model into a workable physical model. They interact with end users/client personnel via non-technical language to validate the data model using the user's frame of reference. This frame of reference usually includes process models, use cases and transactional requirements.

Advises on Logical Data Design, Data Standards and Modeling, Metadata Management, Physical Data Models; Applies Data Modeling Techniques, Architects Database - Enterprise Data Model, Implements Metadata Management, and Performs Data Modeling.

**Minimum Education:** BS/BA-CS, CIS, EE, Math or equivalent technical studies;

### 36. Data Modeler Sr.

**Minimum/General Experience:** Must have 10 or more years experience in area of specialization.

**Functional Responsibility:** Partners with end users/client personnel to translate business needs into a data model that will be the basis for a solution that closely aligns with the business requirements. They are skilled in the repetitive process of refining data into precise data models which specify entities, attributes and relationships between the data. They create the logical data model and assist the database administrator with the translation of the logical model into a workable physical model. They interact with end users/client personnel via non-technical language to validate the data model using the user's frame of reference. This frame of reference usually includes process models, use cases and transactional requirements.

Advises on Logical Data Design, Data Standards and Modeling, Metadata Management, Physical Data Models; Applies Data Modeling Techniques, Architects Database - Enterprise Data Model, Implements Metadata Management, and Performs Data Modeling.

**Minimum Education:** BS/BA-CS, CIS, EE, Math or equivalent technical studies;

### 37. Purchase Analyst I

**Minimum Experience:** BS / BA is desired, however the individual must 2 – 3 years experience in this field. He / she acts as a purchase analyst and provides support in making accurate and competitive purchases in support of the statement of work. Analyses purchase requisites; Interacts with clients and vendors on prescribed matters. Has strong knowledge and ability to conduct market research and analysis to ensure accurate purchasing; Knowledgeable in operations of applications. Keeps accurate track of purchases of hardware and software products; assists contracts managers in purchase of services. Applies technical knowledge to solve problems requiring some independent thinking.

**Functional Responsibility:** Process contracts and contract files, documents contract information, process closeout, reconcile financial records, and prepare contract forms.

**Minimum Education:** BS/BA desired; must have 2 to 3 years experience in Federal contracting and purchasing. Experience in the fields of Finance, Accounting, Business is required. Have experience in conducting market research for products and services prices. Knowledgeable of accounting tools such as MS Excel.

### 38. Purchase Analyst II

**Minimum Experience:** Must 4 - 8 years experience in this field. He / she acts as a purchase analyst and provides support in making accurate and competitive purchases in support of the statement of work. Analyses purchase requisites; Interacts with clients and vendors on prescribed matters. Has strong knowledge and ability to conduct market research and analysis to ensure accurate purchasing; Knowledgeable in operations of applications. Keeps accurate track of purchases of hardware and software products; assists contracts managers in purchase of services. Applies technical knowledge to solve problems requiring some independent thinking.

**Functional Responsibility:** Process contracts and contract files, documents contract information, process closeout, reconcile financial records, and prepare contract forms.

**Minimum Education:** BS/BA desired; must have 4 - 8 years experience in Federal contracting and purchasing. Experience in the fields of Finance, Accounting, Business is required. Have experience in conducting market research for products and services prices. Knowledgeable of accounting tools such as MS Excel.

### 39. Business Analyst I

**Minimum Experience:** Must have 1 to 4 years of experience in Business analysis and design.

**Functional Responsibility:** This individual works in a team environment or alone and provides support in translating business requirements into technical solutions; is a liaison between the technical and business professionals; supports design and test of applications developed to meet business requirements. Designs, develops and supports business application solutions to meet client requirements. They may design, develop and/or re-engineer application components, and integrate software packages, programs and reusable objects residing on multiple platforms. Develops program specifications, performs testing, translates business requirements, uses application development methodologies & tools, uses strategies for maintenance, uses library management tools and programming languages.

**Minimum Education:** BS - CS, CIS, EE, Telecom or equivalent technical experience is desired.

#### 40. *Business Analyst II*

**Minimum Experience:** Individual must have 4 to 8 years of experience in Business analysis and design.

**Functional Responsibility:** Works in a team environment; may act as a team lead and mentor junior members of the team; provides support in translating business requirements into technical solutions; is a liaison between the technical and business professionals; supports design and test of applications developed to meet business requirements; uses strategies for maintenance. Design, develop and support business application solutions to meet client requirements. They may design, develop and/or re-engineer application components, and integrate software packages, programs and reusable objects residing on multiple platforms. Develops program specifications, performs testing, uses application development methodologies & tools, library management tools and programming languages.

**Minimum Education:** BS - CS, CIS, EE, Telecom or equivalent technical experience is desired.

#### 41. *Business Analyst III*

**Minimum Experience:** Must have 8 Or more years of industry experience: minimum 5 years in area of specialization and 3 years of project management.

**Functional Responsibility:** Works in a team environment; may support as a team manager and mentor junior members of the team; provides support in translating business requirements into technical solutions; is a liaison between the technical and business professionals; supports design and test of applications developed to meet business requirements. Designs, develops and supports application solutions to meet client requirements. They may design, develop and/or re-engineer application components, and integrate software packages, programs and reusable objects residing on multiple platforms. Develops program specifications, performs testing, uses application development methodologies & tools, use strategies for maintenance, use library management tools and programming languages.

**Minimum Education:** MS/MBA and BS/BA-CS, CIS, EE, Math or equivalent technical studies;

#### 42. *Finance/Accounting Analyst Mid*

**Minimum Experience:** Performs Functional Economic Analysis (FEA) to evaluate the costs of alternative ways to accomplish functional objectives. Develops investment costs, benefits, and risks as part of return on investment or benefits cost analysis. Provides organizational and analytical financial services support. Interacts with clients on prescribed matters. Has strong knowledge of applications. Applies technical knowledge to solve moderately complicated problems requiring some independent thinking.

**Functional Responsibility:** Budget Tracking, Filing, Document Control Tracking, Facilitation of General Finance Office Requirements, Record Obligations and

Expenditures, Initiate Disbursements and Funding Transfers, and Publish and Monitor the Execution of Financial Policy.

**Minimum Education:** BS/BA - Finance, Accounting, Contracting, Business or equivalent technical studies. Must have at least 4 to 8 years of experience in area of specialization.

#### 43. *Finance/Accounting Analyst Jr.*

**Minimum Experience:** Performs Functional Economic Analysis (FEA) to evaluate the costs of alternative ways to accomplish functional objectives. Develops investment costs, benefits, and risks as part of return on investment or benefits cost analysis. Provides organizational and analytical financial services support. Interacts with clients on prescribed matters. Has strong knowledge of applications. Applies technical knowledge to solve moderately complicated problems requiring some independent thinking.

**Functional Responsibility:** Budget Tracking, Filing, Document Control Tracking, Facilitation of General Finance Office Requirements, Record Obligations and Expenditures, Initiate Disbursements and Funding Transfers, and Publish and Monitor the Execution of Financial Policy.

**Minimum Education:** BS/BA - Finance, Accounting, Contracting, Business or equivalent technical studies. Must have at least 2 to 4 years of experience in area of specialization.

#### 44. *Management Consultant*

**Minimum Experience:** Designs, develops and directs organizational structures to establish organizational policies and procedures. Evaluates and make recommendations for improvement. Provides management consulting to client Business Executives who are responsible for managing and delivering services to their end user community or external customers. They define the business drivers and associated capabilities and services that are required, develop the capabilities and implement the business management systems required to maintain value and service delivery. Job Skills: Advise on Management Systems, Advise on Organization & Staffing, Advise on Business Process Model, Advise on Services & Capabilities, Advise on Value & Cost Management Systems, Analyze Client Environment, Develop Initiatives & Transition Plan, Develop Services Strategy, Develop Solution Approach, and Perform Assessment.

**Functional Responsibility:** Plans, coordinates, schedules, directs, and controls all engineering and technical support activities applicable to task execution. Reviews and evaluates all work performed. Ensures compliance with all management plans, policies and procedures. Provides recommendations for resolution of technical problems.

**Minimum Education:** MS/MBA and BS/BA-CS, CIS, EE, Math or equivalent Business or other discipline related to a task order. Up to and possibly exceeding 20 years of experience of progressive accomplishment managing and implementing large, complex business applications systems.

#### 45. *Network Engineer Junior*

**Minimum/General Experience:** Minimum 4 years experience in Information Technology of which 2 years must be specialized including protocol analysis, communication network system design and maintenance, and knowledge of communication protocols and devices such as bridges, routers and gateways. General experience in Information Technology includes aspects of communication networks planning, installation and support.

**Functional Responsibility:** Provides support to users in the areas of network operations, configuration, network monitoring and setup. Serves as the point of contact for troubleshooting network problems.

**Minimum Education:** Bachelor's degree in computer science, information systems, business, or other related discipline and two years experience. Two years experience may be substituted for each year of college leading to the required degree.

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#### 46. Network Engineer Mid

**Minimum/General Experience:** Minimum 6 years experience in Information Technology of which 4 years must be specialized including protocol analysis, communication network system design and maintenance, and knowledge of communication protocols and devices such as bridges, routers and gateways. General experience in Information Technology includes aspects of communication networks planning, installation and support.

**Functional Responsibility:** Provides support to users in the areas of network operations, configuration, network monitoring and setup. Serves as the point of contact for troubleshooting network problems. Assists in conducting site surveys. Assesses and documents current site network configuration and user requirements. Works with network installation team. Prepares site installation and test reports. Gives direction to junior members of the team.

**Minimum Education:** Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline and four years experience. Two years of experience may be substituted for each year of college leading to the required degree.

#### 47. Network Engineer – Senior

**Minimum/General Experience:** Minimum 8 years experience in Information Technology of which 6 years must be specialized including protocol analysis, communication network system design and maintenance, and knowledge of communication protocols and devices such as bridges, routers and gateways. MS degree with 6 years experience in Information Technology with 4 years specialized in Network Engineering. With 10 years of general experience in Information Technology and 7 years specialized in Network Engineering, degree is not required. General experience in Information Technology includes aspects of communication networks planning, installation and support.

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

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

#### 48. IT Technician I

**Minimum/General Experience:** At least two years related experience. With an Associate's or Bachelor's degree, one year related experience. Two years of experience may be substituted for each year of college leading to the required degree.

**Functional Responsibility:** An individual knowledgeable in Information Technology. Has experience in the specific Information Technology discipline(s) described in an actual Statement of Work or Statement of Need. Demonstrates good oral and written communication skills. Provides support in the less technical disciplines of Information Technology, such as computer operations, moving and installing equipment, computer cabling, data entry and verification, media duplication, document control and software installation. Works as a member of a team.

**Minimum Education:** A high school diploma (or equivalent).

#### 49. IT Technician II

**Minimum/General Experience:** BA / BS or 4 years specialized. Experience with basic IT terminology and usage, records/forms, procedures. Experience operating IT equipment

and quality control. Two years of experience may be substituted for each year of college leading to the desired degree.

**Functional Responsibility:** An individual knowledgeable in Information Technology. Has experience in the specific Information Technology discipline(s) described in an actual Statement of Work or Statement of Need. Demonstrates good oral and written communication skills. Provides user support in technical disciplines of Information Technology, such as computer operations, moving and installing equipment, computer cabling, data entry and verification, media duplication, document control and software installation. Works as a member of a team.

**Minimum Education:** BA / BS or 2 years specialized. Two years of experience may be substituted for each year of college leading to the desired degree.

#### 50. *IT Technician III*

**Minimum/General Experience:** Up to six years of related hands-on experience with the specific equipment, software. With six years of related hands-on experience, no degree required.

**Functional Responsibility:** Provides hands on and phone support to users in the areas of e-mail, directories, standard Serves as the initial point of contact for troubleshooting hardware/software PC and computer peripheral problems. May also provide support in the more technical disciplines of Information Technology such as computer operations, moving and installing equipment, computer cabling, and software installation.

**Minimum Education:** Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline and two years experience. Two years of experience may be substituted for each year of college leading to the required degree.

#### 51. *IT Technician IV*

**Minimum/General Experience:** Seven plus years progressive experience in the field of software or hardware operations. At least three years of General Experience is concentrated hands-on experience in the specific discipline(s) of Information Technology required by an actual Statement of Work or Statement of Need. The experience shall be with the specific equipment, software or other requirement specified in an actual Statement of Work or Statement of Need.

**Functional Responsibility:** Provides expert support in the technical disciplines of Information Technology, such as computer operations, moving and installing equipment, computer cabling, data entry and verification, media duplication, document control and software installation. Works independently or as a member of a team.

**Minimum Education:** A bachelor's degree in any discipline. Two years of experience may be substituted for each year of college leading to the required degree.

#### 52. Senior Data Technician

**Minimum Experience:** At least Five (5) years of experience in the use of keypunch, Key-to-disc or other types of input devices, which provided a basic working knowledge of Windows Operating System and its components, the ability to enter, edit and load data with at least 90 percent accuracy, and the ability to follow detailed procedures or instructions to carry out work assignments. Training or experience in the use of application software such WordPerfect, WordPad, MS Word, NotePad, Kedit, Adobe Acrobat, MS Excel and/or Lotus.

**Functional Responsibility:** Enters, corrects, manages and verifies data entered into a microcomputer. Prepares, loads and verifies images and text files. Maintains and updates a log of data and image loads. Supervises the work of Data Technicians.

**Minimum Education:** Must be a high school graduate.

53. Data Technician

**Minimum Experience:** Training or experience in the use of keypunch, key-to-disc or other types of input devices, that provided basic working knowledge of Windows Operating System and related components, the ability to follow detailed procedures or instructions to carry out work assignments, and the ability to enter, edit and load data with at least 90 percent accuracy. Training or experience in the use of application software such WordPerfect, WordPad, MS Word, NotePad, Kedit, Adobe Acrobat, MS Excel and/or Lotus.

**Functional Responsibility:** Enters, corrects and verifies data entered into a microcomputer, prepares, loads and verifies images and text files. Maintains and updates a log of data and image loads.

**Minimum Education:** Must be a high school graduate.

54. Document Center Supervisor

**Minimum Experience:** A minimum of Five (5) years of experience in a combination of document processing, automated support and supervision that provided the ability to use a microcomputer and software to create reports and spreadsheets.

A minimum of one (1) year of experience in a leadership role on a large project or supervisory capacity on a large information processing project, that provided the ability to communicate effectively in writing and verbally with clients and all staff.

**Functional Responsibility:** Provides training and direct supervision to subordinate staff in one or more of several areas, e.g., document coding, document center processing or data clean-up. Ensures that tasks are understood and are completed correctly and on-time, and that employees make daily and weekly time and activity reports. Ensures that documentation for procedures is complete and up-to-date and that employees are thoroughly familiar with procedures (e.g., coding manuals and filing systems) and trained to operate equipment or process documents to perform their tasks. Uses a microcomputer to generate lists, reports, memos, etc., using word processing, spreadsheet or other similar software. Performs quality control functions. Coordinates the Document Center's activities. Reports to the Project Director and other senior management the status of Document Center activities, and to the Project Director on the Center's activities.

**Minimum Education.** A bachelor's degree or five (5) years of supervisory and relevant litigation support experience.

55. Document Processor

**Minimum Experience:** Previous clerical/office experience, which includes operating medium to high volume copiers and other office machines, preparing documents for imaging or scanning, typing required forms accurately, maintaining accurate files, logs and other documentation. Must have legible handwriting (script and printing), and work quickly and accurately.

**Functional Responsibility:** Performs clerical services in one or more of the following areas: document coding and quality control; logging and control; copying and binding; facsimile operation; document tracking system support; field discovery; numbering; and, document pulling and refiling. Maintains minimum production and quality standards for assigned tasks, makes daily and weekly time and activity reports.

**Minimum Education:** Must be a high school graduate.

56. Senior Document Clerk

**Minimum Experience:** At least five (5) years as a clerk in document processing, dealing successfully with staff including senior managers. Three (3) years using word processing software, software to process automated labels and photocopier disks, and on-line coding and correction software. Two (2) years in document processing. Nine (9) months

of leadership on a large project, or supervision on a large information processing project. Experience must demonstrate: ability to type forms accurately, to respond to tight deadlines quickly and accurately, to work without supervision on text and image files, to understand complex coding and filing schemes, to write (script and printing) legibly, to operate medium-high volume copiers and other office machines, and organization skills to maintain accurate files, logs and other documents.

**Functional Responsibility:** Performs document processing clerical services in one or more of the following areas: document coding and quality control; logging and control; copying and binding; facsimile operation; document tracking system support; field discovery; numbering, document pulling and refiling. Generates numbering/address labels and formats address disks using software, for use in automated photocopier processing of addresses. Maintains minimum production and quality standards for assigned tasks. Works with Client personnel to order and maintain supplies necessary to complete document processing tasks. Corrects printouts or screen data to resolve errors. Assists the Document Center Supervisor in maintaining logs and production statistics. Makes daily and weekly time and activity reports. Generates reports from on-line coding systems for quality control. Maintains records of Document Center activities to report status to the Project Director or other senior management personnel.

Monitors the Document Control Center Control Desk, assists users in completing task requests, routes them to supervisors for assignment, and keeps an automated or written log of their status.

**Minimum Education:** Must be a high school graduate.

#### 57. Document Clerk

**Minimum Experience:** A minimum of nine (9) months of experience in document processing, which shall include: operating medium to high volume copiers and other general office machines, using a microcomputer and designated computer software to process automated labels and photocopier disks, typing required forms accurately, maintaining accurate files, logs and other documentation, responding to tight deadlines quickly and accurately, and demonstrating legible handwriting (script and printing).

**Functional Responsibility:** Performs document processing clerical services in one or more of the following areas: document coding and quality control; logging and control; copying and binding; facsimile operation; trial exhibit tracking system support; field discovery; numbering; and, document pulling and refiling. Generates numbering/address labels and formats address disks using software, for use in automated photocopier processing of addresses. Maintains minimum production and quality standards for assigned tasks. Assists the Document Center Supervisor in maintaining logs and production statistics. Makes daily and weekly time and activity reports.

**Minimum Education:** Must be a high school graduate.

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