



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

GSA Information Technology Schedule Pricelist

Contract # GS-35F-0537L

October 10, 2011 – August 10, 2016



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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 Certified
- ISO 20000:2005 Certified

Our Services:

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

Document Solutions Services

- Data Entry / Data Processing
- Back file Conversion
- Data Capture / Digital Imaging
- Records Management
- OCR / Indexing
- FOIA Processing

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

APPLICABLE TO ALL SPECIAL ITEM NUMBERS

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 micropurchase 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!™ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page (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 women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase 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 the 50 states of The United States of America and the District of Columbia.

2. 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:

(240) 241-5610 – Ms. Payal Tak

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) Number: 03-341-6244

Block 30: Type of Contractor - A

- A. Small Disadvantaged Business
- B. Other Small Business
- C. Large Business
- G. Other Nonprofit Organization
- L. Foreign Contractor

Block 31: Woman-Owned Small Business - Yes

Block 36: Contractor's Taxpayer Identification Number (TIN): 522119134

4a. CAGE Code: 1HLV0

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

5. FOB Destination

6. Delivery Schedule

- 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:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
<u>SIN 132-51</u>	<u>30</u> Days
_____	_____ Days

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

7. 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

8. Trade Agreements 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

10. Small Requirements: The minimum dollar value of orders to be issued is \$ 2,500.00.

11. Maximum Order

(All dollar amounts are exclusive of any discount for prompt payment.)

- a. The Maximum Order value for IT Professional Services is \$500,000
 Special Item Number 132-51 - Information Technology (IT) Professional Services

12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS. In accordance with FAR 8.404:

[NOTE: Special ordering procedures have been established for Special Item Numbers (SINs) 132-51 IT Professional Services and 132-52 EC Services; refer to the terms and conditions for those SINs.]

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents

- the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.
- a. **Orders placed at or below the micro-purchase threshold.**
- Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
- b. **Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold.**
- Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs.
- In selecting the supply or service representing the best value, the ordering office may consider--
- (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
 - (2) Trade-in considerations;
 - (3) Probable life of the item selected as compared with that of a comparable item;
 - (4) Warranty considerations;
 - (5) Maintenance availability;
 - (6) Past performance; and
 - (7) Environmental and energy efficiency considerations.
- c. **Orders exceeding the maximum order threshold.**
- Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall--
- Review additional Schedule Contractors'
- (1) Catalogs/Pricelists or use the "GSA Advantage!" on-line shopping service;
 - (2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
 - (3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.
- NOTE: For orders exceeding the maximum order threshold, the Contractor may:
- (1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
 - (2) Offer the lowest price available under the contract; or
 - (3) Decline the order (orders must be returned in accordance with FAR 52.216-19).
- d. **Blanket Purchase Agreements (BPA's).**
- The establishment of Federal Supply Schedule BPA's is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPA's to establish accounts with Contractors to fill recurring requirements. BPA's should address the frequency of ordering and invoicing, discounts, and delivery locations and times.
- e. **Price reductions.**
- In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

- f. **Small business.** For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.
- g. **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.
- 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 Publications (FIPS PUBS) are 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 the 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 Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.
- 14. SECURITY REQUIREMENTS:** In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is less.
- 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 (l) Termination for the Government's convenience, and (m) Termination for Cause (See C.1.)
- 16. GSA Advantage!** 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 INCIDENTAL, NON-SCHEDULE ITEMS

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

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 and the District of Columbia, except as indicated below:

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. YEAR 2000 WARRANTY—COMMERCIAL SUPPLY ITEMS

- (a) As used in this clause, "Year 2000 compliant" means, with respect to information technology, that the information technology accurately processes date/time data (including, but not limited to, calculating, comparing and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000, and leap year calculations, to the extent that other information technology used in combination with the information technology being acquired, properly exchanges date/time data with it.
- (b) The Contractor shall warrant that each hardware, software, and firmware product delivered under this contract shall be able to accurately process date time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, including leap year calculations, when used in accordance with the product documentation provided by the Contractor, provided that all products (e.g. hardware, software, firmware) used in combination with products properly exchange date time data with it. If the contract requires that specific listed products must perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those products as a system. The duration of this warranty and the remedies available under this warranty shall include repair or replacement of any product whose non-compliance is discovered and made known to the Contractor in writing within

Ninety (90) days after acceptance (installation is considered acceptance). The Contractor may offer an extended warranty to the Government to include repair or replacement of any product whose non-compliance is discovered and made known to the Contractor in writing at any time prior to June 1, 2000, or for a period of 6 months following acceptance (installation is considered acceptance) whichever is later. Nothing in this warranty shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

21. BLANKET PURCHASE AGREEMENTS (BPA's)

Federal Acquisition Regulation (FAR) 13.303-1(a) defines Blanket Purchase Agreements (BPA's) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge

accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows:

"BPA's may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

22. 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, Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

(SPECIAL ITEM NUMBER 132-51)

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services and Special Item Number 132-52 Electronic Commerce 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. When using a performance based statement of work, performance incentives may be agreed upon between the Contractor and the ordering office on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.
- b. The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.
- d. The above procedures do not apply to Time and Material or labor hour orders.

3. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)

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).

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 office 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 offices 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 office makes a 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 costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates 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 ask 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 qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2)(i) below, the request shall notify the contractors that will be the case.
- (2) Transmit the Request to Contractors:**
- (i) Based upon an initial evaluation of catalogs and price lists, the ordering office 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). 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. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses 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.
- (ii) The request should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices 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 agency'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 office 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 the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)
- (ii) **MULTIPLE BPA's:**
- When the ordering office determines multiple BPA's are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPA's. When multiple BPA's are established, the authorized users must follow the procedures in (a)(2)(ii) above and then place the order with the Schedule contractor that represents the best value.
- (2) Review BPA's 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 office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
- (c) When the ordering office's requirement involves both products as well as executive, administrative and/or professional, services, the ordering office 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)

The ordering office, 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 agency 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.

Ordering procedures for other services available on schedule at fixed prices for specifically defined services 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 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 funds are available.
- c. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

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. 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.

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed Government contract, without some 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 designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

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

12. 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 (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT SERVICES AND PRICING

- a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 and 132-52. 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 PROCUREMENT PROGRAMS

PREAMBLE

TELESIS Corporation provides commercial products and services to the Federal Government. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact:

Payal Tak

(240) 241-5610 Phone

Payal.Tak@telesishq.com

BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (Agency) and (TELESIS Corporation) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s)

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the Government that works better and costs less.

Signatures

Agency

Date

Contractor
TELESIS Corporation

BPA NUMBER _____**BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, 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 SCHEDULES	/	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 as 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 specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this 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.

BASIC GUIDELINES FOR USING "CONTRACTOR TEAM ARRANGEMENTS"

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) 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 or 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 their requirements.
- Federal Supply Schedule Contractors may individually meet the customers 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.

PRICE LIST

Hourly rates for each labor category for services at **Customer Site** and **TELESIS Site** are listed in the tables below. Following the price list there are detailed descriptions of the services offered. The minimum experience, education, and functional responsibility for each service category is provided to ensure that the TELESIS employee's skills match the requirement of the delivery order.

CUSTOMER SITE RATES

Labor Category Title	10/10/2011 - 8/10/2012	8/11/2012 - 8/10/2013	8/11/2013 - 8/10/2014	8/11/2014 - 8/10/2015	8/11/2015 - 8/10/2016
1. ADP Specialist	\$ 37.43	\$ 38.74	\$ 40.09	\$ 41.49	\$ 42.95
2. Applications Programmer – Junior	\$ 71.25	\$ 73.74	\$ 76.32	\$ 79.00	\$ 81.76
3. Applications Programmer – Mid	\$ 79.73	\$ 82.52	\$ 85.40	\$ 88.39	\$ 91.49
4. Applications Programmer – Senior	\$ 99.98	\$ 103.48	\$ 107.10	\$ 110.85	\$ 114.73
5. Computer Security Specialist – Junior	\$ 75.88	\$ 78.53	\$ 81.28	\$ 84.12	\$ 87.07
6. Computer Security Specialist – Mid	\$ 87.65	\$ 90.72	\$ 93.90	\$ 97.18	\$ 100.59
7. Computer Security Specialist – Senior	\$ 99.45	\$ 102.93	\$ 106.54	\$ 110.27	\$ 114.12
8. Database Management Specialist – Junior	\$ 81.24	\$ 84.08	\$ 87.02	\$ 90.07	\$ 93.22
9. Database Management Specialist – Mid	\$ 96.88	\$ 100.27	\$ 103.78	\$ 107.41	\$ 111.17
10. Database Management Specialist – Senior	\$ 113.64	\$ 117.62	\$ 121.74	\$ 126.00	\$ 130.41
11. IT Specialist - Junior	\$ 56.25	\$ 58.22	\$ 60.26	\$ 62.37	\$ 64.55
12. IT Specialist - Mid	\$ 69.33	\$ 71.76	\$ 74.27	\$ 76.87	\$ 79.56
13. IT Specialist - Senior	\$ 84.12	\$ 87.07	\$ 90.12	\$ 93.27	\$ 96.54

14. Help Desk Specialist	\$ 48.29	\$ 49.98	\$ 51.73	\$ 53.54	\$ 55.42
15. Help Desk Specialist II	\$ 57.75	\$ 59.77	\$ 61.87	\$ 64.03	\$ 66.27
16. Help Desk Specialist III	\$ 64.07	\$ 66.31	\$ 68.63	\$ 71.03	\$ 73.52
17. Help Desk Specialist IV	\$ 67.28	\$ 69.63	\$ 72.07	\$ 74.59	\$ 77.20
18. Network Engineer Junior	\$ 64.77	\$ 67.04	\$ 69.38	\$ 71.81	\$ 74.33
19. Network Engineer Mid	\$ 88.43	\$ 91.53	\$ 94.73	\$ 98.04	\$ 101.48
20. Network Engineer Sr.	\$ 96.88	\$ 100.27	\$ 103.78	\$ 107.41	\$ 111.17
21. Technical Writer I	\$ 71.57	\$ 74.08	\$ 76.67	\$ 79.35	\$ 82.13
22. Technical Writer II	\$ 79.45	\$ 82.23	\$ 85.11	\$ 88.08	\$ 91.17
23. Documentation Specialist	\$ 47.45	\$ 49.12	\$ 50.83	\$ 52.61	\$ 54.46
24. Training Specialist	\$ 57.44	\$ 59.45	\$ 61.53	\$ 63.69	\$ 65.92
25. Training Specialist II	\$ 73.24	\$ 75.80	\$ 78.45	\$ 81.20	\$ 84.04
26. Tester I	\$ 73.64	\$ 76.22	\$ 78.89	\$ 81.65	\$ 84.50
27. Tester II	\$ 87.83	\$ 90.90	\$ 94.09	\$ 97.38	\$ 100.79
28. Tester III	\$ 100.91	\$ 104.44	\$ 108.10	\$ 111.88	\$ 115.80
29. Systems Analyst I	\$ 90.96	\$ 94.14	\$ 97.43	\$ 100.84	\$ 104.37
30. Systems Analyst II	\$ 98.99	\$ 102.45	\$ 106.04	\$ 109.75	\$ 113.59
31. Quality Assurance Specialist	\$ 91.79	\$ 95.01	\$ 98.33	\$ 101.77	\$ 105.34
32. IT Technician	\$ 39.31	\$ 40.69	\$ 42.11	\$ 43.58	\$ 45.11

33. IT Technician II	\$ 47.95	\$ 49.63	\$ 51.37	\$ 53.16	\$ 55.03
34. IT Technician III	\$ 57.75	\$ 59.77	\$ 61.87	\$ 64.03	\$ 66.27
35. IT Technician IV	\$ 73.68	\$ 76.26	\$ 78.93	\$ 81.69	\$ 84.55
36. Call Center Representative I	\$ 36.94	\$ 38.23	\$ 39.57	\$ 40.96	\$ 42.39
37. Call Center Representative II	\$ 41.98	\$ 43.45	\$ 44.97	\$ 46.54	\$ 48.17
38. Call Center Representative III	\$ 47.94	\$ 49.62	\$ 51.36	\$ 53.15	\$ 55.01
39. Functional Expert I	\$ 148.31	\$ 153.50	\$ 158.87	\$ 164.43	\$ 170.18
40. Functional Area Expert	\$ 144.11	\$ 149.16	\$ 154.38	\$ 159.78	\$ 165.37
41. Systems Engineer I	\$ 111.29	\$ 115.19	\$ 119.22	\$ 123.39	\$ 127.71
42. Systems Engineer II	\$ 129.23	\$ 133.75	\$ 138.43	\$ 143.28	\$ 148.29
43. Systems Administrator	\$ 105.99	\$ 109.70	\$ 113.54	\$ 117.52	\$ 121.63
44. Systems Architect	\$ 110.36	\$ 114.22	\$ 118.22	\$ 122.36	\$ 126.64
45. Principal Systems Architect	\$ 126.68	\$ 131.12	\$ 135.71	\$ 140.46	\$ 145.37
46. Configuration Management Specialist	\$ 103.58	\$ 107.21	\$ 110.96	\$ 114.84	\$ 118.86
47. Infrastructure Specialist	\$ 93.64	\$ 96.91	\$ 100.31	\$ 103.82	\$ 107.45
48. Project Lead / Team Lead	\$ 92.72	\$ 95.96	\$ 99.32	\$ 102.80	\$ 106.39
49. Project Manager	\$ 112.19	\$ 116.12	\$ 120.19	\$ 124.39	\$ 128.75
50. Project Manager II	\$ 136.39	\$ 141.17	\$ 146.11	\$ 151.22	\$ 156.51
51. Computer Operator Jr.	\$ 56.60	\$ 58.59	\$ 60.64	\$ 62.76	\$ 64.95

52. Computer Operator Mid	\$ 65.41	\$ 67.70	\$ 70.07	\$ 72.52	\$ 75.06
53. Computer Operator Sr.	\$ 68.80	\$ 71.20	\$ 73.70	\$ 76.28	\$ 78.95
54. Applications Maintenance and Graphics Specialist	\$ 47.02	\$ 48.67	\$ 50.37	\$ 52.13	\$ 53.96
55. Application Maintenance & Graphic Specialist Mid	\$ 61.92	\$ 64.09	\$ 66.33	\$ 68.66	\$ 71.06
56. Application Maintenance & Graphic Specialist Sr.	\$ 76.02	\$ 78.68	\$ 81.44	\$ 84.29	\$ 87.24
57. Contract Specialist I	\$ 57.41	\$ 59.42	\$ 61.50	\$ 63.65	\$ 65.88
58. Contract Specialist II	\$ 74.02	\$ 76.61	\$ 79.30	\$ 82.07	\$ 84.94
59. Contracts Manager	\$ 88.45	\$ 91.55	\$ 94.75	\$ 98.07	\$ 101.50
60. Planning Specialist I	\$ 46.17	\$ 47.79	\$ 49.46	\$ 51.19	\$ 52.98
61. Planning Specialist II	\$ 55.73	\$ 57.69	\$ 59.70	\$ 61.79	\$ 63.96
62. Planning Specialist III	\$ 63.34	\$ 65.56	\$ 67.85	\$ 70.23	\$ 72.69
63. Program Manager/Director	\$ 183.72	\$ 190.15	\$ 196.81	\$ 203.70	\$ 210.83
64. Data Miner Jr.	\$ 78.87	\$ 81.63	\$ 84.48	\$ 87.44	\$ 90.50
65. Data Miner Mid	\$ 92.07	\$ 95.30	\$ 98.63	\$ 102.08	\$ 105.66
66. Data Miner Sr.	\$ 107.65	\$ 111.42	\$ 115.32	\$ 119.35	\$ 123.53
67. Purchase Analyst I	\$ 57.41	\$ 59.42	\$ 61.50	\$ 63.65	\$ 65.88
68. Purchase Analyst II	\$ 74.02	\$ 76.61	\$ 79.30	\$ 82.07	\$ 84.94
69. Business Analyst I	\$ 57.41	\$ 59.42	\$ 61.50	\$ 63.65	\$ 65.88
70. Business Analyst II	\$ 74.02	\$ 76.61	\$ 79.30	\$ 82.07	\$ 84.94

71. Business Analyst III	\$ 88.45	\$ 91.55	\$ 94.75	\$ 98.07	\$ 101.50
72. ADP Specialist II	\$ 41.85	\$ 43.31	\$ 44.83	\$ 46.39	\$ 48.02
73. ADP Specialist III	\$ 49.72	\$ 51.46	\$ 53.26	\$ 55.13	\$ 57.06
74. IT Management Consultant	\$ 159.57	\$ 165.15	\$ 170.93	\$ 176.91	\$ 183.11
75. Finance/Accounting Analyst - Mid	\$ 77.42	\$ 80.13	\$ 82.93	\$ 85.83	\$ 88.84
76. Finance/Accounting Analyst - Junior	\$ 65.87	\$ 68.17	\$ 70.56	\$ 73.03	\$ 75.58
77. Technical Analyst I	\$ 57.80	\$ 59.83	\$ 61.92	\$ 64.09	\$ 66.33
78. Technical Analyst II	\$ 73.86	\$ 76.44	\$ 79.12	\$ 81.89	\$ 84.75
79. Document Control Specialist I	\$ 39.74	\$ 41.14	\$ 42.57	\$ 44.06	\$ 45.61
80. Document Control Specialist II	\$ 44.11	\$ 45.66	\$ 47.25	\$ 48.91	\$ 50.62
81. Document Control Specialist III	\$ 48.72	\$ 50.42	\$ 52.19	\$ 54.01	\$ 55.90
82. Document Preparation Specialist I	\$ 39.01	\$ 40.37	\$ 41.79	\$ 43.25	\$ 44.76
83. Document Preparation Specialist II	\$ 45.09	\$ 46.67	\$ 48.31	\$ 50.00	\$ 51.75
84. Subject Matter Expert I	\$ 112.74	\$ 116.69	\$ 120.77	\$ 125.00	\$ 129.37
85. Subject Matter Expert II	\$ 126.22	\$ 130.64	\$ 135.21	\$ 139.94	\$ 144.84
86. Subject Matter Expert III	\$ 137.71	\$ 142.53	\$ 147.51	\$ 152.68	\$ 158.02
87. Records Management Specialist I	\$ 21.26	\$ 22.00	\$ 22.77	\$ 23.57	\$ 24.40
88. Records Management Specialist II	\$ 26.69	\$ 27.63	\$ 28.59	\$ 29.59	\$ 30.63
89. Records Management Specialist III	\$ 35.78	\$ 37.03	\$ 38.33	\$ 39.67	\$ 41.06

90. Data Entry Supervisor	\$ 32.56	\$ 33.70	\$ 34.88	\$ 36.10	\$ 37.36
91. Scientific Indexer	\$ 49.98	\$ 51.73	\$ 53.54	\$ 55.41	\$ 57.35
92. Life Science Specialist I	\$ 71.72	\$ 74.23	\$ 76.82	\$ 79.51	\$ 82.29
93. Life Science Specialist II	\$ 88.02	\$ 91.10	\$ 94.29	\$ 97.59	\$ 101.00
94. Imaging Architect I	\$ 83.19	\$ 86.11	\$ 89.12	\$ 92.24	\$ 95.47
95. Imaging Architect II	\$ 115.33	\$ 119.37	\$ 123.54	\$ 127.87	\$ 132.34
96. Data Base Administrator I	\$ 88.65	\$ 91.75	\$ 94.96	\$ 98.29	\$ 101.73
97. Data Base Administrator II	\$ 96.74	\$ 100.13	\$ 103.63	\$ 107.26	\$ 111.01
98. Data Base Administrator III	\$ 122.24	\$ 126.52	\$ 130.95	\$ 135.53	\$ 140.28
99. Facilities Manager	\$ 62.26	\$ 64.43	\$ 66.69	\$ 69.02	\$ 71.44
100. Quality Assurance Auditor	\$ 111.53	\$ 115.44	\$ 119.48	\$ 123.66	\$ 127.99
101. Certified Records Manager II	\$ 93.52	\$ 96.80	\$ 100.18	\$ 103.69	\$ 107.32
102.105. Certified Records Manager I	\$ 81.48	\$ 84.33	\$ 87.28	\$ 90.33	\$ 93.49
103. Data Entry Clerk	\$ 21.26	\$ 22.00	\$ 22.77	\$ 23.57	\$ 24.40
104. Web Developer I	\$ 73.57	\$ 76.14	\$ 78.81	\$ 81.57	\$ 84.42
105. Web Developer II	\$ 85.89	\$ 88.90	\$ 92.01	\$ 95.23	\$ 98.57
106. Web Developer III	\$ 94.84	\$ 98.16	\$ 101.59	\$ 105.15	\$ 108.83
107. Database Architect	\$ 105.17	\$ 108.85	\$ 112.66	\$ 116.60	\$ 120.68
108. Systems Analyst III	\$ 111.53	\$ 115.44	\$ 119.48	\$ 123.66	\$ 127.99

109.Configuration Analyst I	\$ 72.64	\$ 75.18	\$ 77.81	\$ 80.53	\$ 83.35
110.Configuration Analyst II	\$ 85.46	\$ 88.45	\$ 91.55	\$ 94.75	\$ 98.07

TELESIS SITE RATES

Labor Category Title	10/10/2011 - 8/10/2012	8/11/2012 - 8/10/2013	8/11/2013 - 8/10/2014	8/11/2014 - 8/10/2015	8/11/2015 - 8/10/2016
1. ADP Specialist	\$ 45.64	\$ 47.24	\$ 48.89	\$ 50.61	\$ 52.38
2. Applications Programmer – Junior	\$ 86.95	\$ 89.99	\$ 93.14	\$ 96.40	\$ 99.78
3. Applications Programmer – Mid	\$ 97.25	\$ 100.65	\$ 104.18	\$ 107.82	\$ 111.60
4. Applications Programmer – Senior	\$ 118.21	\$ 122.34	\$ 126.63	\$ 131.06	\$ 135.65
5. Computer Security Specialist – Junior	\$ 92.57	\$ 95.81	\$ 99.16	\$ 102.63	\$ 106.23
6. Computer Security Specialist – Mid	\$ 106.94	\$ 110.68	\$ 114.55	\$ 118.56	\$ 122.71
7. Computer Security Specialist – Senior	\$ 121.31	\$ 125.56	\$ 129.95	\$ 134.50	\$ 139.21
8. Database Management Specialist – Junior	\$ 99.11	\$ 102.58	\$ 106.17	\$ 109.89	\$ 113.73
9. Database Management Specialist – Mid	\$ 118.21	\$ 122.34	\$ 126.63	\$ 131.06	\$ 135.65
10. Database Management Specialist – Senior	\$ 138.63	\$ 143.48	\$ 148.50	\$ 153.70	\$ 159.08
11. IT Specialist - Junior	\$ 68.63	\$ 71.03	\$ 73.52	\$ 76.09	\$ 78.76
12. IT Specialist - Mid	\$ 84.57	\$ 87.53	\$ 90.59	\$ 93.76	\$ 97.05
13. IT Specialist - Senior	\$ 102.64	\$ 106.23	\$ 109.95	\$ 113.80	\$ 117.78

14. Help Desk Specialist	\$ 58.90	\$ 60.96	\$ 63.10	\$ 65.31	\$ 67.59
15. Help Desk Specialist II	\$ 70.44	\$ 72.91	\$ 75.46	\$ 78.10	\$ 80.83
16. Help Desk Specialist III	\$ 78.15	\$ 80.89	\$ 83.72	\$ 86.65	\$ 89.68
17. Help Desk Specialist IV	\$ 82.08	\$ 84.95	\$ 87.92	\$ 91.00	\$ 94.18
18. Network Engineer Junior	\$ 79.00	\$ 81.77	\$ 84.63	\$ 87.59	\$ 90.66
19. Network Engineer Mid	\$ 107.90	\$ 111.68	\$ 115.58	\$ 119.63	\$ 123.82
20. Network Engineer Sr.	\$ 118.21	\$ 122.34	\$ 126.63	\$ 131.06	\$ 135.65
21. Technical Writer I	\$ 87.33	\$ 90.39	\$ 93.55	\$ 96.83	\$ 100.22
22. Technical Writer II	\$ 96.90	\$ 100.29	\$ 103.80	\$ 107.43	\$ 111.19
23. Documentation Specialist	\$ 57.89	\$ 59.91	\$ 62.01	\$ 64.18	\$ 66.43
24. Training Specialist	\$ 70.07	\$ 72.52	\$ 75.06	\$ 77.69	\$ 80.41
25. Training Specialist II	\$ 89.33	\$ 92.46	\$ 95.69	\$ 99.04	\$ 102.51
26. Tester I	\$ 89.84	\$ 92.98	\$ 96.24	\$ 99.60	\$ 103.09
27. Tester II	\$ 107.14	\$ 110.89	\$ 114.77	\$ 118.79	\$ 122.95
28. Tester III	\$ 123.11	\$ 127.42	\$ 131.88	\$ 136.50	\$ 141.28
29. Systems Analyst I	\$ 110.96	\$ 114.85	\$ 118.87	\$ 123.03	\$ 127.33
30. Systems Analyst II	\$ 120.76	\$ 124.99	\$ 129.37	\$ 133.89	\$ 138.58
31. Quality Assurance Specialist	\$ 111.99	\$ 115.91	\$ 119.96	\$ 124.16	\$ 128.51
32. IT Technician	\$ 47.96	\$ 49.64	\$ 51.38	\$ 53.18	\$ 55.04

33. IT Technician II	\$ 58.49	\$ 60.53	\$ 62.65	\$ 64.85	\$ 67.12
34. IT Technician III	\$ 70.44	\$ 72.91	\$ 75.46	\$ 78.10	\$ 80.83
35. IT Technician IV	\$ 89.88	\$ 93.03	\$ 96.28	\$ 99.65	\$ 103.14
36. Call Center Representative I	\$ 45.06	\$ 46.64	\$ 48.27	\$ 49.96	\$ 51.71
37. Call Center Representative II	\$ 51.21	\$ 53.00	\$ 54.86	\$ 56.78	\$ 58.77
38. Call Center Representative III	\$ 58.48	\$ 60.52	\$ 62.64	\$ 64.84	\$ 67.10
39. Functional Expert I	\$ 180.93	\$ 187.26	\$ 193.81	\$ 200.60	\$ 207.62
40. Functional Area Expert	\$ 175.82	\$ 181.97	\$ 188.34	\$ 194.93	\$ 201.75
41. Systems Engineer I	\$ 135.78	\$ 140.53	\$ 145.45	\$ 150.54	\$ 155.81
42. Systems Engineer II	\$ 157.66	\$ 163.18	\$ 168.89	\$ 174.80	\$ 180.92
43. Systems Administrator	\$ 129.32	\$ 133.85	\$ 138.53	\$ 143.38	\$ 148.40
44. Systems Architect	\$ 134.61	\$ 139.32	\$ 144.20	\$ 149.25	\$ 154.47
45. Principal Systems Architect	\$ 154.55	\$ 159.96	\$ 165.55	\$ 171.35	\$ 177.35
46. Configuration Management Specialist	\$ 126.36	\$ 130.79	\$ 135.36	\$ 140.10	\$ 145.00
47. Infrastructure Specialist	\$ 114.24	\$ 118.24	\$ 122.38	\$ 126.66	\$ 131.10
48. Project Lead / Team Lead	\$ 113.12	\$ 117.07	\$ 121.17	\$ 125.41	\$ 129.80
49. Project Manager	\$ 136.87	\$ 141.66	\$ 146.62	\$ 151.75	\$ 157.06
50. Project Manager II	\$ 166.41	\$ 172.23	\$ 178.26	\$ 184.50	\$ 190.96
51. Computer Operator Jr.	\$ 69.06	\$ 71.47	\$ 73.97	\$ 76.56	\$ 79.24

52. Computer Operator Mid	\$ 79.80	\$ 82.59	\$ 85.48	\$ 88.47	\$ 91.57
53. Computer Operator Sr.	\$ 83.93	\$ 86.87	\$ 89.91	\$ 93.05	\$ 96.31
54. Applications Maintenance and Graphics Specialist	\$ 57.38	\$ 59.39	\$ 61.47	\$ 63.62	\$ 65.85
55. Application Maintenance & Graphic Specialist Mid	\$ 75.52	\$ 78.17	\$ 80.90	\$ 83.73	\$ 86.67
56. Application Maintenance & Graphic Specialist Sr.	\$ 92.76	\$ 96.00	\$ 99.36	\$ 102.84	\$ 106.44
57. Contract Specialist I	\$ 70.01	\$ 72.46	\$ 74.99	\$ 77.62	\$ 80.34
58. Contract Specialist II	\$ 90.32	\$ 93.49	\$ 96.76	\$ 100.14	\$ 103.65
59. Contracts Manager	\$ 107.91	\$ 111.69	\$ 115.59	\$ 119.64	\$ 123.83
60. Planning Specialist I	\$ 56.30	\$ 58.27	\$ 60.31	\$ 62.43	\$ 64.61
61. Planning Specialist II	\$ 68.00	\$ 70.38	\$ 72.84	\$ 75.39	\$ 78.03
62. Planning Specialist III	\$ 77.26	\$ 79.97	\$ 82.77	\$ 85.66	\$ 88.66
63. Program Manager/Director	\$ 224.14	\$ 231.98	\$ 240.10	\$ 248.51	\$ 257.21
64. Data Miner Jr.	\$ 96.21	\$ 99.58	\$ 103.07	\$ 106.67	\$ 110.41
65. Data Miner Mid	\$ 112.31	\$ 116.24	\$ 120.31	\$ 124.52	\$ 128.88
66. Data Miner Sr.	\$ 131.32	\$ 135.92	\$ 140.67	\$ 145.60	\$ 150.69
67. Purchase Analyst I	\$ 70.03	\$ 72.48	\$ 75.02	\$ 77.64	\$ 80.36
68. Purchase Analyst II	\$ 90.33	\$ 93.50	\$ 96.77	\$ 100.16	\$ 103.66
69. Business Analyst I	\$ 70.03	\$ 72.48	\$ 75.02	\$ 77.64	\$ 80.36
70. Business Analyst II	\$ 90.33	\$ 93.50	\$ 96.77	\$ 100.16	\$ 103.66

71. Business Analyst III	\$ 107.91	\$ 111.69	\$ 115.59	\$ 119.64	\$ 123.83
72. ADP Specialist II	\$ 51.04	\$ 52.82	\$ 54.67	\$ 56.58	\$ 58.56
73. ADP Specialist III	\$ 60.66	\$ 62.78	\$ 64.98	\$ 67.26	\$ 69.61
74. IT Management Consultant	\$ 194.65	\$ 201.47	\$ 208.52	\$ 215.81	\$ 223.37
75. Finance/Accounting Analyst - Mid	\$ 94.45	\$ 97.76	\$ 101.18	\$ 104.72	\$ 108.39
76. Finance/Accounting Analyst - Junior	\$ 80.34	\$ 83.15	\$ 86.06	\$ 89.07	\$ 92.19
77. Technical Analyst I	\$ 70.52	\$ 72.99	\$ 75.55	\$ 78.19	\$ 80.93
78. Technical Analyst II	\$ 90.11	\$ 93.26	\$ 96.52	\$ 99.90	\$ 103.40
79. Document Control Specialist I	\$ 48.49	\$ 50.19	\$ 51.94	\$ 53.76	\$ 55.64
80. Document Control Specialist II	\$ 53.82	\$ 55.70	\$ 57.65	\$ 59.67	\$ 61.76
81. Document Control Specialist III	\$ 59.44	\$ 61.52	\$ 63.67	\$ 65.90	\$ 68.21
82. Document Preparation Specialist I	\$ 47.59	\$ 49.25	\$ 50.98	\$ 52.76	\$ 54.61
83. Document Preparation Specialist II	\$ 55.02	\$ 56.95	\$ 58.94	\$ 61.00	\$ 63.14
84. Subject Matter Expert I	\$ 137.54	\$ 142.36	\$ 147.34	\$ 152.49	\$ 157.83
85. Subject Matter Expert II	\$ 153.99	\$ 159.38	\$ 164.96	\$ 170.73	\$ 176.70
86. Subject Matter Expert III	\$ 168.00	\$ 173.88	\$ 179.97	\$ 186.27	\$ 192.79
87. Records Management Specialist I	\$ 25.94	\$ 26.84	\$ 27.78	\$ 28.76	\$ 29.76
88. Records Management Specialist II	\$ 32.56	\$ 33.70	\$ 34.88	\$ 36.10	\$ 37.36
89. Records Management Specialist III	\$ 43.66	\$ 45.18	\$ 46.77	\$ 48.40	\$ 50.10

90. Data Entry Supervisor	\$ 39.72	\$ 41.11	\$ 42.55	\$ 44.04	\$ 45.58
91. Scientific Indexer	\$ 60.97	\$ 63.11	\$ 65.31	\$ 67.60	\$ 69.97
92. Life Science Specialist I	\$ 87.49	\$ 90.55	\$ 93.72	\$ 97.00	\$ 100.40
93. Life Science Specialist II	\$ 107.38	\$ 111.14	\$ 115.03	\$ 119.06	\$ 123.22
94. Imaging Architect I	\$ 101.49	\$ 105.04	\$ 108.72	\$ 112.53	\$ 116.46
95. Imaging Architect II	\$ 140.70	\$ 145.62	\$ 150.72	\$ 155.99	\$ 161.45
96. Data Base Administrator I	\$ 108.15	\$ 111.93	\$ 115.85	\$ 119.90	\$ 124.10
97. Data Base Administrator II	\$ 118.02	\$ 122.15	\$ 126.43	\$ 130.85	\$ 135.43
98. Data Base Administrator III	\$ 149.13	\$ 154.35	\$ 159.76	\$ 165.35	\$ 171.13
99. Facilities Manager	\$ 75.95	\$ 78.61	\$ 81.36	\$ 84.21	\$ 87.15
100. Quality Assurance Auditor	\$ 136.07	\$ 140.83	\$ 145.76	\$ 150.86	\$ 156.15
101. Certified Records Manager II	\$ 114.10	\$ 118.09	\$ 122.23	\$ 126.50	\$ 130.93
102. Certified Records Manager I	\$ 99.40	\$ 102.88	\$ 106.48	\$ 110.21	\$ 114.07
103. Data Entry Clerk	\$ 25.94	\$ 26.84	\$ 27.78	\$ 28.76	\$ 29.76
104. Web Developer I	\$ 89.76	\$ 92.90	\$ 96.15	\$ 99.51	\$ 103.00
105. Web Developer II	\$ 104.79	\$ 108.46	\$ 112.26	\$ 116.19	\$ 120.25
106. Web Developer III	\$ 115.70	\$ 119.75	\$ 123.94	\$ 128.28	\$ 132.77
107. Database Architect	\$ 128.30	\$ 132.79	\$ 137.44	\$ 142.25	\$ 147.23
108. Systems Analyst III	\$ 136.07	\$ 140.83	\$ 145.76	\$ 150.86	\$ 156.15

109.Configuration Analyst I	\$ 88.62	\$ 91.72	\$ 94.93	\$ 98.25	\$ 101.69
110.Configuration Analyst II	\$ 104.27	\$ 107.92	\$ 111.69	\$ 115.60	\$ 119.65

LABOR CATEGORY DESCRIPTIONS

1. *ADP Specialist*

Minimum/General Experience: Minimum one year specialized experience in Automated Data Processing using commercial automated word processing tools such as WordPerfect and Word, handling office procedures, and demonstrated ability to organize work and follow directions.

Functional Responsibility: Assists in preparation of management plans and reports. Coordinates schedules to facilitate deliverables, briefings, and presentations; prepares correspondence, coordinates travel, maintains personnel and other files. Assists in answering phones, directing callers and tracking messages. Assists in development and review of program administrative operating procedures. Works under supervision of manager or project lead.

Minimum Education: High School diploma and 2 years experience in office administration, filing documents and performing related administrative tasks.

2. *Applications Programmer – Junior*

Minimum/General Experience: Three years experience in Information Technology with two years specialized as an applications programmer, knowledge of computer equipment and ability to develop software using computer technologies such as C, C++, Visual Basic, Object Oriented Design, etc. to satisfy requirements specified in an actual Statement of Work or Statement of Need.

Two years of experience may be substituted for each year of college leading to the required degree.

Functional Responsibility: Participates in the design of software tools and subsystems. Work with applications engineers and programmers to interpret design requirements and specifications. 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 a team or only under general direction.

Minimum Education: A bachelor's degree in computer science, information systems,

3. *Applications Programmer - Mid*

Minimum/General 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. Work with applications engineers 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.

4. Applications Programmer - Senior

Minimum/General 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: 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.

5. Computer Security Specialist – Junior

Minimum/General Experience: At least one year of General Experience is concentrated, hands-on experience in all aspects of the specific area(s) of Security required by an actual Statement of Work or Statement of Need.

Functional Responsibility: Analyzes general computer security-related technical problems and provides engineering and technical support in solving these problems. Configures testbeds and conducts testing, records and analyzes results, and provides recommendations for improvements for the products/systems under test.

Areas of focus include Guard, Firewall, Secure Network Server, PCMCIA format security solutions, "Smart Cards", and emerging technologies and future trends. Supports the integration of INFOSEC solutions and technologies into networks with particular attention to protocols, interfaces, and system design.

Minimum Education: A bachelor's degree in electrical, electronic or computer engineering; computer science, or a related field. Two years of experience may be substituted for each year of college leading to the required degree.

6. Computer Security Specialist – Mid

Minimum/General Experience: This position requires a minimum of three years experience, of which at least two must be specialized experience including system security analysis and implementation; design assurance or testing for INFOSEC products and systems; integration or testing for INFOSEC products and systems. Experience in heterogeneous computer networking technology and work in protocol and/or interface standards specification is recommended. General experience includes system engineering; electrical design, software engineering; program design and implementation; configuration management; or maintenance.

Functional Responsibility: An individual knowledgeable and experienced in all aspects of Security. Has extensive experience in the specific security discipline(s) described in an actual Statement of Work or Statement of Need. Demonstrates good oral and written communication skills.

Conducts testing, records and analyzes results, and provides recommendations for improvements for the products/systems under test. Areas of focus include Guard, Firewall, Secure Network Server, PCMCIA format security solutions, "Smart Cards", and emerging technologies and future trends. Supports the integration of INFOSEC solutions and

technologies into networks with particular attention to protocols, interfaces, and system design.

Minimum Education: BS in electrical, electronic or computer engineering; computer science; or a related field. Two years of experience may be substituted for each year of college leading to the required degree.

7. Computer Security Specialist – Senior

Minimum/General Experience: Six years of specialized experience in numerous, highly specialized Information Technology disciplines involving a wide range of hardware/software solutions. At least three years of General Experience is concentrated, hands-on experience in all aspects of the specific area(s) of Security required by an actual Statement of Work or Statement of Need.

Functional Responsibility: Analyzes general computer security-related technical problems and provides engineering and technical support in solving these problems. Configures testbeds and conducts testing, records and analyzes results, and provides recommendations for improvements for the products/systems under test. Areas of focus include Guard, Firewall, Secure Network Server, PCMCIA format security solutions, "Smart Cards", and emerging technologies and future trends. Supports the integration of INFOSEC solutions and technologies into networks with particular attention to protocols, interfaces, and system design.

Minimum Education: A bachelor's degree in electrical, electronic or computer engineering; computer science; or a related field.

8. Database Management Specialist – Junior

Minimum/General 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, 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.

9. Database Management Specialist-Mid

Minimum/General 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 data base projects. Plans and budgets staff and database resources. 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.

10. Database Management Specialist - Senior

Minimum/General 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. 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.

11. IT Specialist – Junior

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

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.

Duties may include, but are not limited to design, coding, testing, system administration, tools support, configuration management, technical areas of C++ programming, etc.

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.

12. IT Specialist – Mid

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

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. Duties may include, but are not limited to design, coding, testing, system administration, tools support, configuration management, technical areas of C++ programming, etc.

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.

13. IT Specialist – Senior

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

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. Duties may include, but are not limited to design, coding, testing,

system administration, tools support, configuration management, technical areas of C++ programming, etc.

14. Help Desk Specialist

Minimum/General Experience: At least one year of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need. With five years of related hands-on experience, no degree required.

Functional Responsibility: Provides phone and desk-side IT support to users in the areas of e-mail set-up, configuration, updating user directories, installing standard Windows desktop applications and other IT applications that may be custom developed. Serves as the initial point of contact for troubleshooting hardware/software PC and computer peripheral problems for IT equipment to include but not limited to network and personal printers, fax machines, copiers, and communication devices as approved by the client. May also provide support for computer operations, moving and installing IT equipment, computer cabling, and installation of approved off-the-shelf (COTS) Products.

Minimum Education: An associate'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.

15. Help Desk Specialist II

Minimum/General Experience: Bachelors degree and up to two years of related hands-on experience with the specific equipment, software. With five years of related hands-on experience, no degree required.

Functional Responsibility: Provides phone and in-person 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. Be able to operate a manual or automated help desk system. 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.

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.

16. Help Desk Specialist III

Minimum/General Experience: Bachelors degree and up to three years of related hands-on experience with the specific equipment, software. With five years of related hands-on experience, no degree required.

Functional Responsibility: Provides expert phone and in-person support to users in the areas of e-mail, directories, standard serves as the second tier point of contact for troubleshooting PC and computer peripheral problems. Be able to operate a manual or automated help desk system. 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. Two years of experience may be substituted for each year of college leading to the required degree.

17. Help Desk Specialist IV

Minimum/General Experience: Bachelors degree and up to 5 years of related hands-on experience with the specific equipment, software. With six years of experience, no degree required.

Functional Responsibility: Provides expert phone and desk side support to users. Serves as the second tier point of contact for troubleshooting PC and computer peripheral problems. May also provide support in the higher technical disciplines of Information Technology. Be able to lead a team of junior help desk professionals.

Minimum Education: Bachelor's degree in computer science, information systems, engineering, or other related scientific or technical discipline. With six years of experience, no degree required.

18. 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.

19. 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.

20. 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.

21. Technical Writer I

Minimum/General 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.

22. Technical Writer II

Minimum/General 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.

23. Documentation Specialist

Minimum/General 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: Must have working knowledge of using the internet and have research capabilities. Should be able to gather information and maintain documentation using tools such as MS Word; Excel; world wide web; and analyze and composes technical information into MS Word documents or excel spreadsheets as needed. 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.

24. Training Specialist

Minimum/General 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.

25. Training Specialist II

Minimum/General 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.

26. Tester I

Minimum/General Experience: Up to five 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.

Function: 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 and up to five years experience. Two years of experience may be substituted for each year of college leading to the required degree.

27. Tester II

Minimum/General Experience: Up to seven 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.

Function: 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 and up to seven years experience. Two years of experience may be substituted for each year of college leading to the required degree.

28. Tester III

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

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. Be able to lead team and report to project manager. Duties may include, but are not limited to design, coding, testing, system administration, tools support, configuration management, technical areas of applications engineering and programming. Must be able to lead a team of junior staff members.

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

29. Systems Analyst I

Minimum/General Experience: Minimum 4 years experience in Information Technology in areas of analysis and design of business applications, use of programming languages and DBMS.

Functional Responsibility: 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. 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 Information Technology in areas of analysis and design of business applications, use of programming languages and DBMS.

30. Systems Analyst II

Minimum/General Experience: Minimum 7 years experience in Information Technology in areas of analysis and design of business applications, use of programming languages and DBMS.

Functional Responsibility: 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. 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 Information Technology in areas of analysis and design of business applications, use of programming languages and DBMS.

31. Quality Assurance Specialist

Minimum/General Experience: Minimum 8 years experience in Information Technology 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 programmers to use in coding, testing and debugging. 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 SW development tasks. 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.

32. IT Technician

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).

33. 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.

34. 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.

35. 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.

Function: 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.

36. Call Center Representative I

Minimum/General Experience: Experience with basic technical terminology and usage, records/forms, procedures. Experience operating office machines, on-line and over the phone response to customer inquiries. Two years of experience.

Functional Responsibility: An individual knowledgeable in basic Information Technology terminology and has a knowledge of MS Office software such as MS Word and Excel. Demonstrates good oral and written communication skills and demonstrates an ability to prepare MS Word documents or simple spreadsheets if needed. Must be able to use email to receive and respond to customer inquiries and document issues in Call Tracking software accurately. Have customer service skills and excellent communication capabilities. Attend to customer calls and queries for information, respond to customer requests via phone, fax and email; Works as a junior member of a team.

Minimum Education: 2 years specialized in customer service. Excellent oral and written communication skills.

37. Call Center Representative II

Minimum/General Experience: Experience with basic technical terminology and usage, records/forms, procedures. Experience operating office machines, on-line and over the phone response to customer inquiries. Four years of experience.

Functional Responsibility: An individual knowledgeable in basic Information Technology terminology and has a good working knowledge of MS Office applications such as MS Word and Excel. Demonstrates strong oral and written communication skills and can prepare MS Word documents or spreadsheets by using MS Office software. Must be able to use email to receive and respond to customer inquiries and document issues in Call Tracking software accurately. Have customer service skills and excellent communication capabilities. Attend to customer calls and queries for information, respond to customer requests via phone, fax and email; Works as a mid level member of a team.

Minimum Education: 4 years specialized in customer service. Excellent oral and written communication skills.

38. Call Center Representative III

Minimum/General Experience: Experience with basic technical terminology and phone response to customer inquiries. Up to five years of experience.

Functional Responsibility: An individual with strong knowledge of Information Technology terminology and has strong knowledge of MS Office applications to include but not limited to MS Word, Excel, Power Point. Must have strong oral and written communication skills, and have the ability to prepare documents or spreadsheets by using MS Office software. Must be able to use email to receive and respond to customer inquiries, and document issues in Call Tracking Software accurately. Have customer service skills and excellent communication capabilities. Attend to customer calls and queries for information, respond to customer requests via phone, fax and email; Works as a senior member of a team.

Minimum Education: Up to five years specialized in customer service. Excellent oral and written communication skills.

39. Functional Expert I

Minimum/General Experience: 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: This specialized category will be filled with an individual with the specialized knowledge, skills, and abilities necessary to meet the requirements specified in an actual Statement of Work or Statement of Need.

Individual will work 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 telecommunications and information technology systems networks. Work 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. Provide practical guidance on deployment planning for new network/service rollouts and for transition from existing networks. Develop alternative technical solutions in situations where 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.

40. Functional Area Expert

Minimum/General Experience: BS +10 years or MS + 6 years or PhD + 4 years of general IT experience, including formal training and 3 years experience in BPR methods, plus training and 1 year experience in enterprise applications.

Functional Responsibility: Recognized for strong expertise in industry issues and trends. Utilize functional area expertise gained through direct industry experience to assess the operational and functional baseline of an organization and its organizational components. Examples of the functional areas would include Human Resources, Finance, Supply, Service, etc. Work with senior managers and executives to provide industry vision and strategic direction with regard to their enterprise. Guide the determination of information technology inadequacies and/or deficiencies that affect the functional area's ability to support/meet organizational goals.

41. Systems Engineer I

Minimum/General Experience: Twelve or more years of experience as a systems engineer 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.

42. Systems Engineer II

Minimum/General Experience: Up to 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.

43. Systems Administrator

Minimum/General Experience: Ten or more years of experience as a systems engineer 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.

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

44. Systems Architect

Minimum/General Experience: Nine or more 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/or engineering/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.

45. Principal Systems Architect

Minimum/General Experience: This position requires a minimum of 10 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.

46. Configuration Management Specialist

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

Functional Responsibility: Be able to 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.

47. 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.

48. Project Lead / Team Lead

Minimum/General 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.

49. Project Manager

Minimum/General Experience: Minimum 12 years of ADP experience of increasing responsibilities in IT design and management. With MS degree, 10 years ADP experience of increasing responsibilities in IT design and management. With PhD, 8 years ADP experience of increasing responsibilities in IT design and management. With 15 years

ADP experience of increasing responsibilities in IT 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.

50. Project Manager II

Minimum/General Experience: Up to 20 years of ADP experience of increasing responsibilities in IT design and management. With MS degree, 12 years ADP experience of increasing responsibilities in IT design and management. With PhD, 10 years ADP experience of increasing responsibilities in IT design and management. With 20 years ADP experience of increasing responsibilities in IT 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.

51. Computer Operator Jr.

Minimum/General Experience: Minimum 2 years experience with a High School education. Experience must be in specific Information Technology discipline(s) described in an actual Statement of Work or Statement of Need. Demonstrates good oral and written communication skills.

Functional Responsibility: Duties may include, but are not limited to design, coding, testing, system administration, tools support, configuration management, technical areas of programming, etc.

Minimum Education: High School + 2 Years experience with specific software or equipment as specified in an actual Statement of Work or Statement of Need.

52. Computer Operator Mid.

Minimum/General Experience: Bachelors degree is desired but not required. Up to 4 years experience in specific Information Technology discipline(s), using hardware and software tools as described in an actual Statement of Work. Demonstrates good oral and written communication skills.

Functional Responsibility: Duties may include, but are not limited to design, coding, testing, system administration, tools support, configuration management, technical areas of programming etc.

Minimum Education: Up to 4 years experience with specific software or equipment specified in an actual Statement of Work. A bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline is desirable.

53. Computer Operator Sr.

Minimum/General Experience: BA/BS degree is desired but not required. Up to 4 years experience in specific Information Technology discipline(s), using hardware and software tools as described in an actual Statement of Work. Demonstrates good oral and written communication skills.

Functional Responsibility: Provides expert support in the technical disciplines of IT, such as computer operations, moving and installing equipment, computer cabling, data entry and verification, media duplication, document control and software installation. Works independently or as a member of a team. Duties may also include, coding, testing, and system administration.

Minimum Education: BS/BA and up to 4 years experience in technical environment.

54. Applications Maintenance & Graphic Specialist

Minimum/General 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.

55. Application Maintenance & Graphics Specialist Mid

Minimum/General 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.

56. Application Maintenance & Graphics Specialist Sr.

Minimum/General 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.

57. Contract Specialist I

Minimum/General 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.

58. Contract Specialist II

Minimum/General 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.

59. Contracts Manager

Minimum/General 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.

60. *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 IT 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.

61. *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 IT 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.

62. *Planning Specialist III*

Minimum/General 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 IT 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.

63. *Program Manager/Director*

Minimum/General 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: Up to and possibly exceeding 25 years of experience of progressive accomplishment managing and implementing large, complex information technology systems.

64. Data Miner Jr.

Minimum/General Experience: An individual in this role assists the senior data mining professionals to translate business needs into a data mine that will be the basis for a solution that closely aligns with the business requirements. They are knowledgeable in the repetitive process of refining data into precise data mining which specify entities, attributes and relationships between the data. They create the logical data bases and assist the database administrator with the translation of the logical mining into a workable physical database. They interact with end users/client personnel via non-technical language to validate the data model using the user's frame of reference.

Functional Responsibility: Advise Logical Data Design, Advise on Data Standards and Mining, Advise on Metadata Management, Advise on Physical Data Models, Apply Data Mining Techniques, Architect Database - Enterprise Data, Implement Metadata Management, and Perform Data Mining.

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

Minimum 1 year experience in area of specialization.

65. Data Miner Mid

Minimum/General Experience: An individual in this role assists the senior data mining professionals to translate business needs into a data mine that will be the basis for a solution that closely aligns with the business requirements. They are knowledgeable in the repetitive process of refining data into precise data mining which specify entities, attributes and relationships between the data. They create the logical data bases and assist the database administrator with the translation of the logical mining into a workable physical database. They interact with end users/client personnel via non-technical language to validate the data model using the user's frame of reference.

Functional Responsibility: Advise Logical Data Design, Advise on Data Standards and Mining, Advise on Metadata Management, Advise on Physical Data Models, Apply Data Mining Techniques, Architect Database - Enterprise Data, Implement Metadata Management, and Perform Data Mining.

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

Minimum 5 - 7 years experience in area of specialization.

66. Data Miner Sr.

Minimum/General Experience:

An expert in his / her field, this individual is capable of leading junior professionals in his area of expertise. Translates business needs into a data mine that will be the basis for a solution that closely aligns with the business requirements. They are experts in the repetitive process of refining data into precise data mining which specify entities, attributes and relationships between the data. They create the logical data bases and assist the database administrator with the translation of the logical mining into a workable physical

database. They interact with end users/client personnel via non-technical language to validate the data model using the user's frame of reference.

Functional Responsibility: Advise Logical Data Design, Advise on Data Standards and Mining, Advise on Metadata Management, Advise on Physical Data Models, Apply Data Mining Techniques, Architect Database - Enterprise Data, Implement Metadata Management, and Perform Data Mining.

Minimum Education: BS/BA or MS degree - CS, CIS, EE, Math or equivalent technical studies; Minimum 12 years experience in area of specialization.

67. *Purchase Analyst I*

Minimum/General 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.

68. *Purchase Analyst II*

Minimum/General Experience: BS / BA is desired, however the individual 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.

69. *Business Analyst I*

Minimum/General Experience: Individuals in this role design, develop and support 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. Individuals in this role also develop program specifications, perform testing, translate business requirements, use application development methodologies & tools, use strategies for maintenance, use library management tools and programming languages.

Functional Responsibility: This individual works in a team environment or alone and has solid working knowledge of MS office tools; ability to use office automation tools such as

MS word, excel, power point, to document business requirements so they can be developed into technical solutions or customized software applications. This person acts as a liaison between the technical and business professionals, and demonstrates a good ability to understand business requirements, supports the software or application design for which the business requirements are gathered, maintains the customer requirements by using library management tools, and maintains information in database tools to include but not limited to MS Access.

Minimum Education: BS - CS, CIS, EE, Telecom or equivalent technical experience is desired. Individual must have 1 to 4 years of experience in coding, analysis and design.

70. Business Analyst II

Minimum/General Experience: Individuals in this role design, develop and support 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. Individuals in this role also develop program specifications, perform testing, translate business requirements, use application development methodologies & tools, use strategies for maintenance, use library management tools and programming languages.

Functional Responsibility: This individual works in a team environment or alone and has very strong hands-on knowledge of MS office tools; strong ability to use office automation tools such as MS word, excel, and power point, to document business requirements so they can be developed into technical solutions or customized software applications. Performs analysis of IT requirements and works with the client to determine feasibility of the task. This person acts as a liaison between the SW developers and business professionals, and demonstrates a very strong ability to understand requirements, supports the software or application design for which requirements are gathered, and maintains the requirements by using library management or database tools. Must have strong knowledge of tools such as MS Access database, Requirements Traceability tools.

Minimum Education: BS - CS, CIS, EE, Telecom or equivalent technical experience is desired. Individual must have 4 to 8 years of experience in coding, analysis and design.

71. Business Analyst III

Minimum/General Experience: Individuals in this role design, develop and support 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. Individuals in this role also develop program specifications, perform testing, translate business requirements, use application development methodologies & tools, use strategies for maintenance, use library management tools and programming languages.

Functional Responsibility: This individual works as a lead in a team environment or provides expert support alone in performing Business Analysis functions. This person would have a very strong hands-on knowledge of office automation tools such as MS word, excel, and power point, MS Access database to document business requirements so they can be developed into technical solutions or customized software applications. Should have strong ability to perform analysis of IT requirements and independently determine feasibility of the task. This person acts as a liaison between the SW developers and business professionals, and demonstrates a very strong ability to understand requirements, supports the software or application design for which requirements are gathered, and maintains the requirements by using library management or database tools. Must have strong knowledge of tools such as MS Access database, Requirements Traceability tools.

Minimum Education: MS/MBA and BS/BA-CS, CIS, EE, Math or equivalent technical studies; 8 Or more years of industry experience: minimum 5 years in area of specialization and 3 years of project management.

72. ADP Specialist II

Minimum/General Experience: 2 - 4 years specialized experience in Automated Data Processing using commercial automated word processing tools such as WordPerfect and Word, handling office procedures, and demonstrated ability to organize work and follow directions.

Functional Responsibility: Assists in preparation of management plans and reports. Coordinates schedules to facilitate deliverables, briefings, and presentations; prepares correspondence, coordinates travel, maintains personnel and other files. Assists in answering phones, directing callers and tracking messages. Assists in development and review of program administrative operating procedures. Works under supervision of manager or project lead.

Minimum Education: High School diploma and up to 4 years experience in office administration, filing documents and performing related administrative tasks.

73. ADP Specialist III

Minimum/General Experience: 4 to 6 years specialized experience in Automated Data Processing using commercial automated word processing tools such as WordPerfect and Word, handling office procedures, and demonstrated ability to organize work and follow directions.

Functional Responsibility: Prepares management plans and reports. Coordinates schedules to facilitate deliverables, briefings, and presentations; prepares correspondence, coordinates travel, maintains personnel and other files. Develops and reviews program administrative operating procedures. Leads and supervises junior members.

Minimum Education: BS / BA or 4 to 6 years experience in office administration, filing documents and performing related administrative tasks.

74. IT Management Consultant

Minimum/General Experience: This role provides management consulting to client IT and Business Executives who are responsible for managing and delivering IT related services to their end user community or external customers. They define the business drivers and associated IT capabilities and services that are required, develop the IT capabilities and implement the IT business management systems required to maintain IT value and service delivery. Job Skills: Advise on IT Management Systems, Advise on IT Organization & Staffing, Advise on IT Process Model, Advise on IT Services & IT Capabilities, Advise on IT Value & Cost Management Systems, Analyze Client Environment, Develop Initiatives & Transition Plan, Develop IT Services Strategy, Develop Solution Approach, and Perform IT 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 technical studies; Up to and possibly exceeding 20 years of experience of progressive accomplishment managing and implementing large, complex information technology systems.

75. Finance/Accounting Analyst Mid

Minimum/General Experience: 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.

76. Finance/Accounting Analyst Jr.

Minimum/General Experience: 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.

77. Technical Analyst I

Minimum/General Experience: Minimum 4 years experience in IT in areas of analysis and design of business applications, use of programming languages and DBMS.

Functional Responsibility: 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. 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: 4 years related experience in Information Technology in areas of analysis and design of business applications, use of programming languages and DBMS.

78. Technical Analyst II

Minimum/General Experience: 7 or more years experience in IT in areas of analysis and design of business applications, use of programming languages and DBMS.

Functional Responsibility: 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. 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: 7 years related experience in Information Technology in areas of analysis and design of business applications, use of programming languages and DBMS.

79. Document Control Specialist I

Minimum/General Experience: Minimum one year experience in ADP using commercial automated word processing tools such as WordPerfect and Word, handling office procedures, and demonstrated ability to organize work and follow directions.

Functional Responsibility: Performs document control functions in a production environment, requiring minimal troubleshooting. May perform more complex document control functions under supervision. Compiles and records production data. Calculates quantities of items produced. Prepares written work schedules. Sorts and distributes work documents.

Minimum Education: High School diploma and 1 year experience in office administration, filing documents and performing related administrative tasks.

80. Document Control Specialist II

Minimum/General Experience: Minimum three years experience in ADP using commercial automated word processing tools such as WordPerfect and Word, handling office procedures, and demonstrated ability to follow directions.

Functional Responsibility: Operates document conversion equipment and performs document control functions. Verifies output quality independently. Performs basic maintenance of control and conversion equipment. Works in a team environment. May help in training less experienced staff in quality of their work. May perform more complex document control functions under supervision. Compiles and records production data. Prepares written work schedules.

Minimum Education: Three years experience in document control and conversion. Two years of post high-school training.

81. Document Control Specialist III

Minimum/General Experience: Minimum two years with Bachelor's degree or equivalent work experience.

Functional Responsibility: Coordinates document control and conversion activities; uses multiple machines and workstations; may lead a small group of junior staff; troubleshoots and resolves hardware problems; performs more complex functions; monitors quality and productivity of junior staff; performs highly complex control and conversion functions.

Minimum Education: Bachelors degree or equivalent work experience and at least two years experience in document control and conversion.

82. Document Preparation Specialist I

Minimum/General Experience: One year experience and high school education.

Functional Responsibility: Performs routine document preparation functions in a production environment under the guidance of a team lead. Works in a team environment. Prepares documents for scanning; brochures; pamphlets for photocopying; standardizes documents.

Minimum Education: High school diploma and one year experience in basic administrative functions.

83. Document Preparation Specialist II

Minimum/General Experience: Three years experience in a general office environment, performing office administrative and related functions.

Functional Responsibility: Works in a team environment and performs document preparation functions, preparing documents for scanning and conversion functions using basic scanning equipment. Interacts with customer personnel and may guide junior team members. Performs more complex document preparation functions involving fragile documents or sensitive information.

Minimum Education: Three years related experience and minimum high school diploma. Some college is preferred.

84. Subject Matter Expert I

Minimum/General Experience: More than 10 years experience providing leadership with large, complex systems modernization and best practice reengineering. Is specialized in area of leadership.

Functional Responsibility: Responsible for coordinating the management of all work performed on an individual task order. Acts as the central point of contact. Responsibilities may include, but not be limited to, the following: Providing competent leadership and responsible program direction through successful performance of a variety of detailed, diverse elements of project transitioning; Demonstrating competence using data from project management tools; Simultaneously planning and managing the transition of highly technical projects and directs completion of tasks within estimated time frames and budget constraints;

Organizing, directing, and coordinating planning and production of all support activities and resource needs and assigning duties to subordinates;

Communications, both written and oral, with all levels of management and Government representatives, including but not limited to, BUYER Management, the CO, COTR and Lead Contracting Officer's Technical Representative (Lead COTR).

Minimum Education: BS/BA - Contracts, Finance, Accounting, Business or equivalent technical studies.

85. Subject Matter Expert II

Minimum/General Experience: Up to or more than 15 years experience providing leadership with large, complex systems modernization and best practice reengineering. Is specialized in area of leadership.

Functional Responsibility: Must be capable of planning, coordinating, and directing the activities of administrative, program control, and technical personnel involved in providing services in fulfillment of the contract. Must have a thorough understanding and experience in the complete life-cycle of software. Must have knowledge and experience with plans, policies, standards, and methods aimed at the acquisition and support of software and computer resources for Government systems. Must be capable of managing and controlling schedules and cost to provide on time, within budget, performance of all aspects of the contractual effort. Must be capable of providing direction for operations and ensuring compliance with all management policies, plans, and procedures. Must be capable of providing recommendations for resolution of technical problems.

Must at all times be a role model to subordinate employees, be a workforce motivator, and be a provider of constructive criticism.

Minimum Education: BS/BA - Contracts, Finance, Accounting, Business or equivalent technical studies

86. Subject Matter Expert III

Minimum/General Experience: Up to or more than 20 years experience providing leadership with large, complex systems modernization and best practice reengineering. Is specialized in area of leadership.

Functional Responsibility: This role 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. 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: BS/BA - Contracts, Finance, Accounting, Business or equivalent technical studies

87. *Records Management Specialist I*

Minimum/General Experience: Two years experience in records management.

Functional Responsibility: Performs records management tasks under direction of a lead. Performs tasks as a team member and contributes to the success of the team. May oversee small teams of similarly qualified personnel performing records management.

Minimum Education: HS Diploma and two years experience in records management.

88. *Records Management Specialist II*

Minimum/General Experience: Four years experience in records management.

Functional Responsibility: May perform more complex functions in records management; may operate equipment; maintain optimum production and delivers superior quality that requires minimal correction.

Minimum Education: HS Diploma and four years experience in records management.

89. *Records Management Specialist III*

Minimum/General Experience: AA degree or equivalent and at least three years experience or more in records management. Some experience in leading a small team of similarly skilled individuals.

Functional Responsibility: May function as a team lead of teams composed of clerical staff and records management personnel; performs complex functions; may provide training to junior staff; performs work with minimal guidance; May perform more complex functions in records management; may operate equipment; maintain optimum production and delivers superior quality that requires minimal correction.

Minimum Education: AA Degree or equivalent and three years experience in records management and related tasks.

90. *Data Entry Supervisor*

Minimum/General Experience: High School Diploma; 2 Years related experience in data entry or Data management type of discipline.

Functional Responsibility: Applies knowledge of word processing to perform page layouts, graphics layouts, and proper selection and use of English language and grammar to develop, draft, edit, and revise User Manuals, Operating Guides, Reports, and presentation materials for corporate and/or stand alone computing applications. Performs supervisory functions; approving time sheets; maintain work schedules of team.

Minimum Education: A High School diploma or equivalent and 2 years of experience performing typing and/or word processor functions.

91. *Scientific Indexer*

Minimum/General Experience: BS degree in a scientific discipline and minimum 4 years experience.

Functional Responsibility: Verify and define new terminology. Add new terminology to Thesaurus. Access, update and maintain Thesaurus and Run reports from thesauri. Performs specialized functions using terminology knowledge gained via the study of life sciences.

Minimum Education: BS degree in a scientific discipline and minimum 4 years experience in the life sciences disciplines.

92. Life Science Specialist I

Minimum/General Experience: Minimum 3 years experience in clinical or scientific field.

Functional Responsibility: Works independently or in a team and resolves, and handles medical coding of adverse event forms using the coding terms. Possess at least 2 years of leadership experience. Interface with internal users as well as external stakeholders. Apply and use project management tools such as MS Projects, spreadsheets, etc. Use and direct personnel to code from Adverse Event. Verify medical code and data entry. Review and retrieve system data, match output with specifications in accordance with Standard Operating Procedures and resolve discrepancies. Manage functional task activities and lower level personnel.

Minimum Education: BS in a life science discipline such as Physics, Chemistry, Biology etc. and 4 years experience.

93. Life Science Specialist II

Minimum/General Experience: Minimum 6 years experience in clinical or scientific field. May have experience in medical coding.

Functional Responsibility: Works independently handles medical coding tasks. Possess leadership experience and interfaces with internal users as well as external stakeholders. Performs tasks with minimal supervision. Is considered an expert in his/her field. Manages personnel with similar skills. Verifies medical code and reviews and retrieves system data, match output with specifications in accordance with Standard Operating Procedures and resolve discrepancies. Manages functional task activities and lower level personnel.

Minimum Education: BS in a life science discipline such as Physics, Chemistry, Biology etc. and 6 or more years experience. MS degree preferred.

94. Imaging Architect

Minimum/General Experience: Up to 7 years experience with MS degree or BS and 9 years experience in IT field with at least 3 years specialized.

Functional Responsibility: Conceptualizes, designs, and develops total system/product solutions for information technology and/or engineering/manufacturing processes. Translates customer objectives into actionable business, and technology strategies. Creates information technology plans based on the customer's organization, strategic direction, technology context and business needs. Assists leadership in determining tactical and strategic direction of the organization. Remains current on emerging tools, techniques, and technologies.

Minimum Education: MS and 7 years or BS/BA and 9 years experience in related field.

95. Imaging Architect II

Minimum/General Experience: Up to 10 years experience with MS degree or BS and 12 years experience in IT field with at least 4 years specialized in Imaging.

Functional Responsibility: Conceptualizes, designs, and develops total system/product solutions for information technology and/or engineering/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: MS and 10 years or BS/BA and 12 years experience in related field.

96. Data Base Administrator I

Minimum/General Experience: Has up to 5 years experience in developing and administering relational database management systems.

Functional Responsibility: Provides technical expertise and support in planning, acquiring, implementing, and operating database management systems. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications. Develops, implements, and maintains data backup and recovery, data integrity, security and recoverability. Monitors performance of the DBMS and evaluates for improving efficiency.

Minimum Education: Bachelors degree and 5 years experience in IT discipline using variety of database systems.

97. Data Base Administrator II

Minimum/General Experience: Has up to 7 years experience in developing and administering relational database management systems.

Functional Responsibility: Designs, implements and maintains moderately complex databases, access methods, access time, device allocation, validation checks, organization, protection and security, documentation and statistical methods. Maintains database dictionaries, monitors standards and procedures and integration of systems through database design.

Provides technical expertise and support in planning, acquiring, implementing, and operating database management systems. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications. Develops, implements, and maintains data backup and recovery, data integrity, security and recoverability. Monitors performance of the DBMS and evaluates for improving efficiency.

Minimum Education: Bachelors degree and 7 years experience in IT discipline using variety of database systems. MS degree is preferred.

98. Data Base Administrator III

Minimum/General Experience: Has up to 10 years experience in developing and administering relational database management systems.

Functional Responsibility: Acts as a DB Manager or Lead and leads the design, implementation and maintenance of complex databases, access methods, access time, device allocation, validation checks, organization, protection and security, documentation and statistical methods. Directs junior DB Administrators in maintaining database dictionaries, monitoring standards and procedures and integration of systems through database design. Provides technical expertise and support in planning, acquiring, implementing, and operating database management systems. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications. Develops, implements, and maintains data backup and recovery, data integrity, security and recoverability. Monitors performance of the DBMS and evaluates for improving efficiency.

Minimum Education: Bachelors degree and 10 or more years experience in IT discipline using variety of database systems. MS degree is preferred.

99. Facilities Manager

Minimum/General Experience: Four (4) or more years of progressive experience in the field of IT, managing facilities and ability to accurately maintain spreadsheets.

Functional Responsibility: Manage facilities for the operation of Information Technocolgy projects; Have solid working knowledge of MS office products like MS Word, Excel and Access data base to maintain inventory of IT and non-IT equipment; oversee security for the IT and physical assets; perform engineering tasks of the facilities to ensure continuity of IT

and other operations; provides technical and specialized guidance, and solutions to Security issues. This person prepares reports using tools such as MS Word or Power Point and presents to the Government customer or senior management. Must be able to work independently.

Minimum Education: Bachelors degree or equivalent work experience and four years experience in the field of IT or related discipline.

100. Quality Assurance Auditor

Minimum/General Experience: Up to 10 years experience providing leadership with large, complex systems modernization and best practice reengineering.

Functional Responsibility: Responsible for leading a project team in delivering a solution to the customer using the appropriate business measurements and terms and conditions for the project according to the project charter, project agreement or contract. Have the overall performance responsibility for managing scope, cost, schedule, and contractual deliverables, which includes applying techniques for planning, tracking, change control, and risk management. Is responsible for managing all project resources, including subcontractors, and for establishing an effective communication plan with the project team and the customer. Provides day to day direction to the project team and regular project status to the customer. Performs Project Execution, Control & Closure, Project Initiation & Planning, Perform Project Leadership & Communications, and Use Worldwide PM Method & Tools.

Minimum Education: 4 or more years of technical project management experience and up to 10 years of leadership experience with a BS / BA in an IT discipline.

101. Certified Records Manager II

Minimum/General Experience: 8 or more years experience in related field. Has strong knowledge of records management, Applies technical knowledge to solve problems requiring independent thinking.

Functional Responsibility: Lead and manage records management programs; Specializes and is well versed in records management methodologies, equipment, processes and procedures. Interacts with clients on prescribed matters. Has strong knowledge of records management applications. Applies technical knowledge to solve problems requiring independent thinking.

Minimum Education: BA/BS and 8 years experience; or MS and 6 years experience. CRM Certification is required.

102. Certified Records Manager I

Minimum/General Experience: 6 or more years experience in related field. Has strong knowledge of records management, Applies technical knowledge to solve problems requiring independent thinking.

Functional Responsibility: Lead records management programs; Specializes in records management methodologies, equipment, processes and procedures. Interacts with clients on prescribed matters. Has strong knowledge of records management applications. Applies technical knowledge to solve problems requiring independent thinking. Leads and provides direction to a Records Management team of professionals.

Minimum Education: BA/BS and 6 years experience; or MS and 4 years experience. NARA Records Management certification is required.

103. Data Entry Clerk I

Minimum/General Experience: Entry level position.

Functional Responsibility: Performs data entry tasks. Performs tasks as a team member. Operates key board controlled data entry devices.

Minimum Education: HS Diploma and a desire to learn.

104. Web Developer I

Minimum/General Experience: Must have 2 – 4 years of experience in programming and server software operations; has a good knowledge of web development tools and technologies.

Functional Responsibility: Develops custom programs written in languages such as C++, C, Java, JavaScript, PERL, Active X, CGI, to name a few, designed to implement the EID and other functionality to improve overall site functionality. Creates Web front-end user interfaces to new or existing databases and applications using a combination of HTML, SQL, C, Visual Basic, Oracle or other languages to make applications and information accessible. Utilizes knowledge of operating systems such as UNIX, Windows NT, TCP/IP, focusing primarily on files within the server root, and performs the ongoing day-to-day operation of the server software, including maintaining system security, modifying configuration settings and backing up the system.

Minimum Education: BS in Computer Science or related field. 2 – 4 years experience in web and graphics development.

105. Web Developer II

Minimum/General Experience: Have 4 to 6 years of experience in programming and server software operations; has a good knowledge of web development tools and technologies.

Functional Responsibility: Develops custom programs written in languages such as C++, C, Java, JavaScript, PERL, Active X, CGI, to name a few, designed to implement the EID and other functionality to improve overall site functionality. Creates Web front-end user interfaces to new or existing databases and applications using a combination of HTML, SQL, C, Visual Basic, Oracle or other languages to make applications and information accessible. Utilizes knowledge of operating systems such as UNIX, Windows NT, TCP/IP, focusing primarily on files within the server root, and performs the ongoing day-to-day operation of the server software, including maintaining system security, modifying configuration settings and backing up the system.

Minimum Education: BS in Computer Science or related field. 4+ and up to 6 years experience in web and graphics development. Good knowledge of new tools and technologies applied in Web Development.

106. Web Developer III

Minimum/General Experience: Have 6 to 8 or more years of experience in programming and server software operations; has a good knowledge of web development tools and technologies.

Functional Responsibility: Develops custom programs written in languages such as C++, C, Java, JavaScript, PERL, Active X, CGI, to name a few, designed to implement the EID and other functionality to improve overall site functionality. Creates Web front-end user interfaces to new or existing databases and applications using a combination of HTML, SQL, C, Visual Basic, Oracle or other languages to make applications and information accessible. Utilizes knowledge of operating systems such as UNIX, Windows NT, TCP/IP, focusing primarily on files within the server root, and performs the ongoing day-to-day operation of the server software, including maintaining system security, modifying configuration settings and backing up the system.

Minimum Education: BS in Computer Science or related field. MS preferred but not required. 6 to 8 or more years experience in web and graphics development. String knowledge of new tools and technologies applied in Web Development.

107. Database Architect

Minimum/General Experience: 4 to 6 years experience in DBMS design and system analysis, current operating systems, software internals and data manipulation techniques and languages.

Functional Responsibility: Directs the design of databases to store, secure, select, and retrieve information in a logical, orderly manner. Ensures that designed systems provide sufficient controlled avenues for access to and update of the database. Ensures the currency, accuracy, and integrity of the data. Oversees the design and maintenance of the data dictionary and retrieves transactions to ensure correct implementation and usage of the database. Should be able to work independently and as a team member and be able to lead a team if required.

Minimum Education: 4 to 6 years experience with a BS degree in Engineering, Science or related field. With MS, at least 4 years experience required in directly related field.

108. Systems Analyst III

Minimum/General Experience: Up to 10 years experience in design, development, testing and evaluation of computer based systems and DBMS.

Functional Responsibility: Must possess specific experience in the analysis and design of business applications on complex, large-scale systems, including experience in data base management concepts. Analyzes system requirements, in accordance with design concepts. May lead a team or provide back up support to project manager. Has knowledge of state-of-the-art storage and retrieval methods is required as well as the ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs.

Be able to work independently or as part of an integrated team.

Minimum Education: BS degree in Computer, Engineering or related field and up to 10 years experience in IT, with at least 4 years specialized.

109. Configuration Analyst I

Minimum/General Experience: 2 – 5 years of experience with a BS degree in Engineering, Science or related field.

Functional Responsibility: Work closely with program management, systems engineers, quality managers and representatives, draftsmen and design/manufacturing engineers in a concurrent engineering environment; Develop and administer Configuration Management Plans; Prepare for and conduct major configuration audits. Works as a team member under the supervision of a Project Manager.

Minimum Education: BS degree and 2 – 5 years experience in related field.

110. Configuration Analyst II

Minimum/General Experience: 6 - 9 years of experience with a BS degree in Engineering, Science or related field.

Functional Responsibility: Work closely with program management, systems engineers, quality managers and representatives, draftsmen and design/manufacturing engineers in a concurrent engineering environment; Develop and administer Configuration Management Plans; Prepare for and conduct major configuration audits. Works as a team member under the supervision of a Project Manager.

Minimum Education: BS degree and 6 – 9 years of experience. MS degree preferred but not required. 2 years experience may be substituted for the MS degree.