**GENERAL SERVICES ADMINISTRATION**

**Federal Supply Service**

**Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing,

and the option to create an electronic delivery order are available through GSA

Advantage!®, a menu-driven database system. The INTERNET address GSA

Advantage!® is: GSAAdvantage.gov.

**Schedule: Multiple Award Schedule**

Federal Supply Group: Professional Services

**Contract Number: GS-00F-0003W, Pricelist current as Mass Mod A821; effective date 06/18/20**

**Contract Period: 7/10/18 – 7/9/23**

Contracts Point of Contact:

Laura Childers

[laura.childers@ecstech.com](mailto:laura.childers@ecstech.com)

571-232-1412

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov

ECS Federal, LLC (ECS)

2750 Prosperity Avenue, Suite 600

Fairfax, VA 22031-4312

p: (703) 270-1540

<https://ecstech.com/>

Large Business

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**CUSTOMER INFORMATION**:

**1a. Authorized Special Item Numbers:**

SIN DESCRIPTION

541611 --- Management and financial Consulting. Acquisition and Grants Management Support, and Business Program and Project Management Services

54151S --- Information Technology Professional Services

OLM --- Order-Level Materials (OLMs)

**1b. Identification of the lowest priced model number and lowest unit price for that**

**model for each special item number awarded in the contract. This price is the**

**Government price based on a unit of one, exclusive of any quantity/dollar volume,**

**prompt payment, or any other concession affecting price. Those contracts that have**

**unit prices based on the geographic location of the customer, should show the range**

**of the lowest price, and cite the areas to which the prices apply:**

See Price List

**1c. If the Contractor is proposing hourly rates, a description of all corresponding**

**commercial job titles, experience, functional responsibility and education for those**

**types of employees or subcontractors who will perform services shall be provided. If**

**hourly rates are not applicable, indicate “Not applicable” for this item:**

See Price List

**2. Maximum order:**

SIN Maximum Order

541611 $1,000,000

54151S $500,000

OLM $250,000

**3. Minimum order:**

SIN Minimum Order

541611 $100

54151S $100

OLM $100

**4. Geographic coverage (delivery area):** Domestic and Overseas

**5. Point(s) of production:** United States

**6. Discount from list prices or statement of net price:** Government net prices **(**Discounts already deducted)

**7. Quantity discounts:** None Offered

**8. Prompt payment terms:** Net 30 Days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions

**9a. Government purchase cards are accepted up to the micro-purchase threshold.**

**9b. Government purchase cards are accepted above the micro-purchase threshold.**

**10. Foreign items:** None

**11a. Time of delivery:** On a Task Order Basis

**11b. Expedited Delivery:** Contact Contractor

**11c. Overnight and 2-day delivery:** Contact Contractor

**11d. Urgent Requirements:** Contact Contractor

**12. F.O.B. point:** Destination

**13a. Ordering address:**

Attn: Order Processing/GSA

ECS Federal, LLC

2750 Prosperity Avenue, Suite 600

Fairfax, VA 22031-4312

p: (703) 270-1540

**13b. Ordering procedures:** For supplies and services, the ordering procedures,

on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

**14. Payment address:**

Attn: Accounts Receivable

ECS Federal, LLC

2750 Prosperity Avenue, Suite 600

Fairfax, VA 22031-4312

p: (703) 270-1540

**15. Warranty provision:** Contractor’s Standard Commercial Warranty

**16. Export packing charges, if applicable:** Not Applicable

**17. Terms and conditions of Government purchase card acceptance:** Accepts any thresholds

above the micro-purchase level – Contact Contractor

**18. Terms and conditions of rental, maintenance, and repair:** Not Applicable

**19. Terms and conditions of installation:** Not Applicable

**20. Terms and conditions of repair parts indicating date of parts price lists and any**

**discounts from list prices (if applicable):** Not Applicable

**20a. Terms and conditions for any other services:** Not Applicable

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

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

**23. Preventive maintenance:** Contact Contractor

**24a. Special attributes such as environmental attributes (e.g., recycled content,**

**energy efficiency, and/or reduced pollutants):** Not Applicable

**24b. If applicable, Section 508 compliance information is available on**

**Electronic and Information Technology (EIT) supplies and services:**

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

**25. Data Universal Number System (DUNS) number:** 093377690

**26. Contractor Registration is in the System for Award Management (SAM) database.**

**Pricing**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **GSA Schedule Contract Rates** (Including IFF) | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Option 2** | | | **Option 2** | | **Option 2** | | | **Option 2** | | **Option 2** | |
| **Year 11** | | | **Year 12** | | **Year 13** | | | **Year 14** | | **Year 15** | |
| **Service Proposed (e.g. Labor Category or** | | 7/10/2018 | | | 7/10/2019 | | 7/10/2020 | | | 7/10/2021 | | **7/10/2022** | |
| **Job Title/Task)** | | - 7/9/2019 | | | - 7/9/2020 | | - 7/9/2021 | | | - 7/9/2022 | | **- 7/9/2023** | |
| **SIN 54151S** | |  | |  |  |  |  |  | |  |  |  |  |
| Budget Specialist | | $ | | 119.26 | $ | 121.52 | $ | 123.83 | | $ | 126.19 | $ | 128.58 |
| Business Process Analyst Basic | | $ | | 108.70 | $ | 110.76 | $ | 112.87 | | $ | 115.01 | $ | 117.20 |
| Business Process Analyst ‐ Principal | | $ | | 122.52 | $ | 124.85 | $ | 127.22 | | $ | 129.63 | $ | 132.10 |
| Business Process Analyst ‐ SME | | $ | | 168.76 | $ | 171.97 | $ | 175.24 | | $ | 178.57 | $ | 181.96 |
| Configuration Manager | | $ | | 114.60 | $ | 116.78 | $ | 119.00 | | $ | 121.26 | $ | 123.56 |
| Configuration Content Manager | | $ | | 161.65 | $ | 164.72 | $ | 167.85 | | $ | 171.04 | $ | 174.29 |
| Contracts Manager | | $ | | 125.57 | $ | 127.95 | $ | 130.38 | | $ | 132.86 | $ | 135.38 |
| Cyber Security Specialist | | $ | | 134.61 | $ | 137.17 | $ | 139.78 | | $ | 142.43 | $ | 145.14 |
| Deployment Manager Basic | | $ | | 125.05 | $ | 127.42 | $ | 129.85 | | $ | 132.31 | $ | 134.83 |
| Deployment Manager Principal | | $ | | 165.64 | $ | 168.79 | $ | 172.00 | | $ | 175.27 | $ | 178.60 |
| Deployment Manager Expert | | $ | | 236.36 | $ | 240.85 | $ | 245.43 | | $ | 250.09 | $ | 254.84 |
| Deployment Manager SME | | $ | | 366.45 | $ | 373.41 | $ | 380.50 | | $ | 387.73 | $ | 395.10 |
| Graphics Designer | | $ | | 119.01 | $ | 121.27 | $ | 123.58 | | $ | 125.92 | $ | 128.32 |
| Investment Management Specialist | | $ | | 110.36 | $ | 112.46 | $ | 114.59 | | $ | 116.77 | $ | 118.99 |
| Master Scheduler | | $ | | 149.94 | $ | 152.79 | $ | 155.70 | | $ | 158.65 | $ | 161.67 |
| Program Management Specialist Basic | | $ | | 119.46 | $ | 121.73 | $ | 124.05 | | $ | 126.40 | $ | 128.81 |
| Program Management Specialist Mid‐Level | | $ | | 137.31 | $ | 139.92 | $ | 142.58 | | $ | 145.29 | $ | 148.05 |
| Program Management Specialist Senior | | $ | | 152.15 | $ | 155.04 | $ | 157.99 | | $ | 160.99 | $ | 164.05 |
| Program Management Specialist SME | | $ | | 298.01 | $ | 303.67 | $ | 309.44 | | $ | 315.32 | $ | 321.32 |
| Quality Manager | | $ | | 117.06 | $ | 119.28 | $ | 121.55 | | $ | 123.86 | $ | 126.21 |
| Quality Manager Senior | | $ | | 150.95 | $ | 153.82 | $ | 156.74 | | $ | 159.72 | $ | 162.75 |
| Risk Manager | | $ | | 170.41 | $ | 173.65 | $ | 176.95 | | $ | 180.31 | $ | 183.73 |
| System Integrator | | $ | | 199.27 | $ | 203.06 | $ | 206.92 | | $ | 210.85 | $ | 214.85 |
| Systems Engineer Basic | | $ | | 67.47 | $ | 68.75 | $ | 70.06 | | $ | 71.39 | $ | 72.75 |
| Systems Engineer Mid | | $ | | 110.37 | $ | 112.47 | $ | 114.61 | | $ | 116.79 | $ | 119.01 |
| Systems Engineer Senior | | $ | | 121.91 | $ | 124.23 | $ | 126.59 | | $ | 128.99 | $ | 131.44 |
| Systems Engineer Principal | | $ | | 215.70 | $ | 219.80 | $ | 223.98 | | $ | 228.23 | $ | 232.57 |
| Technical Writer/Editor | | $ | | 92.72 | $ | 94.49 | $ | 96.28 | | $ | 98.11 | $ | 99.98 |
| Training Manager | | $ | | 104.33 | $ | 106.31 | $ | 108.33 | | $ | 110.39 | $ | 112.49 |
| Web Content Manager | | $ | | 124.48 | $ | 126.85 | $ | 129.26 | | $ | 131.72 | $ | 134.22 |
| Management Analyst Basic | | $ | | 66.82 | $ | 68.09 | $ | 69.38 | | $ | 70.70 | $ | 72.05 |
| Management Analyst Mid | | $ | | 106.34 | $ | 108.36 | $ | 110.42 | | $ | 112.52 | $ | 114.66 |
| Management Analyst Expert | | $ | | 128.91 | $ | 131.35 | $ | 133.85 | | $ | 136.39 | $ | 138.98 |
| Information Security Specialist Basic | | $ | | 111.17 | $ | 113.28 | $ | 115.43 | | $ | 117.62 | $ | 119.86 |
| Information Security Specialist Principal | | $ | | 119.42 | $ | 121.69 | $ | 124.00 | | $ | 126.36 | $ | 128.76 |
| **SIN 541611** | |  | |  |  |  |  |  | |  |  |  |  |
| Analyst | | $ | | 148.90 | $ | 151.73 | $ | 154.61 | | $ | 157.55 | $ | 160.54 |
| Analyst, Junior | | $ 132.47 | | $ | 134.98 | $ | | 137.55 | $ | 140.16 | $ | 142.82 | |
| Analyst, Senior | | $ | 173.01 | $ | 176.29 | $ | | 179.64 | $ | 183.06 | $ | 186.53 | |
| BPR Specialist | | $ | 136.95 | $ | 139.55 | $ | | 142.21 | $ | 144.91 | $ | 147.66 | |
| BPR Specialist, Senior | | $ | 171.72 | $ | 174.99 | $ | | 178.31 | $ | 181.70 | $ | 185.15 | |
| Business Consultant | | $ | 148.90 | $ | 151.73 | $ | | 154.61 | $ | 157.55 | $ | 160.54 | |
| Business Consultant, Junior | | $ | 132.47 | $ | 134.98 | $ | | 137.55 | $ | 140.16 | $ | 142.82 | |
| Business Consultant, Senior | | $ | 173.01 | $ | 176.29 | $ | | 179.64 | $ | 183.06 | $ | 186.53 | |
| Information Specialist | | $ | 132.47 | $ | 134.98 | $ | | 137.55 | $ | 140.16 | $ | 142.82 | |
| Professional Technical Expert I | | $ | 136.95 | $ | 139.55 | $ | | 142.21 | $ | 144.91 | $ | 147.66 | |
| Professional Technical Expert II | | $ | 143.03 | $ | 145.75 | $ | | 148.52 | $ | 151.34 | $ | 154.22 | |
| Professional Technical Expert III | | $ | 148.90 | $ | 151.73 | $ | | 154.61 | $ | 157.55 | $ | 160.54 | |
| Professional Technical Expert IV | | $ | 157.75 | $ | 160.75 | $ | | 163.80 | $ | 166.91 | $ | 170.09 | |
| Professional Technical Expert V | | $ | 173.01 | $ | 176.29 | $ | | 179.64 | $ | 183.06 | $ | 186.53 | |
| Professional Technical Expert VI | | $ | 179.09 | $ | 182.49 | $ | | 185.96 | $ | 189.49 | $ | 193.09 | |
| Program Manager | | $ | 185.77 | $ | 189.30 | $ | | 192.90 | $ | 196.56 | $ | 200.30 | |
| Project Manager | | $ | 157.75 | $ | 160.75 | $ | | 163.80 | $ | 166.91 | $ | 170.09 | |
| Project Manager, Senior | | $ | 179.09 | $ | 182.49 | $ | | 185.96 | $ | 189.49 | $ | 193.09 | |
| Research Assistant | | $ | 112.85 | $ | 115.00 | $ | | 117.18 | $ | 119.41 | $ | 121.68 | |
| Systems Analyst | | $ | 110.96 | $ | 113.07 | $ | | 115.22 | $ | 117.40 | $ | 119.64 | |
| Systems Analyst, Senior | | $ | 137.94 | $ | 140.56 | $ | | 143.24 | $ | 145.96 | $ | 148.73 | |

**Service Contract Act:** The Service Contract Labor Standards, formerly the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when the contractor adds SCLS labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

# **ECS Positions for SIN 54151S**

## ***Budget Specialist***

#### Functional Responsibility:

* + Support a Program Management Office (PMO) to assist in managing a major IT investment
  + Work as a part of the program or project office to assist with budget development, tracking and analysis.
  + Formulate and analyze budgets and provide financial reports including the

performance of monthly and weekly reporting functions, such as monthly variance budget analysis, monthly reconciliation and reporting on status of funds

* + Process, review and track invoices
  + Preparation of necessary research to support and explain budget positions and recommend

modifications

* + Support formulation of Government OMB 300 exhibits and supporting documentation
  + Apply Earned Value Management (EVM) concepts, reporting, and tracking

#### Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Demonstrated experience in management, planning, control or finance of IT programs. * Demonstrated excellent analytical, written, and oral communication skills. Applicants may be asked   to produce previous examples of writing capability.   * Demonstrated ability to independently prioritize, plan and execute work tasks in a rapidly | | |
| **Skill** | **Degree Requirement** | **Experience Requirements** |
| Budget Analyst | BA/BS Degree or 4 plus years of experience | 5 Years |

***Business Process Analyst***

Functional Responsibility:

* + Work as a part of a Strategic Planning Unit to assist with, facilitate or manage business process engineering efforts.
  + Assist the client in mapping functions to organizations, analyzing existing processes for potential improvements, and developing written process analysis documents and workflows
  + Interact regularly with the various levels of customer management for the purpose

of supporting the development of process improvement efforts

* + Conducting and preparing written research to support and explain business process recommendations
  + Perform and document data and process analysis
  + Facilitate planning sessions with senior government personnel

#### Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Demonstrated excellent analytical, written, and oral communication skills. Applicants may be asked to   produce previous examples of writing capability.   * Demonstrated ability to independently prioritize, plan and execute work tasks in a | | |
| Skill | Degree Requirement | Experience Requirements |
| Business Process Consultant Basic | BA/BS Degree or 4 plus years of experience | 1 Year |
| Business Process Consultant Principal | BA/BS Degree or 4 plus years of experience  experience | 3 Year |
| Business Process Consultant SME | BA/BS Degree or 4 plus years of experience | Over 5 Years |

***Configuration Manager***

Functional Responsibility:

* Responsible for configuration management activities including product identification, change control, status accounting, operation of the program support library, and development and monitoring of equipment/system acceptance plans
* Responsible for maintaining configuration items of a hardware, software, documentation, requirements, and process nature
* Performs physical configuration audits and keeps all configuration items current to include ensuring established and approved methodologies are being followed
* Operates and manages program support library and process asset library
* Prepares and maintains configuration management plans and methodology Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Demonstrated ability establishing and control configuration baselines * Demonstrated knowledge of industry best practice standards relevant to CM including; CMMI, ISO, PMI, and ITIL | | |
| Skill | Degree Requirement | Experience Requirement |
| Configuration Manager | BA/BS Degree or 4 plus years of experience | 3 Years |

## **Configuration Content Manager**

Functional Responsibility:

* Set up a configuration management process to initiate, track, and close change requests to IT system configurations and documentation versions.
* Review the acceptability of software, hardware, and document deliverables provided by third party vendors.
* Coordinate with the Government to document any deficiencies and propose rectifying action.

Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Analyzes proposed changes of product design to determine effect on overall system   produce previous examples of writing capability.   * coordinates recording of modifications for management control fast- paced environment. | | |
| **Skill** | **Degree Requirement** | **Experience Requirements** |
| Configuration Content Manager | BA/BS Degree | 5 Years Experience |

## ***Contracts Manager***

#### Functional Responsibility:

* Assisting in managing acquisitions of major IT investments as part of an IT Contracts Organization
* Work in a team environment providing the following types of support:
  + Contracts administration
  + Acquisition strategy development
  + Transforming technical requirements into Statements of Work
  + Contract issue resolution through research and analysis
  + Analyze business process and make recommendations to the client for improvement
  + Create and document program/project acquisition plans

#### Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Prior experience working with Federal Government contracts * Must demonstrate knowledge of government procurement and contracting best practices, policy, and procedures as promulgated by the Federal Acquisition Regulation (FAR). * Demonstrated excellent analytical, written, and oral communication skills. Applicants may be asked to produce previous examples of writing capability. * Demonstrated ability to independently prioritize, plan and execute work tasks in a rapidly changing, fast-paced environment. | | |
| Skill | Degree Requirement | Experience Requirements |
| Contracts Manager | BA/BS Degree or 4 plus years of experience | 5 Years |

***Deployment Manager***

Functional Responsibility:

* Support a Program Management Office (PMO) to assist in managing and coordinating the transition of a major IT system to all client personnel
* Work as a part of a project transition organization to conduct requirement assessments and conduct all planning and execution associated with system deployment to all designated client locations.
* Work closely with internal PMOs in developing deployment schedules, and conduct

necessary coordination activities with client field representatives.

* Assess technical and functional requirements and manage deployment schedules
* Serve as the principal interface between the PMO and the prime contractor on system deployment matters.

#### Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Experience in the management, planning or control of Information Technology programs. * Demonstrated excellent analytical, written, and oral communication skills. Applicants may be asked to   produce previous examples of writing capability.   * Experience in applying IT Lifecycle methodologies. * Experience in IT program/deputy program manager or project management in a structured environment is desired. * Background/knowledge of standards based management as demonstrated by | | |
| Skill | Degree Requirement | Experience Requirements |
| Deployment Manager Basic | BS-BA Degree or 4 plus years of experience | 3 Years |
| Deployment Manager Principal | BS-BA Degree or 4 plus years of experience | 6 Years |
| Deployment Manager Expert | BS-BA Degree or 4 plus years of experience | 10 Years |
| Deployment Manager SME | MS-MBA; Degree or 6 plus years of experience | Over 15 Years |

**Graphics Designer**

Functional Responsibility:

* Participates in the design, layout, and production of brochures, pamphlets, briefings, displays, and other materials
* May work from rough sketches, engineering drawings or other documentation; may exercise creative judgment by translating needs into graphics capabilities
* Uses various computer graphics software programs
* Provides guidance of all levels in developing and planning publication graphics design and printing layouts including selection of type styles, size, type of paper and size, arrangement of tables and illustrative material, type of cover, binding methods with materials, and the appropriate colors to enhance the overall look of the project
* Conducts quality reviews of graphics design layouts for publications to ensure that page layouts are ready for production

Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Demonstrated knowledge of copyright procedures and laws * Knowledge of current graphics platforms and tools such as; Adobe Creative Suite, QuarkXPress, or Macintosh * Thorough understanding of production/rendering methods such as; drawing, offset printing, photography, time-based media, as well as interactive media | | |
| Skill | Degree Requirement | Experience Requirement |
| Graphics Designer | BA/BS Degree or 4 plus years of experience | 3 Years |

## **Information Security Specialist**

#### Functional Responsibility

* Provides technical support in the areas of vulnerability assessment, risk assessment, network security, product evaluation, and security implementation.
* Responsible for designing and implementing solutions for protecting the confidentiality, integrity and availability of sensitive information.
* Provides technical evaluations of customer systems and assists with making security improvements.
* Participates in design of information system contingency plans that maintain appropriate levels of protection and meet time requirements for minimizing operations impact to customer organization.
* Conducts security product evaluations, and recommends products, technologies and

upgrades to improve the customer’s security posture.

* Conducts testing and audit log reviews to evaluate the effectiveness of current security measures.

#### Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Experience in the management, planning, control IT programs. * Applicants must demonstrate excellent analytical, written, and oral communication skills. Applicants may be asked to produce previous examples of writing capability. * In-depth functional expertise in providing Information Security Specialist support | | |
| Skill | Degree Requirement | Experience Requirements |
| Information Security Specialist Basic | BS-BA Degree or 4 plus years of experience | 1 Year |
| Information Security Specialist Principal | BS-BA Degree or 4 plus years of experience | 4 years |

***Investment Management Specialist***

Functional Responsibility:

* Support an IT Policy and Planning Office to assist in managing an enterprise and ITIM processes
* Work as a part of the Investment Management Unit to assist with drafting, refining, and executing Capital Planning Investment Control (CPIC) policies and procedures
* Consult with Project Managers and Investment Sponsors on how to build and/or improve upon their OMB Exhibits 300. Specific topics will include;
  + Strategies for justifying investments in terms of its alignment with mission, strategic goals/objectives, and the President's Management Agenda
  + Creating performance goals
  + Conducting alternative analysis
  + Performing life cycle cost estimates
  + Defining project milestones, creating schedules, estimating costs per milestone, and reporting actual cost and schedule performance (earned value)
  + Mapping to the Federal Enterprise Architecture
  + Security and Privacy Planning
  + Assessing investments risks, creating mitigation strategies, and reporting status
  + Evaluating acquisition strategies Score OMB Exhibits 300 against OMB Circular A-11 criteria and provide Investment Managers recommendations for improving the score and quality of their business cases Support the annual enterprise budget formulation process by creating and updating OMB Exhibit 53 Facilitate the selection of IT Investment portfolio
* Assist and make recommendations to Executive Investment Review Boards by assessing OMB Exhibit 300 business cases for their technical merit, strategic alignment, architecture compliance, and return on investment

#### Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Experience in the management, planning, control or finance of IT programs. * Must be experienced in planning and/or executing CPIC or ITIM processes. * Demonstrated excellent analytical, written, and oral communication skills. Applicants may be asked to produce previous examples of writing capability. * Demonstrated ability to independently prioritize, plan and execute work tasks in a rapidly changing, fast- paced environment. | | |
| Skill | Degree Requirement | Experience Requirements |
| Investment Management Specialist | BA/BS Degree or 4 plus years of experience | 5 Years |

***Management Analyst***

Functional Responsibilities:

* Analyzes various aspects of organizational functioning, including management, processes, structure, culture, and performance.
* Conducts organizational or process analysis, utilizing qualitative and quantitative analysis tools and techniques.Identifies sources of problems, makes recommendations for solutions, including designing and implementing appropriate organizational interventions.
* Applies organizational and management theory and principles to understand and improve organizational effectiveness and efficiency in achieving business goals.
* Works with all levels of the organization, from leadership and senior management to the workforce; interactions may include coaching, interviewing, workshop facilitation, training, and surveys.
* Focus is on understanding why and how effectively an organization, program, process or group of people, function in the present manner; how function or performance could be improved; and what should be done to bring about the improvement in effectiveness

and/or efficiency.

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#### Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Experience in the management, planning or control of Information Technology   programs. Demonstrated excellent analytical, written, and oral communication skills. Applicants may be asked to produce previous examples of writing capability. Experience in adapting and applying IT methodologies.   * Experience utilizing Microsoft Office suite (Word, Excel, Access, Project, PowerPoint) in an Executive environment. | | |
| Skill | Degree Requirement | Experience Requirements |
| Management Analyst Basic | BS-BA Degree or 4 plus years of experience | 2 Years |
| Management Analyst Mid | BS-BA Degree or 4 plus years of experience | 3 Years |
| Management Analyst Expert | BS-BA Degree or 4 plus years of experience | Over 6 Years |

***Master Scheduler***

Functional Responsibility:

* + Support a Program Management Office (PMO) to assist in managing a major IT investment
  + Work as a part of a program or project team to create comprehensive development and deployment schedules that are developed and monitored in concert with prime contractor schedules.
  + Develop plans, schedules and tracks cost/budgets to meet requirements for a large government program
  + Establish complex program plans and schedules
  + Provide technical advice on critical paths, pert analysis and milestone development.
  + Audit schedules for compliance with the life cycle management processes
  + Provide a thorough schedule analysis to include task interdependency analysis, critical path, sensitivity/risk analysis and application of related tools
  + Consult with executive management team on schedule modifications to achieve optimum schedules
  + Coordinate work efforts across multiple units, each with responsibility for a different facet of the program life cycle
  + Coordinate with government and development contractor input to schedules and make recommendations to Life Cycle management processes

#### Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Hands-on experience in the management, planning, control or finance of Information   Technology programs.   * Demonstrated excellent analytical, written, and oral communication skills. Applicants may be asked to produce examples of writing capability. * Demonstrated ability to independently prioritize, plan and execute work tasks in a rapidly changing, fast-paced environment. * Experience in applying IT Lifecycle methodologies. * Experience with MS Project a must. | | |
| Skill | Degree Requirement | Experience Requirements |
| Master Scheduler | BA/BS Degree or 4 plus years of experience | 5 Years |

***Program Management Specialist***

Functional Responsibility:

* + Fulfill a leadership role in the scoping and documenting of major technology initiatives. This will include analysis and recommendation of procurement vehicles, contract types, proposal evaluation and support of contract negotiation.
  + Fulfill a leadership role in the oversight of major technology initiatives. This will include establishment of program management plans, schedules milestones, identification of risks, generation of real mitigation strategies and evaluation of program performance.
  + Ensure programs produce their expected capability within budget and within schedule. This will include implementation of earned value principles in a manner that actually assists programs meet their objectives.
  + Provide expertise in the generation and submission of budgets including program,

agency, departmental, OMB and congressional budgets, creation of program specific OMB Exhibit 300s, as well as ensure accountability for appropriations, commitments, obligations and expenditures. Analysis of competing funding requests and justified recommendations of priorities will also be expected.

* + Acts as liaison between various government groups and organizations.

#### Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Experience in the management, planning, control or finance of IT programs. * Demonstrated excellent analytical, written, and oral communication skills. Applicants may be asked to produce previous examples of writing capability. * Demonstrated ability to independently prioritize, plan and execute work tasks in a rapidly changing, fast-paced environment. * Background/knowledge of standards based management as demonstrated by background in CMMI/CMM and/or PMI Standards. PMP preferred. | | |
| Skill | Degree Requirement | Experience Requirements |
| Program Management Specialist Basic | BS-BA Degree or 4 plus years of experience | 3 Years |
| Program Management Specialist Mid Level | BS-BA Degree or 4 plus years of experience | 6 Years |
| Program Management Specialist Senior | BS-BA Degree or 4 plus years of experience | 11 Years |
| Program Management Specialist SME | MS-MBA Degree or 6 plus years of experience | Over 16 Years |

***Quality Manager***

Functional Responsibility:

* Must be able to determine the resources required for information technology quality control
* Must be able to maintain the level of quality throughout the software and/or program life cycle
* Develops software quality assurance, quality management, and quality control plans
* Ensures requirements are met, tested, and within scope
* Conducts formal/informal reviews and/or inspections throughout program lifecycle
* Coordinates with users and systems development personnel on releases of both system level and application software
* Responsible to monitor and correct defects, quality control violations, plan for corrective actions

#### Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Demonstrated ability to have improved quality standards with regards to policies, processes, procedures, and products * Demonstrated knowledge of industry best practice standards relevant to CM including; NIST, ISO, PMI, and ITIL | | |
| Skill | Degree Requirement | Experience Requirement |
| Quality Manager | BA/BS Degree or 4 plus years of experience | 3 Years |
| Quality Manager Senior | BA/BS Degree or 4 plus years of experience | 5 Years |

## **Cyber Security Specialist**

Functional Responsibility:

* Analyzes criteria for access controls, storage, reproduction, transmission, and destruction of data maintained by automated systems requiring protection
* Performs computer security assessments and evaluations of computer systems
* Plans and conducts formal on- site program evaluations of large complex information processing systems
* Plans and conducts quantitative and qualitative security risk analyses, security evaluations and audits of information processing systems
* Determines computer security compliance and effectiveness of information processing systems
* Plans for the prevention of data compromise and reduces risks of cyber attack Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Demonstrated knowledge of industry security standards and best practices such as; ISO, NIST (specifically 800 – 12, 14, 26, 37, 53), NERC * Demonstrated knowledge of the following aspects to information security; ethical hacking, computer forensics, reverse engineering, intrusion prevention, Malware, and data recovery | | |
| Skill | Degree Requirement | Experience Requirement |

|  |  |  |
| --- | --- | --- |
| Cyber Security Specialist | BA/BS Degree or 4 plus years of experience | 3 Years |

## **Risk Manager**

#### Functional Responsibility:

* Responsible for implementing processes and procedures to monitor risk across major IT programs.
* Communicate necessary information to the affected areas.
* Identify critical factors of anticipated change.
* Assess impact of changes in all functional areas.
* Perform Risk assessments.
* Assess impact against critical factors.
* Supports the development of a project risk assessment and management plan (PRAM - like tool).
* Create and maintain risk register.
* Ensure ongoing risk management.
* Explicitly track high-risk items and report as appropriate.
* Provide leadership for the development and implementation of contingency plans.
* Provide team leadership for the development and implementation of risk mitigation plans.
* Provide risk probability of occurrence and impact severity scoring assessments for programs or projects

#### Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Hands-on experience performing risk management and/or risk analysis for major   initiatives/organizations.   * Demonstrated excellent analytical, written, and oral communication skills. Applicants may be asked to produce examples of writing capability. * Demonstrated ability to independently prioritize, plan and execute work tasks in a rapidly changing, fast-paced environment. * Experience in applying IT Lifecycle methodologies. * Experience with MS Project and Enterprise Portfolio Management tools a plus | | |
| Skill | Degree Requirement | Experience Requirements |
| Risk Manager | BA/BS Degree or 4 plus years of experience | 5 Years |

***System Integrator***

Functional Responsibility:

* Support a Program Management Office (PMO) to assist in managing and coordinating major, parallel IT initiatives.
* Work in a system development environment to oversee and evaluate technical standards, requirements, and schedules of multiple client projects.
* Assess technical and functional requirements and manage development schedules
* Provide seamless integration and coordination between projects
* Ensure technical and programmatic baselines of ongoing client initiatives are consistent across all program development efforts, anticipate system interface requirements, assess risks, and enforce configuration control processes.

#### Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Experience in the management, planning, control or finance of IT programs. * Applicants must demonstrate excellent analytical, written, and oral communication skills. Applicants may be asked to produce previous examples of writing capability. * Functional expertise in at least one, preferably multiple of the following areas: Configuration Management, Risk Management, Interface Management, and/or Integration Management. Expertise in applying IT Lifecycle methodologies required. * Experience in IT program/deputy program manager or project management in a structured   environment is desired. Background/knowledge of standards based management as demonstrated by background in CMMI/CMM and/or PMI Standards. PMP preferred. | | |
| Skill | Degree Requirement | Experience Requirements |
| Systems Integrator | BA/BS Degree or 4 plus years of experience | 5 Years |

***Systems Engineer***

Functional Responsibility:

* Support a Program Management Office (PMO) to assist in managing and coordinating major, parallel IT initiatives
* Work as a part of a systems development team to oversee and evaluate standards, requirements, and schedules of multiple client projects
* Assess technical and functional requirements and manage development schedules
* Provide seamless integration and coordination between projects
* Ensure technical and programmatic baselines of ongoing client initiatives are consistent across all program development efforts, anticipate system interface requirements, assess risks, and enforce configuration control processes
* Provide input and analysis on technical design of a physical and/or logical nature as well as making technical recommendations of system implementations

Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Experience in the management, planning, control or finance of IT programs * Demonstrated excellent analytical, written, and oral communication skills. Applicants may be asked to produce previous examples of writing capability * Functional expertise in at least one, preferably multiple of the following areas: Configuration Management, Risk Management, Interface Management, and/or Integration Management. Expertise in applying IT Lifecycle methodologies required * Experience in IT program/deputy program manager or project management in a structured environment is desired. Background/knowledge of standards based   management as demonstrated by background in CMMI/CMM and/or PMI Standards | | |
| Skill | Degree Requirement | Experience Requirement |
| Systems Engineer Basic | BA/BS Degree or 4 plus years of experience | 2 Years |
| Systems Engineer Mid | BS/BA Degree or 4 plus years of experience | 5 Years |
| Systems Engineer Senior | BS/BA Degree or 4 plus years of experience | 6 Years |
| Systems Engineer Principle | MS/MA Degree or 6 plus years of experience | Over 10 Years |

## 

## **Training Manager**

#### Functional Responsibility:

* Assist in transitioning an enterprise IT system to system users through various standard industry training techniques.
* Work as a part of a Transition Unit to oversee the execution of system training to all system users.
* Provide functional expertise in the following aspects of system training: training strategy development, curriculum development, training delivery, technology based training.
* Provide expertise in IT Lifecycle Management methodologies as well as program planning and scheduling.
* Experience in preparing and/or reviewing technical and programmatic documentation to ensure their consistency with training documentation to ensure that impacts are identified, understood and communicated. Oversee the development and quality of final training deliverables submitted to the client to ensure client approval and concurrence of

deliverables and/or work products produced.

#### Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Experience in the management, planning, control or finance of IT programs. * Demonstrated excellent analytical, written, and oral communication skills. Applicants may be asked to produce previous examples of writing capability. * Functional expertise in at least one or more of the following areas: Configuration Management, Risk Management, Interface Management, and/or Integration Management. Expertise in applying IT Lifecycle methodologies required. * Experience in IT program/deputy program manager or project management in a structured environment. Background/knowledge of standards based management as demonstrated by background in CMMI/CMM and/or PMI Standards. PMP preferred. | | |
| Skill | Degree Requirement | Experience Requirements |
| Training Manager | BA/BS Degree or 4 plus years of experience | 5 Years |

***Web Content Manager***

Functional Responsibility:

* Support a Program Management Office (PMO) to assist in managing a major IT investment
* Work as a part of the Communications Team to communicate program developments and ensure information is readily available to support a PMO environment.
* Develops and maintains all internal and external web sites and internal file shares.
* Assists in the development and implementation of content on web sites. Determines size and arrangement of illustrative material and arranges layout.
* Exercises configuration management principles in making necessary content changes based on program developments.
* Maintains close liaison with Communications staff to ensure a consistent message is conveyed across all mediums
* Monitors web site traffic and administers receipt, assignment, tracking and response to visitor submitted questions

#### Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Experience in the management, planning, control or finance of IT programs. * Demonstrated excellent analytical, written, and oral communication skills. Applicants may be asked to produce previous examples of writing capability. * Demonstrated ability to independently prioritize, plan and execute work tasks in a rapidly changing, fast-paced environment. | | |
| Skill | Degree Requirement | Experience Requirements |
| Web Content Manager | BA/BS Degree or 4 plus years of experience | 5 Years |

***Technical Writer/Editor***

Functional Responsibility:

* Assists in collecting and organizing information for preparation of user manuals, training materials, installation guides, style guides, proposals, and reports
* Plans, coordinates, and manages documentation of all aspects of system development lifecycle for projects and organizations
* Writes, edits, and reviews material of a technical nature as well as programmatic
* Possesses excellent writing skills
* Prepares standard templates and layouts for organization or project adoption including but not limited to; documents, presentations, process flows, publishing, and web content

Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Demonstrated knowledge of system development lifecycle process and artifacts * Demonstrated experience working in the Information Technology field * Demonstrated knowledge of relevant tools | | |
| Skill | Degree Requirement | Experience Requirement |
| Technical Writer/Editor | AA/AS Degree or 2 plus years of experience | 1 Year |

**Education and Experience Equivalency**

*The following table provides the equivalent years of experience to education. Experience equivalency should be related to the functional responsibility designated under the respective labor category.*

|  |  |
| --- | --- |
| Education - Degree | Equivalent Experience for Educational Requirement - Years |
| PhD (Doctorate) | 8 |
| MA/MS | 6 |
| BA/BS | 4 |
| AA/AS | 2 |

# ECS Positions for SIN 541611

## *Analyst*

Performs analytical tasks either independently or as part of a team of analysts conducting management studies, workforce analyses, cost-benefit analyses, earned value management reports and/or similar activities.

Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Experience in preparing a variety of reports, assessments, or evaluations. | | |
| Skill | Degree Requirement | Experience Requirement |
| Analyst | BA/BS Degree or 4 plus years of | 4 Years |
|  | experience |  |

## *Analyst, Junior*

Provides analytical support as part of a team of analysts conducting management studies, workforce analyses, cost-benefit analyses, and/or similar activities.

Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Experience in the preparation of a variety of reports, assessments, or evaluations. | | |
| Skill | Degree Requirement | Experience Requirement |
| Analyst Junior | BA/BS Degree or 4 plus years of experience | 1 Year |

## *Analyst, Senior*

Conducts complex analyzes independently or as part of a team of analysts to support completion of management studies, workforce analyses, cost-benefit analyses, earned value management reports and/or similar activities.

Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Experience in the development of workplans and methodologies to facilitate the collection and analyses of data. | | |
| Skill | Degree Requirement | Experience Requirement |
| Analyst Senior | BA/BS Degree or 4 plus years of experience | 6 Years |

## 

## *BPR Specialist*

Participates in major business process reengineering assignments to support organizational improvement through implementation of new technology solutions or major restructuring initiatives.

Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Experience in implementation of new IT solutions and organizational upgrades. | | |
| Skill | Degree Requirement | Experience Requirement |
| BPR Specialist | BA/BS Degree or 4 plus years of experience | 2 Years |

## *BPR Specialist, Senior*

Leads major business process reengineering assignments to support organizational improvement through implementation of new technology solutions or major restructuring initiatives.

Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Experience in overseeing new business and organizational solutions. | | |
| Skill | Degree Requirement | Experience Requirement |
| BPR Specialist, Senior | BA/BS Degree or 4 plus years of experience | 5 Years |

## *Business Consultant*

Participates in data collection and analysis tasks that contribute to the development of business cases to support management decision-making.

Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Experience in conducting cost benefit analyses | | |
| Skill | Degree Requirement | Experience Requirement |
| Business Consultant | BA/BS Degree or 4 plus years of experience | 4 Years |

## *Business Consultant, Junior*

Works under the supervision of a more experienced business consultant to assist with a variety of data collection and analysis tasks in support of the development of business cases to support management decision-making and business process improvements.

Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Experience supporting BC and BC, Sr. in analysis of business processes | | |
| Skill | Degree Requirement | Experience Requirement |
| Business Consultant, Jr | BA/BS Degree or 4 plus years of experience | 1 Year |

## *Business Consultant, Senior*

Lead data collection and analysis tasks in support of the development of business cases to support management decision-making and business process improvement. May be required to conduct cost benefit analyses and provide subject matter expertise in one or more related business or management areas. BPR SME to manage BC and BC, Jr. in analysis of business processes

Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * 3 years experience will relate to business consulting and/or BPR assignments. | | |
| Skill | Degree Requirement | Experience Requirement |
| Business Consultant, Sr | BA/BS Degree or 4 plus years of experience | 6 Years |

## *Information Specialist*

Provides user services support for database access and submissions. Provides computer information search and retrieval for client staff. Capable of supervising and training support staff. Familiar with service desk Procedures. Provides resource materials and literature searches for a wide variety of projects.

Conducts research and production of bibliographies for clients and users. Responsible for deciding which sources to consult, how search strategies would be formulated, and for reviewing retrieved material for inclusion bibliographies. Performs all necessary functions for support of client libraries, including collection development and acquisitions; searching databases, the Web, and other electronic sources; answering reference questions; organizing and publicizing new acquisitions to employees.

Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Familiar with web-based search engines * Knowledge of library systems and procedures | | |
| Skill | Degree Requirement | Experience Requirement |
| Information Specialist | BA/BS Degree or 4 plus years of | 1 Year |
|  | experience |  |
| Information Specialist | High School Diploma or Certificate of High School Equivalency | 5 Years |

## *Professional/Technical Expert I*

Develops requirements from a project's inception to conclusion for simple to moderately complex programs. Provides analysis, evaluation and recommendations for improvements, optimization, development, and/or maintenance efforts for client-specific or mission-critical proficiencies.

Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Experience consulting with client to define need or problem * Experience in conducting studies and surveys to obtain data, and analyzes data to advise on or recommend solutions. | | |
| Skill | Degree Requirement | Experience Requirement |
| Business Consultant, Sr | BA/BS Degree or 4 plus years of experience | 2 Years |
| Business Consultant, Sr | High School Diploma or Certificate of High School Equivalency | 6 Years |

## *Professional/Technical Expert II*

Develops requirements from a project's inception to conclusion for moderately complex and advanced programs. Provides analysis, evaluation and recommendations for improvements, optimization, development, and/or maintenance efforts for client-specific or mission-critical proficiencies.

Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Experience in managing studies and surveys to obtain data, and analyzes data to advise on or recommend solutions. * Experience in coordinating and managing the preparation of analysis, evaluations, and recommendations for proper implementation of client-specific, system-specific, or   mission-critical programs. | | |
| Skill | Degree Requirement | Experience Requirement |
| Professional/Tech Expert II | BA/BS Degree or 4 plus years of experience | 3 Years |
| Professional/Tech Expert II | High School Diploma or Certificate of High School Equivalency | 7 Years |

## *Professional/Technical Expert III*

Develops requirements from a project's inception to conclusion for moderately complex and advanced programs. Provides analysis, evaluation and recommendations for improvements, optimization, development, and/or maintenance efforts for client-specific or mission-critical proficiencies.

Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Experience organizing processes for preparation of analysis, evaluations, and recommendations for proper implementation of client-specific, system-specific, or   mission-critical programs. | | |
| Skill | Degree Requirement | Experience Requirement |
| Professional/Tech Expert II | BA/BS Degree or 4 plus years of experience | 4 Years |
| Professional/Tech Expert II | High School Diploma or  Certificate of High School Equivalency | 8 Years |

## *Professional/Technical Expert IV*

Define problems and analyze and develop plans and requirements for simple to moderately complex systems. Provides expertise to the client to bringing best practices from prior work to be utilized in solving the client’s problems.

Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Experience managing processes for the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in   the areas of risk management; life-cycle management; policy development, methodologies, and modeling, and simulation in the functional area being addressed. | | |
| Skill | Degree Requirement | Experience Requirement |
| Professional/Tech Expert IV | MA/MS/MBA Degree or 6 plus years of experience | 3 Years |
| Professional/Tech Expert IV | High School Diploma or Certificate of High School Equivalency | 9 Years |

## *Professional/Technical Expert V*

Define problems and analyze and develop plans and requirements for simple to moderately complex systems. Provides expertise to the client to bringing best practices from prior work/research to be utilized in solving the client’s problems.

Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Experience managing processes for the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the areas of risk management; life-cycle management; policy development,   methodologies, and modeling, and simulation in the functional area being addressed. | | |
| Skill | Degree Requirement | Experience Requirement |
| Professional/Tech Expert V | MA/MS/MBA Degree or 6 plus years of experience | 4 Years |
| Professional/Tech Expert V | High School Diploma or Certificate of High School  Equivalency | 10 Years |

## *Professional/Technical Expert VI*

Provide managerial, and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex systems in the subject matter area. Ability to make recommendations and advise on system-wide improvements, risk management; automation, modeling and simulation, optimization and maintenance efforts in the functional area being addressed.

Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Experience managing processes for the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the areas of risk management; life-cycle management; policy development, methodologies, and modeling, and simulation in the functional area being addressed. * Experience managing processes to provide technical demonstration of concepts utilizing   various proof-of-concept methodologies. Provides expertise to the client to bringing best practices from prior work/research to be utilized in solving the client’s problems. | | |
| Skill | Degree Requirement | Experience Requirement |
| Professional/Tech Expert VI | MA/MS/MBA Degree or 6 plus years of experience | 5 Years |
| Professional/Tech Expert VI | High School Diploma or Certificate of High School Equivalency | 11 Years |

## *Program Manager*

Has over responsibility for a major program and frequently will be responsible for multiple contracts providing a variety of services to a diverse customer base. Works with senior leadership in client organizations to plan and implement new programs and ensure quality products and services consistent with the terms of each agreement are provided in a timely manner.

Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Experience working with clients to identify and resolve complex problems or contractual issues. * Experience successfully managing several projects simultaneously. | | |
| Skill | Degree Requirement | Experience Requirement |
| Program Manager | BA/BA Degree or 4 plus years of experience | 10 Years |

## *Project Manager*

Responsible for all aspects of project performance. Provides overall direction to all project level activities and personnel. Solves complex technical, administrative, and managerial problems and is responsible for interfacing with customer management and technical personnel, preparing reports, delivering presentations, and participating in meetings. Confers with project staff to outline work plan and to assign duties, Responsibilities, and cope of authority. Directs the completion of tasks within estimated time frames and budget constraints. Plans, directs, coordinates, and controls administrative and technical activities for an entire program. Supervises staff in accomplishing assigned duties. Reviews and maintains the quality of work performed on the program. Makes technical judgments and provides advice on resolving technical problems. Prepares project reports for management, client, or others.

Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Experience will include 5 years supervisory or management experience. | | |
| Skill | Degree Requirement | Experience Requirement |
| Project Manager | BA/BA Degree or 4 plus years of experience | 5 Years |
| Project Manager | High School Diploma or Certificate of High School  Equivalency | 9 Years |

## *Project Manager, Senior*

Provides management and technical direction to program managers or other program or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technical, administrative, and managerial problems. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel.

Ultimately responsible for project planning, execution, and performance. Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management. Plans, directs, coordinates, and controls technical and administrative activities of designated projects to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters.

Supervises program managers in accomplishing their assigned tasks. Reviews and maintains the quality of work performed on the project. Makes administrative judgments and provides advice on resolving problems. Coordinates project activities with activities of government regulatory or other governmental agencies.

Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Experience will include supervisory or management experience. * Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, contract and subcontract management, and personnel management and supervision. | | |
| Skill | Degree Requirement | Experience Requirement |
| Project Manager, Senior | BA/BA Degree or 4 plus years of experience | 7 Years |
| Project Manager, Senior | High School Diploma or Certificate of High School  Equivalency | 11 Years |

## *Research Assistant*

Provides support to analysts and consultants by assisting them to gather information, display data or document results related to management studies or organizational improvement efforts.

Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Experience in research and analysis and presentation of data. | | |
| Skill | Degree Requirement | Experience Requirement |
| Research Assistant | BA/BA Degree or 4 plus years of experience | 0 Years |
| Research Assistant | High School Diploma or Certificate of High School Equivalency Diploma or Certificate of High School  Equivalency | 4 Years |

## *Systems Analyst*

Conduct analyses of complex business processes and data processing requirements to develop functional requirements documents and programming design specifications. Experienced in the evaluation of commercial off the shelf software to assess their value as potential technology solutions for new or redesigned business processes. Is well-versed in the systems development lifecycle and is capable of developing testing plans and conducting acceptance testing for new systems.

Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Degree in computer science or related field. * Experience in the systems analysis, design and/or development fields. | | |
| Skill | Degree Requirement | Experience Requirement |
| Systems Analyst | BA/BA Degree or 4 plus years of experience | 8 Years |

## *Systems Analyst, Senior*

Plans and conduct analyses of complex business processes and data processing requirements to develop functional requirements documents and programming design specifications. Experienced in the evaluation of commercial off the shelf software to assess their value as potential technology solutions for new or redesigned business processes. Is well-versed in the systems development lifecycle and is capable of developing testing plans and conducting acceptance testing for new systems. Independently leads proof of concept tasks.

Minimum Education/Experience:

|  |  |  |
| --- | --- | --- |
| * Degree in computer science or related field. * Experience in the systems analysis, design and/or development fields. | | |
| Skill | Degree Requirement | Experience Requirement |
| Systems Analyst, Senior | MA/MS/MBA Degree or 6 plus years of experience | 6 Years |

### Education and Experience Equivalency

#### The following table provides the equivalent years of experience to education. Experience equivalency should be related to the functional responsibility designated under the respective labor category.

|  |  |
| --- | --- |
| Education - Degree | Equivalent Experience for Educational Requirement - Years |
| PhD (Doctorate) | 8 |
| MA/MS | 6 |
| BA/BS | 4 |
| AA/AS | 2 |

**COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION**

**PROCUREMENT PROGRAMS**

ECS 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 Laura Thompson at 571-620-7487.

**BEST VALUE**

**BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) 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 ordering activity that works better and costs less.

Signatures

Ordering Activity Date Contractor Date

BPA NUMBER

**(CUSTOMER NAME)**

**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 activity):

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

1. Delivery:

DESTINATION DELIVERY SCHEDULES / DATES

1. The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be .
2. This BPA does not obligate any funds.
3. This BPA expires on or at the end of the contract period, whichever is earlier.
4. The following office(s) is hereby authorized to place orders under this BPA: OFFICE POINT OF CONTACT
5. Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.
6. 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:
   1. Name of Contractor;
   2. Contract Number;
   3. BPA Number;
   4. Model Number or National Stock Number (NSN);
   5. Purchase Order Number;
   6. Date of Purchase;
   7. 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
   8. Date of Shipment.
7. 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.
8. 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 an ordering activity 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.