**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.

**Multiple Award Schedule**

**SIN: 54151HACS - Highly Adaptive Cybersecurity Services (HACS)**

**SIN: 54151S - Information Technology Professional Services**

**SIN: 54151HEAL - Health Information Technology Services**

**SIN: Ancillary SIN - Ancillary Supplies and Services**

**OLM – Order-Level Materials**

**Contract Number: GS-35F-048DA, Mod 35, effective 05 November 2020 and Mod 25, effective 19 November 2020**

**Contract Period: 11/19/20 – 11/18/25**

Contracts Administrator:

Laura Childers

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

2750 Prosperity Avenue, Suite 600

Fairfax, VA 22031-4312

p: (703) 270-1540; f: (703) 698-0626

<https://ecstech.com/>

Large Business

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**CUSTOMER INFORMATION**: The following information should be placed under this

heading in consecutively numbered paragraphs in the sequence set forth below. If this

information is placed in another part of the Federal Supply Schedule Price List, a table of

contents must be shown on the cover page that refers to the exact location of the

information.

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

SIN DESCRIPTION

54151HACS Highly Adaptive Cybersecurity Services (HACS)

54151S Information Technology Professional Services

54151HEAL Health Information Technology Services

Ancillary Ancillary Supplies and Services

**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

54151HACS $500,000

54151S $500,000

54151HEAL $500,000

Ancillary $250,000

**3. Minimum order:**

SIN Minimum Order

54151HACS $100

54151S $100

54151HEAL $100

Ancillary $100

**4. Geographic coverage (delivery area):** The 48 contiguous United States and District of Columbia

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

**6. Discount from list prices or statement of net price:** Prices listed are net, discounts have been deducted and the

industrial funding fee has been added

**7. Quantity discounts:** None

**8. Prompt payment terms:** Net 30 Days

**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:** Not applicable to professional services

**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:** 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

**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):** Contact Contractor

**20a. Terms and conditions for any other services:** Contact Contractor

**21. List of service and distribution points:** Contact Contractor

**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:** 806026852

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

**Labor Category Descriptions for SIN 54151HACS**

**Junior Cyber Security Analyst**

***Functional Responsibility:***

### Analyzes criteria for access controls, storage, reproduction, transmission, and destruction of data maintained by automated systems requiring protection

Configure and use threat detection tools. Perform data analysis.

Interpret the results to identify vulnerabilities, threats and risks to an organization Performs computer security assessments and evaluations of computer systems

Plans and conducts formal 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:**

Holds Network+ Security+ or equivalent knowledge.

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

BA/BS Degree in computer science, computer information science, network security, or comparable discipline or 4 plus years of experience

**Cyber Engineer**

**Functional Responsibility:**

Support test preparation and execution

Works with stakeholders to define and analyze system security requirements. Assess and mitigates system security threats or risks throughout the program life cycle in order to provide technical solutions and risk mitigation strategies.

Provides leadership to cyber security operations, policy and threat mitigation.

Analyzes criteria for access controls, storage, reproduction, transmission, and destruction of data maintained by automated systems requiring protection

Oversees cyber security tools, network topologies, intrusion detection, and secured networks.

Oversees and provides guidance for 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

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

BA/BS Degree in computer science, computer information science, network security, or comparable discipline or 4 plus years of experience

**Pricing for SIN 54151HACS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SIN** | **Labor Category** | GSA Rate with IFF 11/19/2020 - 11/18/21 |  GSA Rate with IFF 11/19/2021 - 11/18/22  | GSA Rate with IFF 11/19/2022 - 11/18/23 |  GSA Rate with IFF 11/19/2023 - 11/18/24  |  GSA Rate with IFF 11/19/2024 - 11/18/25  |
| 54151HACS | Junior Cyber Security Analyst |  $100.55  |  $102.77  |  $105.03  |  $107.34  |  $109.70  |
| 54151HACS | Cyber Engineer |  $144.70  |  $147.89  |  $151.14  |  $154.47  |  $157.87  |

**Labor Category Descriptions 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 toproduce 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 experienceexperience | 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 |

# **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 | 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 16 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 | ExperienceRequirements |
| 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.

### 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 a 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 | ExperienceRequirements |
| 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 ofexperience | 3 Years |
| Quality Manager Senior | BA/BS Degree or 4 plus years ofexperience | 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 SecuritySpecialist | BA/BS Degree or 4 plus years ofexperience | 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 systems 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 |

*Managing Software Consultant*

Functional Responsibility:

Leads the technical solution development and serves as the lead business contact for customers. Also coordinates and schedules project resources to ensure that analysis, development, and deployment remains on schedule. Provides quality assurance review of processes, personnel and work products. Provides key link to senior staff including feedback of customer issues. Manages technical staff and presents technical solutions and proposals to customer staff.

Minimum/General Experience:

Five to twelve years demonstrated performance in related software technology and business management. Experienced in topics such as developing and managing projects involving complex networks, cross-platform integration and large-scale, complex systems design and implementation. If less than 10 years of overall experience must have at least 5 years of experience with e-commerce tools and applications such as Java, XML, COM/DCOM, and ASP.

Minimum Education: Bachelor’s degree

*Senior Software Consultant*

Functional Responsibility:

Under minimal direction, works closely with the Managing Consultant and acts as the sole or shared Technical Lead on the project. Ensures that project objectives are on schedule.

Participates in design of information systems. Works with customer staff to implement customer technology (e.g. testing, documentation). Manages specific tasks including directing the efforts of project staff and overseeing client satisfaction with technical services and deliverables. Analyzes technical requirements and develops effective technical solutions. Develops overall software architecture for the project. Leads the implementation of enterprise systems including methodology, design approaches, and architectural and engineering considerations. Assists in presenting technical design and architecture to clients.

Minimum/General Experience:

Five to eight years demonstrated performance in related software technology. Experienced in topics such as complex networks, messaging, cross-platform integration and large-scale, complex systems and application design and implementation.

Minimum Education: Bachelor’s degree

*Associate Software Consultant II*

Functional Responsibility:

Under direct supervision, supports the analysis, development, and deployment phases of the project. Designs and writes code as required for selected customer eCommerce systems. Works with project team members and customers to support technical direction of the project. Directly involved in the hands-on implementation of customer systems, including legacy migrations. Provides substantive input to technical presentations.

Minimum/General Experience:

More than five years demonstrated performance in related software technology. Experienced in topics such as complex networks, cross-platform integration and large-scale, complex systems and application design and implementation, legacy migrations, and eCommerce solutions.

Minimum Education: Bachelor’s degree

*Principal Software Consultant*

Functional Responsibility:

Responsible for long-term technical strategy for client engagements. Provides overall guidance and leadership to the Technical Project Lead to ensure that analysis, development, and deployment remains on schedule and in line with current and future software capabilities. Leads the technical aspects of strategic planning sessions with clients. Provides quality assurance review of engagement process and deliverables. Participates in strategic planning sessions with project and customer staff. Participates in staffing decisions and delivering technical presentations to customer staff.

Minimum/General Experience:

Five to fifteen years demonstrated performance in related software technology. Experienced in topics such as messaging, application design, complex networks, cross-platform integration and large-scale, complex systems design and implementation. If less than 10 years of overall experience must have at least 5 years of experience with e-commerce tools and applications such as Java, XML, COM/DCOM, and ASP.

Minimum Education: Bachelor’s degree

*Systems Technician I*

Functional Responsibility:

Assists in the architecture and design of enterprise solutions integrating COTS, GOTS, and custom hardware and software components. Participates in major program systems development on a life-cycle basis including methodology, design approaches, and architectural and engineering considerations. Assists in capacity planning for integrated enterprise solutions and designs and develops custom components as needed. Supports the design, development, and implementation of integrated messaging and communications platforms.

Minimum/General Experience:

Three to five years demonstrated performance in related systems technology. Experienced in topics such as architecting, designing and developing large-scale, moderately complex systems including messaging, software applications, operating systems implementations, and COTS/GOTS hardware and software implementations.

Minimum Education: Bachelor’s degree.

**Software Technician V**

Functional Responsibility:

Leads the design and development of information systems. Meets with clients to capture specific requirements in concise format and designs use cases. Develops programming routines for complex business applications. Provides input to overall software architecture. Implements large systems on a life-cycle basis including methodology, design approaches, and architectural and engineering considerations. Sets standards for testing code and releasing technical deliverables.

Minimum/General Experience:

Ten plus years demonstrated performance in related software technology. Experienced in topics such as messaging, cross-platform integration and large-scale, complex systems and application design and implementation.

Minimum Education: Bachelor's degree

**Software Integrator I**

Functional Responsibility:

Assists in the configuration and setup of existing software applications or components. Compiles results and assembles reports on buy vs. build analysis of commercially available or internally reusable software components. Assists in the installation of internal project management tools, sets up client-specific projects and develops reports from data collected by the tracking programs.

Minimum/General Experience:

One to two years demonstrated performance in software integration. Experienced in topics such as installing existing components, buy vs. build analysis and reporting, and configuration of internal software management tools.

Minimum Education: Bachelor’s degree

**Software Integrator II**

Functional Responsibility:

Assists in the tailoring and performs configuration of existing software components for specific areas or subsystems of a development effort. Compares commercially available software or existing components and their possible use on a project. Researches and installs internal software development tools and software project management applications for client viewing reporting, and issue tracking.

Minimum/General Experience:

Three to four years demonstrated performance in software integration. Experienced in topics such as component tailoring/recoding, component research and recommendation, and selecting/installing internal software management tools. Primarily focused on solutions solving departmental needs.

Minimum Education: Bachelor’s degree

**Software Integrator III**

Functional Responsibility:

Supports the integration effort of existing software components into system architecture on software development projects by tailoring or recoding components. Researches marketplace for commercially

available software components for buy vs. build decisions. Identifies reusable components for specific functional areas of application. Assists in presenting findings to senior staff assigned to projects.

Minimum/General Experience:

Five to six years demonstrated performance in software integration. Experienced in topics such as component reuse, component tailoring/recoding and comparing COTS products. Focused on integrating divisional/regional systems.

Minimum Education: Bachelor’s degree

Software Integrator IV

Functional Responsibility:

Leads the integration effort of existing software components into overall software development life-cycle projects. Analyzes commercially available software and performs gap analysis for making buy

vs. build decisions. Performs technical analysis of existing reusable software components for inclusion in overall technical solution. Presents findings to customers and senior staff assigned to projects.

Minimum/General Experience:

More than six years demonstrated performance in software integration. Experienced in topics such as component integration into SDLC, gap analysis, and software reutilization. Primarily focused on enterprise systems.

Minimum Education: Bachelor’s degree

Analyst II

Functional Responsibility:

Working with other IT systems analysts and clients, analyzes business and system requirements, develops technical requirements and use cases, develops process maps of existing computer system logic and workflow of moderately complex systems. Understands the impact of specific technical solutions applied to the current technical environment, and how it will influence the organization.

Minimum/General Experience:

Three to four years demonstrated performance in business/technical IT systems analysis. Under general supervision, develops and defines IT systems requirements using technical research and specific knowledge of industry requirements. Primarily focused on analyzing small to medium sized departmental systems.

Minimum Education: Bachelor’s degree

Application Support III

Functional Responsibility:

Works independently with senior application support personnel and clients, makes improvements to existing applications and creates solutions for more complex technical bugs and change requests. Understands the logic, design, and functional use of the application, and how improved or new functionality will impact the effectiveness of the organizational mission.

Minimum/General Experience:

Five to six years demonstrated performance in supporting business software applications. Under general direction, addresses application issues by implementing work-arounds and interim solutions to reported problems. Primarily focused on supporting medium to large sized business applications.

Minimum Education: Bachelor’s degree

Systems Support I

Functional Responsibility:

Under direct supervision, supports and maintains integrated hardware and software solutions. Provides user and system administrator support, including knowledge transfer and troubleshooting. Adds or modifies hardware and software solution components to correct defects, improve performance, and incorporate additional capabilities.

Minimum/General Experience:

One to two years demonstrated performance in supporting business systems. Under direct supervision, maintains and improves customer satisfaction by providing troubleshooting with ability to identify and

report on routine issues. Generally assists other systems support personnel assigned to the project.

Minimum Education: Bachelor's degree

Systems Support II

Functional Responsibility:

Under general supervision, supports and maintains integrated hardware and software solutions. Provides user and system administrator support, including knowledge transfer and troubleshooting. Conducts user and system administrator training sessions. Adds or modifies hardware and software solution components to correct defects, improve performance, and incorporate additional capabilities. Identifies and implements patches and upgrades as appropriate.

Minimum/General Experience:

Three to four years demonstrated performance in supporting business systems. Under general supervision, addresses system issues by identifying and resolving solutions to more difficult problems. Primarily focused on supporting small to medium sized systems.

Minimum Education: Bachelor's degree

Systems Support III

Functional Responsibility:

Participates in support and maintenance operations for integrated hardware and software solutions. Interfaces with client management personnel in addition to end users. Provides user and system administrator support, including knowledge transfer and troubleshooting. Participates in development of training material and conducts user and system administrator training sessions. Adds or modifies hardware and software solution components to correct defects, improve performance, and incorporate additional capabilities. Monitors system interfaces and repairs as needed.

Minimum/General Experience:

Four to five years demonstrated performance in supporting business systems. Under general direction, addresses system issues by implementing work-arounds and interim solutions to reported problems. Primarily focused on supporting medium to large sized systems.

Minimum Education: Bachelor's degree

Customer Support Rep II (SCLS)

Functional Responsibility:

Working with other Customer Support Reps on the team, uses experience and training in established practices and procedures to identify, log, prioritize, and resolve support requests. Relies on established policies and guidelines to perform job functions and can act independently to solve problems.

Minimum/General Experience:

Two to three years demonstrated performance call center/customer support role. Performs problem resolution, tracking, and reporting of requests to the support organization.

Minimum Education: High School diploma

Customer Support Rep III (SCLS)

Functional Responsibility:

Working with other Customer Support Reps and technical personnel, uses experience and industry knowledge to resolve more complex support requests. Relies on experience and judgment to creatively and expeditiously resolve support requests.

Minimum/General Experience:

Three to four years demonstrated performance call center/customer support role. Under general direction, plans, develops and defines supports functions using industry knowledge and experience.

Minimum Education: High School diploma

Customer Support Rep IV (SCLS)

Functional Responsibility:

Working with other team members and other organizations, develops guidelines and objectives for the support organization and customer service goals and objectives. Serves as higher level escalation point for other members of the team. Relies on experience, judgment and leadership abilities to ensure customer service delivery.

Minimum/General Experience:

Four plus years demonstrated performance in a call center/customer support role. Can lead, plan, and develop support policies and objectives using industry-specific expertise and knowledge. May serve as shift or team leader for customer support group.

Minimum Education: High School diploma

Network Integrator I

Functional Responsibility:

Under direct supervision, assists in the configuration and setup of existing network components and applications. Develops specialized hardware and software network components and participates in the selection of existing components and applications. Assists in network testing and optimization. Provides ongoing maintenance and support of hardware and software network components and applications.

Minimum/General Experience:

One to two years demonstrated performance in network integration. Experienced in the documentation, implementation, maintenance, and troubleshooting of smaller systems including communications messaging systems and network applications. Generally assists other network integration personnel assigned to the project.

Minimum Education: Bachelor’s degree

Network Technician I

Functional Responsibility:

Assists in the implementation of enterprise networks and network components. Supports threat assessment and security design and implementation. Monitors network performance and executes

maintenance and operations plans. Supports the evaluation of components as part of the component selection process. Assists in development of custom software or hardware network components.

Provides ongoing maintenance and support of hardware and software network components and applications. Provides user and administrator training and conducts network component testing.

Minimum/General Experience:

Three to five years demonstrated performance in related network technology. Experienced in topics such as architecting, designing and developing large-scale, complex networks including communications backbones, enterprise email systems, network-centric applications and LAN/WAN connectivity.

Minimum Education: Bachelor's degree

**Software Technician I**

Functional Responsibility:

Writes code as required for selected customer systems. Documents testing results, data import routines, and system operation. Supports the logistics involved in the implementation of customer systems, including hardware, network, software, access, and compatibility issues.

Minimum/General Experience:

Three to four years demonstrated performance in related software technology. Experienced in topics such as application design, testing and implementation.

Minimum Education: Bachelor’s degree

**CAPTURE PLANNING ARCHITECT**

* **Minimum/General Experience:** 10 years required
* **Functional Responsibility:** Ten (10) plus years of increasing experience in systems engineering process re-engineering, and/or network systems integration and systems applications. May be well versed in all aspects, standards and architectures or process re-engineering techniques and methodologies.
* **Minimum Education:** Bachelor's degree required

**CHIEF INFORMATION SECURITY OFFICER**

* **Minimum/General Experience:** 10 years required
* **Functional Responsibility:** Ensures that all information systems are functional and secure.
* **Minimum Education:** Bachelor's degree required

**CONTRACTS ADMINISTRATOR**

* **Minimum/General Experience:** One (1) year of experience in project support work including contract compliance or administrative procedures.
* **Functional Responsibility:** Supports Program Director by performing project support works such as: Data Management, Business Management/Contract Management, Cost Variance Analysis, General Management, Procurement Strategy and Analysis. Typical duties include analysis, planning, establishment of contract compliance and accounting requirements, development of procedures and other related management and technical duties.
* **Minimum Education:** Bachelor’s degree required.

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**DATA ARCHITECT**

* **Minimum/General Experience:** 7 years required
* **Functional Responsibility:** Designs and builds relational databases. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Works in a data warehouse environment, which includes data design, database architecture, metadata and repository creation. Translates business needs into long-term architecture solutions. Defines, designs, and builds dimensional databases. Develops data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Evaluates reusability of current data for additional analyses. Reviews object and data models and the metadata repository to structure the data for better management and quicker access.
* **Minimum Education:** Bachelor’s degree required.

**E-BUSINESS MANAGER**

* **Minimum/General Experience:** 10 years required
* **Functional Responsibility:** Sets direction and guides action plans and priorities of electronic commerce, marketing and communications. Develops and facilitates organizational models and structure changes needed to meet the evolving electronic business strategies. Establishes and implements enterprise-wide business systems.
* **Minimum Education:** Bachelor's degree required.

**ENGINEERING SUBJECT MATTER SPECIALIST**

* **Minimum/General Experience:** 10 years required
* **Functional Responsibility:** Provides technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, and implementation advice on exceptionally complex problems that necessitate high- level knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, modeling, simulation, testing, integration, documentation and presentation phases.
* **Minimum Education:** Bachelor's degree required.

**GRAPHICS SPECIALIST**

* **Minimum/General Experience:** 1 - 4 years required
* **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:** Bachelor's degree required.

**HELP DESK COORDINATOR INTERMEDIATE**

* **Minimum/General Experience:** 1 - 4 years required
* **Functional Responsibility:** Under general supervision, responds to and diagnoses problems through discussions with users. Includes problem recognition, research, isolation, and resolution steps. Typically is able to resolve less complex problems immediately, while more complex problems are assigned to senior level support. May involve use of problem management database and help desk systems.
* **Minimum Education:** Bachelor's degree required.

**HELP DESK COORDINATOR SENIOR**

* **Minimum/General Experience:** 1 - 4 years required
* **Functional Responsibility:** Under general direction, responsible for ensuring the timely process through which problems are controlled. Includes problem recognition, research, isolation, resolution, and follow-up steps. Requires experience and understanding of MIS environment. Typically involves use of problem management database and help desk system. May provide guidance/training for less-experienced personnel.
* **Minimum Education:** Bachelor's degree required.

**HELP DESK SERVICE SPECIALIST INTERMEDIATE**

* **Minimum/General Experience:** 1 - 4 years required
* **Functional Responsibility:** Under general supervision, provides second-tier support to end users for either PC, server, or mainframe applications and hardware. Handles problems that the first-tier of help desk support is unable to resolve. May interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems. Maintains currency and high level of technical skill in field of expertise. Escalates more complex problems to senior level.
* **Minimum Education:** Bachelor's degree required.

**INFORMATION TECHNICAL CONSULTANT SENIOR**

* **Minimum/General Experience:** 7 years of Experience
* **Functional Responsibility:** Top-level technical expert supporting unlimited end user groups. Works with user groups to solve business problems with available technology including hardware, software, databases, and peripherals. Requires high level of diverse technical experience related to studying and analyzing systems needs, systems development, systems process analysis, design, and re- engineering. Has skills and experience related to business management, systems engineering, operations research, and management engineering. Typically requires specialization in particular software or business application utilized in an end user environment. Keeps abreast of technological developments and applications.
* **Minimum Education:** Bachelor's degree required.

**INTERNET COMMUNICATIONS ENGINEER**

* **Minimum/General Experience:** Two (2) years of experience in systems analysis and design with growing responsibilities in development and integration and acquisition of multiple systems.
* **Functional Responsibility:** Under general supervision, applies software, hardware and standards information technology skills in the analysis specification, development, integration and acquisition of open systems. Performs analysis and validation of reusable software/hardware components to ensure the integration of the components in to interoperable IP designs.
* **Minimum Education:** Bachelor’s degree required. Coursework towards master’s degree and/or formal certification preferred.

**INTERNET INFRASTRUCTURE ADVISOR**

* **Minimum/General Experience:** Fifteen years of technical experience with complex systems development and technical service implementation with increasing experience related to a specific area of concentration.
* **Functional /Responsibility:** Senior technical or functional professional. Typically considered a resident subject matter expert. Provides expert consultation and direction for complex system development and technical service implementation. The Internet Infrastructure Specialist will primarily be used on a project on an as needed temporary basis. The Internet Senior Advisor will have a specific field of expertise.
* **Minimum Education:** Bachelor’s degree required, Master’s preferred. Typically has a formal certification.

**IT SUBJECT MATTER SPECIALIST**

* **Minimum/General Experience:** 10 years required
* **Functional Responsibility:** Provides extremely high-level subject matter proficiency for work described in the task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems that require doctorate level knowledge of the subject matter for effective implementation.
* **Minimum Education:** Bachelor's degree required.

**JUNIOR NETWORK ADMINISTRATOR (SCLS 14071)**

* **Minimum/General Experience:** May be company intern in training as a programmer. Applicable coursework preferred.
* **Functional Responsibility:** Provides rudimentary programming support. May staff a project help desk. Works under strict supervision.
* **Minimum Education:** Completed coursework towards Bachelor’s degree required.

**JUNIOR PROGRAMMER/ANALYST**

## **Minimum/General Experience:** Entry level analyst position. Developing experience in engineering systems using incremental development, joint application development, rapid prototyping, and CASE technology concepts and techniques.

* **Functional Responsibility:** Under close supervision, works to determine User requirements for integration into the application development process.
* **Minimum Education:** Bachelor’s degree required.

**LEAD TEAM MANAGER**

* **Minimum/General Experience:** 10 years of Experience
* **Functional Responsibility:** Develops requirements from a project's inception to its conclusion for a particular IT subject matter area (i.e., simple to complex systems). Assists other project members with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; life-cycle management; software development methodologies; and modeling and simulation.
* **Minimum Education:** Bachelor’s degree required.

**NETWORK ENGINEER**

* **Minimum/General Experience:** Five (5) years of experience in the analysis specification, development, integration and acquisition of open systems. Progressive experience in one or more of the following disciplines: communications engineering, communications security, network analysis, command and control mission analysis, interoperability analysis, and system standards.
* **Functional Responsibility:** Under minimal supervision, applies software, hardware, and standards information technology skills in the analysis specification, development, integration and acquisition of open systems. Performs professional engineering assignments in one or more of the following disciplines: communications engineering, communications security, network analysis, command and control mission analysis, inoperability analysis, and system standards. Knowledgeable of COTS products and methods that can be acquired to provide interoperable, portable, and scalable information technology solutions. Performs analysis and validation of reusable software/hardware components to ensure the integration these components into interoperable IP designs.
* **Minimum Education:** Bachelor’s degree required, Master’s degree preferred. Formal certification preferred.

**PROGRAMMER/ANALYST**

* **Minimum/General Experience:** Five (5) years of progressive experience in engineering systems using incremental development, joint application development, rapid prototyping, and CASE technology concepts and techniques.
* **Functional responsibility:** Under general supervision, applies process improvement and re- engineering methodologies/principles to conduct process modernization projects. Develops functional area process and data models for use in designing and building integrated, shared software and database management systems. Works to determine User requirements for integration in to the application development process.
* **Minimum Education:** Bachelor’s degree required.

**SECURITY COORDINATOR**

* **Minimum/General Experience:** 5 years required
* **Functional Responsibility:** Coordinates, develops, and evaluates IT security programs for an organization
* **Minimum Education:** Bachelor's degree required

**SENIOR NETWORK ENGINEER**

* **Minimum/General Experience:** Ten (10) years of increasing experience in systems engineering process re-engineering, and/or network systems integration and systems applications. May be well versed in all aspects of LAN/WAN/MAN standards and architectures or process re-engineering techniques and methodologies.
* **Functional Responsibility:** Highly skilled information technology professional. Serves as resident senior systems architect. Provides macro level understanding and guidance of system’s implementation or process re-engineering efforts.
* **Minimum Education:** Bachelor’s degree required, Master’s degree preferred. Formal certification (e.g., MSCNE)

**SENIOR PROGRAMMER/ANALYST**

* **Minimum/General Experience:** Ten (10) years of increasing experience in engineering systems using incremental development, joint application development, rapid prototyping, and CASE technology concepts and techniques. May have related government or military systems experience.
* **Functional Responsibility:** Under minimal supervision, applies process improvement and re- engineering methodologies/principles to conduct modernization projects. Develops functional area process and data models for use in designing and building integrated, shared software and database

management systems. Translates user specifications and input from staff members to design requirements.

* **Minimum Education:** Bachelor’s degree required, Master’s degree preferred.

**SENIOR SOFTWARE ENGINEER**

* **Minimum/General Experience:** Ten (10) years of progressive experience in information systems design, development and specification translation to design. Demonstrated expertise in ADP systems analysis and programming and utilizing major application programming on large-scale database management systems. Knowledge of state-of-the-art computer equipment and high-level computer languages.
* **Functional Responsibility:** Acts as the technical lead on software development efforts. Responsible for software systems design, development and specifications translation to design. Provides technical direction and guidance to the programming team. Ensures adherence to *Federal Information Processing Standards* (*FIPS),* DOD guidelines, Software Engineering Institute standards and commercial practices.
* **Minimum Education:** Bachelor’s degree required, Master’s degree preferred. Formal certification (e.g., Certified Oracle DBA).

**SENIOR SYSTEMS ENGINEER**

* **Minimum/General Experience:** 10 years of Experience
* **Functional Responsibility:** Top-level technical expert supporting unlimited end user groups. Works with user groups to solve business problems with available technology including hardware, software, databases, and peripherals. Requires high level of diverse technical experience related to studying and analyzing systems needs, systems development, systems process analysis, design, and re- engineering. Has skills and experience related to business management, systems engineering, operations research, and management engineering. Typically requires specialization in particular software or business application utilized in an end user environment. Keeps abreast of technological developments and applications.
* **Minimum Education:** Bachelor's degree required.

**SOFTWARE ENGINEER**

* **Minimum/General Experience:** Three (3) years of experience in ADP system analysis and programming and utilizing major concepts of application programming on large scale database management systems. Experience with the development of block diagrams and logic flow charts.
* **Functional Responsibility:** Under general supervision of the Senior Software Engineer, develops and/or maintains operating systems, communications software, database packages, compilers, assemblers, and utility programs. Modifies existing and creates special purpose software and ensures systems efficiency and integrity. Analyzes systems requirements and design specifications. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including project plans, software program and user documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to less experienced programmers.
* **Minimum Education:** Bachelor’s degree required. Coursework towards Master’s degree or formal certification preferred.

**SUBJECT MATTER EXPERT**

* **Minimum/General Experience:** 10 years of Experience
* **Functional Responsibility:** Develops requirements from a project's inception to its conclusion for a particular IT subject matter area (i.e., simple to complex systems). Assists other project members with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; life-cycle management; software development methodologies; and modeling and simulation.
* **Minimum Education:** Bachelor’s degree required.

**TASK MANAGER**

* **Minimum/General Experience:** Four (4) years of progressive experience in project implementation. Requires competence in technical requirements and methodologies for a given effort.
* **Functional Responsibility:** Serves as an individual task manager. Reports directly to the Project Manager. Supervises ten or fewer employees. Typically performs on a large scale IT development effort.
* **Minimum Education:** Bachelor’s degree required. Coursework towards Master’s degree preferred.

**TECHNICAL ACCOUNT MANAGER**

* **Minimum/General Experience:** Ten (10) years of experience in complete engineering project development from inception to deployment, with a demonstrated ability to provide guidance and direction in tasks of a technical nature. The Technical Account Manager shall also have demonstrated capability in the overall management of multi-task contracts of the type and/or complexity.
* **Functional Responsibility:** Interfaces with government management personnel, IT contract managers, and customer agency representatives. Responsible for formulating and enforcing IT work standards, assigning contractor schedules, reviewing work quality, communicating policies, purposes, and goals of the organization to subordinates.
* **Minimum Education:** Bachelor’s degree required. Master’s degree preferred.

**TELECOMMUNICATIONS ENGINEER/ANALYST INTERMEDIATE**

* **Minimum/General Experience:** 1 - 4 years required
* **Functional Responsibility:** Under general supervision, responsible for moderately complex engineering and/or analytical activities associated with one or more technical areas within the telecom function (such as, but not limited to, network design, engineering, implementation, or operations/user support). Typically requires two to four years of technical telecom experience.
* **Minimum Education:** Bachelor's degree required.

**TELECOMMUNICATIONS ENGINEER/ANALYST SENIOR**

* **Minimum/General Experience:** 6 years required
* **Functional Responsibility:** Under general direction, responsible for complex engineering and/or analytical tasks and activities associated with one or more technical areas within the telecom function such as, but not limited to, network design, engineering, implementation, or operations/user support. Typically requires six to eight years of technical telecom experience.
* **Minimum Education:** Bachelor's degree required.

**TELECOMMUNICATIONS TECHNICIAN**

* **Minimum/General Experience:** 1 - 4 years required
* **Functional Responsibility:** Installs, troubleshoots, repairs and maintains telecommunications equipment. Provides reports, completes requests for new service, determines methodology for installing telephone service, determines appropriateness of moderate equipment changes or modifications, call switches, test trunks, test links and installs communications circuits.
* **Minimum Education:** Bachelor's degree required.

**TELECOMMUNICATIONS/COMMUNICATIONS INTEGRATION ENGINEER**

* **Minimum/General Experience:** 5 years required
* **Functional Responsibility:** Provides technical direction and analysis for telecommunications activities, including planning, designing, integrating, installing, and maintaining large scale telecommunications/communications engineering principles and theory to propose design and configuration alternatives. Analyzes network performance, usage and traffic flows, accesses and interfaces, transmission techniques, and protocols to interface with computer systems.
* **Minimum Education:** Bachelor's degree required

**VOICE COMMUNICATIONS MANAGER**

* **Minimum/General Experience:** 5 years required
* **Functional Responsibility:** Ensures that adequate and appropriate planning is provided for remote hardware and communications facilities to develop and implement methodologies for analysis, installation, and support of voice communications systems. Provides coordination in the analysis, acquisition, and installation of remote hardware and software. Interfaces with internal and external customers and vendors to determine system needs. Manages the training and efforts of a staff responsible for system and network planning and analysis activities. May include billing/chargeback responsibilities. Typically requires at least eight to ten years of experience in software/hardware voice network design and analysis usually in a telephone operating organization. Frequently reports to a Telecommunications Department Director/Manager or Planning and Engineering Manager.
* **Minimum Education:** Bachelor's degree required.

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

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**Pricing for SIN 54151S**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** |  **SIN** |  **Labor Category Title** | GSA Rate with IFF 11/19/2020 - 11/18/21 |  GSA Rate with IFF 11/19/2021 - 11/18/22  | GSA Rate with IFF 11/19/2022 - 11/18/23 |  GSA Rate with IFF 11/19/2023 - 11/18/24  |  GSA Rate with IFF 11/19/2024 - 11/18/25  |
| 1 | 54151S | Budget Specialist |  $121.89  |  $124.58  |  $127.32  |  $130.12  |  $132.98  |
| 2 | 54151S | Business Process Analyst Basic |  $111.09  |  $113.53  |  $116.03  |  $118.59  |  $121.19  |
| 3 | 54151S | Business Process Analyst - Principal |  $125.20  |  $127.96  |  $130.77  |  $133.65  |  $136.59  |
| 4 | 54151S | Business Process Analyst - SME |  $172.48  |  $176.27  |  $180.15  |  $184.11  |  $188.16  |
| 5 | 54151S | Configuration Manager |  $117.12  |  $119.70  |  $122.33  |  $125.02  |  $127.77  |
| 6 | 54151S | Configuration Content Manager |  $165.21  |  $168.84  |  $172.56  |  $176.36  |  $180.24  |
| 7 | 54151S | Contracts Manager |  $128.32  |  $131.15  |  $134.03  |  $136.98  |  $139.99  |
| 8 | 54151S | Cyber Security Specialist |  $137.57  |  $140.60  |  $143.69  |  $146.86  |  $150.09  |
| 9 | 54151S | Deployment Manager Basic |  $127.80  |  $130.61  |  $133.48  |  $136.42  |  $139.42  |
| 10 | 54151S | Deployment Manager Principal |  $169.29  |  $173.01  |  $176.82  |  $180.71  |  $184.68  |
| 11 | 54151S | Deployment Manager Expert |  $241.55  |  $246.86  |  $252.29  |  $257.85  |  $263.52  |
| 12 | 54151S | Deployment Manager SME |  $374.50  |  $382.74  |  $391.16  |  $399.77  |  $408.56  |
| 13 | 54151S | Graphics Designer |  $121.62  |  $124.29  |  $127.03  |  $129.82  |  $132.68  |
| 14 | 54151S | Investment Management Specialist |  $112.79  |  $115.27  |  $117.81  |  $120.40  |  $123.05  |
| 15 | 54151S | Master Scheduler |  $153.23  |  $156.60  |  $160.04  |  $163.57  |  $167.16  |
| 16 | 54151S | Program Management Specialist Basic |  $122.09  |  $124.78  |  $127.52  |  $130.33  |  $133.20  |
| 17 | 54151S | Program Management Specialist MidLevel |  $140.33  |  $143.42  |  $146.58  |  $149.80  |  $153.10  |
| 18 | 54151S | Program Management Specialist Senior |  $155.50  |  $158.92  |  $162.42  |  $165.99  |  $169.64  |
| 19 | 54151S | Program Management Specialist SME |  $304.57  |  $311.27  |  $318.12  |  $325.12  |  $332.27  |
| 20 | 54151S | Quality Manager |  $119.65  |  $122.28  |  $124.97  |  $127.72  |  $130.53  |
| 21 | 54151S | Quality Manager Senior |  $154.26  |  $157.65  |  $161.12  |  $164.67  |  $168.29  |
| 22 | 54151S | Risk Manager |  $174.16  |  $177.99  |  $181.90  |  $185.91  |  $190.00  |
| 23 | 54151S | System Integrator |  $203.66  |  $208.14  |  $212.72  |  $217.39  |  $222.18  |
| 24 | 54151S | Systems Engineer Basic |  $68.96  |  $70.48  |  $72.03  |  $73.62  |  $75.23  |
| 25 | 54151S | Systems Engineer Mid |  $112.80  |  $115.28  |  $117.82  |  $120.41  |  $123.06  |
| 26 | 54151S | Systems Engineer Senior |  $124.58  |  $127.32  |  $130.13  |  $132.99  |  $135.91  |
| 27 | 54151S | Systems Engineer Principal |  $220.45  |  $225.30  |  $230.26  |  $235.32  |  $240.50  |
| 28 | 54151S | Technical Writer/Editor |  $94.77  |  $96.86  |  $98.99  |  $101.16  |  $103.39  |
| 29 | 54151S | Training Manager |  $106.62  |  $108.96  |  $111.36  |  $113.81  |  $116.31  |
| 30 | 54151S | Web Content Manager |  $127.22  |  $130.02  |  $132.88  |  $135.81  |  $138.79  |
| 31 | 54151S | Management Analyst Basic |  $68.29  |  $69.79  |  $71.33  |  $72.90  |  $74.50  |
| 32 | 54151S | Management Analyst Mid |  $108.69  |  $111.08  |  $113.52  |  $116.02  |  $118.57  |
| 33 | 54151S | Management Analyst Expert |  $131.74  |  $134.64  |  $137.60  |  $140.63  |  $143.72  |
| 34 | 54151S | Information Security Specialist Basic |  $113.60  |  $116.10  |  $118.66  |  $121.27  |  $123.94  |
| 35 | 54151S | Information Security Specialist Principal |  $122.06  |  $124.74  |  $127.49  |  $130.29  |  $133.16  |
| 36 | 54151S |  Managing Software Consultant |  $617.43  |  $631.02  |  $644.90  |  $659.09  |  $673.59  |
| 37 | 54151S |  Senior Software Consultant |  $412.34  |  $421.41  |  $430.68  |  $440.16  |  $449.84  |
| 38 | 54151S |  Associate Software Consultant II |  $415.43  |  $424.57  |  $433.91  |  $443.46  |  $453.21  |
| 39 | 54151S |  Principle Software Consultant |  $432.02  |  $441.52  |  $451.24  |  $461.17  |  $471.31  |
| 41 | 54151S |  Systems Technician I |  $244.93  |  $250.32  |  $255.83  |  $261.45  |  $267.21  |
| 42 | 54151S | Software Technician V |  $532.18  |  $543.89  |  $555.85  |  $568.08  |  $580.58  |
| 43 | 54151S | Software Integrator I |  $180.77  |  $184.74  |  $188.81  |  $192.96  |  $197.21  |
| 44 | 54151S | Software Integrator II |  $207.10  |  $211.65  |  $216.31  |  $221.07  |  $225.93  |
| 45 | 54151S | Software Integrator III |  $232.36  |  $237.47  |  $242.69  |  $248.03  |  $253.49  |
| 46 | 54151S | Software Integrator IV |  $250.98  |  $256.51  |  $262.15  |  $267.92  |  $273.81  |
| 47 | 54151S | Analyst II |  $181.33  |  $185.32  |  $189.40  |  $193.57  |  $197.83  |
| 48 | 54151S | Applications Support III |  $173.11  |  $176.92  |  $180.81  |  $184.78  |  $188.85  |
| 49 | 54151S | Systems Support I |  $117.91  |  $120.51  |  $123.16  |  $125.87  |  $128.64  |
| 50 | 54151S | Systems Support II |  $132.45  |  $135.37  |  $138.35  |  $141.39  |  $144.50  |
| 51 | 54151S | Systems Support III |  $138.01  |  $141.05  |  $144.15  |  $147.32  |  $150.57  |
| 52\* | 54151S | Customer Support Representative II |  $86.00  |  $87.89  |  $89.83  |  $91.80  |  $93.82  |
| 53\* | 54151S | Customer Support Representative III |  $103.91  |  $106.20  |  $108.53  |  $110.92  |  $113.36  |
| 54\* | 54151S | Customer Support Representative IV |  $126.54  |  $129.33  |  $132.17  |  $135.08  |  $138.05  |
| 55 | 54151S | Network Integrator I |  $107.59  |  $109.95  |  $112.37  |  $114.84  |  $117.37  |
| 56 | 54151S | Network Technician I |  $158.36  |  $161.85  |  $165.41  |  $169.04  |  $172.76  |
| 57 | 54151S | Software Technician 1 |  $302.77  |  $309.43  |  $316.24  |  $323.20  |  $330.31  |
| 58 | 54151S | Capture Planning Architect |  $130.19  |  $133.06  |  $135.98  |  $138.98  |  $142.03  |
| 59 | 54151S | Chief Information Security Officer |  $244.18  |  $249.55  |  $255.04  |  $260.65  |  $266.38  |
| 60 | 54151S | Contracts Administrator |  $70.03  |  $71.57  |  $73.14  |  $74.75  |  $76.40  |
| 61 | 54151S | Data Architect |  $125.53  |  $128.29  |  $131.12  |  $134.00  |  $136.95  |
| 62 | 54151S | E-Business Manager |  $285.79  |  $292.08  |  $298.51  |  $305.07  |  $311.78  |
| 63 | 54151S | Engineering Subject Matter Specialist |  $223.46  |  $228.38  |  $233.40  |  $238.54  |  $243.78  |
| 64 | 54151S | Graphics Specialist |  $73.05  |  $74.66  |  $76.30  |  $77.98  |  $79.70  |
| 65 | 54151S | Help Desk Coordinator Intermediate |  $26.13  |  $26.71  |  $27.30  |  $27.90  |  $28.51  |
| 66 | 54151S | Help Desk Coordinator Senior |  $34.92  |  $35.69  |  $36.48  |  $37.28  |  $38.10  |
| 67 | 54151S | Help Desk Service Specialist Intermediate |  $40.20  |  $41.08  |  $41.98  |  $42.91  |  $43.85  |
| 68 | 54151S | Information Technical Consultant Senior |  $169.99  |  $173.73  |  $177.55  |  $181.46  |  $185.45  |
| 69 | 54151S | Internet Communications Engineer |  $219.83  |  $224.67  |  $229.61  |  $234.66  |  $239.83  |
| 70 | 54151S | Internet Infrastructure Advisor |  $304.24  |  $310.93  |  $317.77  |  $324.76  |  $331.91  |
| 71 | 54151S | IT Subject Matter Specialist |  $228.82  |  $233.85  |  $238.99  |  $244.25  |  $249.63  |
| 72 | 54151S | \*Junior Network Administrator (SCLS 14071) |  $66.85  |  $68.32  |  $69.82  |  $71.36  |  $72.93  |
| 73 | 54151S | Junior Programmer/Analyst |  $58.85  |  $60.14  |  $61.46  |  $62.82  |  $64.20  |
| 74 | 54151S | Lead Team Manager |  $172.99  |  $176.80  |  $180.69  |  $184.66  |  $188.73  |
| 75 | 54151S | Network Engineer |  $146.28  |  $149.50  |  $152.79  |  $156.15  |  $159.58  |
| 76 | 54151S | Programmer/Analyst |  $113.75  |  $116.25  |  $118.81  |  $121.42  |  $124.09  |
| 77 | 54151S | Security Coordinator |  $118.72  |  $121.33  |  $124.00  |  $126.72  |  $129.51  |
| 78 | 54151S | Senior Network Engineer |  $294.65  |  $301.14  |  $307.76  |  $314.53  |  $321.45  |
| 79 | 54151S | Senior Programmer/Analyst |  $172.74  |  $176.54  |  $180.42  |  $184.39  |  $188.45  |
| 80 | 54151S | Senior Software Engineer |  $132.07  |  $134.98  |  $137.95  |  $140.98  |  $144.08  |
| 81 | 54151S | Senior Systems Engineer |  $180.37  |  $184.34  |  $188.40  |  $192.54  |  $196.78  |
| 82 | 54151S | Software Engineer |  $103.28  |  $105.56  |  $107.88  |  $110.25  |  $112.68  |
| 83 | 54151S | Subject Matter Expert |  $217.30  |  $222.08  |  $226.96  |  $231.96  |  $237.06  |
| 84 | 54151S | Task Manager |  $141.46  |  $144.57  |  $147.75  |  $151.00  |  $154.32  |
| 85 | 54151S | Technical Account Manager |  $265.00  |  $270.83  |  $276.79  |  $282.88  |  $289.11  |
| 86 | 54151S | Telecommunications Engineer/Analyst Intermediate |  $106.59  |  $108.94  |  $111.34  |  $113.79  |  $116.29  |
| 87 | 54151S | Telecommunications Engineer/Analyst Senior |  $134.70  |  $137.66  |  $140.69  |  $143.79  |  $146.95  |
| 88 | 54151S | Telecommunications Technician |  $102.67  |  $104.93  |  $107.24  |  $109.60  |  $112.01  |
| 89 | 54151S | Telecommunications/Communications Integration Engineer |  $120.60  |  $123.25  |  $125.96  |  $128.73  |  $131.56  |
| 90 | 54151S | Voice Communications Manager |  $113.14  |  $115.62  |  $118.17  |  $120.77  |  $123.42  |

**Service Contract Labor Standards (SCLS)**

|  |  |  |
| --- | --- | --- |
| **SCLS Eligible Labor Category** | **SCLS Equivalent Code Title** | **Wage Determination No** |
| Junior Network Administrator | 14071 - COMPUTER PROGRAMMER I | 20015-4282 |
| Customer Support Representative II | 01111 GENERAL CLERK I | 20015-4282 |
| Customer Support Representative III | 01112 GENERAL CLERK II | 20015-4282 |
| Customer Support Representative IV | 01113 - GENERAL CLERK III | 20015-4282 |

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (\*) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

**54151HEAL Health IT LABOR CATEGORY DESCRIPTIONS**

It is the policy of ECS to recognize equivalencies between education, training and work experience as may be required to ensure the right skill mix to support our customers. Each year of relevant post high school technical training and/or college education may count as one year of experience and each year of experience appropriate to information technology (IT) work may count as one year of college education. Four years of experience relevant to IT work may count towards the required Bachelor’s degree. Each IT Technical or functional certification may each count as one year of required experience. One year of related professional experience, in addition to minimum required experience, may be substituted for a technical/functional certification, if required for the labor category.

**CAPTURE PLANNING ARCHITECT**

* **Minimum/General Experience:** 10 years required
* **Functional Responsibility:** Ten (10) plus years of increasing experience in systems engineering process re-engineering, and/or network systems integration and systems applications in a medical or health IT environment. May be well versed in all aspects, standards and architectures or process re- engineering techniques and methodologies.
* **Minimum Education:** Bachelor's in IT, computer science, engineering, or related field required

**CONFIGURATION MANAGEMENT LEAD**

* **Minimum/General Experience:** 7 years of Experience
* **Functional Responsibility:** Under general direction, formulates and defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents those programs. Responsible for applications dealing with the overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Competent to work at this highest technical level on all phases of software systems programming applications. May have responsibility for the evaluation of new and existing software products. May assist other systems programmers to effectively utilize the system’s technical software. This experience should be in a medical or health environment.
* **Minimum Education:** Bachelor’s degree Bachelor's in IT, computer science, engineering, or related field required.

**DATA ARCHITECT**

* **Minimum/General Experience:** 7 years required
* **Functional Responsibility:** Designs and builds relational databases. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Works in a data warehouse environment, which includes data design, database architecture, metadata and repository creation. Translates business needs into long-term architecture solutions. Defines, designs, and builds dimensional databases for medical or health IT or ancillary systems. Develops data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Evaluates reusability of current data for additional analyses. Reviews object and data models and the metadata repository to structure the data for better management and quicker access.
* **Minimum Education:** Bachelor’s degree Bachelor's in IT, computer science, engineering, or related field required.

**DATABASE MANAGEMENT SPECIALIST (SENIOR)**

* **Minimum/General Experience:** 10 years required
* **Functional Responsibility:** Ten (10) years of increasing experience in engineering systems using incremental development, joint application development, rapid prototyping, and CASE technology concepts and techniques. May have related government or military systems or medical, health IT or ancillary services experience. Under minimal supervision, applies process improvement and re- engineering methodologies/principles to conduct modernization projects. Develops functional area process and data models for use in designing and building integrated, shared software and database management systems. Translates user specifications and input from staff members to design requirements.
* **Minimum Education:** Bachelor’s degree Bachelor's in IT, computer science, engineering, or related field required, Master’s degree preferred

**TECHNICAL WRITER**

## **Minimum/General Experience:** 2 or more years of experience in communicating technical data and medical terminology in a written and visual manner.

* **Functional Responsibility:** Ensures that paper and electronic documents comply with design standards that include: logical sequencing and grouping of entries, adequate spacing, appropriate paper size, logical and cost-effective construction, brief or concise instructions and conformity to all government/client guidelines and directives. Must have knowledge of, and skills in, a wide range and variety of methods, materials and techniques used in the design, production and reproduction of visual information products to plan the technical details of or to produce aesthetically composed visual information products in a timely manner. Be skillful in visualizing objects, materials, ideas and information sufficient to create the effect specified by the requester, depicting a variety of subjects related to training or for support of organizational activities and staff functions. Knowledge to utilize software programs to produce word processing documents, spreadsheets and graphic presentations, requiring a qualified typist. Knowledge and skill in the operation and use of computer graphics equipment, such as computers and their peripherals, cameras, sound devices, inks, papers, films, tapes, etc., to prepare visual aids and carry out illustrating and displaying manually and digital/electronic assignments. Knowledge and skill in use and selection of a broad scope of computer software to provide the desired effect; this includes health IT, desktop publishing, presentation, photographic and computer graphics software packages.
* **Minimum Education:** Associates Degree in writing, journalism, or related field required. Bachelor’s degree same fields preferred.

**HELP DESK COORDINATOR SENIOR**

* **Minimum/General Experience:** 1 - 4 years required
* **Functional Responsibility:** Under general direction, responsible for ensuring the timely process through which problems are controlled. Includes problem recognition, research, isolation, resolution, and follow-up steps. Requires experience and understanding of MIS environment in a medical or health IT or ancillary services. Typically involves use of problem management database and help desk system. May provide guidance/training for less-experienced personnel.
* **Minimum Education:** Bachelor's degree in IT, computer science, engineering, or related field desired.

**HELP DESK SERVICE SPECIALIST INTERMEDIATE**

* **Minimum/General Experience:** 1 - 4 years required
* **Functional Responsibility:** Under general supervision, provides second-tier support to end users for either PC, server, or mainframe applications and hardware in a medical or health IT or ancillary services environment. Handles problems that the first-tier of help desk support is unable to resolve. May interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems. Maintains currency and high level of technical skill in field of expertise. Escalates more complex problems to senior level.
* **Minimum Education:** Bachelor's degree in IT, computer science, engineering, or related field desired.

**NETWORK ENGINEER**

* **Minimum/General Experience:** Five (5) years of experience in the analysis specification, development, integration and acquisition of open systems. Progressive experience in one or more of the following disciplines: communications engineering, communications security, network analysis, command and control mission analysis, interoperability analysis, and system standards.
* **Functional Responsibility:** Under minimal supervision, applies software, hardware, and standards information technology skills in the analysis specification, development, integration and acquisition of open systems for medical, health IT, or ancillary services systems. Performs professional engineering assignments in one or more of the following disciplines: communications engineering, communications security, network analysis, command and control mission analysis, inoperability analysis, and system standards. Knowledgeable of COTS products and methods that can be acquired to provide interoperable, portable, and scalable information technology solutions. Performs analysis and validation of reusable software/hardware components to ensure the integration these components into interoperable IP designs.

## **Minimum Education:** Bachelor’s degree in IT, computer science, engineering, or related field desired. Applicable certification required.

**SENIOR PROGRAMMER/ANALYST**

* **Minimum/General Experience:** Ten (10) years of increasing experience in engineering systems using incremental development, joint application development, rapid prototyping, and CASE technology concepts and techniques. May have related government, military systems, or health IT experience.
* **Functional Responsibility:** Under minimal supervision, applies process improvement and re-engineering methodologies/principles to conduct modernization projects. Develops functional area process and data models for use in health IT, medical, designing and building integrated, shared software and database management systems. Translates user specifications and input from staff members to design requirements.
* **Minimum Education:** Bachelor’s degree in IT, computer science, engineering, or related field preferred. Certifications may be required.

**PROGRAMMER/ANALYST**

* **Minimum/General Experience:** Five (5) years of progressive experience in engineering systems using incremental development, joint application development, rapid prototyping, and CASE technology concepts and techniques.
* **Functional responsibility:** Under general supervision, applies process improvement and re- engineering methodologies/principles to conduct process modernization projects for medical, health IT, or ancillary services systems. Develops functional area process and data models for use in health/medical, designing and building integrated, shared software and database management systems. Works to determine User requirements for integration in to the application development process.
* **Minimum Education:** Bachelor’s degree in IT, computer science, engineering, or related field preferred.

**PROJECT MANAGER**

## **Minimum/General Experience:** Seven (7) years of experience in complete engineering project development from inception to deployment, with a demonstrated ability to provide guidance and direction in tasks of a technical nature.

* **Functional Responsibility**: Has extensive technical project management expertise. Responsible for the technical specifications and technical performance of either a large scale development effort or a series of low to medium scale efforts for medical, health IT, or ancillary services systems. Technical background preferred.
* **Minimum Education**: Bachelor’s degree in IT, computer science, engineering, Healthcare Informatics, Business Management, or related field required. Master’s degree preferred. Certification in program management desired.

**SENIOR NETWORK ENGINEER**

## **Minimum/General Experience:** Ten (10) years of increasing experience in systems engineering process re-engineering, and/or network systems integration and systems applications. May be well versed in all aspects of LAN/WAN/MAN standards and architectures or process re-engineering techniques and methodologies.

* **Functional Responsibility:** Highly skilled information technology professional. Serves as resident senior systems architect. Provides macro level understanding and guidance of system’s implementation or process re-engineering efforts for medical, health IT, or ancillary services systems.
* **Minimum Education:** Bachelor’s degree in IT, computer science, engineering, or related field required preferred. Master’s degree is a bonus. Applicable certification (e.g., MSCNE) may be required.

**SENIOR SOFTWARE ENGINEER**

* **Minimum/General Experience:** Ten (10) years of progressive experience in information systems design, development and specification translation to design. Demonstrated expertise in ADP systems analysis and programming and utilizing major application programming on large-scale database management systems. Knowledge of state-of-the-art computer equipment and high-level computer languages.
* **Functional Responsibility:** Acts as the technical lead on software development efforts in a medical, health IT, or ancillary environment. Responsible for software systems design, development and specifications translation to design. Provides technical direction and guidance to the programming team. Ensures adherence to Federal Information Processing Standards (FIPS), DOD guidelines, Software Engineering Institute standards and commercial practices.
* **Minimum Education:** Bachelor’s degree in IT, computer science, engineering, software engineering, or related field required. Master’s degree preferred. Formal certification (e.g., Certified Oracle DBA) may be required.

**SENIOR SYSTEMS ENGINEER**

* **Minimum/General Experience:** 10 years of Experience

## **Functional Responsibility:** Top-level technical expert supporting unlimited end user groups. Works with user groups to solve business problems with available technology including hardware, software, databases, and peripherals. Requires high level of diverse technical experience related to studying and analyzing system’s needs, systems development, systems process analysis, design, and re-engineering for medical, health IT, or ancillary services systems. Has skills and experience related to business management, systems engineering, operations research, and management engineering. Typically requires specialization in particular software or business application utilized in an end user environment. Keeps abreast of technological developments and applications.

* **Minimum Education:** Bachelor's degree in IT, computer science, engineering, or related field required. Certifications may be required.

**SOFTWARE ENGINEER**

* **Minimum/General Experience:** Three (3) years of experience in ADP system analysis and programming and utilizing major concepts of application programming on large scale database management systems. Experience with the development of block diagrams and logic flow charts.
* **Functional Responsibility:** Under general supervision of the Senior Software Engineer, develops and/or maintains operating systems, communications software, database packages, compilers, assemblers, and utility programs for health IT. Modifies existing and creates special purpose software and ensures systems efficiency and integrity. Analyzes systems requirements and design specifications. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including project plans, software program and user documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to less experienced programmers.
* **Minimum Education:** Coursework towards degree or formal certification preferred. Bachelor’s degree in IT, computer science, engineering, software engineering, or related field desired.

**WEB DEVELOPER**

* **Minimum/General Experience:** 5 years of experience in Sharepoint or other comparable web software/programming.

## **Functional Responsibility.** Provides Internet and Intranet support for development of web pages in medical, health IT. Coordinates and assists users in interfacing with other systems or programs and provides guidance to functional users as the need arises. Implements protective measures for all Internet and Intranet web servers, checking daily to ensure no tampering has occurred. Monitors systems for attempted unauthorized access or changes to web pages.

* **Minimum Education:** Trade school training or Associates Degree in IT or computer science preferred. Certifications may be required.

**SUBJECT MATTER EXPERT**

* **Minimum/General Experience:** 10 years of Experience
* **Functional Responsibility:** Develops requirements from a project's inception to its conclusion for a particular health IT or clinical services subject matter area (i.e., simple to complex systems) for medical, health IT, or ancillary services systems. Assists other project members with analysis and evaluation and with the preparation of recommendations for informatics, system improvements, optimization, development, and/or maintenance efforts in the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; life-cycle management; software development methodologies; modeling and simulation, and ancillary health/clinical services.
* **Minimum Education:** Bachelor’s degree in IT, computer science, engineering, Healthcare Informatics, or related field preferred. Certification may be required.

**CLINICAL SYSTEMS ANALYST**

* **Minimum/General Experience:** 8 years of experience in data gathering and analyses and conducting studies.

## **Functional Responsibility:** The Clinical Systems Analyst is responsible for coordination between the health IT department and the end users of the Informatics installation or updates. The Clinical Systems Analyst plans and implements projects related to the Information Systems & Applications within a Health Information environment. Participates in the development of workflows, system configuration, application deployment and support, change documentation, and support of staff on application functionality. This requires the individual to remain current with the system and/or application as well as interfacing with medical personnel and external analysts. Knowledge of clinical analysis in a wide range of qualitative and/or quantitative methods for the assessment and improvement of program effectiveness or the improvement of complex management processes and systems. Extensive experience in analyzing clinical business processes and information management needs of medical organizations.

* **Minimum Education:** Bachelor’s degree Healthcare, Hospital Administration, Healthcare Informatics, or Business Management required. Master’s or higher preferred.

**MANAGEMENT AND PROGRAM TECHNICIAN (SCLS 01020)**

* **Minimum/General Experience.** 2 or more years of general office or administrative or accounting experience

## **Functional Responsibility.** Uses advanced information technology to develop and/or integrate complex data, to include: requirements analysis; project management procedures including out year budgeting for programs involving one or more types of government funding monies; development of contract schedules, out year planning and POM budgets, compliance planning, health IT and program planning. Must have knowledge of DoD and other agency standards and regulations like the FAR, DFAR, OPM requirements, HIPPA, and other business related regulations.

* **Minimum Education:** High School diploma or GED. Associates degree accounting, IT, or Business Management preferred.

**COMPUTER SYSTEMS ANALYST I (SCA 14102)**

* **Minimum/General Experience**: 2 or more years of experience in a field related to the below functional areas.

## **Functional Requirements**: Applies systems analysis and design skills in a health IT environment in an area such as a record keeping or scientific operation. Assists in developing systems for maintaining or processing a limited problem in a scientific project. Requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and recognizes probable interactions of related computer systems and predict impact of a change in assigned system. Under supervision, gathers facts, analyzes data, and prepares a project synopsis which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; upon approval of synopsis, prepares specifications for development of computer programs. Duties also include the ability to determine data processing problems and coordinate the work with program, users, etc. Orients user personnel on new or changed procedures, code standardization throughout a broad system, working under specific objectives and bringing to the attention of the supervisor any unusual problems or controversies.

* **Minimum Education:** High School diploma or GED. Course work in IT, IA, computer science, programming languages, etc. at trade school, junior college, or other technical training preferred. Certification may be required.

**COMPUTER SYSTEMS ANALYST II (SCA 14102)**

* **Minimum/General Experience**: 3 or more years of experience in a field related to the below functional areas.

## **Functional Requirements**: Applies systems analysis and design skills in a health IT environment in an area such as a record keeping or scientific operation. Develops systems for maintaining or processing a limited problem in a scientific project. Requires competence in some phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, and practices of the assigned subject- matter area. Recognizes probable interactions of related computer systems and predict impact of a change in assigned system. Reviews proposals which consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis which compares alternatives in terms of cost, time, availability of equipment and personnel and under supervision recommends a course of action; upon approval of synopsis, prepares specifications for development of computer programs. Duties also include the ability to determine data processing problems and coordinate the work with program, users, etc. Orients user personnel on new or changed procedures, may conduct special projects such as data element and code standardization throughout a broad system, working under specific objectives and bringing to the attention of the supervisor any unusual problems or controversies. Works along with supervisor under overall project objectives and requirements, and apprises supervisor about progress and unusual complications.

* **Minimum Education:** High School diploma or GED. Course work in IT, IA, computer science, programming languages, etc. at trade school, junior college, or other technical training preferred. Certification may be required.

**Computer System Analyst III (SCA 14103)**

* **Minimum/General Experience**: 6 or more years of experience in a field related to the below functional areas.

## **Functional Requirements**: Applies systems analysis and design skills in a health IT environment in an area such as a record keeping or scientific operation. Develops systems for maintaining or processing a limited problem in a scientific project. Requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, workload, and practices of the assigned subject- matter area. Recognizes probable interactions of related computer systems and predict impact of a change in assigned system. Reviews proposals which consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; upon approval of synopsis, prepares specifications for development of computer programs. Duties also include the ability to determine and resolve data processing problems and coordinate the work with program, users, etc. Orients user personnel on new or changed procedures, may conduct special projects such as data element and code standardization throughout a broad system, working under specific objectives and bringing to the attention of the supervisor any unusual problems or controversies. Works independently under overall project objectives and requirements, and apprises supervisor about progress and unusual complications.

* **Minimum Education:** High School diploma or GED. Course work in IT, IA, computer science, programming languages, etc.at trade school, junior college, or other technical training preferred. Certification may be required.

**MANAGEMENT ANALYST (SCLS 14103)**

* **Minimum/General Experience.** Two or more years of experience relating to government program management or contract administration or other business operational areas
* **Functional Responsibilities.** Develop Program Acquisition Documentation, Develop Testing Criteria, Develop Corrective Action Systems, Develop of Program Monitoring Approach (e.g. PERT, CPM, EVM), Analyze Programs Health IT, Data Collection and Analysis, Develop Cost Estimates, and Develop Program Status Reports. Comprehensive knowledge of Federal Acquisition Regulation (FAR) and DoD procurement policies and procedures.
* **Minimum Education.** High School diploma/GED. Bachelor’s degree in a business management/accounting/administration related area preferred. Certification may be required.

**TRAINING SPECIALIST (SCLS 01020)**

* **Minimum/General Experience:** Five or more years of experience in classroom or virtual training.

## **Functional Requirements:** Establishes training needs, develops goals and objectives, develops training programs, and applies the instructional system development (ISD) process in a health IT environment. Conducts classroom or virtual training.

* **Minimum Education:** Bachelor’s degree in a training/education field desired. High school diploma/GED required. Training certification may be required.

**Service Contract Labor Standards (SCLS)**

|  |  |  |
| --- | --- | --- |
| **SCLS Eligible Labor Category** | **SCLS Equivalent Code Title** | **Wage Determination No** |
| Management and Program Technician (SCLS 01020) | **01020 - Administrative Assistant** | **2015-4282** |
| Computer Systems Analyst I (SCLS 14102) | **14102 - Computer Systems Analyst II** | **2015-4282** |
| Computer Systems Analyst II (SCLS 14102) | **14102 - Computer Systems Analyst II** | **2015-4282** |
| Computer Systems Analyst III (SCLS 14103) | **14103 - Computer Systems Analyst III** | **2015-4282** |
| Management Analyst (SCLS 14103) | **14103 - Computer Systems Analyst III** | **2015-4282** |
| Training Specialist (SCLS 01020) | **01020 - Administrative Assistant** | **2015-4282** |

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (\*) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

### **SIN 54151HEAL Health Information Technology Services Rates**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **GSA IT Labor Category** | **GSA Rate with IFF** | **GSA Rate with IFF** | **GSA Rate with IFF** | **GSA Rate with IFF** | **GSA Rate with IFF** |
| **11/19/20 –****11/18/21** | **11/19/21 –****11/18/22** | **11/19/22 –****11/18/23** | **11/19/23 –****11/18/24** | **11/19/24 –****11/18/25** |
| Capture Planning Architect |  $181.87  |  $185.87  |  $189.96  |  $194.14  |  $198.41  |
| Configuration Management Lead |  $152.12  |  $155.47  |  $158.89  |  $162.38  |  $165.95  |
| Data Architect |  $168.97  |  $172.68  |  $176.48  |  $180.37  |  $184.33  |
| Database Management Specialist (Senior) |  $144.21  |  $147.38  |  $150.62  |  $153.94  |  $157.32  |
| Technical Writer |  $106.16  |  $108.49  |  $110.88  |  $113.32  |  $115.81  |
| Help Desk Coordinator Senior |  $101.81  |  $104.05  |  $106.34  |  $108.68  |  $111.07  |
| Help Desk Service Specialist Intermediate |  $72.50  |  $74.10  |  $75.73  |  $77.39  |  $79.09  |
| Network Engineer |  $129.29  |  $132.14  |  $135.05  |  $138.02  |  $141.05  |
| Senior Programmer/Analyst |  $102.36  |  $104.62  |  $106.92  |  $109.27  |  $111.67  |
| Programmer/Analyst |  $86.10  |  $87.99  |  $89.93  |  $91.90  |  $93.93  |
| Project Manager |  $212.51  |  $217.19  |  $221.97  |  $226.85  |  $231.84  |
| Senior Network Engineer |  $160.61  |  $164.14  |  $167.75  |  $171.44  |  $175.21  |
| Senior Software Engineer |  $207.71  |  $212.28  |  $216.95  |  $221.72  |  $226.60  |
| Senior Systems Engineer |  $181.00  |  $184.98  |  $189.05  |  $193.21  |  $197.46  |
| Software Engineer |  $129.31  |  $132.16  |  $135.07  |  $138.04  |  $141.07  |
| Web Developer |  $77.88  |  $79.59  |  $81.35  |  $83.14  |  $84.96  |
| Subject Matter Expert |  $237.79  |  $243.02  |  $248.37  |  $253.83  |  $259.42  |
| Clinical Systems Analyst |  $101.02  |  $103.25  |  $105.52  |  $107.84  |  $110.21  |
| \*Management and Program Technician (SCLS 01020) |  $68.86  |  $70.38  |  $71.93  |  $73.51  |  $75.13  |
| \*Computer Systems Analyst I (SCLS 14102) |  $57.02  |  $58.27  |  $59.55  |  $60.86  |  $62.20  |
| \*Computer Systems Analyst II (SCLS 14102) |  $58.65  |  $59.94  |  $61.26  |  $62.61  |  $63.99  |
| \*Computer Systems Analyst III (SCLS 14103) |  $79.32  |  $81.06  |  $82.85  |  $84.67  |  $86.53  |
| \*Management Analyst (SCLS 14103) |  $132.16  |  $135.07  |  $138.04  |  $141.08  |  $144.18  |
| \*Training Specialist (SCLS 14103) |  $74.21  |  $75.84  |  $77.51  |  $79.21  |  $80.96  |

**Ancillary SIN Labor Category Descriptions**

Ancillary supplies and/or services are support supplies and/or services which are not within the scope of any other SIN on this schedule. These supplies and/or services are necessary to compliment a contractor's offerings to provide a solution to a customer requirement. This SIN may be used for orders and blanket purchase agreements that involve work or a project that is solely associated with the supplies and/or services purchased under this schedule.

* **Minimum/General Experience.** 5 or more years of general office or administrative or accounting experience

**ADMINISTRATIVE ASSISTANT (SCA 01020)**

* **Functional Responsibility.** Word processing, spreadsheet development, documenting management issues, financial analysis, data collection, report processing, brief preparation, read milestone schedules and send and receive emails. Will provide administrative support with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

## **Minimum Education:** High School diploma/GED required. Associate degree in a business or accounting/financial field preferred.

**WORD PROCESSOR III (SCA 01613)**

* **Minimum/General Experience:** Three (3) years of experience in an office environment.
* **Functional Responsibility.** Uses automated systems, such as word processing equipment, personal computers, or work stations linked to a larger computer or local area network, to produce a variety of documents, such as correspondence, memos, publications, forms, reports, tables and graphs. The Word Processor uses one or more word processing software packages; may also perform routine clerical tasks, such as operating copiers, filing, answering telephones, ad sorting and distributing mail. Perform data entry and document generation using Microsoft or other business software.
* **Minimum Education:** High School Diploma or GED.

**PROJECT ADMINISTRATOR**

* **Minimum/General Experience:** Entry level administrative support position.
* **Functional Responsibility:** Serves as file clerk and general office liaison.
* **Minimum Education:** High School degree required.

**SENIOR PROJECT ADMINISTRATOR**

## **Minimum/General Experience:** One (1) year of experience in filing techniques, administrative typing, and using word processing equipment. May provide limited computer graphics support.

* **Functional Responsibility:** Provides administrative support work including filing and word processing. May provide limited computer graphics support.
* **Minimum Education:** High School degree required

**Ancillary SIN Pricing**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Labor Category** | GSA Rate with IFF 11/19/2020 - 11/18/21 |  GSA Rate with IFF 11/19/2021 - 11/18/22  | GSA Rate with IFF 11/19/2022 - 11/18/23 |  GSA Rate with IFF 11/19/2023 - 11/18/24  |  GSA Rate with IFF 11/19/2024 - 11/18/25  |
| \*Administrative Assistant (SCLS 01020) | $46.41 | $47.43 | $48.47 | $49.54 | $50.63 |
| \*Word Processor III (SCLS 01613) | $38.93 | $39.78 | $40.66 | $41.55 | $42.47 |
| \*Project Administrator (SCLS 01111) | $49.28 | $50.37 | $51.47 | $52.61 | $53.76 |
| \*Senior Project Administrator (SCLS 01112) | $70.11 | $71.65 | $73.23 | $74.84 | $76.49 |

**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 703/270-1540.

**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.