

**GENERAL SERVICES ADMINISTRATION (GSA)****Federal Supply Service****Authorized Federal Supply Schedule Price List**

Online 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 web address for GSA Advantage!® is GSAAdvantage.gov.

Schedule Title: GSA Multiple Award Schedule
Federal Supply Group: Professional Services

Contract Number: 47QRAA18D006A

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

Contract Period: March 14, 2018–March 13, 2028

Other than small business

Price list current as of Mass Modification # A847 effective July 12, 2022

C2 Technologies, Inc.

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Company Information

C² = The Right Choice

C² Technologies, Inc. (C²) is a full-service, woman-owned business specializing in human performance improvement with headquarters in Vienna, VA and offices in Newport News, VA and Oklahoma City, OK, along with over 15 on-site support locations nationwide. We employ a multi-disciplinary team of over 400+ professionals. Our core business areas are:

- Education and Training Solutions—Research, Needs Assessment, Curriculum Design, Evaluation, Delivery, Instructional Management, Logistics, and Support
- Video production, Marketing and Advertising
- Program Management Office Support
- Strategic Consulting, Facilitation, Human Capital and Talent Management Solutions
- Business Process Re-engineering
- Information Technology Solutions

C² is an internationally recognized leader and one of the largest providers of management consulting, training, facilitation, organizational design, workforce planning, business process re-engineering, integrated marketing and communications in the nation. Our capabilities in these areas are unparalleled.

The hallmark of our company is **Small-Company Flexibility, Large-Company Stability**. We offer industrial-strength resources, business processes and services. As follows are some of the highlights of our offering:

- **Award-winning Leadership Team.** C² is led by **Industry Recognized leaders**, Dolly Oberoi and Curtis Cox, Co-Founders, and Manik Rath, CEO are supported by a strong corporate management team who are domain experts. Our team has a unique understanding of mission, vision, and transformational objectives of the government agencies.
- **Innovative and Creative Staff.** C² is well known for pushing the envelope of human imagination to provide the most innovative solutions while working within the constraints of the client organization. Our staff members are internationally recognized, professionally trained and certified, published and mission focused.
- **Robust Back-Office Infrastructure and Financial Stability.** C² has strong back-office operations, people, processes, tools, technology, and lines of credit to support our clients – from information technology systems, to contracts, to human resources, to secure facilities, to finance. We have well-tested human resources, information technology, financial and contracts management DCAA approved systems, SOPs, checklists, and other support tools and technologies.
- **Resourcing and Reach-Back Capability.** C² is an industrial-strength performance improvement company, with three Solutions Development Centers and Innovation Labs, and 15 other offices nationwide. Successfully completed over 12,000 projects. C² offers a multidisciplinary workforce of more than 400 personnel and a cadre of over 350 instructors and subject-matter experts, thus giving us the reach-back capability to meet surges or changes in requirements seamlessly.
- **Extensive Government Experience.** C² offers three decades of experience in supporting GSA MAS requirements, having provided a range of services and developed products for practically every

government agency. C² has a proven track record of providing flexible, scalable, on-demand, award-winning services that are continually tailored, refined, and expanded to meet the requirements of our government clients. We are *future-ready!*

- **Indefinite Quantity Contract experience.** C² has extensive contractual experience with Defense, Federal, State, and local government agencies. Our corporate experience with other IDIQ contracts affirms that we know how to fully meet project responsibilities. Our top executives have successfully managed over 6,000 task orders for a wide range of government agencies.
- **Thought Leadership and Partnerships with Academic, Professional, and Research Institutions.** C² leverages our thought leaders, our SMEs, and our partnerships with academic institutions, research, and professional organizations in the latest research in education, technology trends/best practices, and other subjects of interest. We present at industry conferences, host Communities of Practices, publish, and serve on academic boards.
- **Scalable, Flexible, On-Demand Solution Present Low Risk.** Our team understands the operating environment and offers maximum flexibility to our customers.
- **Performance Reputation. Scalable.** C² is known for its ability to complete contracts on time, within budget, and to the satisfaction of its clients.
- **Quality Assurance.** C² strives first and foremost to produce quality products. We assign highly qualified professionals and provide staff members with the resources, training, authority, and support required to develop effective and high-impact products. C² is CMMI Level 3 and ISO 9001 certified.
- **Geographic Responsiveness.** C² has multiple offices across the country and is widely dispersed and flexible in undertaking assignments in multiple locations.
- **Award-Winning Company.** C² has received over 150 awards. This recognition by the industry is a testimonial to our superior experience and dedication to providing all our clients, with outstanding products and services.

The past is prologue to the future; experience and continuous improvement are the foundation for new service. Our proven record of solid past performance allows us to provide our clients with the ***right results*** at the ***right time*** and the ***right price***.

Please visit our website for more information:

<http://www.c2ti.com/>



Doing Business with C² through GSA

MANAGEMENT AND FINANCIAL CONSULTING, ACQUISITION AND GRANTS MANAGEMENT SUPPORT, AND BUSINESS PROGRAM AND PROJECT MANAGEMENT SERVICES

SIN 541611

C² provides program management services that encompass the management of financial and business solutions programs and projects and include, but are not limited to program management, program oversight, project management, and program integration of a limited duration. A variety of functions may be used to support program integration or project management tasks.

We have performed these services for a variety of Federal customers including FAA, USAF, FDIC, and SBA, among others.

PROFESSIONAL AND MANAGEMENT DEVELOPMENT TRAINING

SIN 611430

C² plans and delivers audit and financial training services, including but not limited to course development and instruction required to support audit, review, financial assessment, and financial management activities.

We have performed these services for many Federal customers including the Federal Aviation Administration (FAA), U.S. Air Force (USAF), Federal Deposit Insurance Corporation (FDIC), and Small Business Administration (SBA), among others.

ADVERTISING SERVICES

SIN 541810

C² provides advertising services that promote public awareness of an agency's mission and initiatives, enable public understanding of complex technical and social issues, disseminate information to industry and consumer advocacy groups, and engage in recruitment campaigns. Services include, but are not limited to advertising objective determination; message decision and creation; media selection; outdoor marketing and media services; broadcast media (radio, TV, and public service announcements); direct mail services; media planning; media placement services; advertising evaluation; and activities related to advertising services.

We performed these services for many Federal customers including the U.S. Department of Veterans Affairs (VA), U.S. Navy, Department of Justice (DOJ), and Centers for Medicare and Medicaid Services (CMMS), among others.

MARKETING RESEARCH AND ANALYSIS

SIN 541910

C² conducts market research and analysis. The services we provide include, but are not limited to customizing strategic marketing plans; branding initiatives; creating public awareness of products, services, and issues; targeting market identification and analysis; establishing measurable marketing objectives; determining market trends and conditions; identifying and implementing appropriate strategies; conducting focus groups; telemarketing; conducting individual interviews; preparing and distributing surveys and compiling and analyzing results; and establishing call centers (related to services provided under this schedule).

We have performed these services for many Federal customers including the VA, U.S. Navy, DOJ, and CMMS, among others.

VIDEO FILM PRODUCTION

SIN 512110

C² provides video and film production services. These services include, but are not limited to editing and writing, directing, shooting, and arranging for talent and animation, narration, music and sound effects, duplication, distribution and video scoring.

The video and film production services are provided in various outputs, such as industry-standard formats, CD-ROM, and DVD, as well as video streaming. Filming in studios or on location, as well as live shows or events may also be provided.

We have performed these services for many Federal customers including the VA, U.S. Navy, and Environmental Protection Agency (EPA), among others.

ENGINEERING SERVICES

SIN 541330ENG

C² provides strategic planning services that involve defining and interpreting high-level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Typical associated tasks include, but are not limited to analyzing the mission; developing program goals and objectives; conducting program evaluations; analyzing program effectiveness; conducting requirements analysis; conducting an organizational performance assessment; conducting special studies and analyses; training; and consulting.

We have performed these services for many Federal customers including the VA, Patient-Centered Outcomes Research Institute (PCORI), FAA, Department of Homeland Security (DHS), and Department of Defense (DoD), among others.

IT Professional Services

SIN 54151S

C² provides IT Professional Services that are tailored to our clients requirements and meet federal cyber security requirements. Typical associated tasks include, but are not limited to database design and development; web/software application development; web portal development and integration; Learning Management System (LMS) development; and support; IT strategic planning ; training; and consulting.

We have provided these services to the Unites States Air Force, Defense Counter Intelligence and Security Agency, Center for Disease Control, and the Fire Department of New York City.

SIN OLM

OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs. OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.

OLM SIN-Level Requirements/Ordering Instructions:

OLMs are:

- Purchased under the authority of the FSS Program
- Unknown until an order is placed
- Defined and priced at the ordering activity level in accordance with GSAR clause 552.238115 Special Ordering Procedures for the Acquisition of Order-Level Materials. (Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs)
- Only authorized for use in direct support of another awarded SIN.
- Only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN)
- Subject to a Not To Exceed (NTE) ceiling price

OLMs are not:

- "Open Market Items"
- Items awarded under ancillary supplies/services or other direct cost (ODC) SINs (these items are defined, priced, and awarded at the FSS contract level)

OLM Pricing:

- Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF).
- The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against an FSS BPA awarded under an FSS contract, cannot exceed 33.33%.

Customer Information

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SIN	SIN DESCRIPTION
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
611430	Professional and Management Development Training
541810	Advertising Services
541910	Marketing Research and Analysis
512110	Video/Film Production
541330ENG	Engineering Services
541715	Engineering Research & Development & Strategic Planning
611512	Flight Training
OLM	Order Level Materials

1b. Identification of the lowest-priced model number and lowest unit price for that model for each special item number awarded in the contract.

\$1,000,000.

Pricing discounts are shown below.

3. Minimum order.

\$100.

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.

4. Geographic coverage (delivery area).

Worldwide.

5. Point(s) of production (city, county, and State or foreign country).

Vienna, VA, USA.

Job titles are shown below with experience, education, and functional responsibility.

6. Discount from list prices or statement of net price.

2. Maximum order.

Discounts to the government are shown in the Price List.

7. Quantity discounts.

One percent on orders of \$3,000,000.

8. Prompt payment terms.

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

9a. Government Purchase Cards are accepted at or below the micro-purchase threshold.

Yes. C² does not offer a discount for payment by Government Purchase Card or commercial credit card.

9b. Government Purchase Cards are accepted above the micro-purchase threshold.

Yes. C² does not offer a discount for payment by Government Purchase Card or commercial credit card.

10. Foreign items. (List items by country of origin.)

None.

11a. Time of delivery. (Contractor, insert number of days.)

To be determined by mutual agreement with the ordering agency.

11b. Expedited Delivery.

Items available for expedited delivery are noted in this Price List by (include symbol).

11c. Overnight and two-day delivery.

Overnight and two-day delivery is available. Customers may contact C² for rates for overnight and two-day delivery.

11d. Urgent requirements.

Customers may contact C² for faster delivery or RUSH delivery rates for urgent requirements.

12. F.O.B. point(s).

Destination.

13a. Ordering address(es).

C² Technologies, Inc. Attn: Dara Nicholls – 1921 Gallows Road, Suite 1000 Vienna, VA 22182

13b. Ordering procedures.

For supplies and services, the ordering procedures and information on Blanket Purchase Agreements (BPAs) are found in FAR 8.405-3.

14. Payment address(es).

C² Technologies, Inc. Attn: Accounts Receivable – 1921 Gallows Road, Suite 200 Vienna, VA 22182

15. Warranty provision.

90-day warranty for all products and services.

16. Export packing charges, if applicable.

Actual charges, if applicable.

17. Terms and conditions of Government Purchase Card acceptance (any thresholds above the micro-purchase level).

C² accepts the Government Purchase Card at thresholds above the micro-purchase level.

18. Terms and conditions of rental, maintenance, and repair (if applicable).

Not Applicable.

19. Terms and conditions of installation (if applicable).

Not Applicable.

20. Terms and conditions of repair parts indicating date of parts Price Lists and any discounts from list prices (if applicable).

Not Applicable.

20a. Terms and conditions for any other services (if applicable).

Not Applicable.

21. List of service and distribution points (if applicable).

Not Applicable.

22. List of participating dealers (if applicable).

Not Applicable.

23. Preventive maintenance (if applicable).

Not Applicable.

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and reduced pollutants).

Not Applicable.

24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found on the contractor's website. C² will comply with those requirements. The EIT standards can be found at www.Section508.gov/.

25. Data Universal Number System (DUNS) number.

807021241

26. Notification regarding registration in System for Award Management (SAM) database.

Vendor is registered in SAM.gov.

Labor Category Descriptions

JOB TITLE: ACCOUNTING ANALYST II

SINS: 541611

Scope: Serves as a team member, helping to ensure that a group of analysts are working in concert to systematically integrate business, cost accounting, and financial reporting with management processes to ensure the efficient stewardship of public funds. Can provide guidance on the accurate recording of complex accounting events, apply appropriate cost accounting techniques, and possess an understanding of the principles of financial statement compilation. Possesses the ability to assess operational weaknesses, perform process improvement analysis, and craft corrective solutions. Is able to assess products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Understands the interrelationships between core accounting requirements and automated solutions, considering the current system environment and the potential integration of added systems. Completes work within the client's specified time frame, ensuring that all requirements are met. Is familiar with activity-based costing, business case analysis, and outsourcing requirements.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: ADMINISTRATIVE/CLERICAL II

SINS: 541810, 541910, 512110, 541330ENG, 541611, 611430, 541715

Scope: Designs attractive layouts incorporating basic graphics in standard word processing software. Prepares complex and detailed documents from a variety of input sources. Produces a wide range of format versions through complete knowledge of word processing programs. Edits and proofreads. May provide technical assistance to less-experienced personnel.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: AUDIOVISUAL PRODUCTION SPECIALIST II

SINS: 541810, 541910, 512110

Scope: Supports audiovisual productions by working with producers and directors on the design, installation, and positioning of sets and props. Evaluates material and advises speakers and presenters on media alternatives and equipment. May create multimedia productions and supervise the tape library's organization and maintenance. Supervises the delivery of audiovisual equipment for events, as well as equipment repair and the troubleshooting of equipment problems. Advises those planning

audiovisual programs on technical problems, such as acoustics, lighting, and program contents. Advises on planning and layout of physical facilities for audiovisual services. May supervise and train personnel in operating and maintaining audiovisual equipment.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: BUSINESS ANALYST I

SINS: 541611

Scope: Prepares and conducts business analyses and studies; needs assessments; requirements analysis and definition; and cost/benefit analyses in an effort to align business systems, solutions, and initiatives. Prepares forecasts and analyzes trends, reporting regulations and business conditions. Develops and analyzes metrics, performance measurements, requirements, reports and recommendations related to management, organizational structure, policy/procedures and business systems. Identifies potential business risks. Areas of focus include, but are not limited to business performance, business and economic case analysis, internal control and enterprise risk assessment.

Requirement: Associates Degree and 6 years of experience.

JOB TITLE: BUSINESS ANALYST II

SINS: 541611

Scope: Prepares and conducts business analyses and studies; needs assessments; requirements analysis and definition; and cost/benefit analyses in an effort to align business systems, solutions, and initiatives. Prepares forecasts and analyzes trends, reporting regulations and business conditions. Develops and analyzes metrics, performance measurements, requirements, reports and recommendations related to management, organizational structure, policy/procedures and business systems. Identifies potential business risks. Areas of focus include, but are not limited to business performance, business and economic case analysis, internal control and enterprise risk assessment.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: BUSINESS ANALYST III

SINS: 541611

Scope: Prepares and conducts business analyses and studies; needs assessments; requirements analysis and definition; and cost/benefit analyses in an effort to align business systems, solutions, and initiatives. Prepares forecasts and analyzes trends, reporting regulations and business conditions. Develops and analyzes metrics, performance measurements, requirements, reports and recommendations related to management, organizational structure, policy/procedures and business

systems. Identifies potential business risks. Areas of focus include, but are not limited to business performance, business and economic case analysis, internal control and enterprise risk assessment.

Requirement: Associates Degree and 10 years of experience.

JOB TITLE: COMPUTER PROGRAMMER II

SINS: 541810, 541910, 512110

Scope: Creates and maintains operating systems, communications software, database packages, compilers, assemblers, and utility programs. Modifies existing software, and creates special-purpose software to ensure efficiency and integrity between systems and applications.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: CONFERENCE/TRADE SHOW/EVENT PLANNER II

SINS: 541810, 541910, 512110

Scope: Coordinates with the client to determine specific goals and objectives in planning conferences, trade shows, and events. Prepares the event budget and tracks conference spending. Markets the facilitation package; locates the site; and plans and coordinates the speakers, materials, vendors, on-site points of contact, equipment, meals, etc. Oversees all or some event activities on-site, ensuring there is adequate staff support for each. Contacts attendees and sends all necessary conference materials. Coordinates with other departments, including graphics, to design and prepare event materials including name badges, certificates, etc.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: CONTENT SUBJECT MATTER EXPERT I

SINS: 611430

Scope: Provides subject matter expertise relating to instructor-led training, web-based training, education courses, course development and test administration, learning management, and internships.

Requirement: Associates Degree and 6 years of experience.

JOB TITLE: CONTENT SUBJECT MATTER EXPERT II

SINS: 611430, 541611

Scope: Provides subject matter expertise relating to instructor-led training, web-based training, education courses, course development and test administration, learning management, and internships.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: CONTENT SUBJECT MATTER EXPERT III

SINS: 611430

Scope: Provides subject matter expertise relating to instructor-led training, web-based training, education courses, course development and test administration, learning management, and internships.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: COST ANALYST II

SINS: 541611

Scope: Satisfies all cost analysis activities. Capable of leading a team of cost/junior cost analysts. Ensures that all task requirements have been satisfied. Responsible for reporting on the status of cost analysts and estimating activities to the Program Manager. Must be knowledgeable of common investment analysis practices, including Life Cycle Cost Estimating, Cost Benefit Analysis, Cost Effectiveness Analysis, and Business Case Analysis. Must have understanding of the OMB and DoD cost-estimating circulars, including OMB A-11, OMB A-76, OMB A-94 and DoD 5000. May also have knowledge of cost-estimating tools such as SEER, ACE-IT or their methodologies.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: ENGINEER/SCIENTIST I

SINS: 541330ENG, 541715

Scope: Supports engineering efforts that provide engineering, technical, and managerial direction for problem definition, analysis, requirement development, and implementation of complex systems in the engineering discipline required to meet technical requirements. Participates in efforts that develop recommendations and advice on system development, improvements, optimization, or support efforts.

Requirement: Associates Degree and 6 years of experience.

JOB TITLE: ENGINEER/SCIENTIST III

SINS: 541330ENG, 541715

Scope: Leads engineering efforts and supervises engineering staff participating in such efforts. Provides engineering, technical, and managerial direction for problem definition, analysis, requirement

development, and implementation of complex systems in the engineering discipline required to meet technical requirements. Makes recommendations and advises on system development, improvements, optimization, or support efforts. Performs risk assessments and analyses employing modeling and simulation techniques.

Requirement: Associates Degree and 10 years of experience.

JOB TITLE: FINANCE ANALYST II

SINS: 554

Scope: Serves as a member of a group of analysts who are working in concert to systematically integrate business, cost-estimating, and financial management processes to ensure the efficient stewardship of public funds. Must be able to support the formulation of strategic financial plans, prepare cost estimates, and correlate financing requirements into executable budgets. Possesses through knowledge of the allocation, execution, and administration of approved budgets. Must be able to assess products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Must be able to grasp interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems concurrently or later. Ensures that tasks are completed in the client's specified time frame and assists with preparing milestone status reports and presentations for colleagues, subordinates, and end-user representatives. Should be familiar with activity-based costing, business case analysis, and outsourcing requirements.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: GRAPHIC ARTIST I

SINS: 611430, 611430

Scope: Renders, revises, and finalizes graphic sketches, designs, animation, and copy layouts for multimedia and print content. Determines size and arrangement of illustrative material and copy; selects style and size of type; and arranges layout based upon available space, knowledge of layout principles, and visual design principles.

Requirement: Associates Degree and 6 years of experience.

JOB TITLE: GRAPHIC ARTIST III

SINS: 611430

Scope: Renders, revises, and finalizes graphic sketches, designs, animation, and copy layouts for multimedia and print content. Determines size and arrangement of illustrative material and copy;

selects style and size of type; and arranges layout based upon available space, knowledge of layout principles, and visual design principles.

Requirement: Associates Degree and 10 years of experience.

JOB TITLE: INSTRUCTIONAL SYSTEM DESIGNER I

SINS: 611430

Scope: Conducts training analysis; designs and develops training curricula; designs and develops multimedia and web storyboards and training; and measures and evaluates the training's effectiveness.

Requirement: Associates Degree and 6 years of experience.

JOB TITLE: INSTRUCTIONAL SYSTEM DESIGNER III

SINS: 611430

Scope: Conducts training analysis; designs and develops training curricula; designs and develops multimedia and web storyboards and training; and measures and evaluates the training's effectiveness.

Requirement: Associates Degree and 10 years of experience.

JOB TITLE: LEARNING STRATEGY CONSULTANT II

SINS: 541330ENG, 541715

Scope: Develops and revises training courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids). Prepares all material (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: MANAGEMENT ANALYST I

SINS: 541611

Scope: Possesses knowledge, some experience, and capabilities in the development of solutions, recommendations, or outcomes across multiple tasks and organizations. Supports the development of solutions to address an organization's challenges. Supports project objectives and helps assess the

impact of industry trends, policy, or standard methodologies. Conducts activities to support the project team's objectives. Works closely with senior Management Consultants or Task Leads.

Requirement: Associates Degree and 6 years of experience.

JOB TITLE: MANAGEMENT ANALYST II

SINS: 541611

Scope: Possesses demonstrated knowledge, experience, and ability in the development of solutions, recommendations, or outcomes across multiple complex tasks and organizations. Evaluates options in the context of project objectives and contributes to the implementation of strategic direction. Supports project objectives through activities such as conducting interviews, gathering data, and developing recommendations in support of project objectives. Directs the activities of Management Analysts or other staff as necessary.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: MANAGEMENT ANALYST III

SINS: 541330ENG, 541611, 541715

Scope: Senior expert that possesses demonstrated knowledge, extensive experience in the development of solutions, recommendations, or outcomes across multiple complex tasks in multiple organizations. Defines project objectives and strategic direction. Is responsible for providing leadership and vision to clients and project teams and is a key facilitator between multiple teams to achieve objectives of complex efforts. Directs the activities of more junior Management Consultants or other staff as necessary.

Requirement: Associates Degree and 10 years of experience.

JOB TITLE: MEDIA RELATIONS SPECIALIST II

SINS: 541810, 541910, 512110

Scope: Develops the content and production of materials and communications, including but not limited to press releases, articles, brochures, and presentation materials. Plans marketing programs, events, and conferences for clients. Researches media markets as necessary, recommends marketing and communications strategies, and establishes publicity and promotion tactics. Directs the maintenance and improvement of client websites and develops new features for using web technology. Coordinates with the appropriate SMEs for the review and development of proposed communications. Acts as an advisor to clients on issues dealing with marketing and communications.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: MEDIA/MARKETING TECHNOLOGY SPECIALIST II

SINS: 541810, 541910, 512110

Scope: Develops the content and production of materials and communications, including but not limited to press releases, articles, brochures, and presentation materials. Plans marketing programs, events, and conferences for clients. Researches media markets as necessary; recommends marketing and communications strategies; and establishes publicity and promotion tactics. Directs the maintenance and improvement of client websites and develops new features for using web technology. Coordinates with the appropriate SMEs to review and develop proposed communications. Acts as an advisor to clients on issues dealing with marketing and communications.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: ORGANIZATIONAL PERFORMANCE CONSULTANT II

SINS: 541330ENG, 541715

Scope: Supports tasks related to organization analysis, development of operating procedures, training needs assessment, and training.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: PROCESS IMPROVEMENT ANALYST I

SINS: 541611

Scope: Guides and assists clients through a wide range of management, organizational, and business improvement and modernization initiatives by applying continuous process improvement strategies, methodologies and principles. Develops business methods for problem solving, process change, and solutions implementation ensuring enterprise-wide integration. Identifies best practices; assesses performance measurement; and researches, collects, and verifies data and translates it into strategic and operational guidance. Provides group facilitation, interviewing, training, and other forms of knowledge transfer. Areas of focus include, but are not limited to identifying and eliminating duplication; outsourcing opportunities; streamlining; centralizing; business transformation; business process redesign and modeling; quality improvement; and lean six sigma.

Requirement: Associates Degree and 6 years of experience.

JOB TITLE: PROCESS IMPROVEMENT ANALYST II

SINS: 541611

Scope: Guides and assists clients through a wide range of management, organizational, and business improvement and modernization initiatives by applying continuous process improvement strategies, methodologies and principles. Develops business methods for problem solving, process change, and solutions implementation ensuring enterprise-wide integration. Identifies best practices; assesses performance measurement; and researches, collects, and verifies data and translates it into strategic and operational guidance. Provides group facilitation, interviewing, training, and other forms of knowledge transfer. Areas of focus include, but are not limited to identifying and eliminating duplication; outsourcing opportunities; streamlining; centralizing; business transformation; business process redesign and modeling; quality improvement; and lean six sigma.

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JOB TITLE: PROCESS IMPROVEMENT ANALYST III

SINS: 541611

Scope: Guides and assists clients through a wide range of management, organizational, and business improvement and modernization initiatives by applying continuous process improvement strategies, methodologies and principles. Develops business methods for problem solving, process change, and solutions implementation ensuring enterprise-wide integration. Identifies best practices; assesses performance measurement; and researches, collects, and verifies data and translates it into strategic and operational guidance. Provides group facilitation, interviewing, training, and other forms of knowledge transfer. Areas of focus include, but are not limited to identifying and eliminating duplication; outsourcing opportunities; streamlining; centralizing; business transformation; business process redesign and modeling; quality improvement; and lean six sigma.

Requirement: Associates Degree and 10 years of experience.

JOB TITLE: PROCUREMENT ANALYST II

SINS: 541611

Scope: Develops Acquisition Plans and other procurement justification and approval documentation. Develops Source Selection Plans, including development of evaluation criteria, contract line item structures, statements of work, task statements, contract modifications, and contract correspondence. Performs contract administration.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: PROGRAM MANAGER I

SINS: 541611

Scope: Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support an effort. Establishes and alters (as necessary) the corporate management structure to direct effective contract support activities. Crafts and enforces quality control programs.

Requirement: Associates Degree and 6 years of experience.

JOB TITLE: PROGRAM MANAGER II

SINS: 541810, 541910, 512110, 541330ENG, 611430, 541611

Scope: Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) the corporate management structure to direct effective contract support activities.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: PROGRAM MANAGER III

SINS: 541611

Scope: Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support an effort. Establishes and alters (as necessary) the corporate management structure to direct effective contract support activities. Crafts and enforces quality control programs.

Requirement: Associates Degree and 10 years of experience.

JOB TITLE: PROGRAMMER/MULTIMEDIA DEVELOPER I

SINS: 611430

Scope: Provides programming and multimedia support for training projects, including authoring content in various authoring languages.

Requirement: Associates Degree and 6 years of experience.

JOB TITLE: PROGRAMMER/MULTI-MEDIA DEVELOPER III

SINS: 611430

Scope: Provides programming and multimedia support for training projects, including authoring content in various authoring languages.

Requirement: Associates Degree and 10 years of experience.

JOB TITLE: PROJECT MANAGER I

SINS: 541810, 541910, 512110, 541330ENG, 611430, 541611, 541715

Scope: Serves as the contractor's contract manager, and shall be the contractor's authorized interface with the government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel, and customer agency representatives. Responsible for formulating and enforcing work standards; assigning contractor schedules; reviewing work discrepancies; supervising contractor personnel; and communicating organization policies, purposes, and goals to subordinates. Shall be responsible for the overall contract performance and shall not serve in any other capacity.

Requirement: Associates Degree and 6 years of experience.

JOB TITLE: PROJECT MANAGER II

SINS: 541611

Scope: Under the guidance of the Program Manager, is responsible for the overall management of the specific task order(s) and ensuring that the technical and financial solutions and schedules in the specific delivery orders are implemented in a timely manner. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates competent writing and oral communication skills. Ensures the delivery of quality products and services.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: PROJECT MANAGER III

SINS: 541810, 541910, 512110, 541611, 611430, 541715

Scope: Monitors each task and keeps the Program Manager abreast of all problems and accomplishments. Anticipates problems and works to mitigate them. As a team or project leader, provides technical direction for the complete systems development effort. May serve as a technical authority for a design area. As a staff specialist or consultant, resolves unique and unyielding systems problems using new technology. Can complete tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates. Interacts with government management

personnel. Reports in writing and orally to contractor management and government representatives, including the government contracting office.

Requirement: Associates Degree and 10 years of experience.

JOB TITLE: PUBLIC RELATIONS SPECIALIST II

SINS: 541810, 541910, 512110

Scope: Supports the planning and coordination of public relations events and activities to support the mission, objectives, and goals of the client's organization. Plans, prepares, and disseminates publicity concerning the client's organization through newspapers, periodicals, and audiovisual communications media, including the Internet. Assists in the development and implementation of public relations and communications plans. Accomplishes assigned duties through written communications, speeches, and personal contact. Performs assignments in specialized areas of public relations activities such as press, radio, and TV relations; tradeshow public relations; and community relations.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: QUALITY ASSURANCE SPECIALIST II

SINS: 541810, 541910, 512110, 541330ENG, 611430, 541611

Scope: Plans, develops, and administers quality policies covering organization-wide areas or key contracts. Oversees the work of staff, which includes management and senior-level professionals. Analyzes organizational procedures and work instructions, and develops feasible alternatives based on thorough research and analysis. Leads test-suite-based efforts to ensure specifications and standards compliance. Conducts interviews and audits to retrieve essential quality information. Collects, compiles, and assembles quality records for analytical documents and reports.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: RESEARCH ANALYST I

SINS: 541330ENG, 541611, 611430, 541715

Scope: Performs analysis applying appropriate scientific and engineering processes and modeling techniques to the lifecycle development of systems. Performs analyses and trade-off studies related to operational issues and reviews test plans to ensure that MOEs address operational requirements. Reviews plans for system integration, operation, and maintenance and assists with developing training for operational personnel.

Requirement: Associates Degree and 6 years of experience.

JOB TITLE: RESEARCH ANALYST II

SINS: 541810, 541910, 512110

Scope: Coordinates and conducts research initiatives, developing an innovative market positioning strategy that meets client requirements and industry standards. Builds relationships with technical experts in academia and contracts assistance when required. Meets with the client regularly to discuss performance, propose initiatives, and establish priorities.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: RESEARCH ANALYST III

SINS: 541330ENG, 541611, 541715

Scope: Provides supervision to analysts and performs analyses applying appropriate scientific and engineering processes and modeling techniques to the lifecycle development of systems. Performs analyses and trade-off studies related to operational issues and reviews test plans to ensure MOEs address operational requirements. Reviews plans for system integration, operation, and maintenance and assists with developing training for operational personnel. Applies the operations research methodology to defining and formulating economic analyses and related benefit, cost, and risk studies.

Requirement: Associates Degree and 10 years of experience.

JOB TITLE: STRATEGY CONSULTANT I

SINS: 541611

Scope: Possesses knowledge, some experience, and capabilities in the development of solutions, recommendations, or outcomes across multiple tasks and organizations. Supports the development of solutions to address an organization's challenges. Supports project objectives and helps assess the impact of industry trends, policy, or standard methodologies. Conducts activities in support of the project team's objectives. Works closely with senior Management Consultants or Task Leads.

Requirement: Associates Degree and 6 years of experience.

JOB TITLE: STRATEGY CONSULTANT III

SINS: 541330ENG

Scope: Senior expert that possesses demonstrated knowledge and extensive experience in the development of solutions, recommendations, or outcomes across multiple complex tasks in multiple organizations. Defines project objectives and strategic direction. Provides leadership and vision to client and project teams and serves as a key facilitator between multiple teams to achieve objectives of

complex efforts. Directs the activities of more junior Management Consultants or other staff as necessary.

Requirement: Associates Degree and 10 years of experience.

JOB TITLE: SUBJECT MATTER EXPERT I

SINS: 541611

Scope: Provides subject matter expertise relating to management or strategy consulting, including research, evaluations, studies, analyses, scenarios and simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services.

Requirement: Associates Degree and 6 years of experience.

JOB TITLE: SUBJECT MATTER EXPERT II

SINS: 541611 512110

Scope: Implements strategy dictating marketing direction and management of support services in a specified field. Meets with the client regularly to discuss performance, propose initiatives, and establish priorities.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: SUBJECT MATTER EXPERT III

SINS: 541611

Scope: Provides subject matter expertise relating to management or strategy consulting, including research, evaluations, studies, analyses, scenarios and simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services.

Requirement: Associates Degree and 10 years of experience.

JOB TITLE: SYSTEMS ANALYST I

SINS: 541611

Scope: Applies developed skills and knowledge of techniques in a specific professional, scientific/engineering, or technical area. Analyzes, evaluates, and makes recommendations as part of a team or under supervision of senior personnel.

Requirement: Associates Degree and 6 years of experience.

JOB TITLE: SYSTEMS ANALYST II

SINS: 541611

Scope: Leads small teams of analysts in optimizing and automating complex business practices given deadlines and milestones specified by the client. Capable of gathering user requirements and translating them into workable, automated solutions. Familiar with database architectures, object-oriented design, and systems implementation. Must be able to assess products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Must have understanding of all stages of a project's life cycle, including the creation of schedules, requirements documents, system designs and specifications, and project status reports.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: TECHNICAL WRITER/EDITOR II

SINS: 541810, 541910, 512110, 611430, 541611

Scope: Edits and writes technical materials, such as training manuals, appendices, or operating and maintenance instructions. May assist in layout work.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: TEST/EVALUATION SPECIALIST II

SINS: 541330ENG, 611430, 541715

Scope: Analyzes tasks and engineering data to develop testing criteria and uses these criteria to develop performance-based testing instruments which measure students' learning and ability to perform the task. Designs and implements test reliability and CBT courseware validity studies. Develops and writes validation reports. Familiar with the use and application of off-the-shelf tools. Applies concentrated and diversified knowledge of an advanced nature in broad assignment areas. Has ability to analyze and interpret statistical data. May supervise a group concerned with various testing and assessment activities.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: TRAINING SOFTWARE ARCHITECT II

SINS: 611430

Scope: Provides subject matter expertise to support all types of training development projects, including systems design, selection, development, integration, and support.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: VIDEOGRAPHER II

SINS: 541810, 541910, 512110

Scope: Sets up and operates video cameras and related audio, lighting, and recording equipment used in instructional systems and incorporates interactive video disk technology. Performs off-line video editing. Advises the producer/director regarding shot composition and assists in post-production shot selection. Accomplishes off-line video narrative, editing, special effects, and animation along with quality control of off-line video tape. May develop computer graphics.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: VISUAL COMMUNICATIONS/GRAPHICS SPECIALIST II

SINS: 541810, 541910, 512110

Scope: Assists the design team lead in establishing conceptual and stylistic direction for the team's work. Designs materials and approves other designers' work. Possesses specialized skills in web, multimedia, or video. Has expertise in using design software and pre-press production. Meets with client as necessary.

Requirement: Associates Degree and 9 years of experience.

LABOR CATEGORY DESCRIPTIONS & REQUIREMENTS for those under SIN 54151S

Experience Substitutions for SIN 54151S Labor Categories

Bachelors	Associates degree plus 2 years' experience
Masters	Bachelors degree plus 2 years of experience, or Associates degree plus 4 years experience
PhD/Doctorate	Masters degree plus 2 years experience, or Bachelors degree plus 4 years experience, or Associates degree plus 8 years experience.
Certification(s)	Certification(s) related to the business management and the technology is equivalent to 4 years of experience or education requirement

The years of experience substituted may be used to satisfy education requirements. Completion of higher education which has not yet resulted in a degree may be counted as one-for-one years of experience for each year of higher education and may be used to satisfy education requirements.

PROGRAM MANAGER

Functional Responsibility: Acts as the overall lead, manager, and administrator for the contract effort. Serves as the primary interface and point of contact with Government program authorities and representatives on technical and program/project issues. Supervises program/project operations by developing procedures; planning and directing execution of the technical, programming, maintenance, and administrative support effort; and monitoring and reporting progress. Manages acquisition and employment of program/project resources. Manages and controls financial and administrative aspects of the program/project with respect to contract requirements.

Minimum Education & Experience: Master's degree and 8 years of experience

PROJECT MANAGER

Functional Responsibility: Acts as the overall system engineer, technical manager, and administrator for one or more delivery orders. Serves as the primary interface and point of contact with the Government program authorities and representatives on technical program/project issues. Supervises program/project operations by developing systems engineering and management procedures, planning and directing execution of the engineering and technical effort, and monitoring and reporting progress. Manages acquisition and employment of the program/project resources. Manages and controls financial and administrative aspects of the program/project with respect to delivery order requirements.

Minimum Education & Experience: A Bachelor's degree and 8 years of experience

SENIOR COMPUTER SCIENTIST

Functional Responsibility: Applies knowledge of computer science concepts and techniques to develop and apply automated solutions to engineering, scientific, or business data acquisition and management problems. Uses scientific and engineering logic to independently identify conceptual or theoretical solutions to problems of computer hardware or software design and operation. Develops alternative approaches to design, test, and evaluation techniques for solving automation problems, and evaluates and recommends that which will provide the optimum solution, balancing specific project needs with economic constraints. Uses micro, mini, and mainframe computer systems in addressing project objectives. Formulates architectural design, functional specification, interfaces, and documentation of computer systems considering system interrelationships, operating modes, and equipment configurations. Is responsible for developing project plans, justifications, guidelines, and controls.

Minimum Education & Experience: A Bachelor's degree and 8 years of experience

COMPUTER SCIENTIST

Functional Responsibility: Applies knowledge of computer science concepts and techniques to develop and apply automated solutions to engineering, scientific, or business data acquisition and management problems. Uses scientific and engineering logic to independently identify conceptual or theoretical solutions to problems of computer hardware or software design and operation. Develops alternative approaches to design, testing, and evaluation techniques for solving automation problems, and evaluates and recommends that which will provide the optimum solution, balancing specific project needs with economic constraints. Uses micro, mini, and mainframe computer systems in addressing project objectives. Formulates architectural design, functional specification, interfaces, and documentation of computer systems considering system interrelationships, operating modes, and equipment configurations. Is responsible for

segments or phases of broader more complex projects.

Minimum Education & Experience: A Bachelor's degree and 6 years of experience

SENIOR DATABASE ADMINISTRATOR

Functional Responsibility: Applies knowledge of computer science concepts and techniques in the design, development, installation, maintenance, and management of relational databases to satisfy engineering, scientific, or business data acquisition and management. Develops and maintains necessary public synonyms, database links, and user access controls. Provides database tuning and monitoring to ensure effective and efficient data access to include comparison of performance ratios; tuning of memory configuration, disk I/O, application software; design and maintenance of the physical layout of the databases; and calculation of disk space requirements for database tables and indexes. Is responsible for developing project plans, justifications, guidelines, and controls.

Minimum Education & Experience: A Bachelor's degree and 8 years of experience

DATABASE ADMINISTRATOR

Functional Responsibility: Applies knowledge of computer science concepts and techniques in the design, development, installation, maintenance, and management of relational databases to satisfy engineering, scientific, or business data acquisition and management. Develops and maintains necessary public synonyms, database links, and user access controls. Provides database tuning and monitoring to ensure effective and efficient data access to include comparison of performance ratios; tuning of memory configuration, disk I/O, and application software; design and maintenance of the physical layout of the databases; and calculation of disk space requirements for database tables and indexes. Is responsible for segments or phases of broader, more complex projects.

Minimum Education & Experience: A Bachelor's degree and 4 years of experience

JUNIOR DATABASE ADMINISTRATOR

Functional Responsibility: Applies knowledge of computer science concepts and techniques in the design, development, installation, and maintenance of relational databases to satisfy engineering, scientific, or business data acquisition and management. Develops and maintains necessary public synonyms, database links, and user access controls. Provides database tuning and monitoring to ensure effective and efficient data access to include comparison of performance ratios; tuning of memory, configuration, disk I/O, and application software; design and maintenance of the physical layout of the databases and calculation of disk space requirements for database tables and indexes.

Minimum Education & Experience: A Bachelor's degree and 2 years of experience

SENIOR COMPUTER SPECIALIST/PROGRAMMER

Functional Responsibility: Applies knowledge of computer science principles, information management principles, data processing functions, IT hardware and software systems structures and operations, and computer programming languages and techniques to solve automation problems. Addresses scientific, engineering, or business objectives by writing, modifying, or adapting computer programs in machine level, assembly, and third or fourth generation programming languages. Uses minicomputer and mainframe computer systems in addressing project objectives. Uses standard, unconventional, and original mathematical, algorithmic, and programmatic approaches to define, plan, organize, design, develop, modify, test, and integrate database or data processing systems, computer hardware

systems, and simulation models. Formulates architectural design, functional specification, interfaces, and documentation of hardware or software systems considering system interrelationships, operating modes, and software or equipment configurations. Researches unconventional applications of software and operating systems in designing and developing new methodologies, signification modifications, or adaptations of standardized techniques. Is responsible for developing project plans, guidelines, and controls.

Minimum Education & Experience: A Bachelor's degree and 6 years of experience

COMPUTER SPECIALIST/PROGRAMMER

Functional Responsibility: Applies knowledge of computer science principles, information management principles, data processing functions, IT hardware and software systems structures and operations, and computer programming languages and techniques to solve automation problems. Applies scientific, engineering, or business objectives by writing, modifying, or adapting computer programs in machine level, assembly, and third or fourth generation programming languages. Uses minicomputer and mainframe computer systems in addressing project objectives. Uses standard or conventional approaches to define, plan, organize, design, develop, modify, test and integrate database or data processing systems, computer hardware systems, and simulation models. Assists in formulating architectural design, functional specification, interfaces and documentation of hardware or software systems. Uses detailed specifications and adapts standardized techniques, methods, criteria, and precedents to develop or modify portions of a system or program. Responsible for segments or phases of broader, more complex projects.

Minimum Education & Experience: A Bachelor's degree 3 years of experience

JUNIOR COMPUTER SPECIALIST/PROGRAMMER

Functional Responsibility: Applies knowledge of computer science principles, information management principles, data processing functions, IT hardware and software systems structures and operations, and computer programming languages and techniques to solve automation problems. Applies scientific, engineering, or business objectives by writing, modifying, or adapting computer programs in machine level, assembly, and third or fourth generation programming languages. Uses microcomputer and mainframe computer systems in addressing project objectives. Uses standard or conventional approaches to define, plan, organize, design, develop, modify, test, and integrate database or data processing systems, computer hardware systems, and simulation models. Assists in formulating architectural design, functional specification, interfaces, and documentation of hardware or software systems. Uses detailed specifications and adapts standardized techniques, methods, criteria, and precedents to develop or modify portions of a system or program.

Minimum Education & Experience: A Bachelor's degree and 0 years of experience.

SENIOR SYSTEMS ANALYST

Functional Responsibility: Applies logical analyses or test and evaluation on all programs within the contractual scope. Performs comprehensive analyses of hardware/software concepts, designs, and test requirements. Reviews, analyzes, integrates, and conducts test and evaluation of Contractor, or Government-generated source data and develops interim documentation. Performs system concept formulation, system design analysis, and subsystems design analysis. Develops project plans, guidelines, and controls.

Minimum Education & Experience: A Bachelor's degree and 6 years of experience

SYSTEMS ANALYST

Functional Responsibility: Applies logical analyses or test and evaluation on all programs within the contractual scope. Performs comprehensive analyses of hardware/software concepts, designs, and test requirements. Reviews, analyzes, integrates, and conducts test and evaluation of Contractor or Government-generated source data and develops interim documentation. Performs system concept formulation, system design analysis, and subsystems design analysis. Is responsible for segments or phases of broader, more complex projects.

Minimum Education & Experience: A Bachelor's degree and 4 years of experience

JUNIOR SYSTEMS ANALYST

Functional Responsibility: Applies logical analyses or test and evaluation on all programs within the contractual scope. Performs comprehensive analyses of hardware/software concepts, designs, and test requirements. Reviews, analyzes, integrates, and conducts test and evaluation of Contractor or Government-generated source data and develops interim documentation. Performs system concept formulation, system design analysis, and subsystems design analysis.

Minimum Education & Experience: A Bachelor's degree and 0 years of experience.

SENIOR SYSTEMS ENGINEER

Functional Responsibility: Applies systems engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate automated systems; reviews and prepares systems engineering and technical analyses, reports, change proposals, and other technical documentation. Applies systems engineering experience to perform functions such as system integration, configuration management, quality assurance testing, or acquisition and resource management. Analyzes, designs, develops, implements, tests, or evaluates automated data processing software related to engineering or functional requirements of automated systems, associated support systems, or management information systems.

Minimum Education & Experience: A Bachelor's degree and 8 years of experience

SYSTEMS ENGINEER

Functional Responsibility: Applies systems engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate automated systems: reviews and prepares systems engineering and technical analyses, reports, change proposals, and other technical documentation. Applies systems engineering experience to perform functions such as system integration, configuration management, quality assurance testing, or acquisition and resource management. Analyzes, designs, develops, implements, tests, or evaluates automated data processing software related to engineering or functional requirements of automated systems, associated support systems, or management information systems.

Minimum Education & Experience: A Bachelor's degree and 4 years of experience

TECHNICAL WRITER/EDITOR

Functional Responsibility: Develops, drafts, revises, and edits reports, articles, manuals, specifications, presentation materials, and other technical documents, using rough outlines and materials. Interprets information obtained through research and provided by technical specialists. Applies knowledge of documentation content and format standards to prepare, edit, and publish technical materials.

Minimum Education & Experience: A high school diploma and 2 years of experience

SENIOR ENGINEER

Functional Responsibility: Applies engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate computer and telecommunications systems. Reviews and prepares engineering and technical analysis reports, change proposals, and other technical documentation. Applies engineering principles to perform functions such as computer system architecture design, computer system integration, computer and telecommunications configuration management, and quality assurance testing. Analyzes, designs, develops, implements, and tests automated data processing software related to engineering or functional requirements of computer and telecommunications systems and associated support systems. Is responsible for developing project plans, justifications, guidelines, and controls.

Minimum Education & Experience: A Bachelor's degree and 6 years of experience

ENGINEER

Functional Responsibility: Applies engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate computer and telecommunications systems. Reviews and prepares engineering and technical analysis reports, change proposals, and other technical documentation. Applies engineering principles to perform functions such as computer system architecture design, computer system integration, computer and telecommunications configuration management, and quality assurance testing. Analyzes, designs, develops, implements, and tests automated data processing software related to engineering or functional requirements of computer and telecommunications systems and associated support systems. Is responsible for segments or phases of broader, more complex projects.

Minimum Education & Experience: A Bachelor's degree and 3 years of experience

COMPUTER APPLICATIONS SPECIALIST

Functional Responsibility: Applies knowledge of IT functions, hardware and software systems operation, computer programming languages and techniques, and software applications products to produce technical or management information products. Uses standard database, spreadsheet, or document-producing software application programs on microcomputer, minicomputer, or mainframe computer systems; designs and formats databases and input screens. Searches, queries, or compiles data, creating reports or other documents to meet user requirements. Writes and debugs flowcharts, code, programs, or routines in fourth generation languages. Maintains and manages databases, files, and backups. Operates computer terminals, printers, plotters, and other peripheral hardware, entering commands and data required to control their operation. Prepares software change requests and trouble reports. May prepare user manuals and advise or train users on new software system operations.

Minimum Education & Experience: A high school diploma and 1 year of experience

GRAPHICS SPECIALIST

Functional Responsibility: Prepares formal technical drawings, graphics, and illustrations in support of IT development, operations, and support functions. Examples include: Internet Web development, AIS presentation view graphs and slides, training aids and training media, flowcharts, and other related material.

Minimum Education & Experience: A high school diploma and 2 years of experience

SENIOR NETWORK SPECIALIST

Functional Responsibility: Provides general network design and support services. Designs, evaluates, formulates the acquisition of, installs, and provides overall support for Local Area Networks (LANs) and Wide Area Networks (WANs). Performs project planning, cost analysis, and all aspects of large-scale projects. Designs, tests, and implements large-scale LAN and WAN networks.

Minimum Education & Experience: A Bachelor's degree and 6 years of experience

NETWORK SPECIALIST

Functional Responsibility: Provides general network design and support services. Designs, evaluates, formulates the acquisition of, installs, and provides overall support for LANs and WANs. Performs project planning, cost analysis, and all aspects of large-scale projects. Designs, tests and implements interface programs, develops security procedures, and regulates usage. Performs planning, cost analysis, and all aspects of large-scale projects. Designs, tests, and implements large-scale LAN and WAN network applications and troubleshoots problem areas. Coordinates network policy, procedures, and standards. Assists training of users. Designs, tests, and implements large scale LAN and WAN networks.

Minimum Education & Experience: A Bachelor's degree and 2 years of experience

PROJECT ANALYST

Functional Responsibility: Analyzes project requirements in the areas of business management, financial management, program scheduling, critical path analyses, support requirements, and performs other related analyst/management activities required for successful completion of the task. Conducts impact studies, cost/benefit analyses, dependency models, and project tracking methodologies to ensure the success and efficiency of the project.

Minimum Education & Experience: A Bachelor's degree and 2 years of experience

PROJECT ADMINISTRATOR

Functional Responsibility: Analyzes project requirements in the areas of business management, financial management, program scheduling, critical path analyses, support requirements, and performs other related analyst/management activities required for successful completion of the task. Conducts impact studies, cost/benefit analyses, dependency models, and project tracking methodologies to ensure the success and efficiency of the project.

Minimum Education & Experience: A Bachelor's degree and 0 years of experience.

QUALITY ASSURANCE SPECIALIST

Functional Responsibility: Meets with system users to understand usage profiles and user needs. Writes test plans for small systems, including plans for integration testing, system testing, stress testing, acceptance testing, and regression testing. Designs strategies and write scripts for automated testing of small programs. Writes, executes, and analyzes the results of test procedures. Writes test reports or problem reports indicating whether or not a test passed and, if necessary, give an analysis. Participates in reviews at any point in the software life cycle. For projects involving small systems, designs and implements the software configuration management process and problem reporting system. Helps implement a metrics system, i.e., a system that gathers various metrics on software and performance; help write a report on the metrics for the project.

Minimum Education & Experience: Bachelor's degree and 2 years of experience

SENIOR TRAINING SPECIALIST

Functional Responsibility: Develops training plans for end users on how to use the various software applications via hands-on, classroom training as well as one-on-one sessions for end users requiring individual attention. This process focuses on the specific functionality of each application yet goes on to include the synergies between applications. The trainer also identifies any changes to the system that have arisen from end user recommendations during the training process and assures that they are incorporated into the system blueprint. Conducts large group and one-on-one training and coaching sessions to educate users.

Minimum Education & Experience: Bachelor's degree and 4 years of related experience.

TRAINING SPECIALIST

Functional Responsibility: Educates end users on how to use the various software applications via hands-on, classroom training as well as one-on-one sessions for end users requiring individual attention. This process focuses on the specific functionality of each application yet goes on to include the synergies between applications. The trainer also identifies any changes to the system that have arisen from end user recommendations during the training process and assures that they are incorporated into the system blueprint.

Minimum Education & Experience: Bachelor's degree and 0 years of experience.

HELP DESK SPECIALIST

Functional Responsibility: Under limited supervision, provides end user support; resolves COTS and custom software, hardware, and network problems; operates and maintains a call tracking system; develops and publishes trend analyses.

Minimum Education & Experience: Bachelor's degree and 2 years of experience

WEB DESIGNER

Functional Responsibility: Responsible for Web media development including graphics, Web pages, and links. Is experienced in: CGI, Perl, HTML, VRML, Java, Web Servers, Internet/Intranet Applications, Cold Fusion, EC/EDI, and firewalls. Interfaces with customers to determine design, development, and hosting preferences. Builds Web-based applications based on customer specifications.

Minimum Education & Experience: Bachelor's degree and 3 years of experience

SOFTWARE SPECIALIST

Functional Responsibility: Has extensive knowledge of cognizant software applications with the ability to provide complete technical solutions. IT specialty areas may include but are not limited to: computer operations, IT systems management, telecommunications engineering, telecommunications systems design and development, IT user support, consultation, equipment installation and maintenance, software development, IT training and associated technical studies, hardware and software troubleshooting, testing, IT planning and analysis, and ADP and office automation support. Reviews and approves project and testing specifications.

Minimum Education & Experience: Bachelor's degree and 4 years of experience

SENIOR SOFTWARE DESIGNER

Functional Responsibility: Performs software planning, analysis, design, and/or development. Has in- depth knowledge of software development life cycle and development methodologies. Works directly with customers to determine needs; develops plans, designs, and development schedules; coordinates systems development. Is an expert in the use of appropriate software development tools and techniques.

Minimum Education & Experience: Bachelor's degree and 6 years of experience

SOFTWARE DESIGNER

Functional Responsibility: Performs software planning, analysis, design, and/or development. Has in- depth knowledge of software development life cycle and development methodologies. Is highly skilled in appropriate development tools and techniques.

Minimum Education & Experience: Bachelor's degree and 4 years of experience

JUNIOR SOFTWARE DESIGNER

Functional Responsibility: Supports software planning, analysis, design, and/or development.

Minimum Education & Experience: Bachelor's degree and 1 year of experience

ADMINISTRATIVE ASSISTANT

Functional Responsibility: Provides administrative/organizational support, including but not limited to phone operation, filing, data entry, etc., to program/project management or other staff as designated.

Minimum Education & Experience: High school diploma and 1 year of experience

**Price List
(Contractor Site)**

Labor Category	GSA Price w/ IFF
Accounting Analyst II	\$92.70
Administrative/Clerical II	\$54.19
Audiovisual Production Specialist II	\$75.69
Business analyst I	\$78.06
Business analyst II	\$97.84
Business analyst III	\$105.84
Computer Programmer II	\$65.94
Conference/Trade Show/Event Planner II	\$71.68
Content Subject Matter Expert I	\$169.31
Content Subject Matter Expert II	\$182.49
Content Subject Matter Expert III	\$194.52
Cost Analyst II	\$105.80
Engineer/Scientist I	\$72.68
Engineer/Scientist III	\$94.70
Finance Analyst II	\$101.77
Graphic Artist I	\$36.03
Graphic Artist III	\$69.85
Instructional Systems Designer I	\$69.81
Instructional Systems Designer III	\$104.34
Learning Strategy Consultant II	\$159.22
Management analyst I	\$64.63
Management analyst II	\$96.22
Management analyst III	\$130.46
Media Relations Specialist II	\$85.02
Media/Marketing Technology Spec. II	\$119.18
Organizational Performance Consultant II	\$159.19
Process Improvement Analyst I	\$105.56
Process Improvement Analyst II	\$127.19

Process Improvement Analyst III	\$142.09
Procurement Analyst II	\$85.65
Program Manager I	\$130.08
Program Manager II	\$152.90
Program Manager III	\$197.49
Programmer /Multimedia Developer I	\$54.98
Programmer /Multimedia Developer III	\$75.04
Project Manager I	\$124.13
Project Manager II	\$148.12
Project Manager III	\$155.16
Public Relations Specialist II	\$103.51
Quality Assurance Specialist II	\$62.32
Research Analyst I	\$83.65
Research Analyst II	\$107.99
Research Analyst III	\$113.65
Strategy Consultant I	\$113.07
Strategy Consultant III	\$189.73
Subject Matter Expert I	\$169.53
Subject Matter Expert II	\$182.38
Subject Matter Expert III	\$194.46
Systems Analyst I	\$72.98
Systems Analyst II	\$97.38
Technical Writer/Editor II	\$52.56
Test/Evaluation Specialist II	\$102.23
Training Software Architect II	\$88.46
Videographer II	\$99.74
Visual Communications/Graphics Specialist II	\$130.75
Program Manager	\$172.59
Project Manager	\$117.07
Senior Computer Scientist	\$115.01
Computer Scientist	\$69.86
Senior Database Administrator	\$92.40

Database Administrator	\$75.38
Junior Database Administrator	\$61.37
Senior Computer Specialist / Programmer	\$91.04
Computer Specialist / Programmer	\$75.38
Junior Computer Specialist / Programmer	\$51.05
Senior Systems Analyst	\$95.58
Systems Analyst	\$90.94
Junior Systems Analyst	\$62.24
Senior Systems Engineer	\$102.94
Systems Engineer	\$80.89
Technical Writer/Editor	\$53.73
Senior Engineer	\$93.14
Engineer	\$67.39
Computer Applications Specialist	\$57.44
Graphics Specialist	\$55.13
Senior Network Specialist	\$111.53
Network Specialist	\$75.90
Project Analyst	\$83.43
Project Administrator	\$58.14
Quality Assurance Specialist	\$44.23
Senior Training Specialist	\$70.16
Training Specialist	\$49.40
Help Desk Specialist	\$52.46
Web Designer	\$85.13
Software Specialist	\$63.58
Senior Software Designer	\$85.13
Software Designer	\$69.32
Junior Software Designer	\$50.37
Administrative Assistant	\$62.56