

**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 for GSA Advantage! is:*  
<http://www.gsaadvantage.gov>

**SCHEDULE: MULTIPLE AWARD SCHEDULE (MAS)  
FEDERAL SUPPLY GROUP: Information Technology  
FSC/PSC: D399  
CONTRACT NUMBER: 47QTCA18D00JV**

**PERIOD COVERED BY CONTRACT:**  
September 4, 2018 – September 3, 2023

**CONTRACTOR:**  
Applied Engineering Management Corporation  
13880 Dulles Corner Lane, Suite 300  
Herndon, VA 20171  
(P) 703-464-7030 x 8017  
(F) 703-464-7035

Contractor's Administration Source:  
[maggie.pabustan@aemcorp.com](mailto:maggie.pabustan@aemcorp.com)

General Services Administration  
Management Services Center Acquisition Division  
Modification #**PS-A812**, dated **April 8, 2020**

**Business Size:** Other Than Small Business

**DUNS:** 076856074

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at  
<http://www.gsa.gov/schedules-ordering>.

## CONTRACTOR INFORMATION

### 1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

SIN	Recovery	SIN Description
54151S	54151SRC	Information Technology Professional Services
OLM	OLMRC	Order Level Materials

### 1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:

See attached Pricelist (Pages 33-35)

### 1c. HOURLY RATES (Services only): See attached Pricelist (Pages 33-35)

### 2. MAXIMUM ORDER\*: \$500,000

\*If the “best value” selection places your order over this Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned Contractor for a better price. The Contractor may (1) offer a new price for this requirement; (2) offer the lowest price available under this contract; or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the Schedule contract in accordance with FAR 8.404

### 3. MIMINUM ORDER: \$100

### 4. GEOGRAPHIC COVERAGE: Domestic and Overseas Delivery

### 5. POINT(S) OF PRODUCTION: United States

### 6. DISCOUNT FROM LIST PRICES: See attached Pricelist (Pages 33-35). Prices are net, discounts deducted.

### 7. QUANTITY DISCOUNT(S):

The Contractor provides a 1% discount for blanket purchase agreements up to \$250,000 apiece and a 2% discount for blanket purchase agreements over \$250,000 apiece.

### 8. PROMPT PAYMENT TERMS: 0%, Net 30 Days

### 9a. Government purchase cards *are accepted* at or below the micro-purchase threshold

### 9b. Government purchase cards *are accepted* above the micro-purchase threshold. Contact Contractor for information

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10. **FOREIGN ITEMS:** None
- 11a. **TIME OF DELIVERY:**  
To be negotiated at the task order level.
- 11b. **EXPEDITED DELIVERY:**  
To be negotiated at the task order level
- 11c. **OVERNIGHT AND 2-DAY DELIVERY:**  
To be negotiated at the task order level
- 11d. **URGENT REQUIREMENTS:**  
To be negotiated at the task order level
12. **FOB POINT:** Destination
- 13a. **ORDERING ADDRESS:**  
  
Applied Engineering Management Corporation  
13880 Dulles Corner Lane, Suite 300  
Herndon, VA 20171  
703-464-7030 x8017  
Fax: 703-464-7035  
maggie.pabustan@aemcorp.com
- 13b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in FAR 8.405-3
14. **PAYMENT ADDRESS:**  
Applied Engineering Management Corporation  
PO Box 1263  
Camarillo, CA 93011-1263
15. **WARRANTY PROVISION:** Contractor's Standard Commercial Warranty
16. **EXPORT PACKING CHARGES:** N/A
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:**  
Accepted at or below the micro-purchase threshold. Contact Contractor.
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18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE AND REPAIR (if applicable).** N/A
  19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A
  - 20a. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A
  - 20b. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A
  21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A
  22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A
  23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A
  - 24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
  - 24b. **Section 508 Compliance for EIT:** As applicable
  25. **DUNS NUMBER:** 076856074
  26. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Active

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY  
(IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)**

**\*\*\*NOTE:** *All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.*

**1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

**2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)**

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the Contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the Contractor. Incentives shall be based on objectively measurable tasks.

**3. ORDER**

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

**4. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is

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performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

**5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

- a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
  - (1) Cancel the stop-work order; or
  - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
  - (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
  - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- c. If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- d. If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

**6. INSPECTION OF SERVICES**

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS / COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I / OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

**7. RESPONSIBILITIES OF THE CONTRACTOR**

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The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

**8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

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

**9. INDEPENDENT CONTRACTOR**

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

**10. ORGANIZATIONAL CONFLICTS OF INTEREST**

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract. “Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, Subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor. An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

- b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and Subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

**11. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for IT/IAM Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

**12. PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders

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placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

- a. The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- b. The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
  - (1) The offeror;
  - (2) SubContractors; and/or
  - (3) Divisions, subsidiaries or affiliates of the offeror under a common control.

### **13. RESUMES**

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

### **14. INCIDENTAL SUPPORT COSTS**

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

### **15. APPROVAL OF SUBCONTRACTS**

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

### **16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING**

- a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 54151S Information Technology Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
- b. Pricing for all Information Technology Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

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## **LABOR CATEGORY DESCRIPTIONS**

### **Job Title: Senior Subject Matter Expert**

Functional Responsibility: Provide expert support, analysis and/or research into exceptionally complex problems and processes relating to the subject matter. Provide leadership to teams that apply advanced technical principles, theories, and concepts and provide innovative solutions. Translate subject matter terminology into business terms and recommend technical direction, interpretation and alternatives to senior management teams. Expertise is in a particular area of Information Technology or a specific functional area (e.g. Education, logistics, surveys, operations research, statistics, behavior and social science, humanities or other subject matter expertise mentioned in task order)

Minimum Education: Master's degree and 5 years or Bachelor degree and 10 years of experience.

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### **Job Title: Development Program Director**

Directs the development, integration and implementation of state-of-the-art software (such as Oracle or JAVA). Oversees initiatives from strategy and planning phase to the integration and deployment phase. Schedules and allocates work, develops and enforces work standards, provides quality assurance and configuration management, develops and reviews implementation, plans work schedules, and is responsible for the overall staffing, training, execution and performance issues.

Minimum Education: Bachelor Degree and 5 years related experience or 8 years related experience.

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### **Job Title: Development Program Manager**

Minimum/General Experience: Bachelor Degree and 5 years related experience or 10 years related experience.

Functional Responsibility: Improves business processes and supports critical business strategies by planning IT system modernization and quantitatively analyzes system concept options. Provides program level support, analysis, and documentation for the IT business structure and operations for all level of customers' needs. Provides program management and leadership for complete IT business systems including functional requirements definition, new/enhanced software module implementation, integration, testing, training and customer support. At the program level schedules and allocates work, develops and enforces work standards, plans work schedules, and is responsible for the overall staffing, training, execution and performance issues.

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### **Job Title: Senior Program Manager**

Minimum/General Experience: Excellent communication skills, interpersonal, organizational and analytical skills are required. Working knowledge of integrated software, project management software, and general word processing, spreadsheet, and database applications is required.

Functional Responsibility: Provide access to professional peer groups when it is necessary to obtain outside assistance or consulting. Provide technical, managerial, and administrative guidance for

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contracts, assuming the responsibility for cost, schedule, and performance. Provide necessary resource planning and allocation to complete programs or project milestones. Monitor contractual issues including completion of contractual requirements and milestones to ensure on time, quality service and deliverables. Provide supervision and leadership and review the work of assigned staff and/or contracts. Interface with customers, providing support for program management, engineering activities, and providing an avenue for contract growth. Provide analysis of customer system designs to determine compliance with specifications and standards. Provide supervision and leadership for multi-disciplinary teams for the investigation and resolution of system problems.

Minimum Education: Bachelor degree and four (4) years experience or the combination of training and eight (8) years experience.

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**Job Title: Program Manager**

Minimum/General Experience: Excellent communication skills, interpersonal, organizational and analytical skills are required. Working knowledge of integrated software, project management software, and general word processing, spreadsheet, and database applications is required.

Functional Responsibility: Provide technical and administrative guidance for completion of contracts and assume the responsibility for cost, schedule, and performance. Provide resource planning and implementation necessary for completion of program or project milestones. Monitor progress in meeting contractual requirements and milestones to ensure quality and on-time service and deliverables. Supervise, coordinate, and provide leadership to and review the work of assigned staff and/or contracts. Interface with customers to provide support for their engineering and program management activities. Provide analysis of customer system designs to determine compliance with specifications and standards. Provide supervision and leadership for multi-disciplinary teams for the investigation and resolution of system problems.

Minimum Education: Bachelor degree and two (2) years experience or the combination of training and six (6) years experience.

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**Job Title: QA Manager**

Minimum/General Experience: Excellent communication and analytical skills, working knowledge of several programming languages (i.e., C, C++, CLIPPER, ORACLE, INTERBASE, UNIX, VISUAL BASIC, NOTES, FORTRAN, COBOL, ADA, SYBASE, WINDOWS NT, POWER BUILDER, BSD/OS, DELPHI, FOXPRO, DBASE, etc.), computer systems, hardware configurations and integrated software application programs. Position requires the ability to investigate troubleshoot, and design solutions to problems in operational software and hardware interface.

Functional Responsibility: Review, analyze, and provide technical comments on specific programmatic materials in support of quality assurance. Oversee, train, and provide leadership for work teams in the accomplishment of goals and tasks to support specific projects. Provide supervision and leadership for multi-disciplinary teams for the investigation and resolution of system problems. Interface with customers on a regular basis to determine specific needs and requirements. Develop plans for detailed

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analysis of computer program code, documentation, and output to assure validity, consistency, and conformance to applicable standards. Design and execute computer program test cases, analyze output for validity and prepare written reports documenting the results. Coordinate the investigation and resolution of operational problems in conjunction with other computer, engineering, and technical personnel. Perform management level customer interface, including responsibility for contractual deliverables, development of responses to the requests for quotes and overall task execution. Develop required technical and management documentation in support of customer technical and programmatic reviews.

Minimum Education: Advanced degree or Bachelor degree and six (6) years experience or a combination of training and eight (8) years experience.

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**Job Title: Project Manager**

Minimum/General Experience: Excellent communication, interpersonal, organizational and analytical skills are required. Working knowledge of integrated software, project management, word-processing, spreadsheet, and data management applications are required.

Functional Responsibility: Oversee, train, and provide leadership for work teams in the accomplishment of goals and tasks to support specific projects. Provide supervision and leadership for multi-disciplinary teams for the investigation and resolution of system problems. Interface with customers on a regular basis to determine specific needs and requirements. Develop detailed staffing requirements, assignments and plans to meet completion date(s). Estimate resource requirements and schedule and assign work to meet performance requirements. Coordinate the investigation and resolution of operational problems in conjunction with other computer, engineering, and technical personnel. Perform management level customer interface, including responsibility for contractual deliverables, development of responses to the requests for quotes and overall task execution. Develop required technical and management documentation in support of customer technical and programmatic reviews.

Minimum Education: Bachelor degree and one (1) year experience or the combination of training and four (4) years experience.

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**Job Title: Senior Technical Analyst**

Compiles and analyzes data to solve complex technical problems using extensive knowledge of analytical techniques associated with state-of-the-art software development. Acts as team leader during phases of software development. Duties may include definition of functional requirements, operations research, graphic design, modeling, process analysis and design, establishing training curriculum, and providing daily supervision.

Minimum Education: Bachelor degree and 1 year related experience or 4 years related experience.

**Job Title: Senior Systems Analyst**

Minimum/General Experience: Excellent communications and analytical skills, working knowledge and extensive experience of several programming languages (i.e., C, C++, CLIPPER, ORACLE,

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INTERBASE, UNIX, VISUAL BASIC, NOTES, FORTRAN, COBOL, ADA, SYBASE, WINDOWS NT, POWER BUILDER, BSD/OS, DELPHI, FOXPRO, DBASE, etc.), computer systems, hardware, configurations and integrated software application programs. Position requires the ability to investigate, troubleshoot, and design solutions to problems in operational hardware and software.

**Functional Responsibility:** Lead teams in development or analysis of large-scale software projects, usually involving scientific application. Prepare software requirements, design, code, or documentation. Develop plans for detailed analysis of computer program code, documentation, and output to insure validity, consistency, and conformance to applicable standards. Design and execute computer program test cases, analyze output for validity, prepare written reports documenting results. Supervise, train, and evaluate junior level personnel. Direct on-site customer interface for software installation, testing, systems integration, programming, debugging, and other computer system tasks as needed. Comply with hardware and software system standards and procedures. Provide informal training in implementing software programs based on user requirements. Maintain liaison with outside hardware and software vendors for system upgrades and maintenance. Provide management and technical leadership to employee teams for assigned programs, projects, or contracts with overall responsibility for cost, schedule, technical scope, and employee performance. Develop, write, and submit technical reports for technical presentations and meetings, and customer briefings. Perform evaluations in the development, design, implementation, and maintenance of complex programs or systems.

**Minimum Education:** Bachelor degree and three (3) years experience or the combination of training and eight (8) years experience.

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**Job Title: Systems Analyst**

**Minimum/General Experience:** Excellent communications and analytical skills, working knowledge and extensive experience of several programming languages (i.e., C, C++, CLIPPER, ORACLE, INTERBASE, UNIX, VISUAL BASIC, NOTES, FORTRAN, COBOL, ADA, SYBASE, WINDOWS NT, POWER BUILDER, BSD/OS, DELPHI, FOXPRO, DBASE, etc.), computer systems, hardware, configurations and integrated software application programs. Position requires the ability to investigate, troubleshoot, and design solutions to problems in operational hardware and software.

**Functional Responsibility:** Prepare software requirements, design, code, or documentation. Develop plans for detailed analysis of computer program code, documentation, and output to insure validity, consistency, and conformance to applicable standards. Design and execute computer program test cases, analyze output for validity, prepare written reports documenting results. Direct on-site customer interface for software installation, testing, systems integration, programming, debugging, and other computer system tasks as needed. Comply with hardware and software system standards and procedures. Provide informal training in implementing software programs based on user requirements. Maintain liaison with outside hardware and software vendors for system upgrades and maintenance. Develop, write, and submit technical reports for technical presentations and meetings, and customer briefings. Perform evaluations in the development, design, implementation, and maintenance of complex programs or systems.

**Minimum Education:** Bachelor degree preferred, minimum of training in Computer Science, Business Administration, Engineering, or related field.

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**Job Title: Functional Applications Analyst**

Minimum/General Experience: Proficient in all phases of system lifecycle from requirements analysis through implementation, including management of design and development teams, systems accommodation of handicapped and special-needs users, requirements analysis, coding, testing, technical writing, graphics, training, and customer support and interface.

Functional Responsibility: Responsible for system documentation, customer support, and end-user training. Provide and document user manuals and hypertext for proprietary software products. Provide liaison between clients, developers, and software and hardware vendors. Define product requirements, test and install products, trains in use of those products, and provides follow-up support. Familiarity with Hardware and Software Platforms: PC/LAN/WAN; MS/DOS, Microsoft Windows, various relational databases, spreadsheets, word processing, graphics, and hypertext development tools, as well as proprietary products developed in C, C++, CLIPPER, ORACLE, INTERBASE, UNIX, VISUAL BASIC, NOTES, FORTRAN, COBOL, ADA, SYBASE, WINDOWS NT, POWER BUILDER, BSD/OS, DELPHI, FOXPRO, DBASE, etc.

Minimum Education: Bachelor degree and 2 years experience or training in relevant software applications or certification in relevant database or application and 5 years related experience.

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**Job Title: Senior Business Analyst**

Minimum/General Experience: Good written communication skills; working knowledge of integrated software applications and word-processing, spreadsheet, and data management skills; organizational skills and ability to perform detail-oriented work are required.

Functional Responsibility: Act as interface with internal and external technical teams and customers for purposes of planning, decision making, issue resolution, prioritization, and overall contract activity in the support and achievement of customer goals. Provide technical expertise to customers by applying specific program knowledge and/or subject matter expertise to execution of program management tasks. Maintain program documentation and coordinate with company and customer teams for strategies, plans, schedules, documentation, contract(s) modifications, technical instructions, procedures, and/or other similar materials. Be responsible for preparation of program correspondence, documentation, and reports. Create and maintain master files and schedules related to program history, execution and status for the life of the program (inception to disposal). Review, evaluate, and provide assessments of technical and non-technical program reports; research specific areas and prepare findings. Interface with internal and external program participants to coordinate overall activities to support customer goals.

Minimum Education: Bachelor degree and 7 years experience or specialized training in relevant software applications and/or technical certification in relevant database or application and 9 years experience.

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**Job Title: Business Systems Analyst**

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Functional Responsibility: Provides IT technical and subject matter expertise to customers. Applies knowledge and/or subject matter expertise for customer support. Responsibilities may include requirements, software installation support, testing, systems integration, programming, debugging, training and other computer system tasks as needed. Reviews, evaluates and provides assessment of technical and functional project reports.

Minimum Education/Experience: Bachelor degree and three (3) years experience or the combination of training and five (5) years related experience.

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**Job Title: Business Analyst**

Minimum/General Experience: Bachelor degree and three (3) years experience or the combination of training and five (5) years related experience.

Functional Responsibility: Provides IT technical and subject matter expertise to customers. Applies knowledge and/or subject matter expertise for purposes of planning, decision making, issue resolution and prioritization of project management tasks. Reviews, evaluates and provides assessment of technical and functional project reports.

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**Job Title: Principal Business Process Improvement and Reengineering Analyst**

Functional Responsibility: Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Facilitates process innovation, strategic planning and competitive analysis. Duties may include activity and data modeling, identifying best practices, and creating and assessing performance measurements. Specialized experience may include: facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods. Ability to present alternatives, make recommendations and provide assistance for resolving issues in the areas of planning, performance, and business process reengineering and/or improvement. Ability to lead multiple, cross-functional and/or cross-departmental projects and initiatives.

Minimum Education/Experience: Bachelor degree, and CMMI/EVM certification or Lean professional or other business process improvement/reengineering certification, and 10 years business process improvement experience.

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**Job Title: Senior Business Process Improvement and Reengineering Analyst**

Functional Responsibility: Applies process improvements and reengineering methodologies and principles to support process modernization projects. Assists in facilitating process innovation, strategic planning and competitive analysis. Duties may include assisting with activity and data modeling, identifying best practices, and creating and assessing performance measurements. Specialized experience may include: facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development

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methods. Provides recommendations for resolving issues in the areas of planning, performance, and business process reengineering and/or improvement. Develops solutions to critical business issues.

Minimum Education/Experience: Bachelor degree, and Intermediate CMMI or EVM certification or Lean professional or other business process improvement/reengineering certification, and 5 years business process improvement experience.

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**Job Title: Business Process Improvement and Reengineering Analyst**

Functional Responsibility: Assists in the analysis of process innovation and modernization. Duties may include documenting best practices, assisting with assessing performance measurements, supporting process reengineering across all project phases, change management, supporting organizational development and system development methods. Provides assistance for resolving issues in the areas of planning, performance, and business process reengineering and/or improvement.

Minimum Education/Experience: Bachelor degree, Intermediate CMMI or EVM certification or Lean professional or other business process improvement/reengineering certification and 2 years business process improvement experience.

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**Job Title: Senior Process Engineer**

Minimum/General Experience: Experience can be substituted for advanced degree. Excellent communication and analytical skills, working knowledge of computers and software integration packages. Organizational skills and ability to perform detail-oriented work.

Functional Responsibility: Responsible for independent design, development, analysis, or review of technical tasks. Direct on-site/off-site customer interface for program guidance, testing, systems analysis, and other system related tasks as needed. Interface with customers on a regular basis to determine specific needs and requirements. Coordinate the investigation and resolution of operational problems in conjunction with other computer, engineering, and technical personnel. Conduct site visits and experimental investigations and analyze engineering problems, proposed solutions or alternatives, and provide recommendations. Comply with engineering standards, procedures, and protocol. Develop, review, evaluate, and/or submit engineering studies. Prepare complete design specifications for the most complex projects. Coordinate and work closely with other engineering, logistics, financial, and program management disciplines to define system specifications and requirements.

Minimum Education: Advanced degree or Bachelor degree and six (6) years experience.

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**Job Title: Education Analyst**

Functional Responsibility: Experience in K-12 or higher education teaching, administration or program development. Participates in the review and analysis of education programs using quantitative research, qualitative research, and/or mixed-methods research Assists in the execution of performance

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frameworks and reviews. Assesses education policies and strategies. Assists with the development of education performance monitoring systems including data collection and analysis methods.

Minimum Education/Experience: PhD, Masters and 5 years or Bachelors and 8 years of experience.

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**Job Title: Survey Scientist**

Functional Responsibility: Experience in the experimental design and execution of surveys. Applies standard and established practices to the design and development of methods of data collection. Coordinates data collection efforts, analyzes, interprets, and summarizes data using statistical and/or methods, modeling and information technology techniques.

Minimum Education/Experience: Bachelors and training and/or coursework in design of experiments and/or survey instruments and 2 years related experience.

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**Job Title: Trainer/Document Specialist**

Minimum/General Experience: Must have excellent written communication skills. Requires working knowledge of word-processing and integrated software applications. The position requires organizational skills and ability to perform detail-oriented work.

Functional Responsibility: Provide software implementation, testing, and documentation. Work with technical personnel such as engineers and scientists, regarding editing and publication of various types of documents and reports, such as test plans, technical reports, and periodic publications. Oversee in-house production flow of technical publications. Track and monitor all documents from inception to distribution. Provide final document security check for all documents. Provide software and hardware training and technical support. Use appropriate computer hardware and software to support document publication. Establish "best" method for electronic storage and retrieval, and "best" ways to provide electronic format.

Minimum Education: Bachelor degree and 1 year experience or specialized training in Microsoft Office products or comparable products and 3 years related experience.

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**Job Title: Junior Trainer/Document Specialist**

Minimum/General Experience: Good working knowledge of software with supporting hardware that is being marketed or taught. Good interpersonal skills required.

Functional Responsibility: Install systems and train customer in the use of new or modified applications. Direct on-site customer interface for software installation, testing, systems integration, programming, debugging, and other computer system tasks as needed. Interface with internal functional teams and external customers for planning, prioritization, and issue resolution of overall activities in the support and achievement of customer goals. Review, analyze and provide technical comments on specific

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programmatic materials. Research and analyze hardware and software support problems and determine solution to problem. Debug and test codes, models, etc.

Minimum Education: 2 years related experience with specialized training in Microsoft Office products or comparable products.

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**Job Title: Help Desk Manager**

Minimum/General Experience: Ability to develop good working knowledge of software with supporting hardware that is being marketed or taught. Position requires the ability to investigate, troubleshoot, and design solutions to problems in operational hardware and software. Good interpersonal skills required.

Functional Responsibility: Perform real-time and individual analysis of customer requirements for existing or proposed systems to determine feasibility and objectives of requests. Design or modify system changes, including software and hardware, and prepare reports, schedules, data management requirements, security access requirements, and other system constraints. Write, debug, and test programs and procedures for application by customer. Install hardware or custom software to use on new or existing systems. Study existing information systems for application, inspiration, or competitive edge applicable to customers or existing software. Assist Help Desk Specialist and other corporate disciplines in resolution of work problems related to project and or other programming requirements. Direct on-site/off-site customer interface for program guidance, testing, systems analysis, and other system related tasks as needed. Prepare detailed documentation as necessary to provide records of software, data, or programmatic management issues or requirements. Assist in development or production of technical reports, progress reports, data requirements, and documentation of system constraints for publication or use at technical meetings and customer briefings. Provide training to junior-level personnel. Provide general maintenance and installation support of computer equipment.

Minimum Education: Bachelor degree and a minimum of 5 years job-related experience.

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**Job Title: Help Desk Specialist**

Minimum/General Experience: High school diploma and no position related experience. Excellent communication skills. Working knowledge of computer systems and integrated software application programs. Some ability to troubleshoot software or hardware problems.

Functional Responsibility: Answer user questions concerning problems or concerns about applicable software installed on LAN or WAN systems. Work with experts to research and solve user problems. Answer user questions concerning electronic mail system problems. Test hardware and software for ease-of-use. Update and provide documentation for access instructions on LAN or WAN systems and provide documentation. Provide assistance with hardware and software inventory maintenance. Maintain management tools for tracking information. Provide user training for applicable software programs. Work with customers to solve their problems.

Minimum Education: High school diploma required.

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**Job Title: Senior Administrative IT Specialist**

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Minimum/General Experience: Eight (8) years of related experience.

Functional Responsibility: Relieves the executive of administrative information technology functions in order to increase the time a senior official has available for executive level responsibilities. Functions may include management of hardware and software inventories, technical correspondence, meeting minutes, specialized documents such as official instructions, and professional activities that require close coordination with multiple entities, including senior government and industry officials. Typically reports to a head of a department or division.

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**Job Title: Administrative Assistant**

Minimum/General Experience: High school diploma required and no job-related experience. Requires excellent written communication skills. Working knowledge of word-processing and integrated software applications. Organizational skills and ability to perform detail-oriented work.

Functional Responsibility: Review, analyze, and provide technical comments on specific programmatic materials. Interface with internal functional teams and external customers for planning, prioritization, and issue resolution of overall activities in the support and achievement of customer goals. Develop, review, and provide technical comment on program reports, technical papers, drawings, specifications, procedures, etc. Provide comments, organize, consolidate, and adjudicate comments from various stakeholders. Prepare executive level summaries, briefs, and reports. Analyze and track projected budgets, expenditures, and prepares reports documenting results.

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**Job Title: Senior IT Specialist**

Functional Responsibility: Leading the development, planning and coordination of installation, testing, operation, training, troubleshooting, and maintenance of hardware and software systems. Ensures the confidentiality, integrity, and availability of systems, networks, and data through the planning, analysis, development, implementation, maintenance, and enhancement of information systems security programs, policies, procedures, and tools. May supervise, train, and evaluate personnel.

Minimum Education/Experience: Bachelor degree and 3 year related experience or 6 years related experience.

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**Job Title: IT Specialist**

Functional Responsibility: Developing, planning and coordinating the installation, testing, operation, training, troubleshooting, and maintenance of hardware and software systems. Ensures the confidentiality, integrity, and availability of systems, networks, and data through the planning, analysis, development, implementation, maintenance, and enhancement of information systems security programs, policies, procedures, and tools. Maintain liaison with outside hardware and software vendors for system upgrades and maintenance.

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Minimum Education/Experience: Bachelor degree and 1 year related experience or 4 years related experience.

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**Job Title: Open Source Architect**

Functional Responsibility: Provide development, design, implementation, and maintenance of complex software programs and their systems utilizing Open Source Software (OSS) technologies. Analyze requirements to determine feasibility of design and implementation within time and cost constraints. Confer with management and development teams to prioritize needs, resolve conflicts, develop content criteria, or choose solutions. Confer with project management team, engineers and quality assurance to design system and to obtain information on project limitations and capabilities, performance requirements software requirements, and interfaces. Design, develop and modify software systems, using scientific analysis and mathematical models to predict and measure outcome and consequences of design. Modify existing software to correct errors, allow it to adapt to new hardware, or to improve its performance with expected quality as per our standards applying best practices in security, performance and maintainability. Participate in developing and sharing knowledge, developing standards and procedures. Perform code inspection and suggest enhancements.

Minimum Education/Experience: Bachelor degree and 10 years experience or a combination of training, technical certification in industry recognized OSS (e.g., Red Hat Certified Technician, Red Hat Certified Engineer, JBoss Certified Application Administrator, etc.) and 12 years of related experience.

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**Job Title: Open Source Specialist**

Functional Responsibility: Provide development, design, implementation, and maintenance of complex software programs and their systems utilizing Open Source Software (OSS) technologies. Develop and modify software systems to meet system requirements. Modify existing software to correct errors or to improve its performance with expected quality as per standards. Perform code inspection and suggest enhancements. Perform unit and regression testing as per standards and best practices. Adhere to the software development methodology and department directions and rules.

Minimum Education/Experience: Bachelor degree and 5 years experience or technical certification in industry recognized OSS (e.g., Red Hat Certified Technician, Red Hat Certified Engineer, JBoss Certified Application Administrator, etc.) and 8 years of related experience. Minimum of 3 years of hands-on demonstrated project experience using OSS.

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**Job Title: Open Source Technician**

Functional Responsibility: Provide development and maintenance of complex software programs and their systems utilizing Open Source Software (OSS) technologies. Develop and modify software systems to meet system requirements. Modify existing software to correct errors. Perform unit testing as per standards and best practices. Adhere to the software development methodology and department directions and rules.

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Minimum Education/Experience: Bachelor degree and 1 year experience or a combination of training, technical certification in industry recognized OSS (e.g., Red Hat Certified Technician, Red Hat Certified Engineer, JBoss Certified Application Administrator, etc.) and 5 years of related experience. Minimum of 1 year of hands-on demonstrated project experience using OSS.

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**Job Title: Virtualization Specialist**

Functional Responsibility: Map existing systems architecture and technology portfolio. Assist in the development, documentation, and communication of plans for investing in systems architecture, including analysis of cost reduction opportunities. Assist in the development of migration plans based on alignment from both the client's infrastructure and application development teams to target Private-Hybrid-Public cloud or virtualized environments. Provide implementation assistance to systems administrators, specialists, technicians, virtualization architects, and infrastructure teams. Provide integrated engineering services in support of server provisioning, virtualization, clustering, security, package management, patch management, and third party infrastructure services. Assist in accessing, designing, planning, and implementing complex consolidation projects using virtualization implementations and migrations for large enterprise environments. Coordinate the work of systems administrators, specialists, and technicians, as required.

Minimum Education/Experience: Master degree and 1 year experience, Bachelor degree and 4 years experience or a combination of training, technical certification in industry recognized virtualization (e.g., Red Hat Certified Virtualization Administrator, Citrix Certified Enterprise Engineer, VMware Certified Professional, VMware Certified Design Expert, Citrix Certified Integration Architect, etc.) and 8 years of experience. Minimum of 2 years of hands-on demonstrated project experience using Virtualization Technologies.

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**Job Title: Virtualization Technician**

Functional Responsibility: Assist in mapping existing systems architecture and technology portfolio. Assist in the documentation of plans for investing in systems architecture. Assist in the development of migration plans based on alignment from both the client's infrastructure and application development teams to target Private-Hybrid-Public cloud or virtualized environments. Provide technical assistance to systems administrators, specialists, technicians, virtualization architects, and infrastructure teams. Provide integrated engineering services in support of server provisioning, virtualization, clustering, security, package management, patch management, and third party infrastructure services. Assist in implementing complex consolidation projects using virtualization implementations and migrations for large enterprise environments.

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Minimum Education/Experience: Bachelor degree and 2 years experience or a combination of training, technical certification in industry recognized virtualization (e.g., Red Hat Certified Virtualization Administrator, Citrix Certified Enterprise Engineer, VMware Certified Professional, VMware Certified Design Expert, Citrix Certified Integration Architect, etc.) and 6 years of experience. Minimum of 1 years of hands-on demonstrated project experience using Virtualization Technologies.

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**Job Title: Senior Software Development Engineer**

Develops and integrates software. Knowledgeable in state-of-the-art software design (such as Oracle or JAVA) and development of technologies such as net-enabled software, operating systems, communications software, education and training systems, database compilers, object technologies and network technologies.

Minimum Education: Bachelor degree and 3 years related experience or 6 years related experience.

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**Job Title: Senior Software Developer**

Functional Responsibility: Responsible for full life cycle applications development and design. Prepare software requirements, design, and code. Prepare documentation on development requirements, development progress and recommendations. Captures necessary measurements and metrics for CMM purposes. Provide training to junior-level personnel.

Minimum Education/Experience: Bachelor degree and 4 years experience or experience in relevant Programming Language and 8 years related experience.

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**Job Title: Senior Software Engineer**

Minimum/General Experience: Excellent communication and analytical skills, demonstrated working knowledge of several programming languages (i.e., C, C++, CLIPPER, ORACLE, INTERBASE, UNIX, VISUAL BASIC, NOTES, FORTRAN, COBOL, ADA, SYBASE, WINDOWS NT, POWER BUILDER, BSD/OS, DELPHI, FOXPRO, DBASE, etc.), computer systems, hardware configurations and integrated software application programs. Position requires the ability to investigate troubleshoot, and design solutions to problems in operational software and hardware interface.

Functional Responsibility: Perform evaluations in the development, design, implementation, and maintenance of complex software programs and their systems. Prepare software requirements, design, code, and documentation. Develop, write, and submit technical reports for technical presentations and meetings, and customer briefings. Develop plans for detailed analysis of computer program code, documentation, and output to insure validity, consistency, and conformance to applicable standards. Supervise, train, and evaluate junior-level personnel. Design and execute computer programs, testing and analysis data, systems integration, programming, debugging, and other computer and software-related tasks. Direct on-site customer interface for software installation, testing, systems integration, programming, debugging, and other computer system tasks as needed. Provide training to junior-level personnel. Maintain liaison with outside hardware and software vendors for system upgrades and

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maintenance. Lead teams in development or analysis of large-scale software projects, usually involving scientific application.

Minimum Education: Bachelor degree and 3 years experience or technical certification in relevant Operating System, Database, Network, or Programming Language and 8 years related experience.

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**Job Title: Software Engineer**

Functional Responsibility: Perform evaluations in the development, design, implementation, and maintenance of complex software programs and their systems under the guidance of a senior software engineer. Prepare software requirements, design, code, and documentation. Develop, write, and submit technical reports for technical presentations and meetings, and customer briefings. Develop plans for detailed analysis of computer program code, documentation, and output to insure validity, consistency, and conformance to applicable standards. Supervise, train, and evaluate junior-level personnel. Design and execute computer programs, testing and analysis data, systems integration, programming, debugging, and other computer and software-related tasks. Direct on-site customer interface for software installation, testing, systems integration, programming, debugging, and other computer system tasks as needed. Provide training to junior-level personnel. Maintain liaison with outside hardware and software vendors for system upgrades and maintenance. Lead teams in development or analysis of large-scale software projects, usually involving scientific application.

Minimum Education/Experience: Bachelor degree and 2 years experience or technical certification in relevant Operating System, Database, Network, or Programming Language and 5 years related experience.

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**Job Title: Senior Programmer**

Minimum/General Experience: Excellent communication and analytical skills, demonstrated working knowledge of several programming languages (i.e., C, C++, CLIPPER, ORACLE, INTERBASE, UNIX, VISUAL BASIC, NOTES, FORTRAN, COBOL, ADA, SYBASE, WINDOWS NT, POWER BUILDER, BSD/OS, DELPHI, FOXPRO, DBASE, etc.), computer systems, hardware configurations and integrated software application programs. Position requires the ability to investigate troubleshoot, and design solutions to problems in operational software and hardware interface.

Functional Responsibility: Provide development, design, implementation, and maintenance of complex software programs and their systems. Prepare software requirements, design, code, and documentation. Develop, write, and submit technical reports for technical presentations and meetings, and customer briefings. Develop plans for detailed analysis of computer program code, documentation, and output to insure validity, consistency, and conformance to applicable standards. Maintain liaison with outside hardware and software vendors for system upgrades and maintenance. Design and execute computer programs, testing and analysis of data, systems integration, programming, debugging, and other computer and software-related tasks. Lead teams in development or analysis of large-scale software projects, usually involving scientific application. Direct on-site customer interface for software installation, testing, systems integration, programming, debugging, and other computer system tasks as needed.

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Minimum Education: Bachelor degree and 2 years experience or technical training in relevant Programming Language and 6 years related experience.

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**Job Title: Programmer**

Minimum/General Experience: Excellent communication and analytical skills, demonstrated working knowledge of several programming languages (i.e., C, C++, CLIPPER, ORACLE, INTERBASE, UNIX, VISUAL BASIC, NOTES, FORTRAN, COBOL, ADA, SYBASE, WINDOWS NT, POWER BUILDER, BSD/OS, DELPHI, FOXPRO, DBASE, etc.), computer systems, hardware configurations and integrated software application programs. Position requires the ability to investigate troubleshoot, and design solutions to problems in operational software and hardware interface.

Functional Responsibility: Provide development, design, implementation, and maintenance of complex software programs and their systems under the guidance of a senior programmer. Prepare software requirements, design, code, and documentation. Develop plans for detailed analysis of computer program code, documentation, and output to insure validity, consistency, and conformance to applicable standards. Design and execute computer programs, testing and analysis data, systems integration, programming, debugging, and other computer and software-related tasks.

Minimum Education: Technical training in relevant Programming Language and 3 years related experience.

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**Job Title: Jr. Programmer**

Minimum/General Experience: Excellent communication and analytical skills, working knowledge of several programming languages (i.e., C, C++, CLIPPER, ORACLE, INTERBASE, UNIX, VISUAL BASIC, NOTES, FORTRAN, COBOL, ADA, SYBASE, WINDOWS NT, POWER BUILDER, BSD/OS, DELPHI, FOXPRO, DBASE, etc.), computer systems, hardware configurations and integrated software application programs. Position requires the ability to investigate, troubleshoot, and design solutions to problems in operational software and hardware interface.

Functional Responsibility: Provide development, design, implementation, and maintenance of complex software programs and their systems under the guidance of a senior programmer. Prepare software requirements, design, code, and documentation. Develop plans for detailed analysis of computer program code, documentation, and output to insure validity, consistency, and conformance to applicable standards. Design and execute computer programs, testing and analysis of data, systems integration, programming, debugging, and other computer and software related tasks.

Minimum Education: Technical Training.

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**Job Title: Graphics Designer**

Minimum/General Experience: Requires expert operation and integration of graphics applications, CAD, word-processing, spreadsheets, and database programs. Excellent communication skills are required to quickly understand customer requirements and communicate solutions.

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Functional Responsibility: Interact with and advise customers on requirements and recommendations. Research and recommend software and hardware configurations or systems and graphics equipment for solution to requirement. Use multiple graphics software applications to develop art from design concepts to finished product. Design and layout brochures, manuals, etc. as camera ready copy. Use CAD software and equipment and other software to draw and plot large schematic drawings from engineering sketches. Provide artwork that is in acceptable formats for LAN, WAN, Workstation, and Internet activities and presentations.

Minimum Education: Bachelor degree and two (2) years experience or the combination of training and six (6) years experience.

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**Job Title: Systems Engineer**

Minimum/General Experience: Excellent communication skills, working knowledge and extensive experience of several programming languages (i.e., C, C++, CLIPPER, ORACLE, INTERBASE, UNIX, VISUAL BASIC, NOTES, FORTRAN, COBOL, ADA, SYBASE, WINDOWS NT, POWER BUILDER, BSD/OS, DELPHI, FOXPRO, DBASE, etc.), computer systems, hardware configurations and integrated software application programs. Position requires the ability to investigate troubleshoot, and design solutions to problems in operational software and hardware.

Functional Responsibility: Provide technical management and leadership to employees for projects, programs, and contract jobs with overall responsibility for scope, cost, schedule, and employee performance. Perform a range of design, development, analysis, or review tasks independently providing supervision of contributing engineers. Prepare, review, and submit technical papers and perform engineering studies for use by customer and company personnel. Generate complex, scientific computer programs as required for the most complex studies. Lead and mentor engineers and engineering teams. Coordinate efforts with other engineering, logistics, and financial disciplines for program management. Verify and comply with engineering documentation standards and test procedures. Conduct site visits to support experimental investigations and analyze engineering problems, proposed solutions or alternatives, and provide expert recommendations. Train other engineers on technical issues related to the research, design, development, testing, and analysis of engineering tasks. Direct interface and liaison with other employees and external customers at all levels, from quotation to final design and test activities. Design and execute technical review and working group meetings to comply with requirements and specifications.

Minimum Education: Advanced degree or Bachelor degree and four (4) years experience.

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**Job Title: Senior Communications Specialist**

Minimum/General Experience: Excellent communication and analytical skills, demonstrated working knowledge of computer systems and integrated software application programs. Ability to investigate and troubleshoot problems. Must be able to identify and clearly outline requirements.

Functional Responsibility: Install and maintain LAN/WAN hardware and software components. Develop and maintain a filing system for tracking and inventory control of hardware and software systems equipment. Assemble, evaluate, repair, and upgrade LAN/WAN hardware and software. On-site

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customer interface for assembly, repairs, and upgrade of components of the LAN/WAN system. Schedule and control access by authorized personnel. Maintain user accounts by adding, deleting, assigning proper rights and privileges, and correcting user accounts. Provide administrative support to project management staff in customer meetings, presentations and briefings. Assist in the preparation of technical reports, progress reports, data requirements and system constraints for technical presentations, meetings, and customer briefings. Comply with hardware and software system standards and procedures. Establish and maintain LAN/WAN users, and their environments, directories, and security. Perform ADP secure system backups on a periodic basis. Monitor LAN/WAN operating equipment and adjust to obtain optimum performance. Provide training to junior-level personnel. Maintain liaison with outside hardware and software vendors for system upgrades and maintenance. Administer and manage complex local area networks including installation of server software and hardware, system monitoring, license compliance, virus detection, disaster prevention and backups, capacity management, usage reporting for the e-mail system.

Minimum Education: Bachelor degree and 2 years experience or technical certification in relevant Networks and 6 years experience.

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**Job Title: Communications Specialist**

Minimum/General Experience: Excellent communication and analytical skills demonstrated working knowledge of computer systems and integrated software application programs. Ability to investigate and troubleshoot problems.

Functional Responsibility: Install and maintain LAN/WAN hardware and software components. Develop and maintain a filing system for tracking and inventory control of hardware and software systems equipment. Assemble, evaluate, repair, and upgrade LAN/WAN hardware and software. On-site customer interface for assembly, repair, and upgrade of components of the LAN/WAN system. Schedule and control access by authorized personnel. Maintain user accounts by adding, deleting, assigning proper rights and privileges, and correcting user accounts. Provide administrative support to project management staff in customer meetings, presentations and briefings. Assist in the preparation of technical reports, progress reports, data requirements and system constraints for technical presentations, meetings, and customer briefings. Comply with hardware and software system standards and procedures. Establish and maintain LAN/WAN users, and their environments, directories, and security. Perform ADP secure system backups on a periodic basis. Monitor LAN/WAN operating equipment and adjust to obtain optimum performance.

Minimum Education: Specialized training related to certification in relevant Networks and 3 years related experience.

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**Job Title: Senior Engineer**

Functional Responsibility: Provides leadership and supervision in the development of complex technical solutions for engineered and/or controls systems designs and studies. Performs project coordination and management of design team. Knowledgeable of national building and fire codes, government design criteria, and regulatory policies that govern public health and safety requirements in their discipline.

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Facilitates coordination of trade work with other disciplines. Provides comprehensive technical support to meet project requirements. Has full responsibility for discipline project planning, organization, technical solutions, and successful project completion.

Minimum Education/Experience: Master degree in an ABET accredited engineering program and 10 years of professional experience or Bachelor degree in an ABET accredited engineering program, registration as a professional engineer and six years of job-related experience.

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**Job Title: Engineer**

Functional Responsibility: Works independently to provide technical solutions necessary to meet project requirements. Capable of designing routine elements of engineered systems with the ability to assume direction from more senior engineering professionals on more complex systems. May direct more junior staff including engineers and technicians as may be required for specific project needs. Demonstrated knowledge of building codes, design standards and related regulatory policies that govern public health and safety requirements in their discipline.

Minimum Education/Experience: Bachelor of Science degree in an ABET accredited engineering program and at least 5 years of relevant experience in design of engineered systems. Registration as a professional engineer preferred.

**Awarded Pricing  
SIN 54151S - Information Technology Professional Services**

Labor Category	<i>Base Term</i>				
	GSA Hourly Rate 9/4/2018 – 9/3/2019	GSA Hourly Rate 9/4/2019 – 9/3/2020	GSA Hourly Rate 9/4/2020 – 9/3/2021	GSA Hourly Rate 9/4/2021 – 9/3/2022	GSA Hourly Rate 9/4/2022 – 9/3/2023
<b>AEM SITE RATES</b>					
Senior Program Manager	\$ 176.14	\$179.49	\$182.90	\$186.37	\$189.91
Program Manager	\$ 153.22	\$156.13	\$159.10	\$162.12	\$165.20
Senior Business Analyst	\$ 136.78	\$139.38	\$142.03	\$144.73	\$147.48
Senior Systems Analyst	\$ 144.33	\$147.07	\$149.87	\$152.71	\$155.62
Systems Analyst	\$ 84.49	\$86.10	\$87.73	\$89.40	\$91.10
Senior Engineer	\$ 150.56	\$153.42	\$156.34	\$159.31	\$162.33
Senior Process Engineer	\$ 129.25	\$131.71	\$134.21	\$136.76	\$139.36
Systems Engineer	\$ 115.32	\$117.51	\$119.74	\$122.02	\$124.34
Engineer	\$ 97.43	\$99.28	\$101.17	\$103.09	\$105.05
Graphics Designer	\$ 114.25	\$116.42	\$118.63	\$120.89	\$123.18
Senior Software Engineer	\$ 132.85	\$135.37	\$137.95	\$140.57	\$143.24
Senior Programmer	\$ 102.21	\$104.15	\$106.13	\$108.15	\$110.20
Programmer	\$ 74.37	\$75.78	\$77.22	\$78.69	\$80.19
Jr Programmer	\$ 61.97	\$63.15	\$64.35	\$65.57	\$66.82
Senior Communications Specialist	\$ 101.47	\$103.40	\$105.36	\$107.36	\$109.40
Communications Specialist	\$ 85.01	\$86.63	\$88.27	\$89.95	\$91.66
Functional Applications Analyst	\$ 88.54	\$90.22	\$91.94	\$93.68	\$95.46
Trainer/Document Specialist	\$ 74.04	\$75.45	\$76.88	\$78.34	\$79.83
Junior Trainer/Document Specialist	\$ 59.34	\$60.47	\$61.62	\$62.79	\$63.98
Help Desk Manager	\$ 88.54	\$90.22	\$91.94	\$93.68	\$95.46
Help Desk Specialist	\$ 61.97	\$63.15	\$64.35	\$65.57	\$66.82
QA Manager	\$ 123.99	\$126.35	\$128.75	\$131.19	\$133.69
Administrative Assistant	\$ 49.72	\$50.66	\$51.63	\$52.61	\$53.61
Senior Administrative IT Specialist	\$ 66.37	\$67.63	\$68.92	\$70.23	\$71.56
Development Program Director	\$ 259.12	\$264.04	\$269.06	\$274.17	\$279.38
Senior Technical Analyst	\$ 148.56	\$151.38	\$154.26	\$157.19	\$160.18
Development Program Manager	\$ 209.97	\$213.96	\$218.02	\$222.17	\$226.39
Business Analyst	\$ 105.93	\$107.94	\$109.99	\$112.08	\$114.21
Senior Software Development Engineer	\$ 207.31	\$211.25	\$215.26	\$219.35	\$223.52
Project Manager	\$ 102.21	\$104.15	\$106.13	\$108.15	\$110.20
Business Systems Analyst	\$ 115.90	\$118.10	\$120.35	\$122.63	\$124.96
Principal Business Process Improvement and Reengineering Analyst	\$ 182.14	\$185.60	\$189.13	\$192.72	\$196.38
Senior Business Process Improvement and Reengineering Analyst	\$ 162.07	\$165.15	\$168.29	\$171.48	\$174.74
Business Process Improvement and Reengineering Analyst	\$ 126.82	\$129.23	\$131.68	\$134.19	\$136.74

Senior IT Specialist	\$ 131.00	\$133.49	\$136.03	\$138.61	\$141.24
IT Specialist	\$ 110.45	\$112.55	\$114.69	\$116.87	\$119.09
Open Source Architect	\$ 196.59	\$200.33	\$204.13	\$208.01	\$211.96
Open Source Specialist	\$ 167.35	\$170.53	\$173.77	\$177.07	\$180.44
Open Source Technician	\$ 145.03	\$147.79	\$150.59	\$153.45	\$156.37
Virtualization Specialist	\$ 185.98	\$189.51	\$193.11	\$196.78	\$200.52
Virtualization Technician	\$ 139.46	\$142.11	\$144.81	\$147.56	\$150.36
Senior Software Developer	\$ 158.36	\$161.37	\$164.43	\$167.56	\$170.74
Software Engineer	\$ 122.89	\$125.22	\$127.60	\$130.03	\$132.50
Survey Scientist	\$ 119.00	\$121.26	\$123.56	\$125.91	\$128.31
Senior Subject Matter Expert	\$ 291.12	\$296.65	\$302.29	\$308.03	\$313.88
Education Analyst	\$ 157.74	\$160.74	\$163.79	\$166.90	\$170.07
<b>GOVERNMENT SITE RATES</b>					
Senior Program Manager	\$ 172.43	\$175.71	\$179.04	\$182.45	\$185.91
Program Manager	\$ 142.93	\$145.65	\$148.41	\$151.23	\$154.11
Senior Business Analyst	\$ 133.61	\$136.15	\$138.74	\$141.37	\$144.06
Senior Systems Analyst	\$ 139.84	\$142.50	\$145.20	\$147.96	\$150.77
Systems Analyst	\$ 81.83	\$83.38	\$84.97	\$86.58	\$88.23
Senior Engineer	\$ 145.82	\$148.59	\$151.41	\$154.29	\$157.22
Senior Process Engineer	\$ 128.68	\$131.12	\$133.62	\$136.16	\$138.74
Systems Engineer	\$ 115.32	\$117.51	\$119.74	\$122.02	\$124.34
Engineer	\$ 94.36	\$96.15	\$97.98	\$99.84	\$101.74
Graphics Designer	\$ 105.84	\$107.85	\$109.90	\$111.99	\$114.12
Senior Software Engineer	\$ 128.68	\$131.12	\$133.62	\$136.16	\$138.74
Senior Programmer	\$ 99.29	\$101.18	\$103.10	\$105.06	\$107.05
Programmer	\$ 72.06	\$73.43	\$74.82	\$76.25	\$77.69
Jr Programmer	\$ 60.06	\$61.20	\$62.36	\$63.55	\$64.76
Senior Communications Specialist	\$ 98.30	\$100.17	\$102.07	\$104.01	\$105.99
Communications Specialist	\$ 82.33	\$83.89	\$85.49	\$87.11	\$88.77
Functional Applications Analyst	\$ 85.79	\$87.42	\$89.08	\$90.77	\$92.50
Trainer/Document Specialist	\$ 71.74	\$73.10	\$74.49	\$75.91	\$77.35
Junior Trainer/Document Specialist	\$ 57.47	\$58.56	\$59.67	\$60.81	\$61.96
Help Desk Manager	\$ 85.79	\$87.42	\$89.08	\$90.77	\$92.50
Help Desk Specialist	\$ 60.06	\$61.20	\$62.36	\$63.55	\$64.76
QA Manager	\$ 120.10	\$122.38	\$124.71	\$127.08	\$129.49
Administrative Assistant	\$ 48.17	\$49.09	\$50.02	\$50.97	\$51.94
Senior Administrative IT Specialist	\$ 64.25	\$65.47	\$66.71	\$67.98	\$69.27
Development Program Director	\$ 251.77	\$256.55	\$261.43	\$266.40	\$271.46
Senior Technical Analyst	\$ 144.34	\$147.08	\$149.88	\$152.72	\$155.63
Development Program Manager	\$ 206.40	\$210.32	\$214.32	\$218.39	\$222.54
Business Analyst	\$ 104.16	\$106.14	\$108.16	\$110.21	\$112.30
Senior Software Development Engineer	\$ 201.42	\$205.25	\$209.15	\$213.12	\$217.17
Project Manager	\$ 102.21	\$104.15	\$106.13	\$108.15	\$110.20
Business Systems Analyst	\$ 107.79	\$109.84	\$111.92	\$114.05	\$116.22
Principal Business Process Improvement and Reengineering Analyst	\$ 169.38	\$172.60	\$175.88	\$179.22	\$182.62

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Senior Business Process Improvement and Reengineering Analyst	\$ 150.73	\$153.59	\$156.51	\$159.49	\$162.52
Business Process Improvement and Reengineering Analyst	\$ 117.95	\$120.19	\$122.47	\$124.80	\$127.17
Senior IT Specialist	\$ 121.83	\$124.14	\$126.50	\$128.91	\$131.36
IT Specialist	\$ 102.72	\$104.67	\$106.66	\$108.69	\$110.75
Open Source Architect	\$ 182.83	\$186.30	\$189.84	\$193.45	\$197.13
Open Source Specialist	\$ 155.64	\$158.60	\$161.61	\$164.68	\$167.81
Open Source Technician	\$ 134.88	\$137.44	\$140.05	\$142.72	\$145.43
Virtualization Specialist	\$ 172.97	\$176.26	\$179.61	\$183.02	\$186.50
Virtualization Technician	\$ 129.70	\$132.16	\$134.68	\$137.23	\$139.84
Senior Software Developer	\$ 147.27	\$150.07	\$152.92	\$155.82	\$158.79
Software Engineer	\$ 114.28	\$116.45	\$118.66	\$120.92	\$123.22
Survey Scientist	\$ 110.66	\$112.76	\$114.91	\$117.09	\$119.31
Senior Subject Matter Expert	\$ 270.74	\$275.88	\$281.13	\$286.47	\$291.91
Education Analyst	\$ 146.70	\$149.49	\$152.33	\$155.22	\$158.17

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