AUTHORIZED
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES

**SPECIAL ITEM NUMBER 132-51 & 132-51STLOC - INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES**

FPDS Code D301   IT Facility Operation and Maintenance
FPDS Code D302   IT Systems Development Services
FPDS Code D306   IT Systems Analysis Services
FPDS Code D307   Automated Information Systems Design and Integration Services
FPDS Code D308   Programming Services
FPDS Code D310   IT Backup and Security Services
FPDS Code D311   IT Data Conversion Services
FPDS Code D313   Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316   IT Network Management Services
FPDS Code D317   Creation/Retrieval of IT Related Automated News Services, Data Services, or
Other Information Services (All other information services belong under Schedule
76)
FPDS Code D399   Other Information Technology Services, Not Elsewhere Classified

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performed by the publisher or manufacturer or one of their authorized agents.

**Cape Fox Professional Services, LLC
7050 Infantry Ridge Road
Manassas, Virginia 20109
(703) 530-9933
www.capefox-ps.com**

Contract Number: GS-35F-0616T

Period Covered by Contract: 08/30/2007 – 08/29/2012

General Services Administration
Federal Supply Service

Pricelist current through Modification # A215, dated 02/24/2012.

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (http://www.gsaadvantage.gov).

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INFORMATION FOR ORDERING ACTIVITIES

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micro-purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (www.gsa.gov/fas) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micro-purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1.   GEOGRAPHIC SCOPE OF CONTRACT:

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:
    [X] The Geographic Scope of Contract will be domestic and overseas delivery.
    [ ]The Geographic Scope of Contract will be overseas delivery only.
    [ ]The Geographic Scope of Contract will be domestic delivery only.

2.   CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Cape Fox Professional Services Points of Contact:

For Ordering:	*For Payment:*
Attention: Lisa Burke Cape Fox Professional Services, LLC 7050 Infantry Ridge Road Manassas, VA 20109 Telephone: (703) 530-9933 Fax: (703) 530-9940 Email: lburke@capefox-ps.com	Attention: Jeanne Morgan Cape Fox Professional Services, LLC 7050 Infantry Ridge Road Manassas, VA 20109 Telephone: (703) 530-9933 Fax: (703) 530-9940 Email: jmorgan@capefoxss.com

Contractor must accept credit cards for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

   Telephone: (703) 530-9933

3.   LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4.   STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:

    Block 9: G. Order/Modification Under Federal Schedule Contract
    Block 16: Data Universal Numbering System (DUNS) Number: 167221808
    Block 30: Type of Contractor – A. Small Disadvantaged Business
    Block 31: Woman-Owned Small Business – No
    Block 36: Contractor's Taxpayer Identification Number (TIN): 20-1607656
    Block 40: Veteran Owned Small Business (VOSB): No

4a. CAGE Code: 31JD1

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

5.   FOB DESTINATION

This will be determined by the delivery order

6.   DELIVERY SCHEDULE

a.   TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER   DELIVERY TIME (Days ARO)
  132-51   As defined by Task Orders

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

7. DISCOUNT: Prices shown are NET Prices; Basic Discounts have been deducted.

a. Prompt Payment: <u>0%-30</u> days from receipt of invoice or date of acceptance, whichever is later.
b. Quantity: <u>None</u>
c. Dollar Volume: <u>3% on orders over $500,000</u>
d. Other Special Discounts: <u>Government Educational Institutions: Same discounts as all other Government customers.</u>

Note: Only one discount per task order applies.

8. TRADE AGREEMENTS ACT OF 1979, as amended:

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:

Not applicable

10. Small Requirements:

The minimum dollar value of orders to be issued is <u>$25,000</u>.

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

a. The Maximum Order value for the following Special Item Numbers (SINs) is $500,000:

Special Item Number 132-51 - Information Technology (IT) Professional Services

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.

b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:

Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

14.   CONTRACTOR TASKS/SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)

(a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.

(c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered.   All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

(g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

(h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

(i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

(j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

(k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

15.   CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

16.   GSA ADVANTAGE!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

(1) Manufacturer;
(2) Manufacturer's Part Number; and
(3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is http://www.gsaadvantage.gov.

17.   PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if**-

(1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));

(2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;

(3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and

(4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

(1) Time of delivery/installation quotations for individual orders;

(2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.

(3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

c. The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

None

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is

within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21.   CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22.   INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of $2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract.

However, if the construction, alteration or repair is segregable and exceeds $2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

23.   SECTION 508 COMPLIANCE.

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

Cape Fox Professional Services will comply by all rules set forth in Section 508 as defined in each Task Order.

The EIT standard can be found at: www.Section508.gov/.

24.   PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

(a)   A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b)   The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25.   INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997) (FAR 52.228-5)

(a)   The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b)   Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1)   For such period as the laws of the State in which this contract is to be performed prescribe; or

(2)   Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c)   The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26.   SOFTWARE INTEROPERABILITY.

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at http://www.core.gov.

27.   ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

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 132-51 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 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 1 – 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

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 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 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 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 for each type of IT Service offered under Special Item Number 132-51 IT Professional Services and 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 IT 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.

IT LABOR CATEGORY DESCRIPTIONS

MANAGEMENT GROUP LABOR CATEGORIES:

Configuration Manager *(Personnel Code 105)*:

Functional Responsibility: Will participate in Design and Code Reviews, Specifies, Designs, and Debugs. This position is a Build Master role within the Configuration Management group supporting Network Operations, Development, and Test. Analyzes changes of product design to determine the effect on the end product design and function and determines and prepares documentation necessary for change. Supervises the coordination and administration of configuration management activities. Formulates procedures for and executes the introduction of changes to engineering documents. Oversees the review of released engineering change data and change documentation activities to ensure adherence to configuration management procedures and policies. Has to coordinate with customers and manufacturers to determine a process for change in reporting. Reviews released engineering change data and changes documenting activities to ensure adherence to configuration management procedures and policies. Needs to be familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals.

Minimum Education/General Experience: Needs to be a cooperative team player with a calm temperament who can work closely with a manager and team members as well as alone. Must have the ability to function well in fast-paced work environment and the ability to work on multiple, time-sensitive issues concurrently are necessary. High motivation and self-direction sound problem-solving skills, technical troubleshooting, debugging code, and decision making skills are critical. Excellent written and verbal communication skills, as well as detail-oriented organizational skills are also required.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Contracts Manager *(Personnel Code 110):*

Functional Responsibility: Prepares proposals, negotiates contracts, and administers commercial and government contracts in accordance with company policies and legal requirements. Ensures compliance with negotiated agreements set forth in the Statement of Work provided by the customer. Coordinates projects with the responsible Program Manager to ensure customer satisfaction.

Minimum Education/General Experience: Needs to have a technical background in management, contracts administration, and a working knowledge of contract law. Experience with Federal Acquisition Regulations (FAR) and with GSA pricing schedule, Blanket Purchasing Agreements (BPA), Basic Ordering Agreements (BOA), ITAR. Excellent oral communication skills with proven abilities to prepare written materials in a clear, concise and compelling manner are needed.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Helpdesk Manager *(Personnel Code 115):*

Functional Responsibility: Supervises the day-to-day operations of the help desk. Identifies, researches, and resolves complex technical problems. Creates and manages escalation procedures and ensures service levels are maintained. Documents, tracks, and monitors problems to ensure resolution in a timely manner. A level I supervisor is considered a working supervisor with little authority for personnel actions. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Minimum Education/General Experience: Needs the ability to work effectively with people on the phone and in person. Needs to be a cooperative team player with a calm temperament who can work closely with a manager and team members as well as alone. Must have the ability to function well in a fast-paced work environment and the ability to work on multiple, time-sensitive issues concurrently are necessary.

Experience Levels (Qualifications/Experience/Education):
Senior	10+ years experience or Advanced Degree, with basic technical certifications
Junior	5-10 years experience or BS degree, with basic technical certifications
Intermediate	2-5 years experience or BS degree, with basic technical certifications
Entry	2 years experience or AA degree, with basic technical certifications

Human Resources Manager *(Personnel Code 120):*

Functional Responsibility: Designs, plans, and implements human resources programs and policies including staffing, compensation, benefits, visa/green card processing, employee relations, training, and health and safety programs. Works closely in the employment and recruiting of staff and maintains compliance with federal and state regulations relating to employment law. Must ensure the delivery of HR services and products and provide the HR perspective in program execution and issues. Implements procedures and guidelines connected with performance management, diversity, and rewards and recognition.

Minimum Education/General Experience: Needs knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems. As well as, knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources. Must know principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects. Needs knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process. Human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Experience Levels (Qualifications/Experience/Education):
Senior	10+ years experience or Advanced Degree, with basic technical certifications
Junior	5-10 years experience or BS degree, with basic technical certifications
Intermediate	2-5 years experience or BS degree, with basic technical certifications
Entry	2 years experience or AA degree, with basic technical certifications

Operations Research Manager *(Personnel Code 125):*

Functional Responsibility: Manages and directs an organization's operational (non-manufacturing) policies, objectives, and initiatives. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and

directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a senior manager or head of unit/department.

Minimum Education/General Experience: Needs to be familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Program Manager *(Personnel Code 130):*

Functional Responsibility: Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Develops new business and expands product line. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Acts as advisor to program team regarding projects, tasks, and operations. Serves as the contractor's contract manager, and will be the contractor's authorized interface with the Contracting Officer (KO), the Contracting Officer's Representative (COR), Contracting Officer's Technical Representative (COTR) management personnel and customer agency representatives. Responsible for formulating and enforcing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates while motivating team members. Will be responsible for the overall contract performance and will not serve in any other capacity under this contract. Will provide supervision, training and direction to support staff.

Minimum Education/General Experience: Excellent verbal and written communications skills and leadership abilities are required. Specialized experience includes full lifecycle development, demonstrated ability to provide guidance and direction in the tasks similar to the sample tasks provided in the statement of work, proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-task contracts of this type and complexity. General experience includes increasing responsibilities in information systems design and management.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Project Manager *(Personnel Code 135):*

Functional Responsibility: Responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. Should be able to lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department. Excellent communication skills; comfortable working with executive level IT and business management. Ability to execute multiple complex projects at the same time. Previous experience as a Business Analyst, Technical Analyst or consultant preferred. Ability to gather and document requirements.

Minimum Education/General Experience: Needs to be familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Responsible for the coordination and completion of projects as well as oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Quality Control Manager *(Personnel Code 145):*

Functional Responsibility: Oversees inspection and testing of materials, parts, and products to ensure adherence to established standards of strength, quality, and endurance. Also responsible for operating mechanical and electrical test equipment to check apparatus for conformance to standard requirements. A level I supervisor is considered a working supervisor with little authority for personnel actions. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Minimum Education/General Experience: Needs to be familiar with a variety of the field's concepts, practices, and procedures. Will rely on extensive experience and judgment to plan and accomplish goals as well as lead and direct the work of others. The Quality Control Manager must be a team player who has solid working knowledge of regulatory programs. Excellent written and oral skills are required

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Records Administrator Manager *(Personnel Code 150):*

Functional Responsibility: Will act as the primary backup for Branch Administrative Manager, maintain policies and procedures, maintain central files, and ensure compliance with legal and regulatory requirements. Also involves acting as the primary contact for all audits, reviews and exams, acting as the Information Security Coordinator and testing branch operational controls. Oversees the maintenance of employee records, including personnel status updates, terminations, and new hirings. Supervises the collection of employee information for reports and statistical research. Ensures employee data is correctly entered into the company record keeping system. A level I supervisor is considered a working supervisor with little authority for personnel actions. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Minimum Education/General Experience: Must be able to coordinate personnel that handle permanent records of employees by analyzing, coding, indexing and storing the records. Must ensure records are complete, accurate and adhere to standards. Needs to be familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals.

Experience Levels (Qualifications/Experience/Education):

Senior	10+ years experience or Advanced Degree, with basic technical certifications
Junior	5-10 years experience or BS degree, with basic technical certifications
Intermediate	2-5 years experience or BS degree, with basic technical certifications
Entry	2 years experience or AA degree, with basic technical certifications

Security Manager *(Personnel Code 155):*

Functional Responsibility: Enables organizations to define, measure, and report on the compliance of information systems, management, administrative, and professional services against security policies, standards and government regulations - all from a single console. Plus, integration with Live Update allows administrators to easily retrieve the latest security updates. Responsible for developing and managing Information Systems security, including disaster recovery, database protection and software development. Manages IT security analysts to ensure that all applications are functional and secure. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Minimum Education/General Experience: Needs to be responsible for developing and managing Information Systems security, including disaster recovery, database protection and software development. Must be familiar with a variety of the field's concepts, practices, and procedures, and able to manage IT security analysts to ensure that all applications are functional and secure.

Experience Levels (Qualifications/Experience/Education):

Senior	10+ years experience or Advanced Degree, with basic technical certifications
Junior	5-10 years experience or BS degree, with basic technical certifications
Intermediate	2-5 years experience or BS degree, with basic technical certifications
Entry	2 years experience or AA degree, with basic technical certifications

Strategic Planner *(Personnel Code 160):*

Functional Responsibility: Responsible for developing long term goals and strategic objectives. Identifies, analyzes, and monitors issues that affect profitability, growth, and productivity. May also be responsible for recommending financial and non-financial strategic alternatives and developing and maintaining operational plans. Familiar with a variety of the field's concepts, practices, and procedures. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Minimum Education/General Experience: Must have experience with planning and directing an organization's strategic and long-range goals as well as being familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals

Experience Levels (Qualifications/Experience/Education):

Senior	10+ years experience or Advanced Degree, with basic technical certifications
Junior	5-10 years experience or BS degree, with basic technical certifications
Intermediate	2-5 years experience or BS degree, with basic technical certifications
Entry	2 years experience or AA degree, with basic technical certifications

Subcontracts Manager *(Personnel Code 165):*

Functional Responsibility: This person will monitor subcontractor performance for conformance to original subcontract and resultant task order requirements; ensure that all terms and conditions are met and that performance is in accordance with legal requirements and regulations. Review released engineering change

data and change documenting activities to ensure adherence to configuration management procedures and policies. With supervision and direction from the Contracts/Subcontracts Manager, they will prepare and disseminate information throughout the company regarding contract status, compliance, modification, deviation, negotiation and termination.

Minimum Education/General Experience: Must be able to coordinate with customers and vendors to determine a process for change reporting. Needs to be familiar with standard concepts, practices, and procedures within a particular field and must rely on experience and judgment to plan and accomplish goals.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Training PM Curriculum/SME *(Personnel Code 170):*

Functional Responsibility: Works with the program coordinator and program office to develop program curricula in support of the program mission. Uses expertise in training and curricula development to apply innovative and creative uses to common principles used in a particular setting or situation. Reports to Senior Manager, works independently, and may be required to supervise others. Directs the design, planning, and implementation of corporate training programs, policies, and procedures. Approves new training techniques and suggests enhancements to existing training programs. Oversees relationship with vendors to ensure appropriate employee participation in outside training programs. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Minimum Education/General Experience: Needs to be highly skilled in working with people and finding commonalities for use in decision making and division of responsibilities within a program. Must be able to manage positive and negative feedback from clients as training is completed and able to understand the use of curricula to accomplish goals of the organization and sustain common ground for a cohesive team environment.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

ADMINISTRATIVE GROUP LABOR CATEGORIES:

Administrative Support Specialist *(Personnel Code 200):*

Functional Responsibility: Supports mid-level and senior-level management with administrative tasks requiring knowledge in areas such as business operations, facilities, accounting, purchasing, personnel, and technical publications. This professional level includes clerical personnel, administrative services personnel, illustrator/graphics personnel, technical editors, and technical publications personnel. Makes routine administrative decisions based upon knowledge of Company organization policies. Demonstrates proficiency in grammar, spelling, punctuation, and calculations required to produce accurate results.

Minimum Education/General Experience: Must have experience in administrative typing, technical typing, and using word processing equipment. Experience with computer graphics or computer terminals and be used as substitute for experience with word processing equipment. Minimum typing speed 55-65 wpm.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Basic Instructor/Trainer *(Personnel Code 210):*

Functional Responsibility: Works with the program coordinator and program office to implement training to individuals or groups in support of the requirements of the training curricula and program mission. Works independently when required but also works with other Trainers when required. Receives schedule direction from and works under the direction of the Lead Instructor/Trainer. A flexible schedule is required in order to meet client and individual training needs and/or locations. Some travel may be required.

Minimum Education/General Experience: Will be responsible for the effective training of individuals or groups or individuals. Needs to be familiar with the specific principles of working with people and the importance of group dynamics. Needs to be able to work diligently with the client to verify the training effectiveness and needs of the trainees.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Business Cost Analyst *(Personnel Code 220):*

Functional Responsibility: Works with the program coordinator and program office to monitor business costs and spending and its effects on business long term. Prepares, consolidates and distributes budget and related cost reports for departments and divisions throughout the organization. Analyzes operating results, develops reports and provides recommendations to management. Reports to the Program Manager and Business Manager/Unit Manager.

Minimum Education/General Experience: Needs relevant experience in business cost analysis or similar area desired.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Business Systems Analyst *(Personnel Code 230):*

Functional Responsibility: Analyzes user requirements, procedures, and problems to automate processing or to improve existing computer system: Confers with personnel of organizational units involved to analyze current operational procedures, identify problems, and learn specific input and output requirements, such as forms of data input, how data is to be summarized, and formats for reports. Writes detailed description of user needs, program functions, and steps required to develop or modify computer program. Reviews computer system capabilities, workflow, and scheduling limitations to determine if requested program or program change is possible within existing system. Studies existing information processing systems to evaluate effectiveness and develops new systems to improve production or workflow as required. Prepares workflow charts and diagrams to specify in detail operations to be performed by equipment and computer

programs and operations to be performed by personnel in system. Conducts studies pertaining to development of new information systems to meet current and projected needs. Plans and prepares technical reports, memoranda, and instructional manuals as documentation of program development. Upgrades system and corrects errors to maintain system after implementation. May assist Computer Programmer in resolution of work problems related to flow charts, project specifications, or programming. May prepare time and cost estimates for completing projects. May direct and coordinate work of others to develop, test, install, and modify programs.

Minimum Education/General Experience: Must be able to review, analyze, and evaluate business systems and user needs as well as formulate systems to parallel overall business strategies. Must have knowledge of commonly-used concepts, practices, and procedures within a particular field and be able to rely on instructions and pre-established guidelines to perform the functions of the job.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Courier *(Personnel Code 240):*

Functional Responsibility: Distributes and collects incoming mail. Collects and processes outgoing mail. Responsibilities include determining, affixing, and recording postage on registered mail and packages. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Minimum Education/General Experience: Must have knowledge of commonly-used concepts, practices, and procedures within a particular field and be able to rely on instructions and pre-established guidelines to perform the functions of the job.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

DDR Support Specialist *(Personnel Code 250):*

Functional Responsibility: Works with the program coordinator and program office to provide administrative support to the DDR.   Performs complex diversity of secretarial and clerical duties. Typically provides administrative support for a manager within the organization. Examples of work performed may include composing non-routine correspondence, compiling reports, transcribing dictation, typing documents, using word processor or spreadsheet software, receiving visitors, screening and directing manager's telephone calls, arranging meetings or travel, and maintaining records or files. Reports to the Program Manager.

Minimum Education/General Experience: Needs to be able to exercise independent judgment and discretion in performing tasks.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Human Resources Specialist *(Personnel Code 260):*

Functional Responsibility: Directs the operations of an organization's human resource. Develops, implements, and modifies system requirements. Oversees the maintenance of internal database files and tables, and the development of custom reports to meet the requirements of company management and staff. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Typically reports to top management.

Minimum Education/General Experience: Needs to be able to rely on extensive experience and judgment to plan and accomplish goals as well as perform a variety of tasks. Must be able to lead and direct the work of others. A wide degree of creativity and latitude is expected.

Experience Levels (Qualifications/Experience/Education):
Senior	10+ years experience or Advanced Degree, with basic technical certifications
Junior	5-10 years experience or BS degree, with basic technical certifications
Intermediate	2-5 years experience or BS degree, with basic technical certifications
Entry	2 years experience or AA degree, with basic technical certifications

Lead Instructor/Trainer *(Personnel Code 270):*

Functional Responsibility: Works with the program coordinator and program office to implement training to individuals or groups in support of the requirements of the training curricula and program mission. Gives direction and coordinates to basic instructors/trainers. Works independently but also works with other trainers when required. Receives schedule direction from the Training Program Coordinator and works under the direction of the Training PM Curriculum/SME. A flexible schedule is required in order to meet client and individual training needs and/or locations. Some travel may be required.

Minimum Education/General Experience: Will be responsible for the effective training of individuals or groups. Needs to be familiar with the specific principles of working with people and the importance of group dynamics. Must be able to work diligently with the client to verify the training effectiveness and needs of the trainees.

Experience Levels (Qualifications/Experience/Education):
Senior	10+ years experience or Advanced Degree, with basic technical certifications
Junior	5-10 years experience or BS degree, with basic technical certifications
Intermediate	2-5 years experience or BS degree, with basic technical certifications
Entry	2 years experience or AA degree, with basic technical certifications

Mail and File Clerk *(Personnel Code 275):*

Functional Responsibility: Sorts mail according to destination and type, such as returned letters, adjustments, bills, orders, and payments. Files records in alphabetical or numerical order, or according to subject matter or other system and reads incoming material and sorts according to file system. Retrieves data or correspondence from files as requested within an appropriate time frame. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Minimum Education/General Experience: Needs experience with routine clerical duties, such as maintaining letters, memoranda, invoices, and other indexed records arranged in a file according to an established system. Must have knowledge of commonly-used concepts, practices, and procedures within a particular field and must rely on instructions and pre-established guidelines to perform the functions of the job.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Program & Budget Cost Analyst *(Personnel Code 280):*

Functional Responsibility: Knowledge of accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Works under general supervision and typically reports to a supervisor or manager

Minimum Education/General Experience: Must be able to utilize standard concepts, practices, and procedures within a particular field and rely on limited experience and judgment to plan and accomplish goals. Degree of creativity and latitude is required.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Program Control Accountant *(Personnel Code 285):*

Functional Responsibility: Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. Generally works under immediate supervision and typically reports to a supervisor or manager.

Minimum Education/General Experience: Must be able to apply knowledge of commonly-used concepts, practices, and procedures within a particular field. Must be able to rely on instructions and pre-established guidelines to perform the functions of the job. Primary job functions do not typically require exercising independent judgment.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Records Administrator *(Personnel Code 290):*

Functional Responsibility: Coordinates personnel that handle permanent records of employees by analyzing, coding, indexing and storing the records. Ensures records are complete, accurate and adhere to standards. Confers with clerical and supervisory personnel to gather suggestions for improvements and to detect records-management problems. Reviews records retention schedules and governmental recordkeeping requirements to determine timetables for transferring active records to inactive or archival storage, for reducing paper records to micrographic form, or for destroying obsolete or unnecessary records. Typically reports to a manager or head of a unit/department.

Minimum Education/General Experience: Must be familiar with standard concepts, practices, and procedures within a particular field and be able to rely on experience and judgment to plan and accomplish goals. Degree of creativity and latitude is required.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Security Guard/Facilities Guard *(Personnel Code 295):*

Functional Responsibility: Watches and patrols office grounds and property to defend against damage, theft, or harm caused by intruders. Responsible for the security and safety of a particular area or facility and of the people within that area or facility. Duties are performed unarmed. Works with the program coordinator and program office to implement procedures for safety and security. Reports to the Program Manager and Program Office Management.

Minimum Education/General Experience: Must be familiar with standard concepts, practices, and procedures within a particular field and be able to rely on experience and judgment to plan and accomplish goals.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Training Program Coordinator *(Personnel Code 300):*

Functional Responsibility: Works with the program coordinator and program office to develop training and training schedules in support of the needs of the Training Program SME's and the program mission. Reports to Training PM Curriculum/SME. Works independently at times but under the direction of the Training PM Curriculum/SME.

Minimum Education/General Experience: Must have experience in coordinating and monitoring programs involving as little as 20 person groups to whole organizations. Needs to be familiar with the development and implementation of specific training and comfortable with managing groups of people and group dynamics. Must be able to maintain training schedules and manage client expectations regarding scheduling.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Training Program Developer/SME *(Personnel Code 305):*

Functional Responsibility: Works with the program coordinator and program office to develop training material in support of the needs of the Training Program SME's and the program mission. Uses knowledge of training resources and principles and the requirements of the program to develop and sometimes invent training materials including workbooks, curricula, worksheets, summaries, questionnaires, etc.   Works

independently at times but also coordinates work with the Training Program Coordinator. Works under the direction of the Training PM Curriculum/SME.

Minimum Education/General Experience: Must have experience in the specified field or in a related area and be responsible for the development of program training materials and curricula.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Training Support Specialist *(Personnel Code 310):*

Functional Responsibility: Works with the program coordinator and program office to provide training administrative support. May help with budget preparation and control and may act as an administrative liaison with internal and/or external sources. Supplies administrative support services to the NGB Counterdrug DDR, or other Counterdrug organizational department. Assembles and analyzes fairly complex information or data. Reports to the Program Manager.

Minimum Education/General Experience: Must have experience in administrative support or similar discipline desired. Good writing skills are necessary and must be able to oversee administrative procedures and processes for assigned area.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

PROFESSIONAL GROUP LABOR CATEGORIES:

Applications Programmer *(Personnel Code 400):*

Functional Responsibility: Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager..

Minimum Education/General Experience: Experience includes- experience as an applications programmer on large-scale database management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Experience with UNIX, Windows, SQL Server, Oracle 8x and higher, C, C++, Internet application development (HTML, JAVA 1.3, CGI, XML, XSL, Web Services to include UDDI, WSDL, SOAP), X-Windows, SQL Server 2000, IDEF, Visual Basic 7.0 or higher, Cool-Gen, Cool-Biz, Access, FoxPro, ERWin IIS, ASP 2.0,JSP 2.0 Tomcat Jserv, Jrun and CASE tools preferred. Must demonstrate the ability to work independently or under only general direction.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Applications Systems Analyst *(Personnel Code 405):*

Functional Responsibility: Analytically and systematically evaluates organizational workflow problems and planning issues. Develops and recommends solutions. Performs data entry via on-line data terminal, key-to-tape, key- to-disk, or similar devices. Verifies accuracy of data entered for Levels I and II Data Entry Clerks. Provides functional guidance, supervision, technical support, training and quality assurance/quality control to Level I and Level II personnel. Supports senior staff as required and ensures customer requirements and project milestones are met.

Minimum Education/General Experience: Must have experience in analytical problem solving and document data conversions, evaluating work flows and planning issues with specific background in the development installation, and maintain and maintenance of applications programs. Supervision of the work of programmers expected.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Audiovisual Tech Support *(Personnel Code 410):*

Functional Responsibility: Operates audiovisual or sound-reproducing equipment to provide or complement educational or public service programs offered by institutions. Operates motion picture projecting equipment to show films in auditorium or lecture hall for entertainment or enlightenment of visitors to institution. Sets-up, maintains, and operates film, slide, video, audio tape, or turntable equipment to project or produce still or moving pictures, background music, oral commentary, or sound effects to illustrate, clarify, or enhance impact of presentation by Teacher (museums) 099.227-038. Coordinates equipment operation with material presented, according to notations in script or instructions of speaker. Maintains equipment in working condition. Makes minor adjustments and repairs to equipment, and notifies maintenance personnel when correction of major malfunction is required. Positions, installs, and connects equipment, such as microphones, amplifiers, and lights. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor/manager.

Minimum Education/General Experience: Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Client/Server Network Architect *(Personnel Code 415):*

Functional Responsibility: May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected. Designs and builds relational databases. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Cleans and maintains the database by removing and deleting old data. . Must be able to design, develop and manipulate Oracle databases, data warehouses and multidimensional databases. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's client/server software applications. Has knowledge of commonly-used concepts, practices, and procedures

within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision.

Minimum Education/General Experience: Past experience with developing strategies for data acquisitions, archive recovery, and implementation of a database. Experience with cleaning and maintaining the database by removing and deleting old data. Must be able to design, develop and manipulate Oracle databases, data warehouses and multidimensional databases.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Communications Engineer *(Personnel Code 420):*

Functional Responsibility: Manages programmatic and organizational communications in supporting the NGB in the attainment of its program goals, audience range include internal and external public. Writes and edits copy for a variety of communication materials including emails, memos, FAQ-s, presentations. Will provide public speaking and mentorship to a communications team. Will generate and oversee the preparation, presentation and follow-up of major projects. Regularly interact with corporate senior management and NGB command structure on matters concerning several functional areas. Relies on experience and judgment to plan and accomplish goals. Typically reports to a senior manager. Designs and coordinates company communications. Responsible for maintaining policies and procedures, monitoring company media, and utilizing electronic publishing technology. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision.

Minimum Education/General Experience: Needs to have experience in communications, public affairs, community outreach, risk/hazard and crisis communications. Previous experience with supporting the military /government. Experience in developing communication plans. Must have excellent communication and interpersonal skills as well as excellent writing, speaking and editing abilities. Must be detail-oriented and able to work with multiple people and groups within R&D to pull information together and develop a comprehensive communications plan. Should have legislative/regulatory affairs expertise. The candidate should be able to work independently and as part of a team.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Computer Assistant/Aid *(Personnel Code 425):*

Functional Responsibility: Responds to telephone calls, email and personnel requests for technical support. Documents, tracks and monitors the problem to ensure a timely resolution. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor.

Minimum Education/General Experience: Has knowledge of commonly-used concepts, practices, and procedures within a particular field.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Computer Engineer *(Personnel Code 430):*

Functional Responsibility: Builds, develops and manages all aspects of UNIX/NT computing. Oversees the daily operations of the Unix/NT systems engineering function. May also be responsible for OS/390 function and staff. Needs to be familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Minimum Education/General Experience: Needs to have knowledge of a broad area of systems, facilities or programs. The ability to apply systems and analysis methodology and techniques to support independent evaluations. Knowledge of concepts, theories, and principles of professional engineering, computer hardware, systems software, and computer system architecture and integration, and mathematics, including calculus, probability, statistics, discrete structures and modern algebra.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Computer Operator *(Personnel Code 435):*

Functional Responsibility: Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage. May require an associate's degree or its equivalent and 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.

Minimum Education/General Experience: Has knowledge of commonly-used concepts, practices, and procedures within a particular field.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Computer Scientist *(Personnel Code 440):*

Functional Responsibility: Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor. Some work on multidisciplinary projects such as developing and advancing uses of virtual reality extending human computer interaction and applying theory; designing programming tools knowledge base systems and developing specialized languages.

Minimum Education/General Experience: Must be able to think logically and have good communication skills. The ability to concentrate and pay close attention to detail is important. They must be able to communicate effectively with computer personnel, such as programmers and managers, as well as with users or other staff who may have no technical computer background. Needs to be able to work well in group oriented situations.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Configuration Management Specialist *(Personnel Code 445):*

Functional Responsibility: Analyzes changes of product design to determine the effect on the end product design and function and determines and prepares documentation necessary for change. Coordinates with customers and manufacturers to determine a process for change reporting. Reviews released engineering change data and changes documenting activities to ensure adherence to configuration management procedures and policies. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor.

Minimum Education/General Experience: Needs to be familiar with standard concepts, practices, and procedures within a particular field.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Data Architect *(Personnel Code 450):*

Functional Responsibility: Designs and builds relational databases. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Cleans and maintains the database by removing and deleting old data. Requires a bachelor's degree in area of specialty and at least 8-10 years of experience in the field or in a related area. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Minimum Education/General Experience: Requires creativity, non-technical communication skills, and excellent problem-solving skills. Needs knowledge of commonly-used concepts, practices, and procedures within a particular field.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Data Warehouse Analyst *(Personnel Code 455):*

Functional Responsibility: Responsible for providing consistent and integrated access to information contained in the VNSNY and VNS CHOICE data marts for evaluating operational, managerial, and QI processes. Monitors, analyzes and communicates aggregate and regional metrics against benchmarks where applicable. Retrieves, compiles, reviews and ensures accuracy of data from data mart and other constructed databases and researches and corrects discrepancies. Participates in design and implementation of queries, reports, etc. Creates and summarizes large volumes of data in analytical reports that include tables, graphs statistical analyses, qualitative and quantitative analyses. Analyzes data using SAS to create statistical outputs associated with reports. Reviews and identifies trends and variances in data and reports. Analyzes data using SAS, and prepares reports for management review and use Designs, implements and supports data warehousing. Defines user interfaces and functional specifications. Responsible for verifying accuracy of data, and the maintenance and support of the data warehouse.

Minimum Education/General Experience: Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Data Warehousing Administrator *(Personnel Code 460):*

Functional Responsibility: Installs, configures, troubleshoots, and maintains data warehouse systems. Administers data warehouse systems including maintenance and verification of extract, transform, and load operations. Handles customer requests for querying information. Develops and implements information management strategies. Coordinates and manages information management solutions. Scopes, plans, and prioritizes multiple projects. Manages all aspects of the warehouses such as data sourcing, migration, quality, design, and implementation. Designs, implements and supports data warehousing. Implements business rules via stored procedures, middleware, or other technologies. Defines user interfaces and functional specifications. Responsible for verifying accuracy of data, and the maintenance and support of the data warehouse. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks.

Minimum Education/General Experience: Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Database Administrator *(Personnel Code 465):*

Functional Responsibility: Performs database administration and configuration management functions to include the following duties- Installing and upgrading the Oracle and/or Windows SQL Server DBMS and all its associated products to include applications tools; Allocating system storage and planning future storage requirements for the database system; Creating primary database storage structures (table spaces); Creating primary objects (tables, views, indexes) once application developers have designed an application; Defining Entity Relationship Diagrams and data modeling documentation; Modifying the database structure, as-necessary, from information given by the application developers; Implementing and maintaining database

security; Ensuring compliance with Oracle License agreement Controlling and monitoring user access to the database; Monitoring and optimizing the performance of the database; Planning for backup and recovery (Control Files, Redo Logs, Rollback Segments, System Data Files, etc} of database information; Maintaining archived data on tape; Backing up and restoring the database (On line and Complete);Contacting Oracle corporation for technical assistance; Perform set up troubleshooting and maintenance of replication; Complete Software Readiness Review Checklists (Take Action as Required); Tuning the database for optimal performance Liaising with database Worldwide Customer Support to deal with technical issues requiring Oracle's intervention; Staying current with Oracle's and/or Windows SQL Server emerging product line and with new additions that may complement your existing applications; and Supervision of teams of DBAs.

Minimum Education/General Experience: Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Database Analyst/Programmer *(Personnel Code 470):*

Functional Responsibility: Works and assists with analyzing, developing, and implementing the physical database design in support of an organization's information technology requirements. Performs the maintenance of database dictionaries. Monitors standards and procedures, access methods and time, validation checks and organizational and statistical methods. Reviews, evaluates, designs, implements and maintains databases. Helps identify data sources, construct data decomposition diagrams and document the process. Implements codes for database access, modifications and constructions including stored procedures. Works under direct supervision. Reports to a manager.

Minimum Education/General Experience: Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Documentation Specialist *(Personnel Code 475):*

Functional Responsibility: Prepares and/or maintains documentation pertaining to programming, systems operation and user documentation. Translates business specifications into user documentation. Plans, writes, and maintains systems and user support documentation efforts, including online help screen. Responsible for coordinating activities associated with the support of the Change Control Program including, but not limited to, coordination of change request review and database administration; coordination of change request review and approvals; setting-up, monitoring, and closing of implementation activities; maintenance and storage of change control records. Generates reports and supports Quality departmental projects as needed. Performs tasks in accordance with the Quality System and regulatory requirements. Writes and revises Standard Operating procedures as needed. Works under immediate supervision.

Minimum Education/General Experience: Needs knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Enterprise Architect *(Personnel Code 480):*

Functional Responsibility: Analyzes network and computer communications hardware characteristics and recommends equipment procurement, removals, and modifications. Adds, deletes, and modifies, as required, host, terminal, and network devices. Assists and coordinates with communications network specialists in the area of communications hardware. Provides functional guidance, supervision, technical support, training and quality assurance/quality control.

Minimum Education/General Experience: Needs experience in designing, testing, installing, implementing, and maintaining computer network using and implementing network standards, particularly those of the International Organization for Standardization (ISO); operating computer networks, particularly; identification and solution of problems, restart/recovery, additions, deletions, and modifications of terminals, hosts, etc., optimization of network costs and performance and implementing accounting and charge back systems. General experience includes all aspects of computer networks. Must demonstrate the ability to work independently or under only general direction.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

ERP/Business Analyst *(Personnel Code 485):*

Functional Responsibility: Assists with the development and maintenance of the Enterprise Resource Planning (ERP) program. Customizes and configures workflow to allow the integration of client/server applications. Tests ERP layout to ensure the system is meeting corporate needs. Validates market requirements for current and/or future product features. Provides functional support to Partners/customers. Participates in the development and implementation of company-wide go-to-market plans. Acts as a functional Community Liaison. Assist in the creation and publication of Industry White Papers. Maintains a current & relevant competitive analysis data base. Disseminate competitive flash reports to Partners.

Minimum Education/General Experience: Has knowledge of commonly-used concepts, practices, and procedures within a particular field.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Help Desk Coordinator *(Personnel Code 490):*

Functional Responsibility: Responsible for the day-to-day administration and management of the Help Desk. Formulates and defines the systems scope and objectives in accordance with manufacturer technical requirements on all systems supported. Compiles and analyzes technical data and provides hands on training to the help desk staff, provides customer consulting on complex problems requiring resolution. As a

business expert, works closely with both the staff and customers to define information system and equipment problems and the appropriate solution to those problems. Overall responsibility for providing instruction and direction to, and certification over the work of staff members and conducts periodic quality assurance reviews.

Minimum Education/General Experience: Needs experience with the major desktop software applications including all technical business areas such as workflow, finance & accounting, business applications, Microsoft Office suite, and Lotus Notes.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Help Desk Support Service Specialist *(Personnel Code 495):*

Functional Responsibility: Provides both internal staff training and user support for problem resolution. Interacts with clients via telephone and e-mail in the pursuit of problem resolution. Provides trouble ticket processing and status, trouble ticket escalation, fault isolation, functional guidance, technical support as necessary. Performs day-to-day operations within the helpdesk guidelines and procedures in a shift work environment. Provides input for the development of performance measurement and quality assurance reports. Oversees the preparation of reports as required.   Maintains trouble ticket and call resolution statistics and tracks customer satisfaction.

Minimum Education/General Experience: Needs experience with the major desktop software applications including all technical business areas such as workflow, finance & accounting, business applications, Microsoft Office suite and Lotus Notes.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Information Assurance Engineer *(Personnel Code 500):*

Functional Responsibility: Responsible for determining enterprise information security standards. Develops and implements information security standards and procedures. Ensures that all information systems are functional and secure. Develop and conduct risk assessments of systems security engineering designs/implementations on UNIX and Windows-based Operating Systems. Identify vulnerabilities and risk mitigation strategies, validate security profile of software (COTS, GOTS and custom code) and networks (connectivity, protocols and protection software/hardware), and document results.   Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management. Performs a variety of tasks.

Minimum Education/General Experience: Needs to possess broad-ranging system security experience with working knowledge of National and DoD IT security policies to support Certification and Accreditation of information technology systems in a dynamic DoD environment. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications

Junior	5-10 years experience or BS degree, with basic technical certifications
Intermediate	2-5 years experience or BS degree, with basic technical certifications
Entry	2 years experience or AA degree, with basic technical certifications

Information Management Analyst *(Personnel Code 505):*

Functional Responsibility: Codes and organizes paper, electronic files and collection of business and technical material according to business standards. Input data into databases and perform specific queries. Accurately and constantly maintain the metadata for documents. Partner with Customer employees to determine business needs and develop best procedures for best practices. Locate information requested for audits and litigation. Coordinate records preparation for inactive storage. Provide technical support and assistance for electronic document management systems. Provide technical guidance to users for data editing and cleanup. Help users create and search files / documents. Support Customer in deployment of emerging electronic document management technologies and applications. Become subject matter expert in use of document management applications, and assist with training and change management activities. Actively participate in Customer Information Management initiatives and administrative activities. Identify and participate in cross-functioning opportunities. Stay abreast of records management practices and programs. Maintain Electronic Databases. Assist with implementation of system upgrades and changes. Train customers on use of information repository. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department. Performs a variety of tasks.

Minimum Education/General Experience: Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

Experience Levels (Qualifications/Experience/Education):
Senior	10+ years experience or Advanced Degree, with basic technical certifications
Junior	5-10 years experience or BS degree, with basic technical certifications
Intermediate	2-5 years experience or BS degree, with basic technical certifications
Entry	2 years experience or AA degree, with basic technical certifications

Information Systems Auditor *(Personnel Code 510):*

Functional Responsibility: Reviewing of information systems, data security, computer facilities, and relevant networks. Responsible for assisting in special investigations, providing recommendations for improved controls and/or operating procedures as well as maintaining current inventory of information systems audit universe. Oversees a staff of IT auditors responsible for auditing information systems, platforms, and operating procedures in accordance with established corporate standards for efficiency, accuracy and security. Evaluates IT infrastructure in terms of risk to the organization and establishes controls to mitigate loss. Determines and recommends improvements in current risk management controls and implementation of system changes or upgrades. Additionally, you will assist in preparing information systems risk assessment and audit work plan. Typically reports to top management. May lead and direct the work of others.

Minimum Education/General Experience: A wide degree of creativity and latitude is expected. Relies on experience and judgment to plan and accomplish goals.

Experience Levels (Qualifications/Experience/Education):
Senior	10+ years experience or Advanced Degree, with basic technical certifications
Junior	5-10 years experience or BS degree, with basic technical certifications
Intermediate	2-5 years experience or BS degree, with basic technical certifications
Entry	2 years experience or AA degree, with basic technical certifications

Information System Training Specialist *(Personnel Code 515):*

Functional Responsibility: Participates in, and conducts company information system training programs. Monitors and reports the effectiveness of training on employees during the orientation period and for career development. May be involved in initial plan design and existing plan enhancements. Performs a variety of tasks. Works under general supervision; typically reports to a manager.

Minimum Education/General Experience: Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. A certain degree of creativity and latitude is required.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Information Tech Specialist-General *(Personnel Code 520):*

Functional Responsibility: Performs information systems administrative procedures and maintains documentation that covers two or more functional areas including data control, applications training, data coordination and scheduling, data security administration, etc. Typically reports to top management.

Minimum Education/General Experience: Has knowledge of commonly-used concepts, practices, and procedures within a particular field. A wide degree of creativity and latitude is expected. Relies on experience and judgment to plan and accomplish goals.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Information Tech Specialist-INFOSEC *(Personnel Code 525):*

Functional Responsibility: Performs information systems administrative procedures and maintains documentation that covers two or more functional areas including data control, applications training, data coordination and scheduling, data security administration, etc. Typically reports to top management.

Minimum Education/General Experience: Has knowledge of commonly-used concepts, practices, and procedures within a particular field. A wide degree of creativity and latitude is expected. Relies on experience and judgment to plan and accomplish goals.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Information Tech Specialist-Network *(Personnel Code 530):*

Functional Responsibility: Performs information systems administrative procedures and maintains documentation that covers two or more functional areas including data control, applications training, data coordination and scheduling, data security administration, etc. Typically reports to top management.

Minimum Education/General Experience: Has knowledge of commonly-used concepts, practices, and procedures within a particular field. A wide degree of creativity and latitude is expected. Relies on experience and judgment to plan and accomplish goals.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Information Tech Specialist-Systems Administration *(Personnel Code 535):*

Functional Responsibility: Performs information systems administrative procedures and maintains documentation that covers two or more functional areas including data control, applications training, data coordination and scheduling, data security administration, etc. Typically reports to top management.

Minimum Education/General Experience: Has knowledge of commonly-used concepts, practices, and procedures within a particular field. A wide degree of creativity and latitude is expected. Relies on experience and judgment to plan and accomplish goals.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Network Administrator *(Personnel Code 540):*

Functional Responsibility: Sets up, configures, and supports internal and/or external networks. Develops and maintains all systems, applications, security, and network configurations. Troubleshoots network performance issues and creates and maintains a disaster recovery plan. Recommends upgrades, patches, and new applications and equipment. Provides technical support and guidance to users.

Minimum Education/General Experience: Has knowledge of commonly-used concepts, practices, and procedures within a particular field. A wide degree of creativity and latitude is expected. Relies on experience and judgment to plan and accomplish goals.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Network Engineer *(Personnel Code 550):*

Functional Responsibility: Serves as technical specialist responsible for, but not limited to, monitoring; operating and managing; troubleshooting; network restore actions; node/network configuration; administration; and security management. Performs pro-active monitoring of network element alarm and alerts to identify those components/elements that may lead to, or already are causing network degradation or failure. Performs security monitoring and management, fault isolation and diagnostic functions to include determination and execution of corrective actions on a real-time basis. Uses sophisticated network management computer platforms to remotely access and analyze workstations, nodes, and terminals to identify resolutions to correct network anomalies. May be used on a shift basis to provide 24x7 coverage for

the network. Interfaces with functional users as well as remote Area Control Centers (ACC) and Local Control Centers (LCC) in both routine and reactive monitoring situations. Executes all reporting functions and data input associated with network operations and, management. Uses various Network Management Systems (NMS) to monitor network performance and to configure new nodes and terminals for service. Also analyzes network traffic data, throughput, reliability, and other characteristics related to efficient operation and support of the DMS.

Minimum Education/General Experience: Needs knowledge of a wide range of communications concepts, principles and practices as well as an in-depth knowledge of communications equipment including- IP Routers, Channel Service Units/Digital Service Units (CSUs/DSUs), Transmission facilities including ATM power hubs and switches, Ethernet hubs, Firewalls, Local and Wide Area Network {LAN/WAN) components and other communications oriented sub-systems and/or components; Knowledge of test/diagnostic equipment needed to analyze, isolate, and resolve difficult and complex telecommunications problems; Knowledge of UNIX, NT, X.400 messaging protocols, X.500 directory services, transmission, internet and system network architecture protocols and techniques to isolate, troubleshoot, and restore the communications capabilities within the communications environment; Knowledge of Wide Area and Local Area Networks (WANS/LANS); Knowledge of trouble ticketing systems and performance/trend analysis tools; Knowledge of other major areas of telecommunications such as cryptographic systems, computer security and access control systems/procedures; Knowledge of office automation tools, in addition to possessing interpersonal skills necessary to constructively interface with the client.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Network Support Technician *(Personnel Code 555):*

Functional Responsibility: Performs detailed and technically in-depth site survey functions at user locations as required in order to assess/analyze site preparedness, develop implementation plans and associated cost estimates. Coordinates with users, site/base support and or facilities personnel, network manager(s) and controllers, long haul and local carriers for installation, cutover, activation, deactivation planning and execution thereof. Performs installation/de-installation/upgrade/interface actions associated with network components at user locations. Facilitates all aspects of site acceptance. Provides functional guidance, supervision, technical support, training and quality assurance/quality control.

Minimum Education/General Experience: Needs experience with communication circuit allocation, engineering, or installation and possess an in-depth knowledge of specific network components, which includes IDNX, ADNX, SPX, and DSU/CSU network systems and network functions.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Operation Researcher *(Personnel Code 560):*

Functional Responsibility: Deploys scientific methods to decision making in complex, real world problems. Must maintain the coordination and execution of operations in an organization.   Researches for ways to improve and optimize the performance of systems and procedures.   Typically reports to a head of a unit/department.

Minimum Education/General Experience: Previous experience managing and directing an organization's operational (non-manufacturing) policies, objectives, and initiatives. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Project Engineer *(Personnel Code 565):*

Functional Responsibility: Plans and directs all specialized engineers working on a specific project/projects. Manages the development, implementation, and evaluation of complex designs, product construction and testing in order to ensure completion of project as efficiently and effectively as possible. Follows through with and coordinates tasks assigned for project completion.   Typically reports to a senior manager or head of unit/department. Leads and directs the work of others.

Minimum Education/General Experience: Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Project Management & Planning Specialist *(Personnel Code 570):*

Functional Responsibility: Develops, plans, and implements the overall strategic goals of an organization's network system. Evaluates and recommends changes to current and future network requirements to meet the organization's needs. Plans and controls cost inputs. Reviews and negotiates activities relating to contract requirements. Develops planning and installation benchmarks. Typically reports to an executive.

Minimum Education/General Experience: Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Quality Assurance Analyst *(Personnel Code 575):*

Functional Responsibility: Provides technical support in the evaluation of prime object names, data elements, and other objects. Evaluates proposed objects and their attributes. Ensures that proposed object definitions are clear, concise, technically correct, and that they represent singular concepts. Ensures that the proposed objects are consistent with data and process models. Provides daily supervision and direction to staff. Provides functional guidance, supervision; technical support, training and quality assurance/quality

control and configuration management. Supports senior staff as required and ensures customer requirements and project milestones are met.

<u>Minimum Education/General Experience</u>: Needs experience building and/or maintaining data/information repositories for organizations that use information engineering concepts and enterprise, data and process modeling in the identification and development of standardized objects. Also needs experience with technical writing, enterprise, process and/or data modeling. Excellent verbal and written communications skills and leadership abilities are required.

<u>Experience Levels (Qualifications/Experience/Education)</u>:
Senior	10+ years experience or Advanced Degree, with basic technical certifications
Junior	5-10 years experience or BS degree, with basic technical certifications
Intermediate	2-5 years experience or BS degree, with basic technical certifications
Entry	2 years experience or AA degree, with basic technical certifications

Seat Management Administrator *(Personnel Code 580):*

<u>Functional Responsibility</u>: The Seat Management Administrator functions as the contractor site manager and is responsible for the day-to-day administration and management of the Help Desk. Must formulate and define system scope and objectives in accordance with manufacturer technical requirements on all systems supported. Compiles and analyzes technical data and provides hands on training to the help desk staff, provides customer consulting on complex problems requiring resolution. As a business expert, works closely with both the staff and customers to define information system and equipment problems and the appropriate solution to those problems. Initiative and ability to identify problems and potential resolutions quickly and develop effective solutions in cooperation with others. Coordinate, assign, and follow-up the tasks of Information Technology & Services' staff.

<u>Minimum Education/General Experience</u>: Needs experience in information systems help desk operations. This person will need the ability to work harmoniously with faculty, students, and other administrators to resolve recurring difference between expectations and available resources. Excellent written and oral communication skills and the ability to communicate complex ideas quickly and understandably.

<u>Experience Levels (Qualifications/Experience/Education)</u>:
Senior	10+ years experience or Advanced Degree, with basic technical certifications
Junior	5-10 years experience or BS degree, with basic technical certifications
Intermediate	2-5 years experience or BS degree, with basic technical certifications
Entry	2 years experience or AA degree, with basic technical certifications

Software Architect *(Personnel Code 585):*

<u>Functional Responsibility</u>: Main activity is analysis and high-level design. Tracks the technical progress of a project to ensure compliance with or enhancement of the existing architecture or design. Researches, analyzes, and determine the structure (architecture), designs, builds, tests, implements or maintains such software. The design aspects of the role are to cover the systems constraints such as performance, programming language, operating system etc. Develops, publishes, and implements test plans. Writes and maintains test automation. Develops quality assurance standards. Defines and tracks quality assurance metrics such as defect densities and open defect counts. Will utilize the documentation of system architecture support early in the design and development of components in the system. Typically reports to a manager. Performs a variety of tasks related to the setting up of components of a software system. Works under general supervision.

<u>Minimum Education/General Experience</u>: Must have a working knowledge of quality assurance methodologies. Familiar with NT, UNIX and/or Solaris environments. Relies on experience and judgment to

plan and accomplish goals. This requires creativity and the ability to abstract and invent elegantly simple models of complex entities.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Software Test Engineer *(Personnel Code 590):*

Functional Responsibility: Applies an organization-wide set of disciplines for the planning, analysis, design, and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Performs enterprise strategic systems planning, enterprise information planning and business area analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated (Integrated Computer-Aided Software Engineering (ICASE) tools. Applies reverse engineering and re-engineering disciplines to develop migration strategies and planning documents.

Minimum Education/General Experience: Needs web development experience including- (HTML, JAVA 1.3, CGI, XML, XSL, Web Services to include UDDI, WSDL, SOAP) and application development skills in COM, DCOM, CORBA, COM+. Experience is also required in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Subject Matter Expert *(Personnel Code 595):*

Functional Responsibility: Provides in depth knowledge of the subject matter by involving technical validation to assure verification and understanding. Must provide technical and intellectual validation of tasks assigned. Interprets information to match project requirements.

Minimum Education/General Experience: Professional level of expertise in performing a specialized skill, job or task with specific identifiable qualities. Must have documentation of industry specific project development.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Systems Engineer *(Personnel Code 605):*

Functional Responsibility: Provides support in both pre- and post-contract by attending presentations, product demonstrations, and installations/implementations.   Responsible for enabling, realizing and developing successful systems. Focuses on customer needs and proceeds with designing and system validation. Typically reports to a supervisor or manager.

Minimum Education/General Experience: Needs knowledge of commonly-used concepts, practices, and procedures within a particular field of IT Engineering. Experience working in an IT environment designing and/or supporting network systems.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Technical Editor *(Personnel Code 610):*

Functional Responsibility: Assist in collecting and organizing information required for preparation of user manuals, training materials, installation guides, proposals, and reports. Edit functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents.

Minimum Education/General Experience: Needs to possess strong communication and organizational skills; and demonstrate the ability to work independently or under general direction. Familiar with a variety of the field's concepts, practices, and procedures.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Telecommunications Specialist *(Personnel Code 615):*

Functional Responsibility: Analyzes telecommunications functions of organizations. Works to develop, improve, maintain, and implement network. Designs data communications systems and supervises installation of systems and provides maintenance. Typically reports to a supervisor or manager.

Minimum Education/General Experience: Familiar with standard concepts, practices, and procedures within a particular field.   Customer service and communications systems experience preferred.   Strong interpersonal communications skills required.

A certain degree of creativity and latitude is required
Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Video Information Specialist *(Personnel Code 620):*

Functional Responsibility: Produces broadcasts by designing and constructing production media via technology. May act as a liaison to the public and client on programming needs. Prepares and coordinates the inventory and integration process for all necessary equipment.

Minimum Education/General Experience: Needs knowledge of all aspects of video production including producing and administering. Writing, editing, audio and visual skill are required. Ability to provide images through a variety of mediums in specialized formats. Ability to repair and maintain video Information systems. Highly skilled in working with multiple projects and under time constraints

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Web Content Administrator *(Personnel Code 625):*

Functional Responsibility: Maintains intranet/internet web content; maintain graphic design and style standards. Assists the web application developers with user interface design and testing of in-house application. Prepares required documentation, including both program-level and user-level documentation.

Minimum Education/General Experience: Needs experience as an applications programmer on large-scale database management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Experience with UNIX, and Windows, SQL Server, Oracle 8x and higher, C, C++, Internet application development (HTML, JAVA 1.3, CGI, XML, XSL, Web Services to include UDDI, WSDL, SOAP), X-Windows, SQL Server 2000, IDEF, Visual Basic 7.0 or higher, Cool-Gen, Cool-Biz, Access, FoxPro, ERWin IIS, ASP 2.0,JSP 2.0 Tomcat Jserv, Jrun and CASE tools preferred. Must demonstrate the ability to work independently or under only general direction.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Web Designer *(Personnel Code 630):*

Functional Responsibility: Designs and constructs web pages/sites including incorporating graphic user interface (GUI) features and other techniques. Maintains and provides ongoing design of the website, promos and ad banners, seasonal content specials and custom chat launcher design for partners. Works under general supervision; typically reports to a manager. Performs a variety of tasks

Minimum Education/General Experience: Familiar with standard concepts, practices, and procedures within a particular field. A certain degree of creativity and latitude is required.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Web Software Developer *(Personnel Code 635):*

Functional Responsibility: Responsible for all stages of software development including design, programming, testing and maintenance. Designs, develops, and implements software packages for web sites. Troubleshoots debugs and implements software code Develops and maintain websites, perform maintenance on websites.

Minimum Education/General Experience: Has knowledge of standard concepts, practices, and procedures within a particular field. Good communication skills in written and spoken English. Ability to work well in a team or alone. Desire to learn new skills and keep up with technologies.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Web Technical Administrator *(Personnel Code 640):*

Functional Responsibility: Responsible for daily systems administration duties related to web sites including web systems middleware software. Also works with DBAs to ensure that data recovery, maintenance, data integrity and space requirements for physical database supporting web applications are met through formulation and monitoring of policies, procedures and standards relating to database management. Develops, implements, and maintains firewall technologies that secure an organization's website. Defines network security issues, develops plans and procedures, and ensures safety and privacy of their newly developed internet and intranet sites. Creates, modifies and deletes user profiles and other access controls. Reviews security logs and violation reports.

Minimum Education/General Experience: Familiar with standard concepts, practices, and procedures within a particular field. Need to demonstrates solid project management skills, ability to multitask and strong analytical and problem solving skills.

Experience Levels (Qualifications/Experience/Education):
Senior   10+ years experience or Advanced Degree, with basic technical certifications
Junior   5-10 years experience or BS degree, with basic technical certifications
Intermediate   2-5 years experience or BS degree, with basic technical certifications
Entry   2 years experience or AA degree, with basic technical certifications

Services Oriented Architecture (SOA) Labor Category Descriptions:

1. Chief Enterprise Architect: Leads and directs large teams with diverse functional and technical disciplines to include enterprise architects, systems engineers, business analysts, and network engineers. Works directly with senior executives of the enterprise to consult, coach, and advise on strategy, business alignment, enterprise architecture, information technology solutions, and the associated impact on the organization and its stakeholders. Coordinates resolution of highly complex problems and tasks, selling new ideas and concepts in support of operational goals and objectives. Provides technical and analytical guidance to enterprise architecture team. Integrates and translates complex concepts into tactical action plans. Directs high-level enterprise architecture analysis, evaluation, design, integration, documentation, and development. Has a deep understanding of DoD business transformation and processes, DoD organizational structure, experience in developing briefings and responses to GAO, OMB, and executives within the department, and coordinated and developed BEA Compliance Guidance criteria and various BEA evolution strategies. Possesses extensive knowledge of the DoDAF, the DoD Net-Centric and Data Strategies, the DoD Information Assurance Guidance, and the DoD Federation Strategy, and has had hands-on experience with the Business Enterprise Architecture and Enterprise Transition Plan, Service Oriented Architecture, and the Business Mission Area Federation Strategy and Roadmap.

2.   CRM Application Architect: Recognized for strong expertise in industry issues and trends. Utilizes functional area expertise gained through direct industry experience to assess the operational and functional baseline of an organization customer resource and its organizational components.   Works with senior managers and executives to provide industry vision and strategic direction with regard to their enterprise. Guides the determination of information technology inadequacies and/or deficiencies that affect the functional area's ability to support/meet organizational goals.   Generates functional area strategies for enhanced IT operations in a cross-functional area mode throughout the organization. Participates in account strategy sessions, strategic assessments and design reviews to validate CRM approach and associated

work products. Provides guidance and direction to other professionals, acts in a consulting and/or advisory capacity; coordinates resolution of highly complex problems and tasks, possesses ability to meet and operate under deadlines.

3. SR Governance Architect: Expertise and expertise in SOA, business process reengineering, and DoD acquisition processes/procedures. Ability to develop lifecycle management models for the acquisition, governance, and implementation of a SOA. <u>Functional Responsibility</u>: Develop lifecycle management models for the acquisition, governance, and implementation of a SOA. <u>Minimum Education</u>: Bachelor of Science in Business, Computer science, engineering or related field. At least 5 Years, experience may be substituted for Degree requirements at 1 year experience for 6 months of school.

4. SOA Software/Data Engineer: At least five years of experience in software/data architecture or data modeling methodologies specific to Services Oriented Architecture. Comprehensive understanding of data management tools, SQL databases, query optimization, integration, data registries and SOA concepts with products such as Composite and Meta Matrix. <u>Functional Responsibility</u>: Performs analysis and evaluation of existing or proposed processes, applications, systems, or software involving data policies, data architectures and data services. Understands business requirements and translates them into technical designs. Performs complex integration of disparate systems. Investigates and documents data and data quality in existing systems. Designs and implements data service layers to enable trusted access of data using flexible and open technologies. All Composite Professional Services engineers are skilled in data architecting. <u>Minimum Education</u>: Bachelor's degree in Computer Science, Engineering, or a related field.

5. SR SOA Software/Data Engineer: 15+ years of experience in software/data architecture methodologies, SOA concepts, and tools that support enterprise wide data convergence. Experience with products such as Composite and Meta Matrix. <u>Functional Responsibility</u>: Provides thought leadership and strategic level consultation regarding Service Oriented Architecture, specifically in the Data Services Layer. Defines a technology strategy to leverage SOA as applicable to a customer's specific environment and business needs. Defines a strategy for a customer to evolve their current information systems into a data services fabric that facilitates access to data across the enterprise. Consults to customers who need strategic level guidance on the benefits of SOA focusing on practical applications within a customer enterprise and articulates the value of SOA and data integration as it applies to a customer's specific use. <u>Minimum Education</u>: Bachelor's degree in Computer Science, Engineering, or a related field.

6. SOA Program Manager: Under indirect supervision, oversees the operational planning, establishment, execution, and evaluation of a multifaceted SOA program/project typically consisting of a set of closely related subprograms or associated activities. Oversees fiscal, operational, administrative, and human resources management of the program; seeks and develops outside funding sources, serves as principal point of representation and liaison with external constituencies on operational matters, and provides day-to-day technical/professional guidance and leadership as appropriate to the area of expertise. <u>Qualifications</u>: Expertise in SOA and the tools and architecture designs applicable to the implementation of SOA on a large scale. Knowledge and expertise in presentation, data services, and security layers. Experience with the design and implementation of ESBs in a federated environment. Should have knowledge and skills in the service oriented architecture design and implementation of business software application and infrastructure. The PM will incorporate centralized and disciplined enforcement of industry standards, assembly of reusable autonomous business functions (also called "services"), and develop solutions for loosely coupled connections between services.

7. Data Analyst: Works in a SOA Center of Excellence data warehouse environment that includes data design, database architecture, metadata and repository creation. Reviews data loaded into the data warehouse for accuracy. Responsible for the development, maintenance and support of an enterprise service bus (ESB) data warehouse system and corresponding data marts. Troubleshoots and tunes existing ESB data warehouse applications. Conducts research into new data warehouse applications and determines viability for adoption. Assists in establishing development standards. Evaluates existing subject

areas stored in the data warehouse. Incorporated existing subject areas into an enterprise model. Creates new or enhanced components of the data warehouse.

8. **SR Best of Breed Engineer:** 10+ years in process re-engineering and Best of Breed (BoB) assessment in an SOA environment. Conducts gap analysis during the FEA initial transformation and sequencing phase. Strong understanding of Capital Planning and Investment Control (CPIC); specifically the Select, Control and Evaluate phase. Strong understanding of SOA and its lice cycle model and the use of the Enterprise Service Bus (ESB) and orchestration. Minimum Education: Bachelor of Science in Engineering, Business, or computer science or other related degree. At least 10 Years, experience may be substituted for Degree requirements at 1 year experience for 6 months of school.

9. **JR Best of Breed Engineer:** 5+ years in process re-engineering and Best of Breed (BoB) assessment in an SOA environment. Conducts gap analysis during the FEA initial transformation and sequencing phase. Strong understanding of Capital Planning and Investment Control (CPIC); specifically the Select, Control and Evaluate phase. Strong understanding of SOA and its lice cycle model and the use of the Enterprise Service Bus (ESB) and orchestration. Minimum Education: Bachelor of Science in Engineering, Business, or computer science or other related degree. At least 5 Years, experience may be substituted for Degree requirements at 1 year experience for 6 months of school.

10. **Testing Architect:** The Architect will be responsible for project managing and driving the testing of all SOA Projects through the T/QA End-to-End SOA Life Cycle. This includes, but is not limited to, identifying all testing tasks, scheduling all SOA-related test initiatives in the appropriate SOA Center of Excellence, reserving all resources required for each SOA-related test initiative, quantifying and prioritizing areas of opportunities and risks on assigned projects, and determining how to get a test initiative back on track when it is behind schedule. This person will also gain agreement and confirmation of the following with the test teams: The minimum scope required to satisfy business needs; milestone schedule allowing work completion in an orderly, cost effective manner, while meeting project deadlines; and regular communication of status and progress against goals. This person will be required to work across organizations (the BU, engineering, operations and planning and implementation organizations) to understand and plan how to best meet the business needs. This person must have strong leadership, negotiation, communication, and project management skills and must feel comfortable taking direction from members of the senior leadership team. Minimum Education: B.S. Degree in Electrical Engineering, Systems Engineering or Computer Engineering or equivalent work experience is required. MS or PMI certification is a definite plus. Experience: Minimum 8 years experience in project managing complex technology/product/service introductions. At least 2 years of experience in project managing SOA test programs. Course work, industry training or continuing education programs related to testing, quality assurance, broadband networking, packet communications is a plus. Prior experience on projects with leadership responsibility and leadership of product evaluation teams is required.

11. **Application System Analyst:** Participates in the design, creation, and maintenance of computerized databases and systems. Consults with and advises users on access, works directly with users to resolve data conflicts and inappropriate data usage, and directs the maintenance and use of the enterprise architecture encyclopedia. Consults with System Architect (SA) programming personnel to resolve system performance issues. Responsible for the installation, maintenance, configuration, and integrity of SA. Implements application enhancements that will improve the reliability and performance of the application. Works with network engineers to schedule installations and upgrades and maintains them in accordance with established IT policies and procedures. Responsible for file maintenance, control, and product support and facilitates change control, problem management, and communication among architects, engineers, and analysts. Establishes and enforces processes to ensure a consistent, well-managed, and well-integrated application infrastructure. Develops appropriate application and process documentation. Expertise with the BEA SA repository and its internal structure, Visual Basic, SA macros, Windows XT server, SQL server, and DoDAF modeling methodology. Has a deep understanding of BTA business transformation and enterprise architecture's role in it, the BTA organizational structure, and experience in coordinating delivery and publishing of the BEA.

12. Application System Architect: Recognized expert in organization process improvement methodology. Expertise in business and IT operations support services dealing with Technology insertion and development of strategic analysis for IT operations. Functional Responsibility: Works with Chief Architect to provide vision and strategic direction with regard to application deployment and integration. Generates functional area strategies for enhanced IT operations in a cross-functional area mode throughout the organization. Guides the identification of process, organizational and information technology inadequacies and/or deficiencies that affect the organization's ability to support/meet its functional continuance goals. Generates functional area strategies for enhanced IT operations in a cross-functional area mode throughout the organization. Participates in continuity strategy sessions, strategic assessments and design reviews to validate enterprise approach and associated work products. Provides guidance and direction to other professionals, acts in a consulting and/or advisory capacity; coordinates resolution of highly complex problems and tasks, possesses ability to meet and operate under deadlines. Required: Team management, coordination, research and documentation analysis, presentation of analysis results in written form along with presentation skills. Minimum Education: Bachelor of Science in Engineering, Business, or computer science or other related degree. At least 5 Years, experience may be substituted for Degree requirements at 1 year experience for 6 months of school

13. Data Architect: Works in a SOA Center of Excellence data warehouse environment that includes data design, database architecture, metadata and repository creation. Translates business needs into long-term architecture solutions. Defines, designs, and builds dimensional databases. Responsible for developing data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Evaluates reusability of current data for additional analyses. Conducts data cleaning to rid the system of old, unused, or duplicate data. Reviews object and data models and the metadata repository to structure the data for better management and quicker access.

14. CRM Integration Specialist: Designers of customer experience that meet customer relationship goals of delivering value to the customer and profit to the organization (or desired outcomes and achievement of goals for non-profit and government organizations) Performance Managers and Marketing Analysts - Designers of Key Performance Indicators and collectors of metrics and data so as to execute/implement marketing campaigns, call campaigns, Web strategy and keep the customer relationship activities on track. This would be the milestones and data that allow activities to be coordinated, that determine if the CRM strategy is working in delivering ultimate outcomes of CRM activities: market share, numbers and types of customers, revenue, profitability, intellectual property concerning customer's preferences. Expertise in SOA and the tools and architecture designs applicable to the implementation of SOA on a large scale. Must know .NET and Microsoft Office SharePoint Server 2007, Web 2.0 and advanced knowledge of Web portals. Must have demonstrable experience in designing and developing Service Oriented Architectures in the DoD environment.

15. Lead Enterprise Architect: Responsible for all aspects of the development and maintenance of assigned enterprise architecture project and takes project from planning through final delivery. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives and develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Leads a group of engineers, architects, and analysts and ensures adherence to quality standards and reviews enterprise architecture deliverables. Provides technical and analytical guidance to enterprise architecture team. Directs and participates in high-level enterprise architecture analysis, evaluation, design, integration, documentation, and development. Applies high-level business and technical principles and methods to very difficult technical problems to arrive at creative engineering solutions. Recommends and takes action to direct the analysis and solutions of problems. Has a deep understanding of DoD business transformation and processes, DoD organizational structure, and experience in developing briefings and responses to GAO, OMB, and executives within the department. Possesses extensive knowledge of and hands-on experience with the DoDAF, the Business Enterprise Architecture and Enterprise Transition Plan, Service Oriented Architecture, and the Business Mission Area Federation Strategy and Roadmap. Lead the

development of the BEA and updates to the BEA Development Methodology and Architecture Planning Guide. Familiar with the Core Business Mission and Business Enterprise Priority architecture liaisons.

16. Senior IT Systems Solution Architect: Participates in the design, creation, and maintenance of computerized databases. Responsible for the quality control and auditing of Telelogic System Architect (SA) databases to ensure accurate and appropriate use of data. Consults with and advises users on access, works directly with users to resolve data conflicts and inappropriate data usage, and directs the maintenance and use of the enterprise architecture encyclopedia. Consults with SA programming personnel to resolve system performance issues. Responsible for the installation, maintenance, configuration, and integrity of SA. Implements application enhancements that will improve the reliability and performance of the application. Works with network engineers to schedule installations and upgrades and maintains them in accordance with established IT policies and procedures. Responsible for file maintenance, control, and product support and facilitates change control, problem management, and communication among architects, engineers, and analysts. Establishes and enforces processes to ensure a consistent, well-managed, and well-integrated application infrastructure. Develops appropriate application and process documentation. Expertise with the BEA SA repository and its internal structure, Visual Basic, SA macros, Windows XT server, SQL server, and DoDAF modeling methodology.   Has a deep understanding of BTA business transformation and enterprise architecture's role in it, the BTA organizational structure, and experience in coordinating delivery and publishing of the BEA.

17. (SME) **Technology Resiliency Architect (TRA):** <u>Required Skills</u>: Recognized expert in organization process improvement methodology. Expertise in business and IT operations support services dealing with Technology insertion and development of strategic analysis for IT operations. <u>Functional Responsibility</u>: Works with senior managers and executives to provide vision and strategic direction with regard to survivability and operational continuity in the face of disruptions, disasters and epidemics. Recommends and designs remedies for policy, process, organizational and information technology inadequacies that affect the organization's ability to meet its mission/business continuance goals. Generates functional area strategies for enhanced IT operations in a cross-functional area mode throughout the organization. Guides the identification of process, organizational and information technology inadequacies and/or deficiencies that affect the organization's ability to support/meet its functional continuance goals. Generates functional area strategies for enhanced IT operations in a cross-functional area mode throughout the organization. Participates in continuity strategy sessions, strategic assessments and design reviews to validate enterprise approach and associated work products. Provides guidance and direction to other professionals, acts in a consulting and/or advisory capacity; coordinates resolution of highly complex problems and tasks, possesses ability to meet and operate under deadlines. Required: Team management, coordination, research and documentation analysis, presentation of analysis results in written form along with presentation skills. <u>Minimum Education</u>: Bachelor of Science in Engineering, Business, or computer science or other related degree. At least 5 Years, experience may be substituted for Degree requirements at 1 year experience for 6 months of school.

18. (SME) **Service Oriented Architect – Senior:** <u>Required Skills</u>: Expertise in SOA and the tools and architecture designs applicable to the implementation of SOA on a large scale. Knowledge and expertise in presentation, data services, and security layers. Experience with the design and implementation of ESBs in a federated environment. The SOA will have knowledge and skills in the service oriented architecture design and implementation of business software application and infrastructure. The SOA will incorporate centralized and disciplined enforcement of industry standards, assembly of reusable autonomous business functions (also called "services"), and develop solutions for loosely coupled connections between services. The SOA possesses fundamental knowledge and understanding of commercially available vendor solutions. The SOA will have knowledge and expertise in the following disciplines: Enterprise Architecture Integration; Business and technical services; SOA governance standards, policies, and metrics; and XML Data Stategy. The SOA should have knowledge and expertise in Web services, SAML, BPEL, .Net, UDDI, WSDL, SOAP, ESB, C#, C++, UML, XML, XSD, XSLT, and others that may be required to implement the defined solution set for the customer. It is not necessary for the SOA to be skilled in every tool listed but he/she must be cognizant of the tools available for use in developing and deploying the solution. <u>Functional Responsibility</u>: Team

management, coordination, research and documentation analysis, presentation of analysis results in written form along with presentation skills. Minimum Education: Bachelor of Science in Engineering, Business, or computer science or other related degree. At least 5 Years, experience may be substituted for Degree requirements at 1 year experience for 6 months of school.

19. (SME) **Earned Value Management (EVM)**: Required Skills: Expertise in Earned value management as defined by the government standards. Functional Responsibility: Produces cost and effort models for work products and processes using various tools and techniques to meet business needs. The EVM utilizes Earned Value Management (EVM) techniques that meet customer requirements for reporting on multiple tasks. Uses appropriate technology to effectively create estimates; ensures technology used is up to date. Assists individuals who provide estimates to ensure accuracy and consistency; supports users of the estimates and EVM to ensure understanding and proper use. Creates objective estimates delivered to clients to ensure high quality customer service. Defines business goals as measurable units; ensures goals are measured appropriately utilizing EVM techniques. Supports budget estimating activities; provides deliverables within budget in accordance with company guidelines. Prepares cost estimates and price quotations on new work; coordinates the preparation of cost estimates on project continuations. Collects information for proper quotations from other functions as appropriate; ensures quotations are provided within company standards. The EVM reports EVM results to the client on an as required basis following government standards and regulations. Required: The ability to develop supporting documentation for Earned Value management according to Army standards. Minimum Education: Bachelor of Science in Accounting, Business or related field. At least 3 Years, experience may be substituted for Degree requirements at 1 year experience for 6 months of school.

20. (SME) **Scheduler:** Required Skills: Expertise and ability to utilize scheduling software packages like MS Project to manage multiple projects in support of the client. Ability to develop project schedules and develop plans to support implementation of those schedules. Functional Responsibility: Develops and maintains automated job schedules in support of multiple clients to ensure completion and timely production of work. Works with the development staff to establish processing priorities to meet service level agreements. Sets up special production and on-request jobs, altering daily schedule as necessary to accommodate special requests. Creates, recommends and implements scheduling procedures and timely documentation of procedures; ensures implementation is in accordance with standard scheduling procedures; escalates errors as necessary. Works to minimize operator interventions by automating schedules to reduce errors. Analyzes the planning, developing, and coordinating of scheduling techniques to improve operations productivity. Generates and analyzes output of forecasts of job schedules in support of monitoring and tracking of schedule processes. Minimum Education: Bachelor of Science in Accounting, Business or related field. At least 3 Years, experience may be substituted for Degree requirements at 1 year experience for 6 months of school.

21. (SME) **Service Oriented Life Cycle Management Model (SOA-LCMM):** Required Skills: Expertise and expertise in SOA, business process reengineering, and DoD acquisition processes/procedures. Ability to develop lifecycle management models for the acquisition, governance, and implementation of a SOA. Functional Responsibility: Develop lifecycle management models for the acquisition, governance, and implementation of a SOA. Minimum Education: Bachelor of Science in Business, Computer science, engineering or related field. At least 5 Years, experience may be substituted for Degree requirements at 1 year experience for 6 months of school.

22. (SME) **Service Oriented Architect/Enterprise Resource Planning (SOA/ERP) Integration:** Required Skills: Expertise in SOA and the tools and architecture designs applicable to the implementation of SOA on a large scale. Must know .NET and Microsoft Office SharePoint Server 2007, Web 2.0 and advanced knowledge of Web portals. Must have demonstrable experience in designing and developing Service Oriented Architectures in the DoD environment and in-depth knowledge and experience in Enterprise Resource Planning within large organizations. The SOA/ERP Subject Matter Expert shall also have mature experience with .NET and Microsoft Office SharePoint Server 2007 development, Web 2.0 technology and advanced web portal development and deployment experience in a DoD/Army environment. The following

are highly desirable skills: Army Knowledge Online (AKO) and operating a web portal under AKO Single-Sign-On; and an understanding of DoD Net-Centric Enterprise Services (NCES) and the Global Information Grid (GIG) Reference Model. Functional Responsibility: Team management, coordination, research and documentation analysis, presentation of analysis results in written form along with presentation skills. Minimum Education: Bachelor of Science in Engineering, Business, or computer science or other related degree. At least 5 Years, experience may be substituted for Degree requirements at 1 year experience for 6 months of school.

23. (SME) **Enterprise Resource Planning (ERP) Architect:** Required Skills: Experience and expertise in business process engineering. In depth knowledge and understanding of commercially available ERP solutions. Experience designing large ERP solutions. Functional Responsibility: Develops, defines, promotes and oversees larger or more complex strategic solutions, architectures and offerings (either global or industry-specific) by combining business, solutions, sales and marketing expertise. Strategic and tactical responsibility for developing & enhancing architectures for Enterprise Info Integration solutions. Oversees all aspects of solution development, architecture and management processes from requirements definition through development, implementation and maintenance. Provides leadership and strategic guidance during the solution development process to ensure bridging of the gap between business problem and benefits available from solutions and services. Translates customer requirements into operational strategies associated with each solution and offering to ensure client needs are met in a cost-effective and timely manner. Interfaces and participates in business development discussions across cross-functional teams and internal and external customers to ensure consistency in solution development and implementation. Minimum Education: Bachelor of Science in Engineering, Business, or computer science or other related degree. At least 5 Years, experience may be substituted for Degree requirements at 1 year experience for 6 months of school.

24. Technical Oracle Manager: 4+ years of Oracle and/or other enterprise software application implementation and integration experience. Must possess a high level of technical competence and insight into current and/or emerging technologies, and project leadership experience with strong analytical abilities and familiarity with business processes. Personnel must possess relational database experience (Oracle Preferred) plus experience in client/server application development, experience with GUI Tools and CASE implementation, experience in project life-cycle development and the ability to work independently with customers. Functional Responsibility: Full lifecycle requirements management and software development of Oracle projects and associated teams. Minimum Education: BA/BS in Computer Science, Information Systems, or related field and/or equivalent experience.

25. Oracle Senior Principal: 4+ years experience in a consulting environment with use of an Oracle consulting methodology. Must possess high level of technical competence within Oracle and its product set. Functional Responsibility: Perform analysis of client requirements and translate them into application specifications, manage application implementations, provide consulting services to clients regarding integrated applications, and develop high-quality deliverables on time and within budget. Personnel must possess skills in designing and developing approaches to satisfy clients' business needs. Minimum Education: BA/BS in Computer Science, Information Systems, Business, or related field and/or equivalent experience.

26. Identity Management/Security Senior Systems Engineer: 7+ years of experience in information systems engineering with a demonstration of increasing responsibilities within this technical field. 5+ years specialized experience engineering large, complex systems or networks. Experience with LANs, WANs, VPNs, routers, firewalls, network protocols, and other security and network operations and monitoring, vulnerability analysis, PKI, data encryption, key management, data warehousing, and data mining capabilities. Demonstrated experience in analytical problem solving of work flows, organization and planning. Demonstrated experience with IA products and systems. Functional Responsibility: Performs a variety of complex project tasks applied to specialized technology problems. Tasks involve integration of electronic processes or methodologies to resolve total system problems or technology problems. Applies analytical and systematic approaches in the resolution of problems of work flow, organization, and planning and directs and

assists system engineers in the application of system engineering principles to the solution of secure systems design problems. Expert knowledge of LANs, WANs, VPNs, routers, firewalls, network protocols, and other security and network operations and monitoring, vulnerability analysis, PKI, data encryption, key management, data warehousing, and data mining capabilities. <u>Minimum Education</u>: A Master's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Ph.D. in Computer Science, Information Systems, and/or Engineering may be considered equivalent to three (3) years general experience and two (2) years IA specialized experience.

27. Identity Management/Security Senior Software Engineer: 6+ years of experience in research and development, information systems engineering or information operations. Experience in Information Assurance: applies principles and methods of information technology in problems dealing with information security and information assurance. <u>Functional Responsibility</u>: Performs complex research, analysis, integration and design of computer systems and software. Activities include identifying weaknesses in operating system architectures and commercial-off-the-shelf (COTS) products. Provides functional and empirical analysis related to the design, development, integration and implementation of security tools and products. Recommends solutions to the most difficult problems in existing systems and systems development. Applies or assists with the application of formal methods in system design and evaluation. Makes recommendations as a leader in the information technology arena. Familiar with/understands a wide range of operating systems and COTS products. <u>Minimum Education</u>: A Ph.D. in Computer Science, Information Systems, Engineering, Business, Mathematics or other related scientific or technical discipline is required. 10+ years of research, development and integration experience in network and computer communications software and a Master's Degree in Computer Science, Information Systems, Engineering, Business, Mathematics or other related scientific or technical discipline may be substituted for the Ph.D. Degree educational requirement.

28. Identity Management/Security Level II Subject Matter Expert: Demonstrated experience in research and development, information systems engineering or information operations. Experience in Information Assurance: Demonstrated ability to apply principles and methods of information technology in problems dealing with information security and information assurance. <u>Functional Responsibility</u>: Performs complex research, analysis, integration and design of computer systems and software. Activities include identifying weaknesses in operating system architectures and commercial-off-the-shelf (COTS) products. Provides functional and empirical analysis related to the design, development, integration and implementation of security tools and products. Recommends solutions to problems in existing systems and systems development. Applies or assists with the application of formal methods in system design and evaluation. Makes recommendations as an expert in the identity management/security arena. Has familiarity with/understanding of a wide range of operating systems and COTS products. <u>Minimum Education</u>: A Ph.D. in Computer Science, Information Systems, Engineering, Business, Mathematics or other related scientific or technical discipline is required. Demonstrated general experience of a research, development, information systems engineering or information operations nature is required. 4+ years of research, development and integration experience in network and computer communications software and a Master's Degree in Computer Science, Information Systems, Engineering, Business, Mathematics or other related scientific or technical discipline may be substituted for the Ph.D. Degree educational requirement.

29. SOA Data Convergence Expert: Senior Technical Executive: 15+ years of experience in data architecture methodologies, SOA concepts, and tools that support enterprise wide data convergence. Experience with products such as Composite and Meta Matrix. <u>Functional Responsibility</u>: Provides thought leadership and strategic level consultation regarding Service Oriented Architecture, specifically in the Data Services Layer. Defines a technology strategy to leverage SOA as applicable to a customer's specific environment and business needs. Defines a strategy for a customer to evolve their current information systems into a data services fabric that facilitates access to data across the enterprise. Consults to customers who need strategic level guidance on the benefits of SOA focusing on practical applications within a customer enterprise and articulates the value of SOA and data integration as it applies to a customer's specific use. The Senior Technical Executive is regarded as an industry leader in SOA and data services. <u>Minimum Education</u>: Bachelor's degree in Computer Science, Engineering, or a related field.

30. SOA Data Services Layer Data Architect: Five years of experience in data architecture or data modeling methodologies specific to Services Oriented Architecture. Comprehensive understanding of data management tools, SQL databases, query optimization, integration, data registries and SOA concepts. with products such as Composite and Meta Matrix. Functional Responsibility: Performs analysis and evaluation of existing or proposed processes, applications, systems, or software involving data policies, data architectures and data services. Understands business requirements and translates them into technical designs. Performs complex integration of disparate systems. Investigates and documents data and data quality in existing systems. Designs and implements data service layers to enable trusted access of data using flexible and open technologies. All Composite Professional Services engineers are skilled in data architecting. Minimum Education: Bachelor's degree in Computer Science, Engineering, or a related field.

IT LABOR RATES/PRICE LIST

CFPS Labor Categories (Contractor Site) – BASE YEAR (08/30/2007-08/29/2012)

Pers Code	Group	Job/Labor Title	Senior Level (Hourly)	Junior Level (Hourly)	Intermediate Level (Hourly)	Entry Level (Hourly)
105	MGT	Configuration Manager	$105.87	$86.30	$66.71	$47.14
110	MGT	Contracts Manager	$83.84	$81.94	$67.53	$37.63
115	MGT	Helpdesk Manager	$88.78	$76.53	$66.47	$52.04
120	MGT	Human Resources Manager	$82.10	$71.52	$60.93	$50.34
125	MGT	Operations Research Manager	$128.27	$90.30	$86.54	$65.66
130	MGT	Program Manager	$118.92	$103.05	$81.21	$53.77
135	MGT	Project Manager	$111.12	$85.12	$78.28	$65.52
145	MGT	Quality Control Manager	$75.39	$65.57	$55.66	$44.40
150	MGT	Records Administrator Manager	$77.33	$70.49	$49.02	$41.71
155	MGT	Security Manager	$136.32	$94.57	$76.87	$66.24
160	MGT	Strategic Planner	$103.63	$70.53	$58.79	$36.36
165	MGT	Subcontracts Manager	$83.84	$81.94	$67.53	$37.63
170	MGT	Training PM Curriculum/ SME	$167.75	$130.51	$111.16	$82.87
200	ADMIN	Administrative Support Specialist	$36.94	$32.94	$28.66	$24.93
210	ADMIN	Basic Instructor/Trainer	$73.60	$61.66	$48.74	$41.08
220	ADMIN	Business Cost Analyst	$73.90	$59.63	$51.74	$40.86
230	ADMIN	Business Systems Analyst	$90.19	$82.40	$67.70	$44.06
240	ADMIN	Courier	$43.78	$35.54	$27.31	$19.07
250	ADMIN	DDR Support Specialist	$40.95	$37.04	$33.36	$29.23
260	ADMIN	Human Resource Specialist	$96.46	$80.72	$68.57	$49.28
270	ADMIN	Lead Instructor/Trainer	$58.49	$49.47	$40.45	$31.42
275	ADMIN	Mail and File Clerk	$36.87	$32.47	$28.07	$23.67
280	ADMIN	Program & Budget Analyst	$77.56	$64.43	$53.53	$43.43
285	ADMIN	Program Control Accountant	$68.27	$57.72	$46.71	$38.75
290	ADMIN	Records Administrator	$40.78	$35.69	$30.60	$25.52
295	ADMIN	Security Guard/Facilities Guard	$50.57	$43.41	$36.25	$29.10
300	ADMIN	Training Program Coordinator	$73.79	$62.72	$48.59	$41.19
305	ADMIN	Training Program Developer/SME	$84.69	$80.03	$50.46	$33.34
310	ADMIN	Training Support Specialist	$73.62	$61.66	$48.74	$41.10
400	PROF	Applications Programmer	$82.79	$74.85	$58.17	$50.96
405	PROF	Applications Systems Analyst	$84.92	$64.25	$41.00	$31.06
410	PROF	Audiovisual Tech Support	$37.17	$33.33	$29.80	$25.89
415	PROF	Client/Server Network Architect	$96.47	$76.03	$63.15	$53.44
420	PROF	Communications Engineer	$76.75	$66.43	$59.07	$45.78
425	PROF	Computer Assistant/Aide	$52.77	$43.73	$34.69	$25.65
430	PROF	Computer Engineer	$80.71	$65.72	$54.54	$44.01
435	PROF	Computer Operator	$46.63	$41.27	$35.30	$30.53
440	PROF	Computer Scientist	$58.43	$50.41	$41.94	$41.27
445	PROF	Configuration Management (CM)	$88.53	$64.75	$55.66	$46.32
450	PROF	Data Architect	$97.03	$83.67	$70.31	$49.17
455	PROF	Data Warehouse Analyst	$48.84	$41.30	$37.81	$32.28
460	PROF	Data Warehousing Administrator	$129.67	$101.62	$73.57	$45.52

CFPS Labor Categories (Contractor Site) – BASE YEAR (08/30/2007-08/29/2012)

Pers Code	Group	Job/Labor Title	Senior Level (Hourly)	Junior Level (Hourly)	Intermediate Level (Hourly)	Entry Level (Hourly)
465	PROF	Database Administrator	$121.97	$101.94	$81.90	$61.86
470	PROF	Database Analyst/Programmer	$69.90	$58.16	$51.82	$41.21
475	PROF	Documentation Specialist	$62.60	$54.45	$47.34	$39.72
480	PROF	Enterprise Architect	$79.70	$70.12	$61.43	$49.00
485	PROF	ERP/Business Analyst	$101.43	$86.45	$65.59	$56.49
490	PROF	Help Desk Coordinator	$84.68	$73.25	$65.70	$50.40
495	PROF	Help Desk Support Service Specialist	$38.92	$36.81	$34.75	$32.66
500	PROF	Information Assurance Engineer	$85.25	$73.42	$59.63	$47.55
510	PROF	Information Systems Auditor	$105.12	$85.63	$59.87	$46.65
515	PROF	Information Systems Training Specialist	$95.82	$75.62	$55.41	$35.21
520	PROF	Information Tech Specialist – General	$161.54	$100.56	$75.30	$37.64
525	PROF	Information Tech Specialist – INFOSEC	$92.80	$80.46	$75.23	$58.26
530	PROF	Information Tech Specialist – Network	$52.09	$45.30	$38.96	$32.39
535	PROF	Information Tech Specialist – Systems	$69.44	$64.25	$58.95	$53.72
540	PROF	Network Administrator	$58.31	$54.03	$48.55	$43.67
550	PROF	Network Engineer	$88.72	$69.00	$64.53	$58.51
555	PROF	Network Support Technician	$76.81	$65.91	$52.99	$44.12
560	PROF	Operations Researcher	$120.31	$93.64	$59.53	$46.95
565	PROF	Project Engineer – Intermediate	$95.00	$90.71	$86.43	$77.16
570	PROF	Project Mgmt & Planning Specialist	$74.13	$60.61	$47.10	$33.59
575	PROF	Quality Assurance Analyst	$71.68	$65.38	$56.36	$47.64
580	PROF	Seat Management Administrator	$84.55	$53.51	$48.59	$39.53
585	PROF	Software Architect	$93.23	$74.70	$62.46	$51.55
590	PROF	Software Test Engineer	$90.90	$71.65	$59.07	$47.38
595	PROF	Subject Matter Expert	$130.29	$117.88	$106.02	$94.18
605	PROF	Systems Engineer	$73.62	$63.61	$54.56	$43.60
610	PROF	Technical Editor	$62.60	$54.45	$47.34	$39.72
615	PROF	Telecommunications Specialist	$52.92	$50.46	$47.99	$45.53
620	PROF	Video Information Specialist	$40.84	$37.17	$33.33	$29.80
625	PROF	Web Content Administrator	$113.60	$100.00	$76.05	$71.46
630	PROF	Web Designer	$82.89	$73.18	$53.81	$47.06
635	PROF	Web Software Developer	$106.28	$93.62	$80.97	$68.31
640	PROF	Web Technical Administrator	$125.51	$111.31	$97.09	$82.89

Experience Level	Qualifications/Experience/Education
Senior	10+ years experience or Advanced Degree, with basic technical certifications
Junior	5-10 years experience or BS degree, with basic technical certifications
Intermediate	2-5 years experience or BS degree, with basic technical certifications
Entry	2 years experience or AA degree, with basic technical certifications

CFPS Labor Categories (Government Site) – BASE YEAR (08/30/2007-08/29/2012)

Pers Code	Group	Job/Labor Title	Senior Level (Hourly)	Junior Level (Hourly)	Intermediate Level (Hourly)	Entry Level (Hourly)
105	MGT	Configuration Manager	$97.28	$79.30	$61.30	$43.32
110	MGT	Contracts Manager	$77.04	$75.29	$62.05	$34.58
115	MGT	Helpdesk Manager	$81.58	$70.33	$61.08	$47.82
120	MGT	Human Resources Manager	$75.45	$65.72	$55.99	$46.26
125	MGT	Operations Research Manager	$117.87	$82.98	$79.52	$60.34
130	MGT	Program Manager	$109.27	$94.70	$74.62	$49.41
135	MGT	Project Manager	$102.11	$78.22	$71.94	$60.20
145	MGT	Quality Control Manager	$69.28	$60.25	$51.14	$40.80
150	MGT	Records Administrator Manager	$71.06	$64.78	$45.05	$38.33
155	MGT	Security Manager	$125.27	$86.90	$70.63	$60.87
160	MGT	Strategic Planner	$95.23	$64.81	$54.02	$33.42
165	MGT	Subcontracts Manager	$77.04	$75.29	$43.30	$34.58
170	MGT	Training PM Curriculum/ SME	$154.15	$119.93	$102.15	$76.15
200	ADMIN	Administrative Support Specialist	$33.95	$30.27	$26.33	$22.91
210	ADMIN	Basic Instructor/Trainer	$67.64	$56.66	$44.79	$37.75
220	ADMIN	Business Cost Analyst	$67.91	$54.79	$47.55	$37.54
230	ADMIN	Business Systems Analyst	$82.88	$75.72	$62.21	$40.49
240	ADMIN	Courier	$40.23	$32.66	$25.09	$17.52
250	ADMIN	DDR Support Specialist	$37.63	$34.03	$30.66	$26.86
260	ADMIN	Human Resource Specialist	$88.63	$74.18	$63.01	$45.29
270	ADMIN	Lead Instructor/Trainer	$53.75	$45.46	$37.17	$28.88
275	ADMIN	Mail and File Clerk	$33.88	$29.84	$25.79	$21.75
280	ADMIN	Program & Budget Analyst	$71.27	$59.21	$49.19	$39.91
285	ADMIN	Program Control Accountant	$62.74	$53.04	$42.92	$35.61
290	ADMIN	Records Administrator	$37.47	$32.80	$28.12	$23.45
295	ADMIN	Security Guard/Facilities Guard	$46.47	$39.89	$33.31	$26.74
300	ADMIN	Training Program Coordinator	$67.81	$57.63	$44.65	$37.85
305	ADMIN	Training Program Developer/SME	$77.83	$73.55	$46.36	$30.64
310	ADMIN	Training Support Specialist	$67.65	$56.66	$44.79	$37.77
400	PROF	Applications Programmer	$76.08	$68.78	$53.45	$46.83
405	PROF	Applications Systems Analyst	$78.03	$59.04	$37.67	$28.54
410	PROF	Audiovisual Tech Support	$34.15	$30.62	$27.39	$23.79
415	PROF	Client/Server Network Architect	$88.65	$69.86	$58.03	$49.10
420	PROF	Communications Engineer	$70.53	$61.04	$54.28	$42.07
425	PROF	Computer Assistant/Aide	$48.49	$40.18	$31.88	$23.57
430	PROF	Computer Engineer	$74.16	$60.39	$50.12	$40.44
435	PROF	Computer Operator	$42.85	$37.92	$32.44	$28.05
440	PROF	Computer Scientist	$53.69	$46.33	$38.54	$37.92
445	PROF	Configuration Management (CM)	$81.36	$59.50	$51.14	$42.56
450	PROF	Data Architect	$89.17	$76.89	$64.60	$45.18
455	PROF	Data Warehouse Analyst	$44.88	$37.96	$34.74	$29.66
460	PROF	Data Warehousing Administrator	$119.16	$93.38	$67.60	$41.83

CFPS Labor Categories (Government Site) – BASE YEAR (08/30/2007-08/29/2012)

Pers Code	Group	Job/Labor Title	Senior Level (Hourly)	Junior Level (Hourly)	Intermediate Level (Hourly)	Entry Level (Hourly)
465	PROF	Database Administrator	$112.08	$93.67	$75.26	$56.85
470	PROF	Database Analyst/Programmer	$64.24	$53.44	$47.62	$37.87
475	PROF	Documentation Specialist	$57.52	$50.04	$43.50	$36.50
480	PROF	Enterprise Architect	$73.24	$64.43	$56.45	$45.03
485	PROF	ERP/Business Analyst	$93.21	$79.44	$60.27	$51.91
490	PROF	Help Desk Coordinator	$77.81	$67.31	$60.37	$46.31
495	PROF	Help Desk Support Service Specialist	$35.77	$33.82	$31.93	$30.01
500	PROF	Information Assurance Engineer	$78.34	$67.47	$54.79	$43.69
510	PROF	Information Systems Auditor	$96.60	$78.68	$55.01	$42.87
515	PROF	Information Systems Training Specialist	$88.05	$69.49	$50.92	$32.35
520	PROF	Information Tech Specialist – General	$148.44	$92.40	$69.20	$34.59
525	PROF	Information Tech Specialist – INFOSEC	$85.28	$73.94	$69.13	$53.54
530	PROF	Information Tech Specialist – Network	$47.86	$41.63	$35.80	$29.77
535	PROF	Information Tech Specialist – Systems	$63.81	$59.04	$54.17	$49.36
540	PROF	Network Administrator	$53.59	$49.65	$44.61	$40.13
550	PROF	Network Engineer	$81.53	$63.41	$59.30	$53.76
555	PROF	Network Support Technician	$70.58	$60.56	$48.69	$40.54
560	PROF	Operations Researcher	$110.56	$86.05	$54.71	$43.14
565	PROF	Project Engineer – Intermediate	$87.30	$83.36	$79.42	$70.91
570	PROF	Project Mgmt & Planning Specialist	$68.12	$55.70	$43.28	$30.86
575	PROF	Quality Assurance Analyst	$65.87	$60.08	$51.79	$43.78
580	PROF	Seat Management Administrator	$77.69	$49.17	$44.65	$36.33
585	PROF	Software Architect	$85.67	$68.65	$57.39	$47.37
590	PROF	Software Test Engineer	$83.53	$65.84	$54.28	$43.54
595	PROF	Subject Matter Expert	$119.73	$108.32	$97.42	$86.55
605	PROF	Systems Engineer	$67.65	$58.46	$50.13	$40.06
610	PROF	Technical Editor	$57.52	$50.04	$43.50	$36.50
615	PROF	Telecommunications Specialist	$48.62	$46.36	$44.10	$41.84
620	PROF	Video Information Specialist	$37.53	$34.15	$30.62	$27.39
625	PROF	Web Content Administrator	$104.39	$91.89	$69.88	$65.67
630	PROF	Web Designer	$76.17	$67.24	$49.45	$43.25
635	PROF	Web Software Developer	$97.66	$86.03	$74.40	$62.77
640	PROF	Web Technical Administrator	$115.34	$102.29	$89.22	$76.17

Experience Level	Qualifications/Experience/Education
Senior	10+ years experience or Advanced Degree, with basic technical certifications
Junior	5-10 years experience or BS degree, with basic technical certifications
Intermediate	2-5 years experience or BS degree, with basic technical certifications
Entry	2 years experience or AA degree, with basic technical certifications

Service Oriented Architecture (SOA) Labor Categories

BASE YEAR (08/30/2007-08/29/2012)

#	Labor Titles	Hourly Rate
	SOA Labor Categories and Rates	
1	Chief Enterprise Architect	$205.00
2	CRM Application Architect	$158.10
3	SR Governance Architect	$198.00
4	Software Engineer	$153.51
5	SR Software Engineer	$184.45
6	Program Manager	$165.86
7	Data Analyst	$105.05
8	SR Best of Breed Engineer	$170.00
9	JR Best of Breed Engineer	$136.92
10	Testing Architect	$127.16
11	Application System Analyst	$101.32
12	Application System Architect	$117.02
13	Data Architect	$116.10
14	CRM Integration Specialist	$136.92
15	Lead Enterprise Architect	$187.00
16	Senior IT Systems Solution Architect	$185.00
17	Technology Resiliency Architect (TRA)	$125.00
18	Service Oriented Architect – Senior	$160.00
19	Earned Value Management (EVM)	$120.00
20	Scheduler	$80.00
21	Service Oriented Life Cycle Management Model (SOA-LCMM)	$145.00
22	Service Oriented Architect/Enterprise Resource Planning (SOA/ERP) Integration	$170.00
23	Enterprise Resource Planning (ERP) Architect	$145.00
24	Technical Oracle Manager	$220.00
25	Oracle Senior Principal	$235.60
26	Identity Management/Security Senior Systems Engineer	$180.00
27	Identity Management/Security Senior Software Engineer	$180.81
28	Identity Management/Security Level II Subject Matter Expert	$249.22
29	SOA Data Convergence Expert: Senior Technical Executive	$220.00
30	SOA Data Services Layer Data Architect	$189.00

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS

PREAMBLE

Cape Fox Professional Services provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact Lisa Burke via telephone at 703-530-9933, via email at lburke@capefox-ps.com, or via fax at 703-530-9940.

SUGGESTED BLANKET PURCHASE AGREEMENT (BPA)

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and Cape Fox Professional Services enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) GS-35F-0616T.

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

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

Signatures

_____   _____
Ordering Activity   Date   Contractor   Date

BPA NUMBER_____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) GS-35F-0616T, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER   *SPECIAL BPA DISCOUNT/PRICE

(2) Delivery:

DESTINATION   DELIVERY SCHEDULES / DATES

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE   POINT OF CONTACT

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

    (a) Name of Contractor;
    (b) Contract Number;
    (c) BPA Number;
    (d) Model Number or National Stock Number (NSN);
    (e) Purchase Order Number;
    (f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

CONTRACTOR TEAM ARRANGEMENTS

BASIC GUIDELINES FOR USING
"CONTRACTOR TEAM ARRANGEMENTS"

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to an ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.

- Federal Supply Schedule Contractors may individually meet the customer's needs, or –

- Federal Supply Schedule Contractors may individually submit a Schedules "Team Solution" to meet the customer's requirement.

- Customers make a best value selection.