



GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**[™], a menu-driven database system. The INTERNET address for **GSA Advantage!**[™] is: <http://www.GSAAdvantage.gov>.

Contract Number: 47QRAA19D00CJ
Contract Period: September 16, 2019 through September 15, 2024

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Contractor: **BreakForth Solutions Incorporated**
13164 Piedmont Vista Drive
Haymarket, VA 20169

Schedule Title: Multiple Award Schedule
Federal Supply Group: Information Technology, Professional Services

Business Size: SBA Certified Small Disadvantaged Business, SBA Certified 8(a) Firm, WOSB, EDWOSB

Telephone: 703-468-2221 x 707

FAX Number: 877-322-4364

Web Site: www.BreakForthSolutions.com

E-mail: vanessa.downes@breakforthsolutions.com

Contract Administration: Vanessa Downes

Price Current through Mod **#PS-0010** dated **09/26/2022** &
#PA-0014 dated **08/17/2022**

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

SIN	SIN Description
541219 & 541219RC	Budget and Financial Management Services
54151S & 54151SRC	Information Technology Professional Services
541611 & 541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
OLM & OLMRC	Order Level Materials

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. See Pricing Page 5.

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. See Labor Category Descriptions Page 11.

2. Maximum Order: For SINs 541219 and 541611 - \$1,000,000.00
For SIN 54151S - \$500,000.00
For SIN OLM - \$250,000.00

3. Minimum Order: \$100.00

4. Geographic Coverage (delivery Area): Domestic

5. Point(s) of production (city, county, and state or foreign country): N/A

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

7. Quantity discounts: 3% on all orders that exceed \$500,000

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

9. Foreign items (list items by country of origin): None

10a. Time of Delivery (Contractor insert number of days): To be negotiated at the Task Order Level or as negotiated with the ordering activity.

10b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: To be negotiated at the Task Order Level or as negotiated with the ordering activity.

10c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: To be negotiated at the Task Order Level or as negotiated with the ordering activity.

10d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: To be negotiated at the Task Order Level or as negotiated with the ordering activity.

11. F.O.B Points(s): Destination

12a. Ordering Address(es): BreakForth Solutions Incorporated (BSi)
13164 Piedmont Vista Dr.
Haymarket, VA 20169
Ph. 703-468-2221 or 571-282-5222
Fax: 1-877-322-4364
Email: Contracts@BreakForthSolutions.com

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address(es): BreakForth Solutions Incorporated
14658 Gap Way, #1231
Haymarket, VA 20169

14. Warranty provision: N/A

15. Export Packing Charges (if applicable): N/A

16. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

17. Terms and conditions of installation (if applicable): N/A

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

18b. Terms and conditions for any other services (if applicable): N/A

19. List of service and distribution points (if applicable): N/A

20. List of participating dealers (if applicable): N/A

21. Preventive maintenance (if applicable): N/A

22a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:
N/A

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at: www.Section508.gov/. www.BreakForthSolutions.com

23. Unique Entity Identifier (UEI) Number: KZ9CT72YM1B2

24. Notification regarding registration in System for Award Management (SAM) database:
BreakForth Solutions Incorporated is registered in the System for Award Management.

GSA Awarded Pricing for SINs 541219, 541611, and 54151S

The rates are inclusive of the Industrial Funding Fee (IFF) of 0.75%.

SIN	Job Title	Facility	Year 1	Year 2	Year 3	Year 4	Year 5
			09/16/2019 - 09/15/2020	09/16/2020 - 09/15/2021	09/16/2021 - 09/15/2022	09/16/2022 - 09/15/2023	09/16/2023 - 09/15/2024
541219	Accountant II, Intermediate	Both	\$93.70	\$96.51	\$99.41	\$102.39	\$105.46
541219	Accountant III, Sr.	Both	\$107.75	\$110.98	\$114.31	\$117.74	\$121.27
541219	Accountant V, SME, PM	Both	\$133.16	\$137.15	\$141.27	\$145.51	\$149.87
541219	Accounting Consultant II	Both	\$154.38	\$159.01	\$163.78	\$168.69	\$173.75
541219	Billing Analyst III, Team Lead	Both	\$79.44	\$81.82	\$84.28	\$86.81	\$89.41
541219	Billing Analyst, Audit Clerk, I **	Both	\$54.51	\$56.14	\$57.83	\$59.56	\$61.35
541219	Billing Analyst, Sr.	Both	\$70.81	\$72.94	\$75.12	\$77.38	\$79.70
541611	Functional Specialist I	Both	\$141.89	\$146.15	\$150.54	\$155.05	\$159.70
541611	Proposal Consulting Expert, IV	Both	\$199.75	\$205.74	\$211.91	\$218.27	\$224.82
541611	Proposal Consulting III	Both	\$176.26	\$181.55	\$187.00	\$192.61	\$198.38
541611	Staffing Requirements Analyst, IV	Both	\$202.95	\$209.04	\$215.31	\$221.77	\$228.42
54151S	Certification and Accreditation Certification Officer, II	Contractor Facility	N/A	N/A	N/A	\$91.75	\$94.50
54151S	Certification and Accreditation Certification Officer, II	Customer Facility	N/A	N/A	N/A	\$88.89	\$91.56
54151S	Computer Hardware Engineer, II	Contractor Facility	N/A	N/A	N/A	\$83.87	\$86.39
54151S	Computer Hardware Engineer, II	Customer Facility	N/A	N/A	N/A	\$81.25	\$83.69
54151S	Configuration Manager, II	Contractor Facility	N/A	N/A	N/A	\$78.72	\$81.08
54151S	Configuration Manager, II	Customer Facility	N/A	N/A	N/A	\$76.26	\$78.55
54151S	Cyber Security Analyst, II	Contractor Facility	N/A	N/A	N/A	\$78.72	\$81.08
54151S	Cyber Security Analyst, II	Customer Facility	N/A	N/A	N/A	\$76.26	\$78.55
54151S	Cyber Security InfoSec Engineer, III	Contractor Facility	N/A	N/A	N/A	\$125.57	\$129.34
54151S	Cyber Security InfoSec Engineer, III	Customer Facility	N/A	N/A	N/A	\$121.65	\$125.30
54151S	Data Analytics Engineer, II	Contractor Facility	N/A	N/A	N/A	\$82.10	\$84.56
54151S	Data Analytics Engineer, II	Customer Facility	N/A	N/A	N/A	\$79.55	\$81.93
54151S	Data Analytics Engineer, III	Contractor Facility	N/A	N/A	N/A	\$102.83	\$105.91
54151S	Data Analytics Engineer, III	Customer Facility	N/A	N/A	N/A	\$99.62	\$102.61
54151S	Data Analytics Engineer, IV	Contractor Facility	N/A	N/A	N/A	\$146.55	\$150.94
54151S	Data Analytics Engineer, IV	Customer Facility	N/A	N/A	N/A	\$141.98	\$146.24
54151S	Data Analytics Engineer, V	Contractor Facility	N/A	N/A	N/A	\$175.14	\$180.39

54151S	Data Analytics Engineer, V	Customer Facility	N/A	N/A	N/A	\$169.68	\$174.77
54151S	Database Administrator, II	Contractor Facility	N/A	N/A	N/A	\$86.93	\$89.54
54151S	Database Administrator, II	Customer Facility	N/A	N/A	N/A	\$84.22	\$86.75
54151S	Database Administrator, III	Contractor Facility	N/A	N/A	N/A	\$111.07	\$114.40
54151S	Database Administrator, III	Customer Facility	N/A	N/A	N/A	\$107.61	\$110.84
54151S	Database Engineer/Developer, III	Contractor Facility	N/A	N/A	N/A	\$117.69	\$121.22
54151S	Database Engineer/Developer, III	Customer Facility	N/A	N/A	N/A	\$114.02	\$117.44
54151S	Documentation Specialist, II	Contractor Facility	N/A	N/A	N/A	\$84.03	\$86.55
54151S	Documentation Specialist, II	Customer Facility	N/A	N/A	N/A	\$81.41	\$83.85
54151S	Documentation Specialist, III	Contractor Facility	N/A	N/A	N/A	\$99.36	\$102.34
54151S	Documentation Specialist, III	Customer Facility	N/A	N/A	N/A	\$96.26	\$99.14
54151S	Documentation Specialist, IV	Contractor Facility	N/A	N/A	N/A	\$119.31	\$122.89
54151S	Documentation Specialist, IV	Customer Facility	N/A	N/A	N/A	\$115.59	\$119.05
54151S	Enterprise IT Training Specialist, II	Contractor Facility	N/A	N/A	N/A	\$92.25	\$95.01
54151S	Enterprise IT Training Specialist, II	Customer Facility	N/A	N/A	N/A	\$89.38	\$92.06
54151S	Enterprise IT Training Specialist, III	Contractor Facility	N/A	N/A	N/A	\$107.52	\$110.75
54151S	Enterprise IT Training Specialist, III	Customer Facility	N/A	N/A	N/A	\$104.16	\$107.28
54151S	Enterprise IT Training Specialist, IV	Contractor Facility	N/A	N/A	N/A	\$117.26	\$120.78
54151S	Enterprise IT Training Specialist, IV	Customer Facility	N/A	N/A	N/A	\$113.61	\$117.02
54151S	Graphics Designer, II	Contractor Facility	N/A	N/A	N/A	\$72.47	\$74.64
54151S	Graphics Designer, II	Customer Facility	N/A	N/A	N/A	\$70.20	\$72.30
54151S	Help Desk/Support Specialist, II	Both	N/A	N/A	N/A	\$70.69	\$72.81
54151S	Help Desk/Support Specialist, III	Both	N/A	N/A	N/A	\$80.18	\$82.59
54151S	Help Desk/Support Specialist, IV	Both	N/A	N/A	N/A	\$95.45	\$98.32
54151S	Information Assurance/Security Specialist, III	Both	N/A	N/A	N/A	\$96.31	\$99.20
54151S	Information Assurance/Security Specialist, IV	Contractor Facility	N/A	N/A	N/A	\$130.31	\$134.22
54151S	Information Assurance/Security Specialist, IV	Customer Facility	N/A	N/A	N/A	\$126.24	\$130.03
54151S	Instructional Systems Designer, III	Contractor Facility	N/A	N/A	N/A	\$101.43	\$104.47
54151S	Instructional Systems Designer, III	Customer Facility	N/A	N/A	N/A	\$98.27	\$101.22

54151S	IT Program Manager, III	Contractor Facility	N/A	N/A	N/A	\$130.82	\$134.74
54151S	IT Program Manager, III	Customer Facility	N/A	N/A	N/A	\$126.74	\$130.54
54151S	IT Program Manager, IV	Contractor Facility	N/A	N/A	N/A	\$147.05	\$151.47
54151S	IT Program Manager, IV	Customer Facility	N/A	N/A	N/A	\$142.46	\$146.73
54151S	Knowledge Management, II	Contractor Facility	N/A	N/A	N/A	\$96.61	\$99.51
54151S	Knowledge Management, II	Customer Facility	N/A	N/A	N/A	\$93.60	\$96.40
54151S	Network Architect, III	Contractor Facility	N/A	N/A	N/A	\$150.75	\$155.27
54151S	Network Architect, III	Customer Facility	N/A	N/A	N/A	\$146.05	\$150.43
54151S	Network Engineer, II	Contractor Facility	N/A	N/A	N/A	\$102.22	\$105.29
54151S	Network Engineer, II	Customer Facility	N/A	N/A	N/A	\$99.03	\$102.01
54151S	Network Engineer, III	Contractor Facility	N/A	N/A	N/A	\$125.49	\$129.26
54151S	Network Engineer, III	Customer Facility	N/A	N/A	N/A	\$121.58	\$125.23
54151S	Project Manager, I	Contractor Facility	N/A	N/A	N/A	\$80.12	\$82.52
54151S	Project Manager, I	Customer Facility	N/A	N/A	N/A	\$77.62	\$79.95
54151S	Project Manager, II	Contractor Facility	N/A	N/A	N/A	\$114.64	\$118.08
54151S	Project Manager, II	Customer Facility	N/A	N/A	N/A	\$111.06	\$114.39
54151S	Project Manager, III	Contractor Facility	N/A	N/A	N/A	\$130.82	\$134.74
54151S	Project Manager, III	Customer Facility	N/A	N/A	N/A	\$126.74	\$130.54
54151S	Records Management Specialist, II	Both	N/A	N/A	N/A	\$51.90	\$53.46
54151S	Records Management Specialist, III	Contractor Facility	N/A	N/A	N/A	\$71.60	\$73.74
54151S	Records Management Specialist, III	Customer Facility	N/A	N/A	N/A	\$69.37	\$71.46
54151S	SharePoint Developer, II	Contractor Facility	N/A	N/A	N/A	\$91.75	\$94.50
54151S	SharePoint Developer, II	Customer Facility	N/A	N/A	N/A	\$88.89	\$91.56
54151S	Subject Matter Expert, V	Contractor Facility	N/A	N/A	N/A	\$193.60	\$199.41
54151S	Subject Matter Expert, V	Customer Facility	N/A	N/A	N/A	\$187.56	\$193.19
54151S	Systems Administrator, II	Contractor Facility	N/A	N/A	N/A	\$84.61	\$87.14
54151S	Systems Administrator, II	Customer Facility	N/A	N/A	N/A	\$81.97	\$84.43
54151S	Systems Analyst, II	Contractor Facility	N/A	N/A	N/A	\$84.11	\$86.63
54151S	Systems Analyst, II	Customer Facility	N/A	N/A	N/A	\$81.48	\$83.92
54151S	Systems Engineer, III	Contractor Facility	N/A	N/A	N/A	\$127.80	\$131.64

54151S	Systems Engineer, III	Customer Facility	N/A	N/A	N/A	\$123.82	\$127.54
54151S	Systems Engineer, IV	Contractor Facility	N/A	N/A	N/A	\$140.23	\$144.43
54151S	Systems Engineer, IV	Customer Facility	N/A	N/A	N/A	\$135.86	\$139.94
54151S	Systems Engineer, V	Contractor Facility	N/A	N/A	N/A	\$147.61	\$152.04
54151S	Systems Engineer, V	Customer Facility	N/A	N/A	N/A	\$143.01	\$147.30
54151S	Technical Writer, I	Contractor Facility	N/A	N/A	N/A	\$62.06	\$63.92
54151S	Technical Writer, I	Customer Facility	N/A	N/A	N/A	\$60.12	\$61.92
54151S	Technical Writer, II	Contractor Facility	N/A	N/A	N/A	\$71.45	\$73.59
54151S	Technical Writer, II	Customer Facility	N/A	N/A	N/A	\$69.22	\$71.29
54151S	Test Engineer, II	Contractor Facility	N/A	N/A	N/A	\$94.66	\$97.50
54151S	Test Engineer, II	Customer Facility	N/A	N/A	N/A	\$91.71	\$94.46
54151S	Web Content Administrator, I	Contractor Facility	N/A	N/A	N/A	\$72.47	\$74.64
54151S	Web Content Administrator, I	Customer Facility	N/A	N/A	N/A	\$70.20	\$72.30
54151S	Web Content Administrator, II	Contractor Facility	N/A	N/A	N/A	\$91.75	\$94.50
54151S	Web Content Administrator, II	Customer Facility	N/A	N/A	N/A	\$88.89	\$91.56
54151S	Web Developer, I	Contractor Facility	N/A	N/A	N/A	\$82.10	\$84.56
54151S	Web Developer, I	Customer Facility	N/A	N/A	N/A	\$79.55	\$81.93
54151S	Web Developer, II	Contractor Facility	N/A	N/A	N/A	\$101.43	\$104.47
54151S	Web Developer, II	Customer Facility	N/A	N/A	N/A	\$98.27	\$101.22
541611, 541219	Accounting Consultant	Both	N/A	N/A	\$155.81	\$160.48	\$165.30
541611, 541219	Administrative Specialist II **	Both	\$85.34	\$87.90	\$90.54	\$93.25	\$96.05
541611, 541219	Analyst I	Both	\$97.92	\$100.86	\$103.89	\$107.00	\$110.21
541611, 541219	Analyst II	Both	N/A	N/A	\$119.13	\$122.71	\$126.39
541611, 541219	Analyst III	Both	N/A	N/A	\$122.03	\$125.69	\$129.46
541611, 541219	Analyst, Senior	Both	N/A	N/A	\$139.57	\$143.76	\$148.07
541611, 541219	Consultant I	Both	N/A	N/A	\$98.57	\$101.53	\$104.58
541611, 541219	Consultant II	Both	N/A	N/A	\$115.08	\$118.54	\$122.09
541611, 541219	Consultant, III	Both	\$97.92	\$100.86	\$103.89	\$107.00	\$110.21
541611, 541219	CPIC Specialist I	Both	N/A	N/A	\$126.16	\$129.94	\$133.84
541611, 541219	Executive Assistant I	Both	N/A	N/A	\$95.88	\$98.75	\$101.72

541611, 541219	Financial Analyst, Junior	Both	N/A	N/A	\$109.01	\$112.28	\$115.65
541611, 541219	Financial Analyst, Senior	Both	N/A	N/A	\$134.62	\$138.66	\$142.82
541611, 541219	Functional Analyst I	Both	N/A	N/A	\$106.75	\$109.95	\$113.25
541611, 541219	Functional Analyst II	Both	N/A	N/A	\$118.36	\$121.92	\$125.57
541611, 541219	Functional Analyst, Principal	Both	N/A	N/A	\$166.51	\$171.50	\$176.65
541611, 541219	Functional Specialist II	Both	N/A	N/A	\$149.37	\$153.85	\$158.46
541611, 541219	Functional Specialist III	Both	N/A	N/A	\$152.49	\$157.06	\$161.77
541611, 541219	General Clerk I **	Both	\$35.99	\$37.07	\$38.18	\$39.33	\$40.51
541611, 541219	General Clerk II **	Both	\$36.72	\$37.82	\$38.96	\$40.13	\$41.33
541611, 541219	General Clerk III **	Both	\$37.44	\$38.56	\$39.72	\$40.91	\$42.14
541611, 541219	Management Consultant IV	Both	\$155.07	\$159.73	\$164.52	\$169.45	\$174.54
541611, 541219	Management Consultant, Senior	Both	N/A	N/A	\$159.43	\$164.21	\$169.14
541611, 541219	Principal Digital Developer I	Both	N/A	N/A	\$137.66	\$141.79	\$146.04
541611, 541219	Principal Digital Developer III	Both	N/A	N/A	\$156.27	\$160.96	\$165.79
541611, 541219	Principal Digital Developer IV	Both	N/A	N/A	\$166.51	\$171.50	\$176.65
541611, 541219	Program Manager/Lead	Both	N/A	N/A	\$164.05	\$168.97	\$174.04
541611, 541219	Project Manager II	Both	\$80.96	\$83.39	\$85.89	\$88.46	\$91.12
541611, 541219	Project Manager III	Both	\$114.63	\$118.07	\$121.61	\$125.26	\$129.02
541611, 541219	Project Manager IV	Both	\$133.18	\$137.17	\$141.29	\$145.53	\$149.89
541611, 541219	Project Manager, SME	Both	N/A	N/A	\$141.11	\$145.35	\$149.71
541611, 541219	Project Manager, Technical	Both	N/A	N/A	\$141.11	\$145.35	\$149.71
541611, 541219	Subject Matter Expert , IV	Both	\$202.95	\$209.04	\$215.31	\$221.77	\$228.42
541611, 541219	Subject Matter Expert, Business/Operations	Both	N/A	N/A	\$232.74	\$239.72	\$246.92
541611, 541219	Subject Matter Expert, III	Both	N/A	N/A	\$168.49	\$173.55	\$178.75
541611, 541219	Subject Matter Expert, Principal	Both	N/A	N/A	\$155.63	\$160.29	\$165.10
541611, 541219	Subject Matter Expert, Senior	Both	N/A	N/A	\$146.08	\$150.46	\$154.97

Service Contract Labor Standards Matrix

SCLS Labor Category	SCLS Equivalent Code Title	Wage Determination No
Billing Analyst/Audit Clerk, I	01013 - Accounting Clerk III	2015-4281
Administrative Specialist II	01020 - Administrative Assistant	2015-4281
General Clerk I	01111 - General Clerk I	2015-4281
General Clerk II	01112 - General Clerk II	2015-4281
General Clerk III	01113 - General Clerk III	2015-4281

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

SIN 541219 Labor Category Descriptions

Accountant II, Intermediate

Functional Responsibilities: Reports costs, productivity, margins, and expenditures; analyzes complex financial reports and records; makes recommendations based on analysis and status of reserves, assets and expenditures; performs variance analyses and prepares account reconciliations; reviews journal entries of junior accountants for accuracy; trains and mentors junior staff.

Minimum Education: Bachelors

Minimum Experience: 3 years

Accountant III, Sr.

Functional Responsibilities: Performs variance analyses and prepares account reconciliations; assists with financial and tax audits; documents and monitors internal controls in support of auditing team; coordinates complex accounting projects and initiatives with other members of the accounting and finance team; provides accounting advice to Executive Team. Strong MS Excel experience.

Minimum Education: Bachelors

Minimum Experience: 7 years

Accountant V, SME, PM

Functional Responsibilities: Provides specialist accounting and system knowledge for system and process development, training of accounting staff, and representing the area in projects providing expertise. Provides professional support to the Asset and Project Accounting and General Ledger Accounting teams to perform assigned accounting and control transaction processing responsibilities. Responsible for ensuring compliance with SLAs, measuring and managing KPIs and ensuring compliance with commercial and federal Government policy and accounting practice. Requires expert knowledge of GAAP and CAS. Knowledge of D/FAR regulations. Strong MS Excel experience.

Minimum Education: Masters

Minimum Experience: 16 years

Accounting Consultant II

Functional Responsibilities: Oversees and provides financial management, financial forecasting and auditing; analyzes financial documents, performs reconciliations; offers advice on improving profitability, predicting future costs and revenues, and checking for compliance with financial regulations. Collaborates with business leaders; prepare, review and file financial reports and tax documents; conduct tax research and suggest ways to improve financial reporting processes. Requires expert knowledge of GAAP and CAS. Knowledge of D/FAR regulations. Strong MS Excel experience.

Minimum Education: Bachelors

Minimum Experience: 3 years

Billing Analyst III, Team Lead

Functional Responsibilities: Coordinates, oversees, and ensures the successful operation of billing and financial tasks. Reviews scheduling, costs, personnel assignments. Serves in lead role in overall quality

assurance, internal control, including planning, directing, reviewing, and troubleshooting, complex and sensitive billing transactions.

Minimum Education: Bachelors

Minimum Experience: 7 years

Billing Analyst, Audit Clerk, I **

Functional Responsibilities: Assists with general billing transaction functions such as validating invoices; auditing account numbers; creating tracking reports; data entry; coordinating billing approvals. Works under the supervision of other Sr. Billing Analysts.

Minimum Education: High School

Minimum Experience: 0 years

Billing Analyst, Sr.

Functional Responsibilities: Oversees invoice validation prior to payment. Audits billing and charges against appropriate customer and accounts. Coordinate receiving payment approval; calculates changes and maintain financial data and payments in various computer spreadsheets or financial databases. Monitors accounts and issues payments in a timely manner. Strong MS Excel skills is required.

Minimum Education: Bachelors

Minimum Experience: 7 years

SIN 541611 Labor Category Descriptions

Functional Specialist I

Functional Responsibilities: Supports Executive Staffs and Program Offices providing specialty consultation, advisory services, and broad analysis in support of mission and objectives and corporate or Government Functional Areas. Primary areas of consultation may include project planning, portfolio management, quantitative financial analysis, acquisition management, along with other approaches and methods. Experience may also be leveraged from serving in a specific domain area, client environment, or military environment.

Minimum Education: Bachelors

Minimum Experience: 0 years

Proposal Consulting Expert, IV

Functional Responsibilities: Provides leadership and develops the strategic plan for mission oriented business integrated acquisition or proposal environments which may include: leading the development of technical or management volumes; executing complex staffing analysis; performing resume review and analysis; conducting market research; supporting price to win exercises; developing procurement strategy and evaluation exercises; developing and or interpreting statements of work; Lead overall proposal evaluation color teams to include internal and external compliance reviews.

Minimum Education: Bachelors

Minimum Experience: 12 years

Proposal Consulting III

Functional Responsibilities: Provides leadership and assists with strategic planning for mission-oriented business integrated acquisition or proposal environments which may include: assisting with the development of technical or management volumes; staffing analysis; resume review and analysis; participating in procurement strategy exercises; proposal evaluation; interpreting statements of work; and strategic consulting. Assists with key personnel qualifications analysis and review. Participate in overall proposal evaluation.

Minimum Education: Bachelors

Minimum Experience: 7 years

Staffing Requirements Analyst. IV

Functional Responsibilities: Provides leadership and develops complex staffing and analysis models; compliance matrices; qualification assessments; resume compliance and review. Develops and executes staffing strategies to align with business and technical objectives towards the fulfillment of mission or business requirements. Create statistical models, perform quantitative analysis; interview SMEs; and work with SMEs to support overall acquisition or procurement objectives.

Minimum Education: Bachelors

Minimum Experience: 11 years

SIN 54151S Labor Category Descriptions

Certification and Accreditation Certification Officer, II

Functional Responsibilities: Advise and assist with the Lifecycle Certification and Accreditation (C&A) process and developing a Systems Security Plan (SSP). Monitor and track projects, read and analyze SSPs, develop an understanding of systems and applications, and coordinate C&A actions and system testing with appropriate security personnel.

Minimum Education: Bachelors

Minimum Experience: 3 years

Computer Hardware Engineer, II

Functional Responsibilities: Monitor functioning of equipment and make necessary modifications to ensure system operates in conformance with specifications. Test and verify hardware and support peripherals to ensure that they meet specifications and requirements, analyzing and recording test data. Assemble and modify existing pieces of equipment to meet special needs of systems and end-users.

Minimum Education: Bachelors

Minimum Experience: 3 years

Configuration Manager, II

Functional Responsibilities: Responsible for maintenance and continuous improvement of the process, working methods and tools, including configuration management of computer systems, networks and their configurations, workstations and their configuration, software development activity, performance tool development and distribution, and applications distribution. Configuration change tracking and documentation control to include, but not limited to concepts of operation, requirements identification and documentation, preliminary and detailed system definition, system design review, performance monitoring tools and production software. Must be able to write Configuration Management (CM) Plans and audit software change procedures, software development, software testing, and software documentation to verify compliance with software CM plans and procedures.

Minimum Education: Associates

Minimum Experience: 3 years

Cyber Security Analyst, II

Functional Responsibilities: Develops technical solutions including: information operations and analysis related to security intrusion analysis, systems & vulnerabilities, network security, advanced analytic tools, data visualization techniques. Competence in computer security, computer networking with TCP/IP, and network operating systems. Experience in computer network defense and in-depth technical knowledge with intrusion detection systems.

Minimum Education: Bachelors

Minimum Experience: 3 years

Cyber Security InfoSec Engineer, III

Functional Responsibilities: Provides IT security engineering, integration services and solutions to include malicious code detection, intrusion detection, and information security tool development and integration.

Minimum Education: Bachelors

Minimum Experience: 7 years

Data Analytics Engineer, II

Functional Responsibilities: Apply a variety of analytical techniques to solve customer challenges to include data mining, statistical models, predictive analytics, optimization, risk analysis, and data visualization; Perform hands-on design, development, test and evaluation, and demonstration of advanced prototype software capabilities; experience in one or more languages (Python, Java, JavaScript, C++, R) and Linux scripting; Able to provide mathematical algorithms and implementations to serve the needs of data analysis workflows.

Minimum Education: Bachelors

Minimum Experience: 3 years

Data Analytics Engineer, III

Functional Responsibilities: Apply a variety of analytical techniques to solve customer challenges to include data mining, statistical models, predictive analytics, optimization, risk analysis, and data visualization; Perform hands-on design, development, test and evaluation, and demonstration of advanced prototype software capabilities; experience in one or more languages (Python, Java, JavaScript, C++, R) and Linux scripting; Able to provide mathematical algorithms and implementations to serve the needs of data analysis workflows.

Minimum Education: Bachelors

Minimum Experience: 7 years

Data Analytics Engineer, IV

Functional Responsibilities: Apply a variety of analytical techniques to solve customer challenges to include data mining, statistical models, predictive analytics, optimization, risk analysis, and data visualization; Perform hands-on design, development, test and evaluation, and demonstration of advanced prototype software capabilities; experience in one or more languages (Python, Java, JavaScript, C++, R) and Linux scripting; Able to provide mathematical algorithms and implementations to serve the needs of data analysis workflows.

Minimum Education: Bachelors

Minimum Experience: 11 years

Data Analytics Engineer, V

Functional Responsibilities: Apply a variety of analytical techniques to solve customer challenges to include data mining, statistical models, predictive analytics, optimization, risk analysis, and data visualization; Perform hands-on design, development, test and evaluation, and demonstration of advanced prototype software capabilities; experience in one or more languages (Python, Java,

JavaScript, C++, R) and Linux scripting; Able to provide mathematical algorithms and implementations to serve the needs of data analysis workflows.

Minimum Education: Bachelors

Minimum Experience: 16 years

Database Administrator, II

Functional Responsibilities: Set up computer databases, and test and coordinate modifications to the computer database systems. Plans and coordinates security measures data integrity, backup systems, and database security.

Minimum Education: Bachelors

Minimum Experience: 3 years

Database Administrator, III

Functional Responsibilities: Perform server and storage capacity management and planning for complex and critical systems; Identify user requirements, set up computer databases, and test and coordinate modifications to the computer database systems; Ensures the performance of the system; Plans and coordinates security measures data integrity, backup systems, and database security.

Minimum Education: Bachelors

Minimum Experience: 7 years

Database Engineer/Developer, III

Functional Responsibilities: Responsible for capacity planning. Provides support for implementation, troubleshooting and maintenance of IT systems databases. Manages any processes related to applicable databases. Provides support to IT systems databases including: day-to-day operations, monitoring and problem resolution.

Minimum Education: Bachelors

Minimum Experience: 7 years

Documentation Specialist, II

Functional Responsibilities: Gathers, analyzes, and composes technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non- technical personnel. Supports the development of all types of documents and reports by developing and updating graphics presentations to improve the quality and enhance the usability of these documents.

Minimum Education: Bachelors

Minimum Experience: 3 years

Documentation Specialist, III

Functional Responsibilities: Gathers, analyzes, and composes technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non- technical personnel. Supports the development of

all types of documents and reports by developing and updating graphics presentations to improve the quality and enhance the usability of these documents.

Minimum Education: Bachelors

Minimum Experience: 7 years

Documentation Specialist, IV

Functional Responsibilities: Gathers, analyzes, and composes technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel. Supports the development of all types of documents and reports by developing and updating graphics presentations to improve the quality and enhance the usability of these documents.

Minimum Education: Bachelors

Minimum Experience: 11 years

Enterprise IT Training Specialist, II

Functional Responsibilities: Plans and coordinates the training and documentation for a new or changed information technology capability. Design, develop, and instruct courses in support of classroom and/or on-site training, workshops, and seminars.

Minimum Education: Bachelors

Minimum Experience: 3 years

Enterprise IT Training Specialist, III

Functional Responsibilities: Gather and identify training and documentation requirements; Incorporate multi-media to include video and audio, computer graphics integration in support of training. Produce training and documentation plans; Prepare all instructor and student materials. Instruct personnel by conducting formal onsite or off site courses, workshops, seminars, webinars, and e-learning.

Minimum Education: Bachelors

Minimum Experience: 7 years

Enterprise IT Training Specialist, IV

Functional Responsibilities: Gather and identify training and documentation requirements; Incorporate multi-media to include video and audio, computer graphics integration in support of training. Produce training and documentation plans; Prepare all instructor and student materials. Instruct personnel by conducting formal onsite or off site courses, workshops, seminars, webinars, and e-learning.

Minimum Education: Bachelors

Minimum Experience: 11 years

Graphics Designer, II

Functional Responsibilities: Design or create graphics, designs or concepts to meet specific technical or communication objectives; May use a variety of graphic software and other mediums to achieve artistic or decorative effects.

Minimum Education: Bachelors
Minimum Experience: 3 years

Help Desk/Support Specialist, II

Functional Responsibilities: Responsible for recording incidents and providing support to the users. Provides a total customer support service as a point of contact for all issues relating to IT and IS services. Provides technical assistance to computer system users, including the use of computer hardware and software, including printing, installation, word-processing, electronic mail, and operating systems.

Minimum Education: Associates
Minimum Experience: 3 years

Help Desk/Support Specialist, III

Functional Responsibilities: Maintains a service perspective including an understanding of relationships, dependencies and requirements of hardware and software components and the organizations that support them. Provides Tier 2 technical assistance, and answers questions or resolve computer problems for clients in person, via telephone or from remote location.

Minimum Education: Bachelors
Minimum Experience: 7 years

Help Desk/Support Specialist, IV

Functional Responsibilities: Oversees a service perspective including an understanding of relationships, dependencies and requirements of hardware and software components and the organizations that support them. Test programs or databases, correct errors and make necessary modifications. Provide Tier 3 support; may supervise lower level Help Desk Technicians.

Minimum Education: Bachelors
Minimum Experience: 11 years

Information Assurance/Security Specialist , III

Functional Responsibilities: Identifies security threats and vulnerabilities in an information technology environment. Establishes and satisfies complex system wide information security requirements and issues based upon the analysis of user, policy, regulatory, and resource demands. Defines and develop information system security programs, resources, and risks. Possess strong knowledge of computer security principals, including Operating System, kernel, and network security. Possess proficient understanding of the NIST Risk Management Framework processes and steps. Requires an demonstrated understanding of U.S. Government security policy and security systems. Must have experience in Cyber Security tools, network topologies, intrusion detection, PKI, and secured networks.

Minimum Education: Bachelors
Minimum Experience: 7 years

Information Assurance/Security Specialist, IV

Functional Responsibilities: Identifies security threats and vulnerabilities in an information technology environment. Establishes and satisfies complex system wide information security requirements and issues based upon the analysis of user, policy, regulatory, and resource demands. Defines and develop

information system security programs, resources, and risks. Possess strong knowledge of computer security principals, including Operating System, kernel, and network security. Possess proficient understanding of the NIST Risk Management Framework processes and steps. Requires a demonstrated understanding of U.S. Government security policy and security systems. Must have experience in Cyber Security tools, network topologies, intrusion detection, PKI, and secured networks.

Minimum Education: Bachelors

Minimum Experience: 11 years

Instructional Systems Designer, III

Functional Responsibilities: Apply instructional design theories to both new and existing training; design training courses, curriculums, and customized lessons; write instructional text, technical documentation, and incorporate multi-media to include video, audio, and computer graphics to create class-room and e-learning courses.

Minimum Education: Bachelors

Minimum Experience: 7 years

IT Program Manager, III

Functional Responsibilities: Serves as the Contractor's Contract Manager; Plans, directs, coordinates activities in computer- related activities including electronic data processing, information systems, systems analysis, and computer programming. Performs day-to-day management of the program and develop long-term and strategic objectives to ensure that end user requirements will be satisfied. Performs horizontal integration planning, and interface with other functional areas. Provide management oversight of all contract personnel and ensure high-quality and acceptable task completion and deliverables from contract personnel in compliance with the SOW.

Minimum Education: Bachelors

Minimum Experience: 7 years

IT Program Manager, IV

Functional Responsibilities: Serves as the Contractor's Contract Manager; Plans, directs, coordinates activities in computer- related activities including electronic data processing, information systems, systems analysis, and computer programming. Performs day-to-day management of the program and develop long-term and strategic objectives to ensure that end user requirements will be satisfied. Performs horizontal integration planning, and interface with other functional areas. Provide management oversight of all contract personnel and ensure high-quality and acceptable task completion and deliverables from contract personnel in compliance with the SOW.

Minimum Education: Bachelors

Minimum Experience: 11 years

Knowledge Management, II

Functional Responsibilities: Assists Executive leadership in developing communications strategy and knowledge sharing program for the organization. Focuses on sharing information and promoting collaboration across offices, teams and communities of practice. Produces end-user documentations;

Leverages knowledge of COTS and GOTS platforms; and develops a measurement framework for assessing the performance of the knowledge sharing program.

Minimum Education: Bachelors

Minimum Experience: 3 years

Network Architect, III

Functional Responsibilities: Serves as the lead technical expert for the organization in the strategic oversight and planning for network engineering projects and programs. Provides oversight and technical direction of system-wide issues requiring advanced levels of understanding of network theory and the specific enterprise network architecture; establishing overall strategic network standards and priorities; providing the highest level of technical guidance and direction in the design and implementation of networking solutions; analyzing the optimization of network system performance; overseeing the strategic interface of network systems configuration. Possess at a minimum a CCNA or CCNP certification.

Minimum Education: Bachelors

Minimum Experience: 7 years

Network Engineer, II

Functional Responsibilities: Performs routine to moderately complex network upgrades. Reviews user requests for upgrades or additions to the network to assess impact on network performance. Plans upgrades to existing network configurations, using knowledge of the performance characteristics of the systems being upgraded and the specifications for network interfaces to insure effective integration and optimal network performance.

Minimum Education: Bachelors

Minimum Experience: 3 years

Network Engineer, III

Functional Responsibilities: Performs routine to moderately complex network upgrades. Reviews user requests for upgrades or additions to the network to assess impact on network performance. Plans upgrades to existing network configurations, using knowledge of the performance characteristics of the systems being upgraded and the specifications for network interfaces to insure effective integration and optimal network performance.

Minimum Education: Bachelors

Minimum Experience: 7 years

Project Manager, I

Functional Responsibilities: Leads and provides project oversight through all phases of the IT services life cycle or task order, including planning, requirements analysis, design, development, testing, installation, and evaluation. Applies familiarity or knowledge of IT Service Management (ITMS) best practices, products, and solutions. Provides technical and programmatic guidance to contract personnel; Liaise directly with Program Manager or Government Personnel.

Minimum Education: Bachelors

Minimum Experience: 2 years

Project Manager, II

Functional Responsibilities: Performs day-to-day management of the cost, scope and schedule of the project; Plans, directs, and coordinates project tasks. Consult and coordinate with the appropriate Sponsor stakeholder for project requirements validation, problem resolution, task scheduling, new resource requirements, training needs, and task clarification. Supervise personnel assigned to project. Recommends IT Service Management (ITMS) best practices, products, and solutions etc. to manage and improve enterprise-level business functions. Provide documentation, requirements, and information updates to Executive level Sponsor Management.

Minimum Education: Bachelors

Minimum Experience: 3 years

Project Manager, III

Functional Responsibilities: Supervises and coordinates all tasks including planning, requirements analysis, design, development, testing, installation, and evaluation. Responsible for conducting the project in a timely manner, ensuring the quality of work products, maintaining financial soundness of the project, managing interactions, and reporting progress and issues. Provides expertise on a range IT Service Management (ITMS) best practices, products, and solutions such as ServiceNow, Salesforce, SAP, BMC Remedy, ConnectWise, SharePoint, etc. to manage and improve enterprise-level business functions.

Minimum Education: Bachelors

Minimum Experience: 7 years

Records Management Specialist, II

Functional Responsibilities: Organizes project technical, financial, procurement, or historical data into a content management system; identifies and extracts reports and performs queries from records; oversees internal and external document review processes; maintains proper information configuration management. Exhibits an understanding of records management, scanning and document preservation, document management software, and the workflow management system. Sets up and maintains a filing and retrieval system.

Minimum Education: Bachelors

Minimum Experience: 3 years

Records Management Specialist, III

Functional Responsibilities: Extract, compile, and analyze data for the preparation of reports, studies, or statistics; oversee and or prepare and transition record material for long term storage, when appropriate; perform destruction of record materials in accordance with Customer records retention schedule and standards as required; maintain quality control requirements; proof read, edit, and review as required.

Minimum Education: Bachelors

Minimum Experience: 7 years

SharePoint Developer, II

Functional Responsibilities: Supports complete software development lifecycle, including analysis, design, configuring, programming and unit testing for information worker applications based on Microsoft technologies. Produces end-user and technical documentation. Leverages knowledge of architectural design, web parts development, management and troubleshooting.

Minimum Education: Bachelors

Minimum Experience: 3 years

Subject Matter Expert, V

Functional Responsibilities: Provides highly technical expertise and guidance for business needs, operations, engineering, and development. Leads teams and conducts independent studies, writes complex algorithms, conducts research, and creates innovative solutions. Stays current with the specialty through publishing papers, writing books, or making presentations in conferences.

Minimum Education: Masters

Minimum Experience: 16 years

Systems Administrator, II

Functional Responsibilities: Responsible for servers and the operating systems software and its successful administration and or integration with the hardware and applications software of the major computing systems across the organization.

Minimum Education: Bachelors

Minimum Experience: 3 years

Systems Analyst, II

Functional Responsibilities: Assess user requirements and ensures that business solutions are consistent with customer's strategic goals. Applies business process improvement practices to reengineer business processes, principles and methodologies. Establishes and maintains security, integrity, and business continuity controls and documentation.

Minimum Education: Bachelors

Minimum Experience: 3 years

Systems Engineer, III

Functional Responsibilities: Maintain strong awareness of technical trends in information technology, develop and maintain a strong awareness of on-going IT projects, and organization requirements; be able to apply the project management model/SDLC model (e.g. Spiral, Waterfall, Agile) selected for a given development effort; and provide analysis, design, development, deployment, and lifecycle support for innovative hardware systems and applications.

Minimum Education: Bachelors

Minimum Experience: 7 years

Systems Engineer, IV

Functional Responsibilities: Maintain strong awareness of technical trends in information technology, develop and maintain a strong awareness of on-going IT projects, and organization requirements; be able to apply the project management model/SDLC model (e.g. Spiral, Waterfall, Agile) selected for a given development effort; and provide analysis, design, development, deployment, and lifecycle support for innovative hardware systems and applications.

Minimum Education: Bachelors

Minimum Experience: 11 years

Systems Engineer, V

Functional Responsibilities: Maintain strong awareness of technical trends in information technology, develop and maintain a strong awareness of on-going IT projects, and organization requirements; be able to apply the project management model/SDLC model (e.g. Spiral, Waterfall, Agile) selected for a given development effort; and provide analysis, design, development, deployment, and lifecycle support for innovative hardware systems and applications.

Minimum Education: Bachelors

Minimum Experience: 16 years

Technical Writer, I

Functional Responsibilities: Prepares and edits IT documentation incorporating information provided by user, specialist, analyst, programmer, and operations personnel. Shall have a sound knowledge of the capabilities of computer systems. Duties include writing, editing, and/or creating graphics for technical information for both technical and non-technical personnel.

Minimum Education: Associates

Minimum Experience: 2 years

Technical Writer, II

Functional Responsibilities: Prepares and edits IT documentation incorporating information provided by user, specialist, analyst, programmer, and operations personnel. Shall have a sound knowledge of the capabilities of computer systems. Duties include writing, editing, and/or creating graphics for technical information for both technical and non-technical personnel.

Minimum Education: Bachelors

Minimum Experience: 3 years

Test Engineer, II

Functional Responsibilities: Document test procedures to ensure replicability and compliance with standards. Install and configure recreations of software production environments to allow testing of software performance. Document bug resolution efforts and track successes.

Minimum Education: Bachelors

Minimum Experience: 3 years

Web Content Administrator, I

Functional Responsibilities: Support web environment content, design, deployment, development and maintenance activities. Perform testing and quality assurance of web sites and web applications.

Minimum Education: Associates

Minimum Experience: 2 years

Web Content Administrator, II

Functional Responsibilities: Support web environment content, design, deployment, development and maintenance activities. Perform testing and quality assurance of web sites and web applications.

Minimum Education: Associates

Minimum Experience: 3 years

Web Developer, I

Functional Responsibilities: Responsible for day-to-day site design and creation. Contribute to the technical aspects of the web site, including performance issues such as speed of access, and for approving site content.

Minimum Education: Associates

Minimum Experience: 2 years

Web Developer, II

Functional Responsibilities: Responsible for day-to-day site design and creation. Design, build, or maintain web sites, using authoring or scripting languages, content creation tools, management tools, and digital media. Contribute to the technical aspects of the web site, including performance issues such as speed of access, and for approving site content.

Minimum Education: Bachelors

Minimum Experience: 3 years

SIN 541611 and 541219 Labor Category Descriptions

Accounting Consultant

Functional Responsibilities: Analyzes, validates, and maintains manual and automated documentation for various computerized accounting systems. Possesses a broad knowledge of policies, procedures, and regulations pertaining to travel and commercial accounting. Transactions may involve multiple appropriations. Verifies, evaluates, and certifies the accuracy, propriety, and availability of funds. Processes, monitors, and analyzes financial documents through each stage of accounting by appropriation, fiscal year, and associated data elements.

Minimum Education: Bachelors

Minimum Experience: 4 years

Administrative Specialist II **

Functional Responsibilities: Provides administrative, clerical, and research support for executive or program staff; Supports operational functions to include payroll, human resources, presentations. Assists with event planning, meeting scheduling, action tracking, and other relative office support duties. Strong MS Office Suite experience.

Minimum Education: Associates

Minimum Experience: 3 years

Analyst I

Functional Responsibilities: Assists with broad quantitative analysis in support of projects or program office requirements. May perform data analysis; data collection, research, data modeling, and reporting for administrative or financial requirements. Works under the supervision of other Sr. Analyst.

Minimum Education: High School

Minimum Experience: 0 years

Analyst II

Functional Responsibilities: Applies developed skills and knowledge of techniques in a specific professional, technical area. Under general supervision, performs a variety of assigned tasks including analysis, evaluation, troubleshooting and preparation of procedures and documentation. May be called to assist with presentations, task planning, and resource coordination and/or budget development. Must be able to work independently or under general direction.

Minimum Education: Bachelors

Minimum Experience: 8 years

Analyst III

Functional Responsibilities: Applies management analysis processes, statistical methods, and advanced technical and analytical research techniques to determine solutions based on client requirements. The Analyst determines client needs, mission requirements and operational activities to obtain a quantitative, rational basis for decision making, project planning, risk mitigation and resource allocation. Employs process improvements and reengineering methodologies and principles for modernization of systems, functional and organizational processes, and projects. Develops and designs project plans to

achieve performance-based objectives and requirements that enhance system or organizational performance and service levels. Analyst disciplines include but are not limited to engineering analysis, requirements analysis, risk analysis, logistics, modeling and simulation, operations research, environmental analysis, planning, configuration/data management, defense/intelligence analysis, policy analysis, project control, business process reengineering and scheduling.

Minimum Education: Masters

Minimum Experience: 7 years

Analyst, Senior

Functional Responsibilities: Applies developed analytical skills and knowledge of techniques in a specific professional, technical area. Analyzes, evaluates, and makes recommendations as part of a team or is team leader. Responsible for providing/supporting technology assessment, and providing program support in area of expertise.

Minimum Education: Bachelors

Minimum Experience: 7 years

Consultant I

Functional Responsibilities: Responsible for identifying and documenting all specific functional requirements associated with implementation of the system. Plans and executes business improvement through collection of data and preparation of business reports. Manages data and performs validation and testing of models to improve methods of performance while effectively allocating resources.

Minimum Education: Bachelors

Minimum Experience: 3 years

Consultant II

Functional Responsibilities: Serves as the technical architect or advisor for strategies in design and/or implementing large scale, complex systems. Responsible for selecting, performing, and overseeing conceptual and methodological design for project and program requirements. Demonstrates current industry experience in requirements definitions, planning, budget development, fiscal control, task control and scheduling, progress assessment, contractor management, vendor management, client communications and state of the art technologies and methodologies.

Minimum Education: Bachelors

Minimum Experience: 5 years

Consultant, III

Functional Responsibilities: Provides consultative, advisory and or analysis support to clients and customers. Provides business expertise in a broad range of disciplines and possesses domain experience and expertise in the relative field of support. Supports senior staff and project managers and may possess specialty expertise in areas such as Acquisition Planning, Enterprise Architecture, Business Process Re-engineering, Human Resources and Staffing or other specialty discipline. Works with guidance of Subject Matter Experts.

Minimum Education: Bachelors

Minimum Experience: 7 years

CPIC Specialist I

Functional Responsibilities: Responsible for facilitating the initial planning and business case development for project adoption and selection. Help client make the wisest business decisions and objectively determine and assess the value of investments. Assists clients in establishing objective criteria (return on Investment, net present value, etc.) to set priorities and funding directions for investments. Responsible for providing viewing mechanisms for decision makers to review and manage their portfolio(s).

Minimum Education: Bachelors

Minimum Experience: 3 years

Executive Assistant I

Functional Responsibilities: Provides an advanced level of executive support to various executives with complex organizational responsibilities. The Executive Assistant serves as the primary support and acts as a liaison between the executive and his/her organization. In some cases, and within pre-agreed limits, the EA may act as the executive representative. The EA independently completes assigned non-routine tasks to meet goals under supervision and may work in a team environment. The level of support requires a good understanding to the executive's organization, along with the business knowledge to communicate and work effectively with the executive's organization and clients. Prepares a range of non-routine correspondence according to company guidelines for signature by executive (i.e., brand compliance, proof reading materials for consistency grammar and spelling), Compile process and analyze data based on research objectives and prepare reports. Arrange and coordinate meeting/conference in liaison with the meeting and events planning team when applicable. Handle routine and non-routine logistics (e.g., contact meeting participants and coordinate responses, compose meeting materials and follow-up correspondence with input and review by Executives).

Minimum Education: High School

Minimum Experience: 3 years

Financial Analyst, Junior

Functional Responsibilities: Gathers, assembles, and formats data and prepares preliminary analysis for budget preparation; assists in preparation and presentation of preliminary and final budget documents; prepares budget presentation materials; maintains data and systems for budget tracking and reporting and generates reports; assists section/division with issues related to funds availability, fund transfers and budget compliance; prepares and participates in the preparation of the Court's annual budget, including analysis and estimates of expenditures; analysis and projections of revenue; review of intra-department requests and sub-budgets; recommendations on allocations of funds, personnel and account coding. May assist in the documentation and development of a budgeting system or solution to include, defining user requirements, documenting budget process and flows, assisting in the configuration, and testing of a budget system.

Minimum Education: Bachelors

Minimum Experience: 1 year

Financial Analyst, Senior

Functional Responsibilities: Supervises, coordinates, documents, and analyzes information affecting financial and accounting programs of public, industrial, and/or financial organizations. Interprets data concerning investments, their price, yield, stability, and future trends, using financial periodicals, securities manuals, and personal interviews.

Minimum Education: Bachelors

Minimum Experience: 10 years

Functional Analyst I

Functional Responsibilities: Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Develops and implements business solutions with some supervision.

Minimum Education: Bachelors

Minimum Experience: 6 years

Functional Analyst II

Functional Responsibilities: Applies management analysis processes, statistical methods, and advanced technical and analytical research techniques to determine solutions based on client requirements. The Analyst II determines client needs, mission requirements and operational activities to obtain a quantitative, rational basis for decision making, project planning, risk mitigation and resource allocation. Analyst disciplines include but are not limited to engineering analysis, requirements analysis, risk analysis, logistics, modeling and simulation, operations research, environmental analysis, planning, configuration/data management, defense/intelligence analysis, policy analysis, project control, business process reengineering and scheduling.

Minimum Education: Bachelors

Minimum Experience: 8 years

Functional Analyst, Principal

Functional Responsibilities: Plans, organizes, directs, and conducts consulting survey or training tasks in problem areas. Has technical responsibility for organizing, executing, and coordinating assignments. Keeps abreast of related methodologies / databases, and tools. Anticipates and solves complex problems related to program performance. Often performs analysis requiring advanced training and degrees.

Minimum Education: Bachelors

Minimum Experience: 10 years

Functional Specialist II

Functional Responsibilities: Performs the planning, programming, budgeting, book-keeping, accounting, document maintenance, cost reporting and schedule variance analysis tasks required to support company or client projects or programs. The Financial Management Specialist uses commercially available, tailored or client-proprietary automated and non-automated tools and techniques to support the organization's financial needs. Work requires the technical capability to independently plan,

organize, complete, and present assessments of cost, budget, and schedule implications, and prepare, analyze, interpret, and reconcile budgetary or financial data.

Minimum Education: Bachelors

Minimum Experience: 5 years

Functional Specialist III

Functional Responsibilities: Perform the planning, programming, budgeting, book-keeping, accounting, document maintenance, cost reporting and schedule variance analysis tasks required to support company or client projects or programs. The Financial Management Specialist uses commercially available, tailored or client-proprietary automated and non-automated tools and techniques to support the organization's financial needs. Work requires the technical capability to independently plan, organize, complete, and present assessments of cost, budget, and schedule implications, and prepare, analyze, interpret, and reconcile budgetary or financial data.

Minimum Education: Bachelors

Minimum Experience: 7 years

General Clerk I **

Functional Responsibilities: Follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as: coding; filing; answering telephone; serving as receptionist; simple posting to accounts; opening mail; simple posting to accounts; operating general office equipment. Works under supervision of experienced personnel.

Minimum Education: High School

Minimum Experience: 0 years

General Clerk II **

Functional Responsibilities: Requires familiarity with the terminology of the office unit. Responsible for selecting appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of guides, manuals, and knowledge bases. Can perform general administrative duties such as general research, recordkeeping, switchboard operation, WebEx account unlocks; posting to social media. Serves in a tier one capacity and works with more senior staff for issue resolution.

Minimum Education: High School

Minimum Experience: 3 years

General Clerk III **

Functional Responsibilities: Assists in a variety of administrative matters; maintains a wide variety of financial or other records; verifies statistical, financial, data collection, and other types of reports for accuracy and completeness. Compiles information; supports presentations and briefings; and handles and assists with resolving customer service or other types of issues.

Minimum Education: High School

Minimum Experience: 7 years

Management Consultant IV

Functional Responsibilities: Provide in dept consultation to mission-oriented business integrated service projects which may include strategic consulting, project planning, surveys, requirements analysis, training delivery, facilitation, change management, business improvement, and or program management. Drafts and reviews deliverables. Responsible for sound problem solving and analysis skills, and strong written and oral communication skills. Determines and documents customer requirements and tracks relative deliverables to completion. May possess specialty subject-matter expertise in areas such as Capital Planning, Enterprise Architecture, Business Process Re- engineering, Human Resources or other related discipline.

Minimum Education: Bachelors

Minimum Experience: 11 years

Management Consultant, Senior

Functional Responsibilities: Plans and designs projects. Develops or directs the development of findings, draws conclusions, and develops recommendations. Prepares and presents reports. Conducts large projects and is responsible for meeting goals within time and cost constraints.

Minimum Education: Masters

Minimum Experience: 7 years

Principal Digital Developer I

Functional Responsibilities: Responsible for managing technical builds, widgets and mobile applications, and other digital projects. Supervises digital developer team.

Minimum Education: Bachelors

Minimum Experience: 3 years

Principal Digital Developer III

Functional Responsibilities: Responsible for managing technical builds, widgets and mobile applications, and other digital projects. Supervises digital developer team.

Minimum Education: Bachelors

Minimum Experience: 7 years

Principal Digital Developer IV

Functional Responsibilities: Responsible for managing technical builds, widgets and mobile applications, and other digital projects. Supervises digital developer team.

Minimum Education: Bachelors

Minimum Experience: 10 years

Program Manager/Lead

Functional Responsibilities: Program Managers operate with substantial independence to manage large, complex programs or families of programs. Program Managers are responsible for the cost, schedule and performance of a program or function or collection of programs or functions at one or more company or customer locations. Program Managers direct the efforts of administrative and

professional staff in carrying out the tasks necessary to meet program milestones. Program Managers manage people and other resources to accomplish the tasks necessary to complete the program, project, or function on time and within the specified cost parameters. Program Managers identify potential risks which might disrupt or delay performance or increase costs, develop, and implement sound risk mitigation strategies, and monitor overall risk levels. Program Managers communicate orally and in writing with all levels of company and customer staff and management, preparing and delivering high quality oral presentations and briefings and clear, concise, and accurate written reports. Program Managers participate in or lead various performance improvement programs and initiatives consistent with the customer's objectives.

Minimum Education: Masters

Minimum Experience: 12 years

Project Manager II

Functional Responsibilities: Manage projects, tasks, and/or subtasks using Project Management Frameworks and principles to identify and mitigate risks and issues, manage budget and cost and review and update scope and schedule for mission oriented or integrated projects. Applies PM best practices to the planning and management of technical and non-technical engagements; interprets business and technical details towards requirements gathering; conducts research and analyses to correct and satisfactorily resolve problem sets. Responsible for schedule, cost, resources, risk management and quality.

Minimum Education: Bachelors

Minimum Experience: 3 years

Project Manager III

Functional Responsibilities: Manage projects, tasks, and/or subtasks using Project Management Frameworks and principles to identify and mitigate risks and issues, manage budget and cost and review and update scope and schedule for mission oriented or integrated projects. Applies PM best practices to the planning and management of technical and non-technical engagements; interprets business and technical details towards requirements gathering; conducts research and analyses to correct and satisfactorily resolve problem sets. Responsible for schedule, cost, resources, risk management and quality.

Minimum Education: Bachelors

Minimum Experience: 7 years

Project Manager IV

Functional Responsibilities: Serves and primary point of contact between corporate organization and client to manage projects, tasks, and/or subtasks, and project deliverables using Project Management Frameworks and principles to identify and mitigate risks and issues, manage budget and cost and review and update scope and schedule for mission oriented or integrated projects. Applies PM best practices to the planning and management of technical and non-technical engagements; interprets business and technical details towards requirements gathering; conducts research and analyses to correct and satisfactorily resolve problem sets. Responsible for schedule, cost, resources, risk management and quality.

Minimum Education: Bachelors
Minimum Experience: 11 years

Project Manager, SME

Functional Responsibilities: Responsible for the day-to-day tactical duties for a highly complex project. Responsible for the administrative/operational leadership of a project within the program guidelines set by the Program Manager and customer. Monitors project to ensure work scope, schedule, and budget are well defined and maintained. Provides the coordination between resource managers/supervisors and ensures all necessary reviews and approvals are received. May conduct performance/project analyses during phase-down to benefit future/other projects/missions/programs.

Minimum Education: Bachelors
Minimum Experience: 10 years

Project Manager, Technical

Functional Responsibilities: Responsible for the day-to-day tactical duties for a basic technical program. Responsible for the administrative/operational leadership of a project within the program guidelines set by the Program Manager and customer. Monitors project to ensure work scope, schedule, and budget are well defined and maintained. Provides the coordination between resource managers/supervisors and ensures all necessary reviews and approvals are received. May conduct performance/project analyses during phase-down to benefit future/other projects/missions/programs.

Minimum Education: Bachelors
Minimum Experience: 10 years

Subject Matter Expert, IV

Functional Responsibilities: Provide focused, expert consultation to mission-oriented business integrated service projects which may include strategic consulting, project planning, surveys, requirements analysis, training delivery, facilitation, change management, business improvement, and or program management. Drafts and reviews deliverables. Responsible for sound problem solving and analysis skills, and strong written and oral communication skills. Determines and documents customer requirements and tracks relative deliverables to completion. May possess specialty subject-matter expertise in areas such as Capital Planning, Enterprise Architecture, Business Process Re-engineering, Human Resources or other related discipline.

Minimum Education: Masters
Minimum Experience: 11 years

Subject Matter Expert, Business/Operations

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

Minimum Education: Masters
Minimum Experience: 10 years

Subject Matter Expert, III

Functional Responsibilities: Provides expert consultative support to a functional technical area of the project. Develops solutions to complex problems. Works closely with management and engineering teams to identify the best technological solution to technical issues. Provide expert guidance and direction at the expert level for very difficult areas requiring innovation, research, or for tasks involving policy at a high level affecting large organizations or populations. Is recognized by his/her peers as an expert in a particular field and consulted on strategic decisions by senior staff.

Minimum Education: Masters
Minimum Experience: 9 years

Subject Matter Expert, Principal

Functional Responsibilities: Provides highest-level functional expertise. Analyzes complex problems, makes recommendations, develops alternative solutions and draft, and executes implementation plan. Converses with and aids highest levels of corporate and Government management.

Minimum Education: Masters
Minimum Experience: 8 years

Subject Matter Expert, Senior

Functional Responsibilities: Provides expertise in a functional domain (e.g., security, finance, personnel, acquisition, etc.) or technical disciplines (e.g., computer security, network engineering, etc.). Position requires in-depth experience to qualify as an expert in the specialized area. If a particular functional area or technical discipline is considered "new" or "state of the art", then general experience in a related area may be substituted for the specific experience. Must be capable of working independently all tasks and activities involved in any area related to the area of expertise.

Minimum Education: Masters
Minimum Experience: 10 years