

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/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>

MAS SCHEDULE

**SIN 54151S– INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES
SIN 54151HEAL - HEALTH INFORMATION TECHNOLOGY SERVICES**



Myriddian, LLC
6711 COLUMBIA GATEWAY DR STE 475
COLUMBIA, MD, 21046-2724
P: 866-991-7052

www.Myriddian.com
lletow@myriddian.com

Contract Number: 47QTCA20D0073
Period Covered by Contract: March 10, 2020 – March 9, 2025

CONTRACTOR'S ADMINISTRATION SOURCE: Larry Letow

BUSINESS SIZE: Small, WOSB, SBA Certified 8(a) Program Participant

For more information on ordering from Federal Supply go to this website:
www.gsa.gov/schedules

CUSTOMER INFORMATION:

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

SIN	DESCRIPTION
54151S	INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES
54151HEAL	HEALTH INFORMATION TECHNOLOGY SERVICES

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

Not Applicable, Services Only

1c. HOURLY RATES (Services only):

See attached pricelist

2. MAXIMUM ORDER*: \$500,000

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

3. MINIMUM ORDER: \$100

4. GEOGRAPHIC COVERAGE: Domestic

5. POINT(S) OF PRODUCTION: N/A (Services Only)

6. DISCOUNT FROM LIST PRICES: GSA Net Prices are shown on the attached GSA Pricelist.

7. QUANTITY DISCOUNT(S): None

8. PROMPT PAYMENT TERMS: None

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

9.b Government Purchase Cards are not accepted above the micro-purchase threshold. Contact contractor for limit.

10. FOREIGN ITEMS: None

11a. TIME OF DELIVERY: N/A (Services Only)

11b. EXPEDITED DELIVERY: N/A (Services Only)

11c. OVERNIGHT AND 2-DAY DELIVERY: N/A (Services Only)

11d. URGENT REQUIRMENTS: N/A (Services Only)

12. **FOB POINT:** Destination
- 13a. **ORDERING ADDRESS:** Same as contractor
- 13b. **ORDERING PROCEDURES:** Ordering activities shall use the ordering procedures described in Federal Acquisition Regulation 8.405-3 when placing an order or establishing a BPA for supplies or services. The ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedule Homepage (fss.gsa.gov/schedules).
14. **PAYMENT ADDRESS:** Same as contractor
15. **WARRANTY PROVISION:** N/A for services
16. **EXPORT PACKING CHARGES:** N/A
16. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** N/A
18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A
19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A
20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A
- 20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A
21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A
22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A
23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A
- 24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. **Section 508 Compliance for Electronic and Information Technology (EIT):** As applicable
25. **DUNS NUMBER:** 962935248
26. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Contractor has an Active Registration in the SAM database.

**TERMS AND CONDITIONS APPLICABLE TO
INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES
(SPECIAL ITEM NUMBER 54151S)**

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

1. SIN 54151S SCOPE

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

2. SIN 54151S 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. SIN 54151S 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. SIN 54151S 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. SIN 54151S 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. SIN 54151S INSPECTION OF SERVICES

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

7. SIN 54151S 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. SIN 54151S 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. SIN 54151S 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. SIN 54151S 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. SIN 54151S 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. SIN 54151S 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 a common control.

13. SIN 54151S RESUMES

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

14. SIN 54151S 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. SIN 54151S 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. SIN 54151S DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

(a) The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 54151S IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

(b) Pricing for all 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.

**TERMS AND CONDITIONS APPLICABLE TO
HEALTH INFORMATION TECHNOLOGY (IT) SERVICES
(SPECIAL ITEM NUMBER 54151HEAL)**

****NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately. Vendor suitability for offering services through the new Health IT SIN must be in accordance with the following laws and standards when applicable to the specific task orders, including but not limited to:

- Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH)
- The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- National Institute of Standards and Technology (NIST) Federal Information Processing Standards (FIPS) and Special Publications
- Federal Information Security Management Act (FISMA) of 2002

17. SIN 54151HEAL SCOPE

- (a) The labor categories, prices, terms and conditions stated under Special Item Number 54151HEAL Health Information Technology Services apply exclusively to Health IT Services within the scope of this Information Technology Schedule.
- (b) This SIN is limited to Health IT Services only. Software and hardware products are out of scope. Hardware and software can be acquired through different Special Item Numbers on ITC Schedule.
- (c) This SIN provides ordering activities with access to Health IT services.
- (d) Health IT Services provided under this SIN shall comply with all Healthcare certifications and industry standards as applicable at the task order level.
- (e) 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.

18. SIN 54151HEAL ORDER

- (a) Agencies may use written orders, Electronic Data Interchange (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.

19. SIN 54151HEAL PERFORMANCE OF SERVICES

- (a) The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity. All Contracts will be fully funded.
- (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 Health 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. All travel will be agreed upon with the client prior to the Contractor's travel.

20. SIN 54151HEAL INSPECTION OF SERVICES

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

21. SIN 54151HEAL 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.

22. SIN 54151HEAL RESPONSIBILITIES OF THE ORDERING ACTIVITY Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite Health IT Services.

23. SIN 54151HEAL INDEPENDENT CONTRACTOR

All Health IT 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.

24. SIN 54151HEAL ORGANIZATIONAL CONFLICTS OF INTEREST

(a) Definitions.

a. "Contractor" means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

b. "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.

c. 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 +

d. The Contractor, upon completion of the work ordered, shall submit invoices for Health 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.

25. SIN 54151HEAL RESUMES

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

26. SIN 54151HEAL INCIDENTAL SUPPORT COSTS

Incidental support costs are not considered part of 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.

27. SIN 54151HEAL 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.

28. SIN 54151HEAL DESCRIPTION OF HEALTH IT SERVICES AND PRICING

- (a) The Contractor shall provide a description of each type of Health IT Service offered under Special Item Numbers 54151HEAL Health IT Services and it 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 Health IT 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.



Labor Category Descriptions

The labor category descriptions describe the functional responsibilities and professional credentials required for each category. These descriptions should be considered a guide to the professional credentials of the average personnel in each labor category.

Myriddian understands that very talented and experienced individuals, such as but not limited to former military veterans, want to support Government activities, but may not have extensive formal education. As a result, the education/experience equivalency table below will apply to all labor categories.

Degree Type	Experience Equivalency
Associates Degree	2 years of relevant experience
Bachelor's Degree	4 years of relevant experience
2 Year Advanced Degree (Masters)	6 years of relevant experience
4 Year Advanced Degree (except MD / PhD)	8 years of relevant experience

Certified Tumor Registrar I

Functional Responsibilities:

- Case-finding, management of cancer registry data, data quality audits, facility audits, and providing assistance in preparation of quarterly data quality reports for facilities and DHMH;
- Assisting in the preparation of incidence data reports;
- Coding and possibly data entry of hard copy abstracts from reporting facilities;
- Identifying errors, appropriate edits, and improving coding;
- Identifying the reporting facilities that need case ascertainment and data quality audits;
- Updating documentation;
- Developing training materials;
- Providing technical support to reporting facilities for edits, coding, and other reporting issues;
- Supporting working group meetings and training sessions; and
Performing other duties as assigned.

Minimum Qualifications:

Must be a certified Tumor Registrar and must have at least 3 years of experience as a Registrar.

Certified Tumor Registrar II

Functional Responsibilities:

- Case-finding, management of cancer registry data, data quality audits, facility audits, and providing assistance in preparation of quarterly data quality reports for facilities and DHMH;
- Assisting in the preparation of incidence data reports;
- Coding and possibly data entry of hard copy abstracts from reporting facilities;
- Identifying errors, appropriate edits, and improving coding;
- Identifying the reporting facilities that need case ascertainment and data quality audits;
- Updating documentation;
- Developing training materials;
- Providing technical support to reporting facilities for edits, coding, and other reporting



- issues;
- Supporting working group meetings and training sessions; and
- Performing other duties as assigned.

Minimum Qualifications:

Must be a certified Tumor Registrar and must have at least 5 years of experience as a Registrar.

Certified Tumor Registrar III

Functional Responsibilities:

- Case-finding, management of cancer registry data, data quality audits, facility audits, and providing assistance in preparation of quarterly data quality reports for facilities and DHMH;
- Assisting in the preparation of incidence data reports;
- Coding and possibly data entry of hard copy abstracts from reporting facilities;
- Identifying errors, appropriate edits, and improving coding;
- Identifying the reporting facilities that need case ascertainment and data quality audits;
- Updating documentation;
- Developing training materials;
- Providing technical support to reporting facilities for edits, coding, and other reporting issues;
- Supporting working group meetings and training sessions; and
- Performing other duties as assigned.

Minimum Qualifications:

Must be a certified Tumor Registrar and must have at least 7 years of experience as a Registrar.

Contract Administrator

Functional Responsibilities:

- Develop contract proposals to support organizational goals;
- Review contract estimates, including proposed materials, production costs, etc and determine whether they seem reasonable and accurate;
- Ensure that all records are accurate and up to date;
- Write contract letters and other communications and notices;
- Negotiate and approve contract terms while ensuring that projects remain within the established budget;
- Attend meetings to assess progress on projects which are in motion and take detailed notes to share with stakeholders;
- Create regular status reports regarding progress on projects;
- Analyze contracts to ensure they comply with state and federal laws and regulations;

Minimum Qualifications:

Bachelor's Degree in Business Administration and related field and 5 years previous experience in the field.



Data Administrator I

Functional Responsibilities:

- Build database systems of high availability and quality depending on each end user's specialized role;
 - Design and implement database in accordance to end users information needs and views;
 - Define users and enable data distribution to the right user, in appropriate format and in a timely manner;
 - Use high-speed transaction recovery techniques and backup data;
 - Minimize database downtime and manage parameters to provide fast query responses;
 - Provide proactive and reactive data management support and training to users;
 - Determine, enforce and document database policies, procedures and standards;
 - Perform tests and evaluations regularly to ensure data security, privacy and integrity
- Monitor database performance, implement changes and apply new patches and versions when required;

Minimum Qualifications:

Bachelor's degree in Computer Science, Engineering or relevant field and 3 years of previous experience in the field.

Data Administrator II

Functional Responsibilities:

- Build database systems of high availability and quality depending on each end user's specialized role;
- Design and implement database in accordance to end users information needs and views;
- Define users and enable data distribution to the right user, in appropriate format and in a timely manner;
- Use high-speed transaction recovery techniques and backup data;
- Minimize database downtime and manage parameters to provide fast query responses;
- Provide proactive and reactive data management support and training to users;
- Determine, enforce and document database policies, procedures and standards;
- Perform tests and evaluations regularly to ensure data security, privacy and integrity;
- Monitor database performance, implement changes and apply new patches and versions when required;

Minimum Qualifications:

Bachelor's degree in Computer Science, Engineering or relevant field and 5 years of previous experience in the field.

Data Administrator III

Functional Responsibilities:

- Build database systems of high availability and quality depending on each end user's specialized role;
- Design and implement database in accordance to end users information needs and views;
- Define users and enable data distribution to the right user, in appropriate format and in a timely manner;



- Use high-speed transaction recovery techniques and backup data;
- Minimize database downtime and manage parameters to provide fast query responses;
- Provide proactive and reactive data management support and training to users;
- Determine, enforce and document database policies, procedures and standards;
- Perform tests and evaluations regularly to ensure data security, privacy and integrity;
- Monitor database performance, implement changes and apply new patches and versions when required;

Minimum Qualifications:

Bachelor's degree in Computer Science, Engineering or relevant field and 7 years of previous experience in the field.

Data Analyst I

Functional Responsibilities:

- Develop data models for normalized view of data;
- Identify content updates required to support data models (entities, attributes, and relationships);
- Data design – assist with project design, working with DBA to create physical data model;
- Schema Design, maintenance of schema repository and documenting elements;
- Requirements and business rule development;
- Conversion rule development to populate schema with appropriate markup;
- Build and maintain controlled vocabulary and normalized metadata to support retrieval and linking;
- Review with test teams to ensure understanding of the data model;
- Develop test cases, test data scenarios, review access patterns;

Minimum Qualifications:

Bachelor's Degree in Computer Science, Computer Engineering or a related degree and 3 years of experience in the field.

Data Analyst II

Functional Responsibilities:

- Develop data models for normalized view of data;
- Identify content updates required to support data models (entities, attributes, and relationships);
- Data design – assist with project design, working with DBA to create physical data model;
- Schema Design, maintenance of schema repository and documenting elements;
- Requirements and business rule development;
- Conversion rule development to populate schema with appropriate markup;
- Build and maintain controlled vocabulary and normalized metadata to support retrieval and linking;
- Review with test teams to ensure understanding of the data model;
- Develop test cases, test data scenarios, review access patterns;

Minimum Qualifications:

Bachelor's Degree in Computer Science, Computer Engineering or a related degree and 5 years of experience in the field.



Data Analyst III

Functional Responsibilities:

- Develop data models for normalized view of data;
- Identify content updates required to support data models (entities, attributes, and relationships);
- Data design – assist with project design, working with DBA to create physical data model;
- Schema Design, maintenance of schema repository and documenting elements;
- Requirements and business rule development;
- Conversion rule development to populate schema with appropriate markup;
- Build and maintain controlled vocabulary and normalized metadata to support retrieval and linking;
- Review with test teams to ensure understanding of the data model;
- Develop test cases, test data scenarios, review access patterns;

Minimum Qualifications:

Master's in Library Science, Computer Science, Computer Engineering, or a related degree and 7 years of experience in the field.

Data Entry I

Functional Responsibilities:

- Maintains database by entering new and updated customer and account information;
- Prepares source data for computer entry by compiling and sorting information;
- Establishes entry priorities;
- Processes customer and account source documents by reviewing data for deficiencies;
- Resolves deficiencies by using standard procedures or returning incomplete documents to the team leader for resolution;
- Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format;
- Maintains data entry requirements by following data program techniques and procedures;
- Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data;
- Combines data from both systems when account information is incomplete;
- Purges files to eliminate duplication of data;
- Tests customer and account system changes and upgrades by inputting new data;
- Secures information by completing data base backups;
- Maintains operations by following policies and procedures and reporting needed changes;
- Maintains customer confidence and protects operations by keeping information confidential;
- Contributes to team effort by accomplishing related results as needed;

Minimum Qualifications:

Bachelor's Degree. Must have at least 1 year of experience with this type of work.

Data Entry II

Functional Responsibilities:

- Maintains database by entering new and updated customer and account information;
- Prepares source data for computer entry by compiling and sorting information;



- Establishes entry priorities;
- Processes customer and account source documents by reviewing data for deficiencies;
- Resolves deficiencies by using standard procedures or returning incomplete documents to the team leader for resolution;
- Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format;
- Maintains data entry requirements by following data program techniques and procedures;
- Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data;
- Combines data from both systems when account information is incomplete;
- Purges files to eliminate duplication of data;
- Tests customer and account system changes and upgrades by inputting new data;
- Secures information by completing data base backups;
- Maintains operations by following policies and procedures and reporting needed changes;
- Maintains customer confidence and protects operations by keeping information confidential;
- Contributes to team effort by accomplishing related results as needed;

Minimum Qualifications:

Bachelor's Degree. Must have at least 3 year of experience with this type of work.

Data Entry III

Functional Responsibilities:

- Maintains database by entering new and updated customer and account information;
- Prepares source data for computer entry by compiling and sorting information;
- Establishes entry priorities;
- Processes customer and account source documents by reviewing data for deficiencies;
- Resolves deficiencies by using standard procedures or returning incomplete documents to the team leader for resolution;
- Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format;
- Maintains data entry requirements by following data program techniques and procedures;
- Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data;
- Combines data from both systems when account information is incomplete;
- Purges files to eliminate duplication of data;
- Tests customer and account system changes and upgrades by inputting new data;
- Secures information by completing data base backups;
- Maintains operations by following policies and procedures and reporting needed changes;
- Maintains customer confidence and protects operations by keeping information confidential;
- Contributes to team effort by accomplishing related results as needed;

Minimum Qualifications:

Bachelor's Degree and 5 years of experience with this type of work.



Data Scientist I

Functional Responsibilities:

- Work with stakeholders throughout the organization to identify IT opportunities for leveraging company data to drive business solutions;
- Mine and analyze data from company databases to drive optimization and improvement of IT product development, marketing techniques and business strategies;
- Assess the effectiveness and accuracy of new data sources and data gathering techniques;
- Develop custom data models and algorithms to apply to data sets;
- Use predictive modeling to increase and optimize customer experiences, revenue generation, ad targeting and other business outcomes;
- Develop company A/B testing framework and test model quality;
- Coordinate with different functional teams to implement models and monitor outcomes;
- Develop processes and tools to monitor and analyze model performance and data accuracy;

Minimum Qualifications:

Bachelor's degree in Computer Science, Engineering or relevant field and 3 years of previous experience in the field.

Data Scientist II

Functional Responsibilities:

- Work with stakeholders throughout the organization to identify IT opportunities for leveraging company data to drive business solutions;
- Mine and analyze data from company databases to drive optimization and improvement of IT product development, marketing techniques and business strategies;
- Assess the effectiveness and accuracy of new data sources and data gathering techniques;
- Develop custom data models and algorithms to apply to data sets;
- Use predictive modeling to increase and optimize customer experiences, revenue generation, ad targeting and other business outcomes;
- Develop company A/B testing framework and test model quality;
- Coordinate with different functional teams to implement models and monitor outcomes;
- Develop processes and tools to monitor and analyze model performance and data accuracy;

Minimum Qualifications:

Bachelor's degree in Computer Science, Engineering or relevant field and 5 years previous of experience in the field.

Data Scientist III

Functional Responsibilities:

- Work with stakeholders throughout the organization to identify IT opportunities for leveraging company data to drive business solutions;
- Mine and analyze data from company databases to drive optimization and improvement of IT product development, marketing techniques and business strategies;
- Assess the effectiveness and accuracy of new data sources and data gathering techniques;
- Develop custom data models and algorithms to apply to data sets;



- Use predictive modeling to increase and optimize customer experiences, revenue generation, ad targeting and other business outcomes;
- Develop company A/B testing framework and test model quality;
- Coordinate with different functional teams to implement models and monitor outcomes;
- Develop processes and tools to monitor and analyze model performance and data accuracy;

Minimum Qualifications:

Bachelor's degree in Computer Science, Engineering or relevant field and 7 years of previous experience in the field.

IT Financial Analyst I

Functional Responsibilities:

- Determines cost of IT operations by establishing standard costs; collecting IT operational data;
- Identifies financial status by comparing and analyzing actual results with plans and forecasts;
- Responsible for the financial management of IT contracts and expenditures;
- Guides cost analysis process by establishing and enforcing policies and procedures; providing trends and forecasts; explaining processes and techniques; recommending actions;
- Improves financial status by analyzing results; monitoring variances; identifying IT trends recommending actions to management;
- Reconciles transactions by comparing and correcting data;
- Maintains database by entering, verifying, and backing up data;
- Recommends actions by analyzing and interpreting data and making comparative analyses studying proposed changes in methods and materials;
- Increases productivity by developing automated accounting applications, coordinating information requirements;
- Protects operations by keeping financial information confidential;
- Maintains technical knowledge by attending educational workshops, reviewing publications;
- Contributes to team effort by accomplishing related results as needed;

Minimum Qualifications:

Bachelor's Degree in Accounting, Finance, Business Administration or a related field and 3 years of professional experience.

IT Financial Analyst II

Functional Responsibilities:

- Determines cost of IT operations by establishing standard costs; collecting IT operational data;
- Identifies financial status by comparing and analyzing actual results with plans and forecasts;
- Responsible for the financial management of IT contracts and expenditures;
- Guides cost analysis process by establishing and enforcing policies and procedures; providing trends and forecasts; explaining processes and techniques; recommending actions;
- Improves financial status by analyzing results; monitoring variances; identifying IT trends recommending actions to management;
- Reconciles transactions by comparing and correcting data;
- Maintains database by entering, verifying, and backing up data;



- Recommends actions by analyzing and interpreting data and making comparative analyses studying proposed changes in methods and materials;
- Increases productivity by developing automated accounting applications, coordinating information requirements;
- Protects operations by keeping financial information confidential;
- Maintains technical knowledge by attending educational workshops, reviewing publications;
- Contributes to team effort by accomplishing related results as needed;

Minimum Qualifications:

Bachelor's Degree in Accounting, Finance, Business Administration or a related field and 5 years of professional experience.

IT Financial Analyst III

Functional Responsibilities:

- Determines cost of IT operations by establishing standard costs; collecting IT operational data;
- Identifies financial status by comparing and analyzing actual results with plans and forecasts;
- Responsible for the financial management of IT contracts and expenditures;
- Guides cost analysis process by establishing and enforcing policies and procedures; providing trends and forecasts; explaining processes and techniques; recommending actions;
- Improves financial status by analyzing results; monitoring variances; identifying IT trends recommending actions to management;
- Reconciles transactions by comparing and correcting data;
- Maintains database by entering, verifying, and backing up data;
- Recommends actions by analyzing and interpreting data and making comparative analyses studying proposed changes in methods and materials;
- Increases productivity by developing automated accounting applications, coordinating information requirements;
- Protects operations by keeping financial information confidential;
- Maintains technical knowledge by attending educational workshops, reviewing publications;
- Contributes to team effort by accomplishing related results as needed;

Minimum Qualifications:

Bachelor's Degree in Accounting, Finance, Business Administration or a related field and 7 years of professional experience.

Manager I

Functional Responsibilities:

- Oversees and leads assigned tasks for information technology, information security and privacy clients;
- Ensures successful task order completion within the scheduled timeframe consistent with the established scope of work to include technology based and financial solutions;
- Directs technical teams and facilitates the integration of sub tasks to ensure the optimal use of assigned resources and subcontractors;
- Organizes, directs, and coordinates the planning and implementation of all activities associated with tasks;



Minimum Qualifications:

Bachelor's Degree and 3 years of professional experience.

Manager II

Functional Responsibilities:

- Oversees and leads assigned tasks for information technology, information security and privacy clients;
- Ensures successful task order completion within the scheduled timeframe consistent with the established scope of work to include technology based and financial solutions;
- Directs technical teams and facilitates the integration of sub tasks to ensure the optimal use of assigned resources and subcontractors;
- Organizes, directs, and coordinates the planning and implementation of all activities associated with tasks;

Minimum Qualifications:

Bachelor's Degree and 5 years of professional experience.

Manager III

Functional Responsibilities:

- Oversees and leads assigned tasks for information technology, information security and privacy clients;
- Ensures successful task order completion within the scheduled timeframe consistent with the established scope of work to include technology based and financial solutions;
- Directs technical teams and facilitates the integration of sub tasks to ensure the optimal use of assigned resources and subcontractors;
- Organizes, directs, and coordinates the planning and implementation of all activities associated with tasks;

Minimum Qualifications:

Bachelor's Degree and 7 years of professional experience.

Network Administrator I

Functional Responsibilities:

- Fully support, configure, maintain and upgrade corporate customer's networks and in house servers;
- Install and integrate new server hardware and applications;
- Keep an eye out for needed updates;
- Support and administer third-party applications;
- Ensure network security and connectivity;
- Monitor network performance (availability, utilization, throughput, goodput, and latency) and test for weaknesses;
- Set up user accounts, permissions and passwords;
- Resolve problems reported by end user;
- Define network policies and procedures;
- Specify system requirements and design solutions;



Research and make recommendations on server system administration;

Minimum Qualifications:

Bachelor's degree in Computer Science or related field and 3 years previous experience in the field.

Network Administrator II

Functional Responsibilities:

- Fully support, configure, maintain and upgrade corporate customer's networks and in-house servers;
- Install and integrate new server hardware and applications;
- Keep an eye out for needed updates;
- Support and administer third-party applications;
- Ensure network security and connectivity;
- Monitor network performance (availability, utilization, throughput, goodput, and latency) and test for weaknesses;
- Set up user accounts, permissions and passwords;
- Resolve problems reported by end user;
- Define network policies and procedures;
- Specify system requirements and design solutions administration;

Minimum Qualifications:

Bachelor's degree in Computer Science, Engineering or relevant field and 5 years of previous experience in the field.

Network Administrator III

Functional Responsibilities:

- Fully support, configure, maintain and upgrade corporate customer's networks and in-house servers;
- Install and integrate new server hardware and applications;
- Keep an eye out for needed updates;
- Support and administer third-party applications;
- Ensure network security and connectivity;
- Monitor network performance (availability, utilization, throughput, goodput, and latency) and test for weaknesses;
- Set up user accounts, permissions and passwords.
- Resolve problems reported by end user;
- Define network policies and procedures;
- Specify system requirements and design solutions;
- Research and make recommendations on server system administration;

Minimum Qualifications:

Bachelor's degree in Computer Science, Engineering or relevant field and 7 years of previous experience in the field.



Program Manager

Functional Responsibilities:

- Acts as the central point of contact with the Contracting Officer, the Contracting Officer's Representative, and other client officials;
- Exercises full authority to act for the company in the performance of the required work and services under all task orders;
- Sets policies and procedures, technical standards and methods, and priorities;
- Manages multiple programs, tasks and contractual engagements in accordance with contract requirements and industry standard project management practices;
- Manages deliverables using project plans, project scheduling and work breakdown schedules;
- Develops quality control processes for all support and deliverables;
- Conducts quality control reviews of the contractor process, process improvements, and documentation being generated;
- Generates lessons learned and incorporating improvements into the team's delivery activities;
- Provides weekly and monthly reports on status of delivery activities including identification of unforeseen issues and unexpected delays;
- Leads weekly meetings discussing contractor's status in performing the work;
- Identifies security issues and risks and developing mitigation plans;
- Develops new techniques and procedures to aid in providing an aggressive approach to service delivery;

Minimum Qualifications:

Bachelor's degree in a directly related curriculum from an accredited institution and 10 years of project related experience, 5 to 7 years of which must be in a supervisory role.

Industry certifications to include Project Management Professional (PMP) certification from the Project Management Institute.

Project Manager

Functional Responsibilities:

- Works independently, or under the general direction of senior level company management, on all phases of performance including contract management, project/task order management, coordination of resource needs, coordination with corporate resources and management
- Determines cost of operations by establishing standard costs; collecting operational data;
- Identifies financial status by comparing and analyzing actual results with plans and forecasts;
- Responsible for the financial management of contracts and expenditures;
- Guides cost analysis process by establishing and enforcing policies and procedures; providing trends and forecasts; explaining processes and techniques; recommending actions;
- Improves financial status by analyzing results; monitoring variances; identifying trends recommending actions to management;
- Reconciles transactions by comparing and correcting data;
- Maintains database by entering, verifying, and backing up data;
- Recommends actions by analyzing and interpreting data and making comparative analyses studying proposed changes in methods and materials;



- Increases productivity by developing automated accounting applications; coordinating information requirements;
- Protects operations by keeping financial information confidential;
- Maintains technical knowledge by attending educational workshops; reviewing publications;
- Contributes to team effort by accomplishing related results as needed;
- Responsible for all contract activities for a Cyber Security related project(s);
- Exercises full authority to act for the company in the performance of the required work and services under all task orders;
- Implements and manages policies and procedures, technical standards and methods, and priorities;
- Manages cybersecurity projects and/or task;
- Manages deliverables through the development and use of project plans, project scheduling and work breakdown schedules;
- Conducts quality control reviews based upon an approved process;
- Generates lessons learned and incorporating improvements into the team's delivery activities;
- Provides weekly and monthly reports on status of delivery activities including identification of unforeseen issues and unexpected delays;
- Identifies security issues and risks and developing mitigation plans;

Minimum Qualifications:

Bachelor's degree in a directly related curriculum from an accredited institution and 5 to 7 years of project related experience, 2 to 3 years of which must be in a supervisory role.

Software Developer I

Functional Responsibilities:

- Develop, test and implement new software programs;
- Clearly and regularly communicate with management and technical support colleagues;
- Design and update software database. This includes, but is not limited to: Software Applications, Web Sites, Data Communication Processes and User Interfaces;
- Test, maintain and recommend software improvements to ensure strong functionality and optimization;
- Independently install, customize and integrate commercial software packages;
- Facilitate root cause analysis of system issues;
- Work with experienced team members to conduct root cause analysis of issues, review new and existing code and/or perform unit testing;
- Identify ideas to improve system performance and impact availability;
- Resolve complex technical design issues;
- Development of technical specifications and plans;
- Analyze user requirements and convert requirements to design documents;
- Make good technical decisions that provide solutions to business challenges;
- Provide comprehensive support to internal customers; achieve resolution to outstanding problems or issues;
- Compile timely, comprehensive and accurate documentation and or reports as requested;

Minimum Qualifications:



Bachelor's degree in Computer Science, Computer Engineering or related field and 3 years of previous experience in the field.

Software Developer II

Functional Responsibilities:

- Develop, test and implement new software programs;
- Clearly and regularly communicate with management and technical support colleagues;
- Design and update software database. This includes, but is not limited to: Software Applications, Web Sites, Data Communication Processes and User Interfaces;
- Test, maintain and recommend software improvements to ensure strong functionality and optimization;
- Independently install, customize and integrate commercial software packages;
- Facilitate root cause analysis of system issues;
- Work with experienced team members to conduct root cause analysis of issues, review;
- new and existing code and/or perform unit testing;
- Identify ideas to improve system performance and impact availability;
- Resolve complex technical design issues;
- Development of technical specifications and plans;
- Analyze user requirements and convert requirements to design documents;
- Make good technical decisions that provide solutions to business challenges;
- Provide comprehensive support to internal customers; achieve resolution to outstanding problems or issues;
- Compile timely, comprehensive and accurate documentation and or reports as requested;

Minimum Qualifications:

Bachelor's degree in Computer Science, Computer Engineering or related field and 5 years of previous experience in the field.

Software Developer III

Functional Responsibilities:

- Develop, test and implement new software programs;
- Clearly and regularly communicate with management and technical support colleagues;
- Design and update software database. This includes, but is not limited to: Software Applications, Web Sites, Data Communication Processes and User Interfaces;
- Test, maintain and recommend software improvements to ensure strong functionality and optimization;
- Independently install, customize and integrate commercial software packages;
- Facilitate root cause analysis of system issues;
- Work with experienced team members to conduct root cause analysis of issues, review new and existing code and/or perform unit testing;
- Identify ideas to improve system performance and impact availability;
- Resolve complex technical design issues;
- Development of technical specifications and plans;
- Analyze user requirements and convert requirements to design documents;



- Make good technical decisions that provide solutions to business challenges;
- Provide comprehensive support to internal customers; achieve resolution to outstanding problems or issues;
Compile timely, comprehensive and accurate documentation and or reports as requested;

Minimum Qualifications:

Bachelor's degree in Computer Science, Computer Engineering or related field and 7 years of previous experience in the field.

Solution Architect I

Functional Responsibilities:

- Building and integrating information systems to meet the company's needs;
- Assessing the systems architecture currently in place and working with technical staff to recommend solutions to improve it;
- Resolving technical problems as they arise;
- Providing supervision and guidance to development teams;
- Continually researching current and emerging technologies and proposing changes where needed;
- Informing various stakeholders about any problems with the current technical solutions being implemented;
- Assessing the business impact that certain technical choices have;
- Providing updates to stakeholders on product development processes, costs, and budgets;

Minimum Qualifications:

Bachelor's degree in Information Technology, Software Engineering, Computer Science, or related field and 3 years of previous experience in the field.

Solution Architect II

Functional Responsibilities:

- Building and integrating information systems to meet the company's needs;
- Assessing the systems architecture currently in place and working with technical staff to recommend solutions to improve it;
- Resolving technical problems as they arise;
- Providing supervision and guidance to development teams;
- Continually researching current and emerging technologies and proposing changes where needed;
- Informing various stakeholders about any problems with the current technical solutions being implemented;
- Assessing the business impact that certain technical choices have;
- Providing updates to stakeholders on product development processes, costs, and budgets;

Minimum Qualifications:

Bachelor's degree in Information Technology, Software Engineering, Computer Science, or related field and 5 years of previous experience in the field.



Solution Architect III

Functional Responsibilities:

- Building and integrating information systems to meet the company's needs;
- Assessing the systems architecture currently in place and working with technical staff to recommend solutions to improve it;
- Resolving technical problems as they arise;
- Providing supervision and guidance to development teams;
- Continually researching current and emerging technologies and proposing changes where needed;
- Informing various stakeholders about any problems with the current technical solutions being implemented;
- Assessing the business impact that certain technical choices have;
- Providing updates to stakeholders on product development processes, costs, and budgets;

Minimum Qualifications:

Bachelor's degree in Information Technology, Software Engineering, Computer Science, or related field and 7 years of previous experience in the field.

Statistician I

Functional Responsibilities:

- Refer to previous instances and findings to determine the ideal method for gathering data.
- Research problem and determine the data required to answer specific questions and problems;
- Create surveys, questionnaires and polls to collect necessary information;
- Train assistants and other members of the team how to properly organize findings and read data collected;
- Prepare detailed reports for management and other departments by analyzing and interpreting data;
- Define and utilize statistical methods to solve industry-specific problems in varying fields, such as economics and engineering;
- Compare and analyze provided statistical information to identify patterns, relationships and problems;
- Apply sampling techniques to effectively determine and define ideal categories to be questioned;

Minimum Qualifications:

Bachelor's degree in mathematics, statistics or related field and 3 years of previous experience in the field.

Statistician II

Functional Responsibilities:

- Refer to previous instances and findings to determine the ideal method for gathering data;
- Research problem and determine the data required to answer specific questions and problems;
- Create surveys, questionnaires and polls to collect necessary information;
- Train assistants and other members of the team how to properly organize findings and read data collected;



- Prepare detailed reports for management and other departments by analyzing and interpreting data;
- Define and utilize statistical methods to solve industry-specific problems in varying fields, such as economics and engineering;
- Compare and analyze provided statistical information to identify patterns, relationships and problems;
- Apply sampling techniques to effectively determine and define ideal categories to be questioned;

Minimum Qualifications:

Bachelor's degree in mathematics, statistics or related field and 5 years of previous experience in the field.

Statistician III

Functional Responsibilities:

- Refer to previous instances and findings to determine the ideal method for gathering data;
- Research problem and determine the data required to answer specific questions and problems;
- Create surveys, questionnaires and polls to collect necessary information;
- Train assistants and other members of the team how to properly organize findings and read data collected;
- Prepare detailed reports for management and other departments by analyzing and interpreting data;
- Define and utilize statistical methods to solve industry-specific problems in varying fields, such as economics and engineering;
- Compare and analyze provided statistical information to identify patterns, relationships and problems;
- Apply sampling techniques to effectively determine and define ideal categories to be questioned;

Minimum Qualifications:

Bachelor's degree in mathematics, statistics or related field and 7 years of previous experience in the field.

Subject Matter Expert I

Functional Responsibilities:

- Utilizes functional and/or subject matter area expertise gained through direct industry experience to assess the organizational, operational, and functional baseline for information technology, information security, and privacy clients;
- Works with senior government officials and executives to provide industry vision and strategic direction with regard to their enterprise;
- Guides the determination of systems, mission engineering, and business process inadequacies and deficiencies that affect the functional area's ability to support/meet organizational needs;
- Participates in strategy sessions, strategic assessments, and design reviews to validate enterprise approach and associated work products;



- Provides expert consulting and advisory expertise in the areas of organizational and vulnerability assessments, intelligence and threat analysis, and resolution of highly complex project and problems;
- Recognized for strong expertise and recognition in determining industry issues and trends;

Minimum Qualifications:

Bachelor's Degree and 8 years of relevant experience in the area of Health, IT or Workforce or Advanced Degree (Masters) AND 6 years of relevant experience.

Subject Matter Expert II

Functional Responsibilities:

- Utilizes functional and/or subject matter area expertise gained through direct industry experience to assess the organizational, operational, and functional baseline for information technology, information security, and privacy clients;
- Works with senior government officials and executives to provide industry vision and strategic direction with regard to their enterprise;
- Guides the determination of systems, mission engineering, and business process inadequacies and deficiencies that affect the functional area's ability to support/meet organizational needs;
- Participates in strategy sessions, strategic assessments, and design reviews to validate enterprise approach and associated work products;
- Provides expert consulting and advisory expertise in the areas of organizational and vulnerability assessments, intelligence and threat analysis, and resolution of highly complex project and problems;
- Recognized for strong expertise and recognition in determining industry issues and trends;

Minimum Qualifications:

Bachelor's Degree and 10 years of relevant experience in the area of Health, IT or Workforce or Advanced Degree AND 8 years of relevant experience.

Subject Matter Expert III

Functional Responsibilities:

- Utilizes functional and/or subject matter area expertise gained through direct industry experience to assess the organizational, operational, and functional baseline for information technology, information security, and privacy clients;
- Works with senior government officials and executives to provide industry vision and strategic direction with regard to their enterprise;
- Guides the determination of systems, mission engineering, and business process inadequacies and deficiencies that affect the functional area's ability to support/meet organizational needs;
- Participates in strategy sessions, strategic assessments, and design reviews to validate enterprise approach and associated work products;
- Provides expert consulting and advisory expertise in the areas of organizational and vulnerability assessments, intelligence and threat analysis, and resolution of highly complex project and problems;
- Recognized for strong expertise and recognition in determining industry issues and trends;

Minimum Qualifications:



Bachelor's Degree and 15 years of relevant experience in the area of Health, IT or Workforce or Advanced Degree and 13 years of relevant experience.

Systems Administrator I

Functional Responsibilities:

- Responsible for the maintenance, configuration, and reliable operation of computer systems, network servers, and virtualization;
- Install and upgrade computer components and software, manage virtual servers, and integrate automation processes;
- Troubleshoot hardware and software errors by running diagnostics, documenting problems and resolutions, prioritizing problems, and assessing impact of issues;
- Provide documentation and technical specifications to IT staff for planning and implementing new or upgrades of IT infrastructure;
- Perform or delegate regular backup operations and implement appropriate processes for data protection, disaster recovery, and failover procedures;
- Lead desktop and helpdesk support efforts, making sure all desktop applications, workstations, and related equipment problems are resolved in a timely manner with limited disruptions;
- Responsible for capacity, storage planning, and database performance;

Minimum Qualifications:

Bachelor's Degree Information Technology, Computer Science or a related discipline and 3 years of previous experience in the field.

Systems Administrator II

Functional Responsibilities:

- Responsible for the maintenance, configuration, and reliable operation of computer systems, network servers, and virtualization;
- Install and upgrade computer components and software, manage virtual servers, and integrate automation processes;
- Troubleshoot hardware and software errors by running diagnostics, documenting problems and resolutions, prioritizing problems, and assessing impact of issues;
- Provide documentation and technical specifications to IT staff for planning and implementing new or upgrades of IT infrastructure;
- Perform or delegate regular backup operations and implement appropriate processes for data protection, disaster recovery, and failover procedures;
- Lead desktop and helpdesk support efforts, making sure all desktop applications, workstations, and related equipment problems are resolved in a timely manner with limited disruptions;
- Responsible for capacity, storage planning, and database performance;

Minimum Qualifications:

Bachelor's Degree in Information Technology, Computer Science or a related discipline and 5 years of previous experience in the field.



Systems Administrator III

Functional Responsibilities:

- Responsible for the maintenance, configuration, and reliable operation of computer systems, network servers, and virtualization;
- Install and upgrade computer components and software, manage virtual servers, and integrate automation processes;
- Troubleshoot hardware and software errors by running diagnostics, documenting problems and resolutions, prioritizing problems, and assessing impact of issues;
- Provide documentation and technical specifications to IT staff for planning and implementing new or upgrades of IT infrastructure;
- Perform or delegate regular backup operations and implement appropriate processes for data protection, disaster recovery, and failover procedures;
- Lead desktop and helpdesk support efforts, making sure all desktop applications, workstations, and related equipment problems are resolved in a timely manner with limited disruptions;
- Responsible for capacity, storage planning, and database performance;

Minimum Qualifications:

Bachelor's Degree in Information Technology, Computer Science or a related discipline and 7 years of previous experience in the field.

Systems Analyst I

Functional Responsibilities:

- Maintains and applies comprehensive knowledge across multiple functional areas and activities;
- Develops, plans, and supports segments of a technical project;
- Evaluates outcomes and supports changes in development and execution of project phases;
- Operates across one or more tasks, contributing to deliverables and overall project performance;
- Collects information, analyzes processes, applies statistical methods, and conducts research to support solution definition and/or design based on technical solution or service scope;
- Analyzes technical operations to support project decision making and resource allocation.
- Employs process improvement methods for modernization of systems and projects;
- Delivers support in solution conceptualization, design, development, testing, documentation, or implementation;
- Supports development of program/project plans and schedules to achieve objectives, enhance implementation, and realize program/project efficiencies;

Minimum Qualifications:

Bachelor's Degree in Computer Sciences, Information Systems, Engineering, Business or other related scientific or technical discipline and 2 or more years of experience in one or more of the identified areas of experience above.

Systems Analyst II

Functional Responsibilities:

- Maintains and applies comprehensive knowledge across multiple functional areas and activities;



- Develops, plans, and supports segments of a technical project;
- Evaluates outcomes and supports changes in development and execution of project phases;
- Operates across one or more tasks, contributing to deliverables and overall project performance;
- Collects information, analyzes processes, applies statistical methods, and conducts research to support solution definition and/or design based on technical solution or service scope;
- Analyzes technical operations to support project decision making and resource allocation.
- Employs process improvement methods for modernization of systems and projects;
- Delivers support in solution conceptualization, design, development, testing, documentation, or implementation;
- Supports development of program/project plans and schedules to achieve objectives, enhance implementation, and realize program/project efficiencies;

Minimum Qualifications:

Bachelor's Degree in Computer Sciences, Information Systems, Engineering, Business or other related scientific or technical discipline and 4 or more years of experience in one or more of the identified areas of experience below. ITIL, IEEE, or TOGAF certification may be substituted for 1 year of experience.

Systems Analyst III

Functional Responsibilities:

- Maintains and applies comprehensive knowledge across multiple functional areas and activities;
- Develops, plans, and supports segments of a technical project;
- Evaluates outcomes and supports changes in development and execution of project phases;
- Operates across one or more tasks, contributing to deliverables and overall project performance;
- Collects information, analyzes processes, applies statistical methods, and conducts research to support solution definition and/or design based on technical solution or service scope;
- Analyzes technical operations to support project decision making and resource allocation;
- Employs process improvement methods for modernization of systems and projects;
- Delivers support in solution conceptualization, design, development, testing, documentation, or implementation;
- Supports development of program/project plans and schedules to achieve objectives, enhance implementation, and realize program/project efficiencies;

Minimum Qualifications:

Bachelor's Degree in Computer Information Systems, Engineering, Business or other related scientific or technical discipline and 7 or more years of experience in one or more of the identified areas of experience below. ITIL, IEEE, or TOGAF certification may be substituted for 1 year of experience.



Systems Engineer I

Functional Responsibilities:

- Supports and leads the definition/amelioration of the Information Security/Assurance Policies, (to include Disaster Recovery, Contingency and Incident Response policies) for client organizations;
- Supports the continuous monitoring of client organizational networks and information systems to maintain maximum security and information assurance;
- Supports the Monitoring of intrusion detection and protection systems data loss prevention systems and takes quick and effective corrective measures in the event of a breach;
- Provides technical knowledge and analysis of information assurance components, to include applications; operating systems; Internet and Intranet; physical security; networks; risk assessment; critical infrastructure continuity and contingency planning; emergency preparedness; security awareness and training;
- Supports the analysis of existing system's vulnerability to possible intrusions, resource manipulation, resource denial and destruction of resources;
- Provides technical support and analysis to document organizational information protection framework(s);
- Supports policy and procedures preparation and implementation;
- Supports the monitoring of security incident and event monitoring systems (to include application and system and firewall logs);
- Provides system administration of Network, Web, and/or communications systems, including Local Area Network (LAN), Wide Area Network (WAN);
- Maintains servers, creates monitoring reports and logs, and ensures functionality of links;

Minimum Qualifications:

Bachelor's Degree in Computer Engineering, Computer Science or another Technical field in a directly related curriculum from an accredited institution and up to 3 years of experience in implementing and maintaining information security requirements of organizations.

Should be familiar with cybersecurity such as data encryption methodologies, intrusion detection and prevention tools and techniques, network security, ethical hacking and incident response activities.

Systems Engineer II

Functional Responsibilities:

- Supports and leads the definition/amelioration of the Information Security/Assurance Policies, (to include Disaster Recovery, Contingency and Incident Response policies) for client organizations;
- Support the continuous monitoring of client organizational networks and information systems to maintain maximum security and information assurance;
- Monitors intrusion detection and protection systems data loss prevention systems and takes quick and effective corrective measures in the event of a breach;
- Provides technical knowledge and analysis of information assurance components, to include applications; operating systems; Internet and Intranet; physical security; networks; risk assessment; critical infrastructure continuity and contingency planning; emergency preparedness; security awareness and training;



- Provides analysis of existing system's vulnerability to possible intrusions, resource manipulation, resource denial and destruction of resources;
- Provides technical support and analysis to document organizational information protection framework(s);
- Supports policy and procedures preparation and implementation;
- Monitors of security incident and event monitoring systems (to include application and system and firewall logs);
- Analyzes the client system security, conducts gap analysis, determines enterprise information security standards, and develops and implements information security standards and procedures;
- Ensures all information systems are functional and secure;

Minimum Qualifications:

Bachelor's Degree in Computer Engineering, Computer Science or another Technical field in a directly related curriculum from an accredited institution and up to 5 years of experience in implementing and maintaining information security requirements of organizations.

Should be familiar with cybersecurity such as data encryption methodologies, intrusion detection and prevention tools and techniques, network security, ethical hacking and incident response activities.

Systems Engineer III

Functional Responsibilities:

- Leads the definition/amelioration of the Information Security Policies, (to include Disaster Recovery, Contingency and Incident Response policies) for client organizations;
- Leads the continuous monitoring of client organizational networks and information systems to maintain maximum security and information assurance;
- Monitors intrusion detection and protection systems data loss prevention systems and takes quick and effective corrective measures in the event of a breach;
- Provides technical knowledge and analysis of information assurance components, to include applications; operating systems; Internet and Intranet; physical security; networks; risk assessment; critical infrastructure continuity and contingency planning; emergency preparedness; security awareness and training;
- Provides analysis of existing system's vulnerability to possible intrusions, resource manipulation, resource denial and destruction of resources;
- Provides technical support and analysis to document organizational information protection framework(s);
- Supports policy and procedures preparation and implementation;
- Monitors of security incident and event monitoring systems (to include application and system and firewall logs);
- Analyzes the client system security, conducts gap analysis, determines enterprise information security standards, and develops and implements information security standards and procedures;
- Ensures all information systems are functionally secure in accordance with organizational and regulatory requirements;

Minimum Qualifications:



Bachelor's Degree in Computer Engineering, Computer Science or another Technical field in a directly related curriculum from an accredited institution and up to 7 years of experience in implementing and maintaining information security requirements of organizations. Should be familiar with cybersecurity such as data encryption methodologies, intrusion detection and prevention tools and techniques, network security, ethical hacking and incident response activities.

SIN(s) 54151S/ 54151HEAL

Labor Category	GSA Price Year 1	GSA Price Year 2	GSA Price Year 4	GSA Price Year 4	GSA Price Year 5
Certified Tumor Registrar I	\$67.47	\$68.95	\$70.47	\$72.02	\$73.61
Certified Tumor Registrar II	\$78.99	\$80.73	\$82.51	\$84.32	\$86.18
Certified Tumor Registrar III	\$99.21	\$101.40	\$103.63	\$105.91	\$108.24
Contract Administrator	\$92.82	\$94.86	\$96.94	\$99.08	\$101.26
Database Administrator I	\$84.92	\$86.79	\$88.69	\$90.65	\$92.64
Database Administrator II	\$97.75	\$99.90	\$102.10	\$104.35	\$106.64
Database Administrator III	\$106.64	\$108.99	\$111.38	\$113.83	\$116.34
Data Analyst I	\$56.85	\$58.11	\$59.38	\$60.69	\$62.03
Data Analyst II	\$75.29	\$76.95	\$78.64	\$80.37	\$82.14
Data Analyst III	\$114.04	\$116.54	\$119.11	\$121.73	\$124.41
Data Entry I	\$37.52	\$38.35	\$39.19	\$40.05	\$40.93
Data Entry II	\$49.37	\$50.46	\$51.57	\$52.70	\$53.86
Data Entry III	\$61.22	\$62.57	\$63.94	\$65.35	\$66.79
Data Scientist I	\$76.03	\$77.70	\$79.41	\$81.16	\$82.94
Data Scientist II	\$123.43	\$126.14	\$128.92	\$131.75	\$134.65
Data Scientist III	\$136.26	\$139.26	\$142.32	\$145.45	\$148.65
IT Financial Analyst I	\$79.88	\$81.64	\$83.43	\$85.27	\$87.15
IT Financial Analyst II	\$115.53	\$118.07	\$120.67	\$123.32	\$126.03
IT Financial Analyst III	\$136.26	\$139.26	\$142.32	\$145.45	\$148.65
Manager I	\$100.72	\$102.93	\$105.20	\$107.51	\$109.88
Manager II	\$113.55	\$116.05	\$118.60	\$121.21	\$123.88
Manager III	\$119.48	\$122.10	\$124.79	\$127.54	\$130.34
Network Administrator I	\$97.75	\$99.90	\$102.10	\$104.35	\$106.64
Network Administrator II	\$108.61	\$111.00	\$113.45	\$115.94	\$118.49
Network Administrator III	\$125.40	\$128.16	\$130.98	\$133.86	\$136.81
Program Manager	\$131.85	\$134.75	\$137.71	\$140.74	\$143.84
Project Manager	\$117.59	\$120.18	\$122.82	\$125.52	\$128.28
Software Developer I	\$60.58	\$61.91	\$63.27	\$64.66	\$66.09
Software Developer II	\$81.68	\$83.48	\$85.31	\$87.19	\$89.11
Software Developer III	\$117.59	\$120.18	\$122.82	\$125.52	\$128.28
Solution Architect I	\$89.09	\$91.05	\$93.06	\$95.10	\$97.20
Solution Architect II	\$142.54	\$145.68	\$148.88	\$152.16	\$155.51
Solution Architect III	\$182.84	\$186.86	\$190.97	\$195.17	\$199.47
Statistician I	\$79.98	\$81.74	\$83.54	\$85.38	\$87.25
Statistician II	\$109.60	\$112.01	\$114.48	\$117.00	\$119.57
Statistician III	\$131.32	\$134.21	\$137.17	\$140.18	\$143.27
Subject Mater Expert I	\$148.11	\$151.37	\$154.70	\$158.10	\$161.58
Subject Mater Expert II	\$172.80	\$176.60	\$180.48	\$184.45	\$188.51
Subject Mater Expert III	\$222.17	\$227.05	\$232.05	\$237.15	\$242.37
Systems Administrator I	\$78.01	\$79.72	\$81.48	\$83.27	\$85.10
Systems Administrator II	\$105.65	\$107.98	\$110.35	\$112.78	\$115.26
Systems Administrator III	\$116.51	\$119.08	\$121.70	\$124.37	\$127.11
Systems Analyst I	\$81.95	\$83.76	\$85.60	\$87.48	\$89.41
Systems Analyst II	\$131.32	\$134.21	\$137.17	\$140.18	\$143.27
Systems Analyst III	\$144.16	\$147.33	\$150.57	\$153.89	\$157.27
Systems Engineer I	\$89.09	\$91.05	\$93.06	\$95.10	\$97.20
Systems Engineer II	\$142.54	\$145.68	\$148.88	\$152.16	\$155.51
Systems Engineer III	\$177.73	\$181.64	\$185.64	\$189.72	\$193.90