



PRICELIST COVER PAGE

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST**

**Special Item No. 132-51 Information Technology Professional Services
Special Item No. 132-52 Electronic Commerce and Subscription Services
Special Item No. 132-100 Ancillary Supplies and/or Services**

**Goldbelt Hawk LLC
603 Pilot House Drive, Suite 400
Newport News, VA 23606-1904
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www.gbhawk.com**



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**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>

SCHEDULE TITLE: Federal Supply Schedule 70 – Information Technology, Software & Services

CONTRACT NUMBER: GS-35F-485BA

CONTRACT PERIOD:

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

CONTRACTOR:

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CONTRACTOR’S ADMINISTRATION SOURCE: Bruce Swagler, President/COO, (757) 874-1067

BUSINESS SIZE: Small, Disadvantaged, Alaska Native Corporation, 8(a)

CUSTOMER INFORMATION:

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

SIN	DESCRIPTION
132-51	Information Technology Professional Services
132-52	Electronic Commerce and Subscription Services
132-100	Ancillary Supplies and/or Services

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

SIN 132-51	0080	Help Desk Support Services Specialist I	\$76.21
SIN 132-52	AUTO1	Authentication Services, Named User	\$4.98 per mo.
SIN 132-100	0093	Documentation Specialist I	\$76.21

2. MAXIMUM ORDER*: \$500,000 per SIN 132-8 and 132-51
\$150,000 per SIN 132-100

*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 unless the contractor agrees to accept a smaller order amount.



4. **GEOGRAPHIC COVERAGE:** Domestic, 48 states, Washington, DC, Alaska, Hawaii, Puerto Rico, and US Territories
5. **POINT(S) OF PRODUCTION:** Newport News, City of Newport News, Virginia; Alexandria, City of Alexandria, Virginia
6. **DISCOUNT FROM LIST PRICES:** Prices shown are NET Prices; Basic Discounts have been deducted.
7. **QUANTITY DISCOUNT(S):** None
8. **PROMPT PAYMENT TERMS:** 1%-15 Days / Net 30 Days
- 9.a **Government Purchase Cards are accepted at or below the micro-purchase threshold.**
- 9.b **Government Purchase Cards are not accepted above the micropurchase threshold.**
10. **FOREIGN ITEMS:** None
- 11a. **TIME OF DELIVERY:** 30 Days after receipt of order
- 11b. **EXPEDITED DELIVERY:** Items available for expedited delivery are noted in this price list.
- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** Overnight and 2-day delivery are available. Contact the Contractor for rates.
- 11d. **URGENT REQUIRMENTS:** Agencies can contact the Contractor's representative to effect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
12. **FOB POINT:** Destination
- 13a. **ORDERING ADDRESS:** Same as contractor
14. **PAYMENT ADDRESS:** Same as contractor
15. **WARRANTY PROVISION:** Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.
16. **EXPORT PACKING CHARGES:** Not applicable
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:**
(any thresholds above the micropurchase level)
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



24. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A

25. **DUNS NUMBER:** 557434607

26. **NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:** SAM Registration active until August 14, 2015.



Price List – IT Professional Services and Ancillary Supplies and/or Services

The price list effective at time of award is presented on the following pages under Table 1 and includes the 0.75% Industrial Funding Fee (IFF). The prices reflected are for all of the United States, including Alaska and Hawaii. Additional discounts based on regional criteria and work location may be offered at the delivery order if applicable. Following the price list, detailed job descriptions of the services offered are presented. The minimum experience, education, and functional responsibility for each service Line Item is provided to ensure that each Goldbelt Hawk LLC employee’s skills match the requirements of the delivery order.

Table 1 - SIN 132-51 IT Professional Services Price List

CONSULTING		
Line Item	Labor Category	Rate
0001	Consultant	\$285.77
0002	Senior Consultant	\$381.02
0003	Executive Consultant	\$571.50
0004	IT Subject Matter Expert	\$317.50

DATABASE AND DATA WAREHOUSING		
Line Item	Labor Category	Rate
0005	Data Architect	\$222.25
0006	Data Security Analyst I	\$101.61
0007	Data Security Analyst II	\$142.25
0008	Data Security Analyst III	\$175.25
0009	Database Administrator I	\$119.89
0010	Database Administrator II	\$153.43
0011	Database Administrator III	\$177.79
0012	Database Analyst/ Programmer I	\$103.64
0013	Database Analyst/ Programmer II	\$147.32
0014	Database Analyst/ Programmer III	\$165.12

ERP/BUSINESS CONSULTING		
Line Item	Labor Category	Rate
0018	ERP Business/ Architectural Specialist	\$193.06
0019	ERP Business Analyst I	\$137.15
0020	ERP Business Analyst II	\$177.79
0021	ERP Business Analyst III	\$201.17

FACILITIES OPERATION AND PHYSICAL PLANT		
Line Item	Labor Category	Rate
0025	IT Facility Engineer	\$146.06
0026	Computer Operations Manager	\$190.50
0027	Systems Operations Manager	\$152.41
0028	Operations/ Network LAN Administrator	\$121.92
0029	Operations/ Technical Support Analyst	\$130.06

INFORMATION SECURITY		
Line Item	Labor Category	Rate
0030	Chief Information Security Officer	\$233.69
0031	Information Assurance Development Engineer	\$149.86
0032	Information Assurance Engineer	\$157.48
0033	Information Assurance Systems/Network Specialist	\$137.15
0034	Information Security Business Analyst	\$162.56
0035	Security Engineer I	\$111.75
0036	Security Engineer II	\$164.59
0037	Security Engineer III	\$193.06

NETWORK ENGINEERING AND TELEPHONY		
Line Item	Labor Category	Rate
0038	Communications Analyst I	\$101.61
0039	Communications Analyst II	\$165.12
0040	Communications Analyst III	\$190.50
0041	Infrastructure Engineer I	\$111.75
0042	Infrastructure Engineer II	\$182.89
0043	Infrastructure Engineer III	\$228.60
0044	LAN/WAN/MAN Administrator I	\$127.02
0045	LAN/WAN/MAN Administrator II	\$134.62
0046	LAN/WAN/MAN Administrator III	\$142.69
0047	LAN/WAN Integrator	\$152.41
0048	Network Operations Supervisor	\$167.65
0049	Network Planning Analyst I	\$99.58
0050	Network Planning Analyst II	\$137.15
0051	Network Planning Analyst III	\$167.65
0052	Network/Hardware Support Technician	\$99.08
0053	Telecommunications Analyst/Technician	\$142.25
0054	Telecommunications Engineer/ Analyst I	\$91.44
0055	Telecommunications Engineer/ Analyst II	\$132.08
0056	Telecommunications Engineer/ Analyst III	\$157.48
0058	Telecommunications/ Communications Integration Engineer	\$152.41
0059	Voice Communications Administrator	\$114.31
0060	Voice Communications Manager Planning & Implementation	\$177.79
0061	Voice Communications Technician	\$96.52

QUALITY ASSURANCE AND TESTING		
Line Item	Labor Category	Rate
0070	Information Systems Auditor I	\$83.31
0071	Information Systems Auditor II	\$127.02
0072	Information Systems Auditor III	\$140.22
0073	Quality Assurance Analyst I	\$91.44
0074	Quality Assurance Analyst II	\$132.08
0075	Quality Assurance Analyst III	\$154.95
0076	Test Engineer I	\$132.08
0077	Test Engineer II	\$152.41
0078	Test Engineer III	\$167.65

SERVICE DESK		
Line Item	Labor Category	Rate
0079	Operations/ Technical Support Manager	\$147.32
0080	Help Desk Support Services Specialist I	\$76.21
0081	Help Desk Support Services Specialist II	\$93.48
0082	Help Desk Support Services Specialist III	\$113.81
0083	Help Desk Support Services Specialist IV	\$132.08

SOFTWARE DEVELOPMENT		
Line Item	Labor Category	Rate
0084	Applications Systems Analyst/ Programmer I	\$94.48
0085	Applications Systems Analyst/ Programmer II	\$152.41
0086	Applications Systems Analyst/ Programmer III	\$190.50
0087	SharePoint Developer I	\$133.35
0088	SharePoint Developer II	\$152.41
0089	SharePoint Developer III	\$191.00
0090	SharePoint Developer IV	\$228.60
0091	Software Architect	\$152.41
0092	Systems Analysis and Programming Director	\$187.96

SUPPORT SERVICES/ADMINISTRATION		
Line Item	Labor Category	Rate
0096	Graphics Specialist I	\$95.50
0097	Graphics Specialist II	\$107.95
0098	Graphics Specialist III	\$124.46

SYSTEMS ENGINEERING AND ADMINISTRATION		
Line Item	Labor Category	Rate
0102	Configuration Management Specialist	\$137.15
0103	Disaster Recovery Administrator	\$152.41
0104	Disaster Recovery Analyst	\$127.02
0105	Engineering Subject Matter Specialist	\$182.89
0106	Microsoft Engineer I	\$116.85
0107	Microsoft Engineer II	\$187.96
0108	Microsoft Engineer III	\$228.60
0109	Solution Architect I	\$158.75
0110	Solution Architect II	\$234.96
0111	Solution Architect III	\$285.77
0112	Systems Administrator I	\$106.68
0113	Systems Administrator II	\$149.86
0114	Systems Administrator III	\$177.79

SYSTEMS ENGINEERING AND ADMINISTRATION		
Line Item	Labor Category	Rate
0115	Systems Engineer I	\$121.92
0116	Systems Engineer II	\$187.96
0117	Systems Engineer III	\$233.69

TRAINING		
Line Item	Labor Category	Rate
0118	Information Systems Training Specialist I	\$86.37
0119	Information Systems Training Specialist II	\$111.75
0120	Information Systems Training Specialist III	\$124.46

WEB DESIGN/NEW MEDIA		
Line Item	Labor Category	Rate
0121	Drupal Developer	\$157.48
0122	Drupal Architect	\$203.19
0123	Internet Technology Engineer I	\$121.92
0124	Internet Technology Engineer II	\$177.79
0125	Internet Technology Engineer III	\$218.46
0126	Web Content Administrator	\$121.92
0127	Web Content Analyst	\$142.25
0128	Web Designer I	\$91.44
0129	Web Designer II	\$137.15
0130	Web Designer III	\$162.56
0131	Web Marketing Manager	\$142.25
0132	Web Operations Manager	\$135.13
0133	Web Project Manager	\$140.22
0134	Web Security Administrator	\$152.41
0135	Web Security Analyst	\$162.56
0136	Web Software Developer	\$132.08
0137	Web Technical Administrator	\$116.85



Table 2 - SIN 132-100 Ancillary Supplies and/or Services Price List

ANCILLARY SUPPLIES AND/OR SERVICES		
Line Item	Labor Category	Rate
0064	Program Manager I	\$240.29
0065	Program Manager II	\$264.32
0066	Project Expeditor	\$99.08
0067	Project Manager I	\$142.25
0068	Project Manager II	\$177.79
0069	Project Manager III	\$218.46
0093	Documentation Specialist I	\$76.21
0094	Documentation Specialist II	\$88.91
0095	Documentation Specialist III	\$101.61
0099	Technical Editor I	\$96.52
0100	Technical Editor II	\$106.68
0101	Technical Editor III	\$116.85



Labor Category Descriptions – SIN 132-51 IT Professional Services

Goldbelt Hawk offers a range of Professional Services in support of our clients to support the full life-cycle of Information Technology Solutions. Our solutions include Consulting, Database and Data Warehousing, ERP/Business Consulting, Facilities Operation and Physical Plant, Information Security, Network Engineering and Telephony, Project Management, Quality Assurance and Testing, Service Desk, Software Development, Support Services/Administration, Systems Engineering and Administration, Training, Web Design/New Media.

Functional Area: Consulting

Line Item: 0001	Commercial Job Title:	Consultant
Minimum/General Experience	5-12 years of experience in the field or in a related area.	
Functional Responsibility	Works with end user groups to evaluate and solve technical problems. Evaluates existing systems and/or user needs to analyze, design, recommend, and implement system changes. . Demonstrates expertise in a variety of the technology field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0002	Commercial Job Title:	Consultant, Senior
Minimum/General Experience	7-14 years of experience in the field or in a related area.	
Functional Responsibility	Works with end user groups to evaluate and solve technical problems. Evaluates existing systems and/or user needs to analyze, design, recommend, and implement system changes. . Demonstrates expertise in a variety of the technology field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0003	Commercial Job Title:	Consultant, Executive
Minimum/General Experience	9-16 years of experience in the field or in a related area.	
Functional Responsibility	Works with end user groups to evaluate and solve all aspects of an organization's technical policies, objectives, initiatives, existing systems and/or user needs to analyze, design, recommend, and implement system changes. Demonstrates expertise in a variety of the technology field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0004	Commercial Job Title:	IT Subject Matter Expert
Minimum/General Experience	5-12 years of experience in the field or in a related area.	
Functional Responsibility	Provides extremely high-level subject matter proficiency for work described in the task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems that require doctorate level knowledge of the subject matter for effective implementation.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Functional Area: Database and Data Warehousing:

Line Item: 0005	Commercial Job Title:	Data Architect
Minimum/General Experience	5-10 years of experience in the field or in a related area.	
Functional Responsibility	<p>Defines, designs and builds relational databases for storage or processing. Cleans and maintains the database by removing and deleting old data. May evaluate new data sources for adherence to the organization's quality standards and ease of integration. Evaluates hardware and software platforms, develops strategies for data acquisitions, archive recovery, integration, and implementation of a database. Works in a data warehouse environment, which includes data design, database architecture, metadata and repository creation. Translates business needs into long-term architecture solutions. Evaluates reusability of current data for additional analyses. Reviews object and data models and the metadata repository to structure the data for better management and quicker access. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.</p>	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0006	Commercial Job Title:	Data Security Analyst I
Minimum/General Experience	0-4 years of experience in the field or in a related area.	
Functional Responsibility	<p>Maintains systems to protect data from unauthorized users. Identifies, reports, and resolves security violations. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.</p>	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0007	Commercial Job Title:	Data Security Analyst II
Minimum/General Experience	3-7 years of experience in the field or in a related area.	
Functional Responsibility	<p>Under general supervision, performs all procedures necessary to ensure the safety of information systems assets and to protect systems from intentional or inadvertent access or destruction. Interfaces with user community to understand their security needs and implements procedures to accommodate them. Ensures that user community understands and adheres to necessary procedures to maintain security. Conducts accurate evaluation of the level of security required. Provides management with status reports. Frequently reports to a Data Security Administration Manager. A wide degree of creativity and latitude is expected. Typically reports to a project leader or manager.</p>	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0008	Commercial Job Title:	Data Security Analyst III
Minimum/General Experience	6-10 years of experience in the field or in a related area.	
Functional Responsibility	Under general direction, performs all procedures necessary to ensure the safety of information systems and to protect systems from intentional or inadvertent access or destruction. Interfaces with user community to understand their security needs and implements procedures to accommodate them. Ensures that user community understands and adheres to necessary procedures to maintain security. May require familiarity with domain structures, user authentication, and digital signatures. Conducts accurate evaluation of the level of security required. May require understanding of firewall theory and configuration. Must be able to weigh business needs against security concerns and articulate issues to management. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0009	Commercial Job Title:	Database Administrator I
Minimum/General Experience	0-4 years of experience in the field or in a related area.	
Functional Responsibility	Develops, implements, administers, and maintains policies and procedures for ensuring the security and integrity of the company database. Implements data models, database designs, data access and table maintenance codes. Resolves database performance and capacity issues, and replication and other distributed data issues. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a manager.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0010	Commercial Job Title:	Database Administrator II
Minimum/General Experience	3-7 years of experience in the field or in a related area.	
Functional Responsibility	Participates in the design, creation, and maintenance of computerized databases. Responsible for quality control and auditing of databases to ensure accurate and appropriate use of data. Works with management to develop database strategies to support company needs. Consults with and advises users on access to various databases. Works directly with users to resolve data conflicts and inappropriate data usage. Directs the maintenance and use of the corporate data dictionary. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0011	Commercial Job Title:	Database Administrator III
Minimum/General Experience	6-10 years of experience in the field or in a related area.	
Functional Responsibility	Participates in the design, creation, and maintenance of computerized databases. Responsible for quality control and auditing of databases to ensure accurate and appropriate use of data. Works with management to develop database strategies to support company needs. Consults with and advises users on access to various databases. Works directly with users to resolve data conflicts and inappropriate data usage. Directs the maintenance and use of the corporate data dictionary. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0012	Commercial Job Title:	Database Analyst/Programmer I
Minimum/General Experience	0-4 years of experience in the field or in a related area.	
Functional Responsibility	Under general supervision, designs, implements and maintains moderately complex databases. Maintains database dictionaries and integration of systems through database design. Competent to work on most phases of database administration but may require some instruction and guidance in other phases. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0013	Commercial Job Title:	Database Analyst/Programmer II
Minimum/General Experience	3-7 years of experience in the field or in a related area.	
Functional Responsibility	Reviews, evaluates, designs, implements and maintains company database[s]. Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams and documents the process. Writes codes for database access, modifications, and constructions including stored procedures. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0014	Commercial Job Title:	Database Analyst/Programmer III
Minimum/General Experience	6-10 years of experience in the field or in a related area.	
Functional Responsibility	Under general direction, designs, implements and maintains complex database with respect to JCL, access methods, access time, device allocation, validation checks, organization, protection and security, documentation and statistical methods. Includes maintenance of database dictionaries, overall monitoring of standards and procedures and integration of systems through database design. Constructs data decomposition diagrams, provides data flow diagrams and documents the process. Writes codes for database access, modifications, and constructions including stored procedures. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department. Competent to work at the highest level of all phases of database management.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Functional Area: ERP/Business Consulting

Line Item: 0018	Commercial Job Title:	ERP Business Architectural Specialist
Minimum/General Experience	5-10 years of experience in the field or in a related area.	
Functional Responsibility	Adapts functional business requirements and processes to technical solutions based upon comprehensive enterprise application solution sets. Enterprise resource planning and management processes, including but not limited to: knowledge management, investment analysis, data warehousing, e-commerce, return on investment analysis, human resource analysis, material management and logistics, supply chain management, procurement, ordering, manufacturing, decision support, and information dissemination.	
Minimum Education	Bachelor's Degree in area of specialty, or equivalent experience.	

Line Item: 0019	Commercial Job Title:	ERP Business Analyst I
Minimum/General Experience	0-4 years of experience in the field or in a related area.	
Functional Responsibility	Assists with the development and maintenance of the Enterprise Resource Planning (ERP) program. Customizes and configures workflow to allow the integration of client/server applications. Tests ERP layout to ensure the system is meeting corporate needs. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.	
Minimum Education	Bachelor's Degree in area of specialty, or equivalent experience.	

Line Item: 0020	Commercial Job Title:	ERP Business Analyst II
Minimum/General Experience	3-7 years of experience in the field or in a related area.	
Functional Responsibility	Assists with the development and maintenance of the Enterprise Resource Planning (ERP) program. Under general direction, serves as subject matter expert regarding content, processes, and procedures associated with ERP. Defines detailed requirements, analyzes business needs, and validates solutions with the client. Details requirements through product development and other functions to support the project team. Monitors other business analysts in software development methods and processes and implementation of those methods. Evaluates development projects and assists in tailoring the development process to meet the project needs. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.	
Minimum Education	Bachelor's Degree in area of specialty, or equivalent experience.	

Line Item: 0021	Commercial Job Title:	ERP Business Analyst III
Minimum/General Experience	6-10 years of experience in the field or in a related area.	
Functional Responsibility	Assists with the development and maintenance of the Enterprise Resource Planning (ERP) program. Under general direction, serves as senior subject matter expert regarding content, processes, and procedures associated with ERP. Defines detailed requirements, analyzes business needs, and validates solutions with the client. Details requirements through product development and other functions to support the project team. Monitors other business analysts in software development methods and processes and implementation of those methods. Evaluates development projects and assists in tailoring the development process to meet the project needs. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.	
Minimum Education	Bachelor's Degree in area of specialty, or equivalent experience.	

Functional Area: Facilities Operation and Physical Plant

Line Item: 0025	Commercial Job Title:	IT Facility Engineer
Minimum/General Experience	2-7 Years in the field or related area.	
Functional Responsibility	Provides technical direction and engineering knowledge for communications systems infrastructure activities, including planning, designing, and implementing communications infrastructure requirements for buildings and systems. Ensures that adequate and appropriate planning is provided to direct building architects and planners in building communications spaces and media pathways meet industry standards.	
Minimum Education	Bachelor's Degree in area of specialty, or equivalent experience.	

Line Item: 0026	Commercial Job Title:	Computer Operations Manager
Minimum/General Experience	At least 6 years of experience in the field or in a related area.	
Functional Responsibility	Responsible for all activities relating to the operation of centralized data processing equipment and peripheral information systems equipment. Plans, directs, and manages the daily operations of a computer operations department. Establishes detailed schedules for the utilization of all equipment in the computer operations section to obtain maximum utilization. Assigns personnel to various operations and directs their activities. Reviews and evaluates work and prepares performance reports. Confers with and advises subordinates on administrative policies and procedures, technical problems, priorities, and methods. Consults with personnel in other information systems sections to coordinate activities. Prepares activity and progress reports regarding the computer operations section. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Frequently reports to a Director of Information Systems Operations.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0027	Commercial Job Title:	Systems Operations Manager
Minimum/General Experience	5-10 years of experience in the field or in a related area.	
Functional Responsibility	Provides assistance and oversight for all information systems operations activities, including computer and telecommunications/communications operations, data entry, data control, operations support, operating systems programming, system security policy procedures, and/or web strategy and operations. Provides input to policy level discussions regarding standards and budget constraints.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0028	Commercial Job Title:	Operations-Network LAN Administrator
Minimum/General Experience	4-8 years of experience in the field or in a related area.	
Functional Responsibility	Supports, monitors, tests, and troubleshoots hardware and software problems pertaining to LAN. Recommends and schedules repairs. Provides end users support for all LAN- based applications. Installs and configures workstations.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0029	Commercial Job Title:	Operations-Technical Support Analyst
Minimum/General Experience	3-8 years of experience in the field or in a related area.	
Functional Responsibility	Provides technical guidance for directing and monitoring information systems operations. Implements machine modifications to increase the capacity of the system. Directs compilation of records and reports concerning production, machine malfunctioning and maintenance.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	



Functional Area: Information Security

Line Item: 0030	Commercial Job Title:	Chief Information Security Officer
Minimum/General Experience	9-12 years of experience in the field or in a related area.	
Functional Responsibility	Responsible for determining enterprise information security standards. Develops and implements information security standards and procedures. Ensures that all information systems are functional and secure. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0031	Commercial Job Title:	Information Assurance Development Engineer
Minimum/General Experience	2-7 years of experience in the field or in a related area.	
Functional Responsibility	Analyzes and defines security requirement for computer systems which may include mainframes, workstations, and personal computers. Designs, develops, engineers, and implements solutions that meet security requirements. Provides integration and implementation of the computer system security solution.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0032	Commercial Job Title:	Information Assurance Engineer
Minimum/General Experience	2-7 years of experience in the field or in a related area.	
Functional Responsibility	Establishes and satisfies complex system-wide information security requirements based upon the analysis of user, policy, regulatory, and resource demands. Supports customers at the highest levels in the development and implementation of doctrine and policies. Applies know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0033	Commercial Job Title:	Information Assurance Systems/Network Analyst (Specialist)
Minimum/General Experience	2-7 years of experience in the field or in a related area.	
Functional Responsibility	Installs, configures and maintains organization's operating systems. Analyzes and resolves problems associated with server hardware, NT, applications software. Detects, diagnoses, and reports NT related problems on both NT server and NT desktop systems. Performs a wide variety of tasks in software/hardware maintenance and operational support of NT Server systems.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0034	Commercial Job Title:	Information Security Business Analyst
Minimum/General Experience	2-7 years of experience in the field or in a related area.	
Functional Responsibility	Determines enterprise information security standards. Develops and implements information security standards and procedures. Ensures that all information systems are functional and secure.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0035	Commercial Job Title:	Security Engineer I
Minimum/General Experience	0-4 years of experience in the field or in a related area.	
Functional Responsibility	Manages firewalls and network perimeter security systems. Documents and reports all systems changes, upgrades and entry requests. Develops pro-active network security procedures designed to prevent intrusion attacks. Performs network system security audits in accordance with IPSec, PKI and other formulated procedures. Analyzes risk factors and recommends procedures and products to prevent intrusion attacks.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0036	Commercial Job Title:	Security Engineer II
Minimum/General Experience	3-7 years of experience in the field or in a related area.	
Functional Responsibility	Manages firewalls and network perimeter security systems. Documents and reports all systems changes, upgrades and entry requests. Develops pro-active network security procedures designed to prevent intrusion attacks. Performs network system security audits in accordance with IPSec, PKI and other formulated procedures. Analyzes risk factors and recommends procedures and products to prevent intrusion attacks.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0037	Commercial Job Title:	Security Engineer III
Minimum/General Experience	6-10 years of experience in the field or in a related area.	
Functional Responsibility	Manages firewalls and network perimeter security systems. Documents and reports all systems changes, upgrades and entry requests. Develops pro-active network security procedures designed to prevent intrusion attacks. Performs network system security audits in accordance with IPSec, PKI and other formulated procedures. Analyzes risk factors and recommends procedures and products to prevent intrusion attacks.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Functional Area: Network Engineering and Telephony

Line Item: 0038	Commercial Job Title:	Communications Analyst I
Minimum/General Experience	0-4 years of experience in the field or in a related area.	
Functional Responsibility	Under direct supervision, assists Senior Level Communications Analyst or Department Manager in the planning, design, and implementation of communications networks with particular emphasis in traffic engineering and network design. Responsible for providing assistance and technical support for network design activities. Assists in the review/assessment of user needs. May conduct feasibility studies for projects. May assist in the evaluation and selection of equipment. Frequently reports to Data/Voice Communications Management or Internal Communications Systems Consultant.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0039	Commercial Job Title:	Communications Analyst II
Minimum/General Experience	3-7 years of experience in the field or in a related area.	
Functional Responsibility	Under general supervision, assists Senior Level Communications Analyst or Department Manager in the planning, design, and implementation of communications networks. Responsible for providing assistance and technical support for network design activities. Assists in the review/assessment of user needs. May conduct feasibility studies for projects. May assist in the evaluation and selection of equipment. Typically requires two to four years experience in telecommunications with particular emphasis in traffic engineering and network design. Frequently reports to Data/Voice Communications Management or Internal Communications Systems Consultant.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0040	Commercial Job Title:	Communications Analyst III
Minimum/General Experience	6-10 years of experience in the field or in a related area.	
Functional Responsibility	Under general direction, assists in the planning, design, and implementation of communications networks. Responsible primarily for the assessment and optimization of network design through review and assessment of user needs. Conducts feasibility studies for large projects, develops requests for proposal, evaluates vendor products, and makes recommendations on selection. May function as lead position providing guidance and training to less-experienced analysts.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0041	Commercial Job Title:	Infrastructure Engineer I
Minimum/General Experience	0-4 years of experience in the field or in a related area.	
Functional Responsibility	Analyzes network characteristics and recommends procurement, removals and modifications. Manages and establishes daily schedules for operation of complex systems. Schedules, develops and executes procedures for all planned upgrades and outages. Demonstrated knowledge and experience in MAN/WAN systems. Provides support to other staff to include training. Prepares and maintains SOP, SLA and Change Management procedures.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0042	Commercial Job Title:	Infrastructure Engineer II
Minimum/General Experience	3-7 years of experience in the field or in a related area.	
Functional Responsibility	Analyzes network characteristics and recommends procurement, removals and modifications. Manages and establishes daily schedules for operation of complex systems. Schedules, develops and executes procedures for all planned upgrades and outages. Demonstrated knowledge and experience in MAN/WAN systems. Provides support to other staff to include training. Prepares and maintains SOP, SLA and Change Management procedures.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0043	Commercial Job Title:	Infrastructure Engineer III
Minimum/General Experience	6-12 years of experience in the field or in a related area.	
Functional Responsibility	Analyzes network characteristics and recommends procurement, removals and modifications. Manages and establishes daily schedules for operation of complex systems. Schedules, develops and executes procedures for all planned upgrades and outages. Demonstrated knowledge and experience in MAN/WAN systems. Provides support to other staff to include training. Prepares and maintains SOP, SLA and Change Management procedures.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0044	Commercial Job Title:	LAN/WAN/MAN Administrator I
Minimum/General Experience	0-4 years of experience in the field or in a related area.	
Functional Responsibility	Monitors LAN, WAN, MAN, and servers. Provides batch monitoring, tape back-up, and restoration. Supports, installs, maintains, and troubleshoots all local area and wide area networking devices and related software for branch offices and internal and external networks.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0045	Commercial Job Title:	LAN/WAN/MAN Administrator II
Minimum/General Experience	3-7 years of experience in the field or in a related area.	
Functional Responsibility	Monitors LAN, WAN, MAN, and servers. Provides batch monitoring, tape back-up, and restoration. Supports, installs, maintains, and troubleshoots all local area and wide area networking devices and related software for branch offices and internal and external networks.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0046	Commercial Job Title:	LAN/WAN/MAN Administrator III
Minimum/General Experience	6-10 years of experience in the field or in a related area.	
Functional Responsibility	Monitors LAN, WAN, MAN, and servers. Provides batch monitoring, tape back-up, and restoration. Supports, installs, maintains, and troubleshoots all local area and wide area networking devices and related software for branch offices and internal and external networks. A wide degree of creativity and latitude is expected.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0047	Commercial Job Title:	LAN/WAN Integrator
Minimum/General Experience	5-10 years of experience in the field or in a related area.	
Functional Responsibility	Responsible for the overall integration of the enterprise-wide network including the planning, design, installation, maintenance, management, and coordination of the corporate LAN/WAN (may include local, metropolitan, and wide area networks). Has responsibility for technical architecture and recommendations related to LAN/WAN. Is typically a top-level technical contributor with advanced knowledge and experience in the area of local and wide area networking, communications, and related hardware/software. Maintains high level of technical expertise and studies vendor products to determine those which best meet organization needs. Presents information to management, which may result in the purchase and installation of hardware, software, and telecommunications equipment. Recommends network security procedures and policies. Knowledgeable in a multi-platform operating environment. May work with Voce and/or Data Communications Analysts.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0048	Commercial Job Title:	Network Operations Supervisor
Minimum/General Experience	4-9 years of experience in the field or in a related area.	
Functional Responsibility	Responsible for the daily performance and availability of the organization's network. Provides first level guidance/direction (either as a full-time supervisory position or on a project management basis) to network operation and maintenance analysts, technicians, and/or engineers. Performs technical analysis of complex software, hardware, and transmission facility using various diagnostic tools in support of efficient network operations. Provides guidance/direction for engineering efforts and test and evaluation programs. Performs on-site engineering when required. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Requires extensive experience in operations, maintenance, and sustained engineering of LAN to WAN internetworking. Frequently reports to a Regional Manager or Operations Manager.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0049	Commercial Job Title:	Network Planning Analyst I
Minimum/General Experience	0-4 years of experience in the field or in a related area.	
Functional Responsibility	Reviews, plans, and evaluates network systems. Provides documentation/project tracking and management reporting. Provides tactical and strategic input on overall network planning and related projects. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0050	Commercial Job Title:	Network Planning Analyst II
Minimum/General Experience	3-7 years of experience in the field or in a related area.	
Functional Responsibility	Under general supervision, reviews, plans and evaluates moderately complex existing network systems and makes recommendations for resources required to maintain and/or expand service levels. Provides assistance in network planning, engineering, architecture, and the development of technical standards and interface applications. Evaluates new products as assigned. Provides resolution for network problems. Provides documentation/project tracking and management reporting. Provides tactical and strategic input on overall network planning and related projects. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a project leader or manager.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0051	Commercial Job Title:	Network Planning Analyst III
Minimum/General Experience	6-10 years of experience in the field or in a related area.	
Functional Responsibility	Under general direction, plans and evaluates complex existing network systems and makes recommendations for resources required to maintain and/or expand service levels. Provides highly skilled technical assistance in network planning, engineering, and architecture. Develops technical standards and interface applications, identifies and evaluates new products, and provides resolution for network problems. May interface with vendors to identify and purchase hardware and software. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected. May function as lead position for other Network Planning Analysts. Frequently reports to a Telecommunications Department Director/Manager or a higher Network Planning position.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0052	Commercial Job Title:	Network Hardware Support Technician
Minimum/General Experience	2-6 years of experience in the field or in a related area.	
Functional Responsibility	Monitors and responds to hardware, software, and network problems. Provides the routine testing and analysis of all elements of the network facilities (including power, software, communications machinery, lines, modems, and terminals). Monitors and controls the performance and status of the network resources.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0053	Commercial Job Title:	Telecommunications Analyst/Technician
Minimum/General Experience	3-8 years of experience in the field or in a related area.	
Functional Responsibility	Reviews, analyzes, evaluates and maintains an organization's telecommunications system. Designs, develops, and tests telecommunications software solutions. Provides maintenance of the switching equipment. Performs more complex activities for routine maintenance on switch. Reads and interprets circuit diagrams and electrical schematics. Provides customer training of the telecommunications features and functionality. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. Typically reports to a manager or head of a unit/department.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0054	Commercial Job Title:	Telecommunications Engineer/Analyst I
Minimum/General Experience	0-4 years of experience in the field or in a related area.	
Functional Responsibility	Under immediate supervision, responsible for moderately complex engineering and/or analytical activities associated with one or more technical areas within the telecom function (such as, but not limited to, network design, engineering, implementation, or operations/user support).	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0055	Commercial Job Title:	Telecommunications Engineer/Analyst II
Minimum/General Experience	3-7 years of experience in the field or in a related area.	
Functional Responsibility	Under general supervision, responsible for moderately complex engineering and/or analytical activities associated with one or more technical areas within the telecom function (such as, but not limited to, network design, engineering, implementation, or operations/user support).	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0056	Commercial Job Title:	Telecommunications Engineer/Analyst III
Minimum/General Experience	6-10 years of experience in the field or in a related area.	
Functional Responsibility	Under general direction, responsible for complex engineering and/or analytical tasks and activities associated with one or more technical areas within the telecom function (such as, but not limited to, network design, engineering, implementation, or operations/user support).	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0057	Commercial Job Title:	Telecommunications Cable Technician
Minimum/General Experience	1-6 years of experience in the field or in a related area.	
Functional Responsibility	Installs, troubleshoots, repairs and maintains telecommunications equipment. Provides reports, completes requests for new service, determines methodology for installing telephone service, determines appropriateness of moderate equipment changes or modifications, call switches, test trunks, test links and installs communication circuits. Works under immediate supervision. Typically reports to a project leader or manager.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0058	Commercial Job Title:	Telecommunications Communications Integration Engineer
Minimum/General Experience	5-10 years of experience in the field or in a related area.	
Functional Responsibility	Provides technical direction and analysis for telecommunication activities, including planning, designing, integrating, installing and maintaining large-scale telecommunications/ communications networks and services with computer systems. Applies telecommunications/communications engineering principles and theory to propose design and configuration alternatives. Analyzes network performance, usage and traffic flows, accesses and interfaces, transmission techniques, and protocols to interface with computer systems.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0059	Commercial Job Title:	Voice Communications Administrator
Minimum/General Experience	1-6 years of experience in the field or in a related area.	
Functional Responsibility	Monitors and responds to facility hardware and software problems. Assists vendor support service groups to ensure proper escalation during outages or periods of degraded system performance. Makes phone system additions, changes, and installs new station equipment. Requires knowledge of monitoring equipment. Works under immediate supervision. Typically reports to a project leader or manager.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0060	Commercial Job Title:	Voice Communications Manager-Planning & Implementation
Minimum/General Experience	At least 7 years of experience in the field or in a related area.	
Functional Responsibility	Responsible for managing the policies and procedures of voice communications. Ensures uninterrupted access to all voice telecommunication features including voicemail, ACD or PBX systems. Oversees the design and implementation of voice telecommunications networks. Ensures that adequate and appropriate planning is provided for remote hardware and communications facilities to develop and implement methodologies for analysis, installation, and support of voice communications systems. Provides coordination in the analysis, acquisition, and installation of remote hardware and software. Interfaces with internal and external customers and vendors to determine system needs. Selects vendors and negotiates contracts. Manages the training and efforts of a staff responsible for system and network planning and analysis activities. May include billing/chargeback responsibilities. Reviews reports on system specifications in support of system upgrades and makes final decision regarding updates. Involved in long-range or strategic voice communications plans. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management such as a Telecommunications Department Director/Manager or Planning and Engineering Manager.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0061	Commercial Job Title:	Voice Communications Technician
Minimum/General Experience	2-8 years of experience in the field or in a related area.	
Functional Responsibility	Monitors and responds to complex technical control facility hardware and software problems. Makes suggestions to end users regarding voice communications software and hardware solutions, and offers support and troubleshooting. Interfaces with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance. Ensures uninterrupted access to and maintains all voice telecommunication features, including voicemail, ACD or PBX systems and associated hardware. Reports on system specifications to support upgrades and proper integration. Typically reports to a manager.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Functional Area: Quality Assurance and Testing

Line Item: 0070	Commercial Job Title:	Information Systems Auditor I
Minimum/General Experience	0-4 years of experience in the field or in a related area.	
Functional Responsibility	Under direct supervision, audits moderately complex new and existing information systems applications to ensure that appropriate controls exist, that processing is efficient and accurate, and that systems and procedures are in compliance with corporate standards. Competent to work on most phases of information systems auditing	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0071	Commercial Job Title:	Information Systems Auditor II
Minimum/General Experience	3-7 years of experience in the field or in a related area.	
Functional Responsibility	Under general supervision, audits moderately complex new and existing information systems applications to ensure that appropriate controls exist, that processing is efficient and accurate, and that systems and procedures are in compliance with corporate standards. Competent to work on most phases of information systems auditing	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0072	Commercial Job Title:	Information Systems Auditor III
Minimum/General Experience	6-10 years of experience in the field or in a related area.	
Functional Responsibility	Under general direction, audits the most complex new and existing information systems applications to ensure that appropriate controls exist, that processing is efficient and accurate, and that information systems procedures are in compliance with corporate standards. Competent to work at the highest level of all phases of information systems auditing.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0073	Commercial Job Title:	Quality Assurance Analyst I
Minimum/General Experience	0-4 years of experience in the field or in a related area.	
Functional Responsibility	Develops, publishes, and implements test plans. Writes and maintains test automation. Develops quality assurance standards. Defines and tracks quality assurance metrics such as defect densities and open defect counts. Must have a working knowledge of quality assurance methodologies. Familiar with NT, UNIX and/or Solaris environments. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0074	Commercial Job Title:	Quality Assurance Analyst II
Minimum/General Experience	3-7 years of experience in the field or in a related area.	
Functional Responsibility	Under general supervision, carries out procedures to ensure that all information systems, products and services meet minimum organization standards and end-user requirements. Thoroughly tests software to ensure proper operation and freedom from defects. Documents and works to resolve all problems. Reports progress on problem resolution to management. Devises improvements to current procedures and develops models of possible future configurations. Performs workflow analysis and recommends quality improvements. Frequently reports to a Quality Assurance Manager.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0075	Commercial Job Title:	Quality Assurance Analyst III
Minimum/General Experience	6-10 years of experience in the field or in a related area.	
Functional Responsibility	Under general direction, carries out procedures to ensure that all information systems, products and services meet organization standards and end-user requirements. Performs and leads tests of software to ensure proper operation and freedom from defects. May create test data for applications. Documents and works to resolve all complex problems. Reports progress on problem resolution to management. Devises improvements to current procedures and develops models of possible future configurations. Acts as information resource about assigned areas to technical writers and other Quality Assurance Analysts. Performs complex workflow analysis and recommends quality improvements. Familiar with NT, UNIX and/or Solaris environments. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A certain degree of creativity and latitude is required. Frequently reports to a Quality Assurance Manager.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0076	Commercial Job Title:	Test Engineer I
Minimum/General Experience	0-4 years of experience in the field or in a related area.	
Functional Responsibility	Under direct supervision, provides testing know-how in/for the support of user requirements of complex to highly complex software/hardware applications. Participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection. Typically reports to a manager.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0077	Commercial Job Title:	Test Engineer II
Minimum/General Experience	3-7 years of experience in the field or in a related area.	
Functional Responsibility	Under general supervision, act as subject matter specialist providing testing know-how in/for the support of user requirements of complex to highly complex software/hardware applications. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection. A certain degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0078	Commercial Job Title:	Test Engineer III
Minimum/General Experience	6-10 years of experience in the field or in a related area.	
Functional Responsibility	Under general direction, act as subject matter specialist providing testing know-how in/for the support of user requirements of complex to highly complex software/hardware applications. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Functional Area: Service Desk

Line Item: 0079	Commercial Job Title:	Operations/Technical Support Manager
Minimum/General Experience	5-10 years of experience in the field or in a related area.	
Functional Responsibility	Responsible for all activities relating to technical guidance for planning, directing, and monitoring information systems operations. Plans and recommends machine modifications or additional equipment to increase the capacity of the system. Prepares operational cost estimates for current and proposed projects. Evaluates vendor proposals for purchases of hardware. May manage related outsourcing contracts and service levels. Directs compilation of records and reports concerning production, machine malfunctioning, and maintenance. May advise or consult on organizational, procedural, and workflow plans, methods, and procedures analysis. Analyzes the results of workflow plans, monitors the operating system(s) and recommends changes to improve processing and utilization. May have departmental staff responsibility. Frequently reports to an Information Systems Operations Manager or Director of Information Systems Operations.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0080	Commercial Job Title:	Help Desk Support Services Specialist I
Minimum/General Experience	0-4 years of experience in the field or in a related area.	
Functional Responsibility	Provides technical advice to the sales force to resolve product or service requests regarding engineering, technical or scientific issues. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0081	Commercial Job Title:	Help Desk Support Services Specialist II
Minimum/General Experience	3-7 years of experience in the field or in a related area.	
Functional Responsibility	Under general supervision, provides second-tier support to end users for either PC, server, or mainframe applications and hardware. Handles problems that the first-tier of help desk support is unable to resolve. May interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems. Maintains currency and high level of technical skill in field of expertise. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0082	Commercial Job Title:	Help Desk Support Services Specialist III
Minimum/General Experience	5-9 years of experience in the field or in a related area.	
Functional Responsibility	Under general supervision, provides second-tier support to end users for either PC, server, or mainframe applications and hardware. Handles problems that the first-tier of help desk support is unable to resolve. May interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems. Maintains currency and highest level of technical skill in field of expertise. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0083	Commercial Job Title:	Help Desk Support Services Specialist IV
Minimum/General Experience	6-12 years of experience in the field or in a related area.	
Functional Responsibility	Under general direction, provides second-tier support to end users for either PC, server, or mainframe applications and hardware. Handles problems that the first-tier of help desk support is unable to resolve. May interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems. Maintains currency and highest level of technical skill in field of expertise. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Functional Area: Software Development

Line Item: 0084	Commercial Job Title:	Applications Systems Analyst Programmer I
Minimum/General Experience	0-4 years of experience in the field or in a related area.	
Functional Responsibility	Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on experience and judgment to perform the functions of the job. Works under immediate supervision. Typically reports to a project leader or manager.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0085	Commercial Job Title:	Applications Systems Analyst Programmer II
Minimum/General Experience	3-7 years of experience in the field or in a related area.	
Functional Responsibility	Under general supervision, formulates and defines system scope and objectives through research and fact-finding to develop or modify moderately complex information systems. May be expected to write documentation to describe program development, logic, coding, and corrections. Writes manuals for users to describe installation and operating procedures. Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs, documents, and maintains those programs. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Competent to work on most phases of applications systems analysis and programming activities, but requires instruction and guidance in other phases. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0086	Commercial Job Title:	Applications Systems Analyst Programmer III
Minimum/General Experience	6-10 years of experience in the field or in a related area.	
Functional Responsibility	Under general direction, formulates and defines system scope and objectives. Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs, and documents those programs. Competent to work at the highest technical level of all phases of applications systems analysis and programming activities. May be responsible for completion of a phase of a project. Regularly provides guidance and training to less-experienced analyst/programmers. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0087	Commercial Job Title:	SharePoint Developer I
Minimum/General Experience	0-4 years of experience in the field or in a related area.	
Functional Responsibility	<p>Under supervision and coordination with management, the SharePoint Developer will apply their experience to support development of and on-going operation and maintenance of a SharePoint Server portal environment. Tasks include, but not limited to: Elicit and document customer requirements for SharePoint tools and applications; Provide development, implementation and maintenance support for existing web portal as well as the development and implementation of the new SharePoint architecture; Provide systems engineering support for current and new SharePoint based client capabilities using commercial and Government approved tools and applications; Customize pages using SharePoint Designer tool; Provide support to create, modify, and deploy electronic forms utilizing Microsoft Office InfoPath with Microsoft.Net and Microsoft Team Foundation Server; Firm understanding of and experience with industry standard technologies including SharePoint MOSS 2007, C#, ASP.net, XML, IIS, SQL Server and SharePoint workflow foundation; Experience developing custom tools and integrate enterprise applications into Enterprise Information Portals; Experience in creating, modifying and deploying electronic forms utilizing Microsoft InfoPath with Microsoft.Net; Thorough understanding of Collaboration, Portals, Enterprise Search, Enterprise Content Management, Business Process and Forms; Delivery experience in ASP.NET 2.0 and 3.5, SharePoint 2007; practical experience in AGILE development; Excellent written and verbal communication skills; Ability to work both in a collaborative team environment and independently.</p>	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0088	Commercial Job Title:	SharePoint Developer II
Minimum/General Experience	3-7 years of experience in the field or in a related area.	
Functional Responsibility	<p>Under supervision and coordination with management, the SharePoint Developer will apply their experience to support development of and on-going operation and maintenance of a SharePoint Server portal environment. Tasks include, but not limited to: Elicit and document customer requirements for SharePoint tools and applications; Provide development, implementation and maintenance support for existing web portal as well as the development and implementation of the new SharePoint architecture; Provide systems engineering support for current and new SharePoint based client capabilities using commercial and Government approved tools and applications; Customize pages using SharePoint Designer tool; Provide support to create, modify, and deploy electronic forms utilizing Microsoft Office InfoPath with Microsoft.Net and Microsoft Team Foundation Server; Firm understanding of and experience with industry standard technologies including SharePoint MOSS 2007, C#, ASP.net, XML, IIS, SQL Server and SharePoint workflow foundation; Experience developing custom tools and integrate enterprise applications into Enterprise Information Portals; Experience in creating, modifying and deploying electronic forms utilizing Microsoft InfoPath with Microsoft.Net; Thorough understanding of Collaboration, Portals, Enterprise Search, Enterprise Content Management, Business Process and Forms; Delivery experience in ASP.NET 2.0 and 3.5, SharePoint 2007; practical experience in AGILE development; Excellent written and verbal communication skills; Ability to work both in a collaborative team environment and independently.</p>	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0089	Commercial Job Title:	SharePoint Developer III
Minimum/General Experience	5-9 years of experience in the field or in a related area.	
Functional Responsibility	<p>Under supervision and coordination with management, the SharePoint Developer will apply their experience to support development of and on-going operation and maintenance of a SharePoint Server portal environment. Tasks include, but not limited to: Elicit and document customer requirements for SharePoint tools and applications; Provide development, implementation and maintenance support for existing web portal as well as the development and implementation of the new SharePoint architecture; Provide systems engineering support for current and new SharePoint based client capabilities using commercial and Government approved tools and applications; Customize pages using SharePoint Designer tool; Provide support to create, modify, and deploy electronic forms utilizing Microsoft Office InfoPath with Microsoft.Net and Microsoft Team Foundation Server; Firm understanding of and experience with industry standard technologies including SharePoint MOSS 2007, C#, ASP.net, XML, IIS, SQL Server and SharePoint workflow foundation; Experience developing custom tools and integrate enterprise applications into Enterprise Information Portals; Experience in creating, modifying and deploying electronic forms utilizing Microsoft InfoPath with Microsoft.Net; Thorough understanding of Collaboration, Portals, Enterprise Search, Enterprise Content Management, Business Process and Forms; Delivery experience in ASP.NET 2.0 and 3.5, SharePoint 2007; practical experience in AGILE development; Excellent written and verbal communication skills; Ability to work both in a collaborative team environment and independently.</p>	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0090	Commercial Job Title:	SharePoint Developer IV
Minimum/General Experience	6-12 years of experience in the field or in a related area.	
Functional Responsibility	<p>Under supervision and coordination with management, the SharePoint Developer will apply their experience to support development of and on-going operation and maintenance of a SharePoint Server portal environment. Tasks include, but not limited to: Elicit and document customer requirements for SharePoint tools and applications; Provide development, implementation and maintenance support for existing web portal as well as the development and implementation of the new SharePoint architecture; Provide systems engineering support for current and new SharePoint based client capabilities using commercial and Government approved tools and applications; Customize pages using SharePoint Designer tool; Provide support to create, modify, and deploy electronic forms utilizing Microsoft Office InfoPath with Microsoft.Net and Microsoft Team Foundation Server; Firm understanding of and experience with industry standard technologies including SharePoint MOSS 2007, C#, ASP.net, XML, IIS, SQL Server and SharePoint workflow foundation; Experience developing custom tools and integrate enterprise applications into Enterprise Information Portals; Experience in creating, modifying and deploying electronic forms utilizing Microsoft InfoPath with Microsoft.Net; Thorough understanding of Collaboration, Portals, Enterprise Search, Enterprise Content Management, Business Process and Forms; Delivery experience in ASP.NET 2.0 and 3.5, SharePoint 2007; practical experience in AGILE development; Excellent written and verbal communication skills; Ability to work both in a collaborative team environment and independently.</p>	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0091	Commercial Job Title:	Software Architect
Minimum/General Experience	6-10 years of experience in the field or in a related area.	
Functional Responsibility	Coordinates, develops, and evaluates security programs for an organization. Responsible for initial design and development of new software or extensive software revisions; products may be for use internally or for resale. Defines product requirements and creates high-level architectural specifications, ensuring feasibility, functionality, and integration with existing systems/platforms. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. May guide a team of developers through the project to completion. Typically reports to a head of a unit/department or top management.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0092	Commercial Job Title:	System Analyst Programming Director
Minimum/General Experience	6-10 years of experience in the field or in a related area.	
Functional Responsibility	Develops software within an organization. Directs the software engineering function in developing, releasing, and maintaining software applications/operating systems according to business needs.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Functional Area: Support Services/Administration

Line Item: 0096	Commercial Job Title:	Graphics Specialist I
Minimum/General Experience	0-4 years of experience in the field or in a related area.	
Functional Responsibility	Under direct supervision, responsible for graphics design and use, operation, and setup of computer graphic systems for business communications. Executes graphic projects and assists in coordination of all graphic production scheduling. Coordinates production support with outside vendors, as needed. Ensures that graphic projects are completed on time, within budget, and to user's satisfaction. Interfaces with users to determine scope of project and best graphic medium. Trains other personnel in proper use of computer graphic equipment. Troubleshoots computer equipment problems and performs minor preventive maintenance. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is expected. Typically reports to a supervisor or manager.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0097	Commercial Job Title:	Graphics Specialist II
Minimum/General Experience	3-7 years of experience in the field or in a related area.	
Functional Responsibility	Under general supervision, responsible for graphics design and use, operation, and setup of computer graphic systems for business communications. Executes graphic projects and assists in coordination of all graphic production scheduling. Coordinates production support with outside vendors, as needed. Ensures that graphic projects are completed on time, within budget, and to user's satisfaction. Interfaces with users to determine scope of project and best graphic medium. Trains other personnel in proper use of computer graphic equipment. Troubleshoots computer equipment problems and performs minor preventive maintenance. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0098	Commercial Job Title:	Graphics Specialist III
Minimum/General Experience	6-10 years of experience in the field or in a related area.	
Functional Responsibility	Under general direction, responsible for graphics design and use, operation, and setup of computer graphic systems for business communications. Executes graphic projects and assists in coordination of all graphic production scheduling. Coordinates production support with outside vendors, as needed. Ensures that graphic projects are completed on time, within budget, and to user's satisfaction. Interfaces with users to determine scope of project and best graphic medium. Trains other personnel in proper use of computer graphic equipment. Troubleshoots computer equipment problems and performs minor preventive maintenance. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A great deal of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Functional Area: Systems Engineering and Administration

Line Item: 0102	Commercial Job Title:	Configuration Management Specialist
Minimum/General Experience	3-7 years of experience in the field or in a related area.	
Functional Responsibility	Provides configuration management planning. Describes provisions for configuration identification, change control, configuration status accounting, and configuration audits. Regulates the change process so that only approved and validated changes are incorporated into product documents and related software. Performs a variety of tasks. Typically reports to a manager or head of a unit/department.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0103	Commercial Job Title:	Disaster Recovery Administrator
Minimum/General Experience	At least 5 years of experience in the field or in a related area.	
Functional Responsibility	Under general supervision, responsible for the overall security and integrity of organizational electronic data, data systems, and data networks. Designs and administers programs to include policies, standards, guidelines, training programs, and a viable quality assurance process for disaster recovery. Oversees and reviews the testing and implementation of software, data systems, and data networks to ensure that the integrity and security of all electronic data and data systems are adequately protected. Oversees and facilitates the preparation of an organization-wide business resumption plan. Responsible for ensuring the business resumption plan adequately addresses the organization's requirements and established time frames. Responsible for day-to-day security administration of the organization's data systems and data networks including systems access administration. Oversees all aspects of the organization's resumption plan. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to a manager or head of a unit/department.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0104	Commercial Job Title:	Disaster Recovery Analyst
Minimum/General Experience	0-5 years of experience in the field or in a related area.	
Functional Responsibility	Responsible for security and integrity of assigned electronic data, data systems, and data networks. Designs and administers programs to include policies, standards, guidelines, training programs and a viable quality assurance process for disaster recovery. Oversees and reviews the testing and implementation of software, data systems and data networks to insure that the integrity and security of all electronic data and data systems are adequately protected. Oversees and facilitates the preparation of an organization-wide business resumption plan. Responsible for insuring the business resumption plan adequately addresses the organization's requirements and established time frames. Familiar with standard concepts, practices, and procedures within a particular field. Relies on supervision. A certain degree of creativity and latitude is required. Typically reports to a manager.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 00105	Commercial Job Title:	Engineering Subject Matter Specialist
Minimum/General Experience	3-9 years of experience in the field or in a related area.	
Functional Responsibility	Adapts functional business requirements and processes to technical solutions based upon comprehensive enterprise application solution sets. Enterprise resource planning and management processes, including but not limited to: knowledge management, investment analysis, data warehousing, e-commerce, return on investment analysis, human resource analysis, material management and logistics, supply chain management, procurement, ordering, manufacturing, decision support, and information dissemination.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0106	Commercial Job Title:	Microsoft Engineer I
Minimum/General Experience	0-4 years of experience in the field or in a related area.	
Functional Responsibility	Under direct supervision, serves to recommend and design Microsoft Windows computer networking solutions including Active Directory and Microsoft's suite of server products including Microsoft Exchange, Microsoft Identity Integration Server, Forest Federation technologies, and other server based software systems. Administers Microsoft Server Software solutions. Performs a variety of tasks. Typically reports to a manager or head of a unit/department.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0107	Commercial Job Title:	Microsoft Engineer II
Minimum/General Experience	3-7 years of experience in the field or in a related area.	
Functional Responsibility	Under general supervision, serves to recommend and design Microsoft Windows computer networking solutions including Active Directory and Microsoft's suite of server products including Microsoft Exchange, Microsoft Identity Integration Server, Forest Federation technologies, and other server based software systems. Administers Microsoft Server Software solutions. Performs a variety of tasks. Typically reports to a manager or head of a unit/department.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0108	Commercial Job Title:	Microsoft Engineer III
Minimum/General Experience	6-10 years of experience in the field or in a related area.	
Functional Responsibility	Under general direction, serves to recommend and design Microsoft Windows computer networking solutions including Active Directory and Microsoft's suite of server products including Microsoft Exchange, Microsoft Identity Integration Server, Forest Federation technologies, and other server based software systems. Administers Microsoft Server Software solutions. Performs a variety of tasks. Typically reports to a manager or head of a unit/department.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0109	Commercial Job Title:	Solution Architect I
Minimum/General Experience	2-6 years of experience in the field or in a related area.	
Functional Responsibility	Under direct supervision, serves as the architect of large complex and interconnected Information Technology systems. Interfaces with agency directors and stakeholders to gain acceptance of an Information Technology solution. Evaluates technologies and software solutions. Typically reports to a manager.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0110	Commercial Job Title:	Solution Architect II
Minimum/General Experience	5-9 years of experience in the field or in a related area.	
Functional Responsibility	Under general supervision, serves as the architect of large complex and interconnected Information Technology systems. Interfaces with agency directors and stakeholders to gain acceptance of an Information Technology solution. Evaluates technologies and software solutions. Typically reports to a manager.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0111	Commercial Job Title:	Solution Architect III
Minimum/General Experience	8-14 years of experience in the field or in a related area.	
Functional Responsibility	Under general direction, serves as the architect of large complex and interconnected Information Technology systems. Interfaces with agency directors and stakeholders to gain acceptance of an Information Technology solution. Evaluates technologies and software solutions. Typically reports to a manager.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0112	Commercial Job Title:	Systems Administrator I
Minimum/General Experience	0-4 years of experience in the field or in a related area.	
Functional Responsibility	Responsible for installing, configuring, and maintaining operating system workstations and servers, including web servers, in support of business processing requirements. Performs software installations and upgrades to operating systems and layered software packages. Schedules installations and upgrades and maintains them in accordance with established IT policies and procedures. Monitors and tunes the system to achieve optimum performance levels. Ensures workstation/server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions. Ensures data/media recoverability by implementing a schedule of system backups and database archive operations. Supports media management through internal methods and procedures or through offsite storage and retrieval services. Develops and promotes standard operating procedures. Conducts routine hardware and software audits of workstations and servers to ensure compliance with established standards, policies, and configuration guidelines. Develops and maintains a comprehensive operating system hardware and software configuration database/library of all supporting documentation. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0113	Commercial Job Title:	Systems Administrator II
Minimum/General Experience	3-7 years of experience in the field or in a related area.	
Functional Responsibility	Responsible for activities related to system administration, such as installing, configuring, and maintaining operating system workstations and servers, including web servers, in support of business processing requirements. Performs software installations and upgrades to operating systems and layered software packages. Schedules installations and upgrades and maintains them in accordance with established IT policies and procedures. Monitors and tunes the system to achieve optimum performance levels. Ensures workstation/server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions. Ensures data/media recoverability by implementing a schedule of system backups and database archive operations. Supports media management through internal methods and procedures or through offsite storage and retrieval services. Develops and promotes standard operating procedures. Conducts routine hardware and software audits of workstations and servers to ensure compliance with established standards, policies, and configuration guidelines. Develops and maintains a comprehensive operating system hardware and software configuration database/library of all supporting documentation. Assigns personnel to various projects, directs their activities, and evaluates their work. Ensures long-term requirements of systems operations and administration are included in the overall information systems planning of the organization. Responsible for the installation, maintenance, configuration, and integrity of computer software. Implements operating system enhancements that will improve the reliability and performance of the system. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a project leader or manager.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0114	Commercial Job Title:	Systems Administrator III
Minimum/General Experience	6-10 years of experience in the field or in a related area.	
Functional Responsibility	Responsible for activities related to system administration. Assigns personnel to various projects, directs their activities, and evaluates their work. Ensures long-term requirements of systems operations and administration are included in the overall information systems planning of the organization. Responsible for the installation, maintenance, configuration, and integrity of computer software. Implements operating system enhancements that will improve the reliability and performance of the system. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general direction. A certain degree of creativity and latitude is required. Typically reports to a project leader or manager.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0115	Commercial Job Title:	Systems Engineer I
Minimum/General Experience	0-4 years of experience in the field or in a related area.	
Functional Responsibility	Under direct supervision, performs a variety of systems engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and implementation, including personnel, hardware, software, budgetary, and support facilities and/or equipment. Provides quality assurance review and the evaluation of new and existing software products. Demonstrates some expertise in a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. May provide consultation on complex projects. A certain degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0116	Commercial Job Title:	Systems Engineer II
Minimum/General Experience	3-7 years of experience in the field or in a related area.	
Functional Responsibility	Under general supervision, performs a variety of systems engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and implementation, including personnel, hardware, software, budgetary, and support facilities and/or equipment. Provides quality assurance review and the evaluation of new and existing software products. Demonstrates knowledge and expertise in a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. May provide consultation on complex projects and is considered to be a key contributor/specialist. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0117	Commercial Job Title:	Systems Engineer III
Minimum/General Experience	6-10 years of experience in the field or in a related area.	
Functional Responsibility	Under general direction, performs a variety of systems engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and implementation, including personnel, hardware, software, budgetary, and support facilities and/or equipment. Provides quality assurance review and the evaluation of new and existing software products. Demonstrates knowledge and expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. May provide consultation on complex projects and is considered to be a key contributor/specialist. A great degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Functional Area: Training

Line Item: 0118	Commercial Job Title:	Information System Training Specialist I
Minimum/General Experience	0-4 years of experience in the field or in a related area.	
Functional Responsibility	Under direct supervision, organizes and conducts moderately complex training and educational programs for information systems or user personnel. Maintains records of training activities, employee progress, and program effectiveness. Competent to work on most phases of information systems training.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0119	Commercial Job Title:	Information System Training Specialist II
Minimum/General Experience	3-7 years of experience in the field or in a related area.	
Functional Responsibility	Under general direction, organizes, prepares, and conducts complex training and educational programs for information systems or user personnel. May design and develop in-house programs. Maintains records of training activities, employee progress, and program effectiveness. Competent to work at a high level of all phases of information systems training.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0120	Commercial Job Title:	Information System Training Specialist III
Minimum/General Experience	6-10 years of experience in the field or in a related area.	
Functional Responsibility	Under general direction, organizes, prepares, and conducts complex training and educational programs for information systems or user personnel. May design and develop in-house programs. Maintains records of training activities, employee progress, and program effectiveness. Competent to work at the highest level of all phases of information systems training.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Functional Area: Web Design/New Media

Line Item: 0121	Commercial Job Title:	Drupal Developer
Minimum/General Experience	3-8 years of experience in the field or in a related area.	
Functional Responsibility	Involved in redeveloping existing sites or building new sites on the Drupal 7 framework. Build, enhance and maintain web sites built on the Drupal 7 framework. Develop custom Drupal modules. Perform backups of Drupal sites. Research emerging technologies to identify enhancements to the website visitor experience. Perform updates and bug fixes, and assist with routine maintenance of websites. Participate in a variety of website development processes: analysis, planning, testing, development, maintenance. Contribute to the pro-active development of a strong security posture including securing web servers and content and development of disaster recovery procedures. Process support tickets from clients to completion. Train and guide clients with website issues via phone, webinar or on-site at client location. Experience with the LAMP stack, especially PHP and MySQL; experience with developing in a Windows environment; possess a strong understanding of the Windows Server environment including core Windows Services, IIS, and Apache on Windows; contribute to the pro-active development of a strong security posture including securing web servers and content and development of disaster recovery procedures.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0122	Commercial Job Title:	Drupal Architect
Minimum/General Experience	5-10 years of experience in the field or in a related area.	
Functional Responsibility	Capable of moving comfortably between theming and module development, possessing both analytical and technical skills. Works with project managers and Drupal Developers to complete Drupal related projects. Expected to meet deadlines, communicate effectively, and work efficiently. Troubleshoots performance problems and fine tunes applications and environments; identifies technical risks; ensures that delivered solutions meet technical and functional requirements; provides support and technical guidance to multiple clients simultaneously; and provides the expertise to review, advise, and assist in the selection of appropriate functionalities.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0123	Commercial Job Title:	Internet Technology Engineer I
Minimum/General Experience	0-4 years of experience in the field or in a related area.	
Functional Responsibility	Under direct supervision, evaluates Internet collaborative system requirements and develops Internet solutions to meet these requirements. Implements and configures complex Internet hosting software including Internet Information Server, ColdFusion, Adobe Flash Media Server, Apache, TomCat and other systems. A certain degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0124	Commercial Job Title:	Internet Technology Engineer II
Minimum/General Experience	3-7 years of experience in the field or in a related area.	
Functional Responsibility	Under general supervision, evaluates Internet collaborative system requirements and develops Internet solutions to meet these requirements. Implements and configures complex Internet hosting software including Internet Information Server, ColdFusion, Adobe Flash Media Server, Apache, TomCat and other systems. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0125	Commercial Job Title:	Internet Technology Engineer III
Minimum/General Experience	6-10 years of experience in the field or in a related area.	
Functional Responsibility	Under general direction, evaluates Internet collaborative system requirements and develops Internet solutions to meet these requirements. Implements and configures complex Internet hosting software including Internet Information Server, ColdFusion, Adobe Flash Media Server, Apache, TomCat and other systems. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0126	Commercial Job Title:	Web Content Administrator
Minimum/General Experience	2-8 years of experience in the field or in a related area.	
Functional Responsibility	Responsible for developing and providing content that will motivate and entertain users so that they regularly access the website and utilize it as a major source for information and decision making. Responsible for managing/performing website editorial activities including gathering and researching information that enhances the value of the site. Locates, negotiates and pursues content. Seeks out customers to gather feedback for website improvement and enhancements. Maintains hardware and software critical to the functionality of the organization's website. Monitors usage and performance, creates and maintains backups, and troubleshoots and resolves issues as they arise. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Requires experience in production management, web page design, HTML and web graphics types and standards. A certain degree of creativity and latitude is required. Typically reports to a manager.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0127	Commercial Job Title:	Web Content Analyst
Minimum/General Experience	3-7 years of experience in the field or in a related area.	
Functional Responsibility	Provides for development and content that will motivate and entertain users so that they regularly access the website and utilize it as a major source for information and decision-making. Provides managing/performing website editorial activities including gathering and researching information that enhances the value of the site. A certain degree of creativity and latitude is required. Typically reports to a manager.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0128	Commercial Job Title:	Web Designer I
Minimum/General Experience	0-4 years of experience in the field or in a related area.	
Functional Responsibility	Uses integrated development environments to design Internet and intranet web sites using HyperText Transport Protocol (HTTP), eXtensible Markup Language (XML) Cascading Style Sheets (CSS). Produces graphic sketches, designs, and copy layouts for online content. Determines size and arrangement of illustrative material and copy, selects style and size of type, and arranges layout based upon available space, knowledge of layout principles, and aesthetic design concepts. Implements scripting technologies to automate the rendering and display of web-based content. Implements and code against common database engines including Oracle, Microsoft SQL Server, MySQL. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a manager	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0129	Commercial Job Title:	Web Designer II
Minimum/General Experience	3-7 years of experience in the field or in a related area.	
Functional Responsibility	Uses integrated development environments to design Internet and intranet web sites using HyperText Transport Protocol (HTTP), eXtensible Markup Language (XML), and Cascading Style Sheets (CSS). Produces graphic sketches, designs, and copy layouts for online content. Determines size and arrangement of illustrative material and copy, selects style and size of type, and arranges layout based upon available space, knowledge of layout principles, and aesthetic design concepts. Implements scripting technologies to automate the rendering and display of web-based content. Implements and code against common database engines including Oracle, Microsoft SQL Server, MySQL. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Works under general supervision. A wide degree of creativity and latitude is expected. Typically reports to a manager.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0130	Commercial Job Title:	Web Designer III
Minimum/General Experience	6-10 years of experience in the field or in a related area.	
Functional Responsibility	Uses integrated development environments to design Internet and intranet web sites using HyperText Transport Protocol (HTTP), eXtensible Markup Language (XML), and Cascading Style Sheets (CSS). Produces graphic sketches, designs, and copy layouts for online content. Determines size and arrangement of illustrative material and copy, selects style and size of type, and arranges layout based upon available space, knowledge of layout principles, and aesthetic design concepts. Implements scripting technologies to automate the rendering and display of web-based content. Implements and code against common database engines including Oracle, Microsoft SQL Server, MySQL. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. A great deal of creativity and latitude is expected. Typically reports to a project leader or manager.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0131	Commercial Job Title:	Web Marketing Manager
Minimum/General Experience	5-9 years of experience in the field or in a related area.	
Functional Responsibility	Responsible for developing and implementing the organization's web strategies for promoting products and services through strategic marketing on the website. Responsible for assisting in the creation and implementation of the web marketing plan. Works closely with design and content management team to ensure site meets marketing objectives. Monitors site access patterns to adjust strategies and plans. Requires understanding of web technologies. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to head of a unit/department.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0132	Commercial Job Title:	Web Operations Manager
Minimum/General Experience	5-9 years of experience in the field or in a related area.	
Functional Responsibility	Responsible for ongoing oversight of web strategy and operations. Develops business plan and annual budget for website function. Accountable for budget, staff planning, management, and product and service delivery. Oversees operational activities of the website(s) with specific attention aimed at content creation and website maintenance. Requires experience with web technologies and web page design. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A great deal of creativity and latitude is expected. Typically reports to head of a unit/department.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0133	Commercial Job Title:	Web Project Manager
Minimum/General Experience	5-9 years of experience in the field or in a related area.	
Functional Responsibility	Serves as project manager of a development team responsible for planning, developing, and deploying websites including preparation of text, graphics, audio, and video for web pages. Works directly with partners and clients to determine project scope and specifications. Coordinates the work of design and development teams to implement online designs. Reviews progress, manages resources, and ensures overall quality of completed website. Typically requires experience in management and understanding of web technologies.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0134	Commercial Job Title:	Web Security Administrator
Minimum/General Experience	2-7 years of experience in the field or in a related area.	
Functional Responsibility	Performs all procedures necessary to ensure the safety of the organization's website and transactions across the Internet including the protection of confidential order information and external business-to-business connections. Applies Internet firewall and encryption technologies to maintain organizational and customer security. Ensures that the user community understands and adheres to established security procedures. Updates and deletes users, monitors and performs follow-up compliance violations, and develops security policies and practices and guidelines. Reviews security logs and violation reports. Requires experience in Firewall/DMZ design and implementation. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0135	Commercial Job Title:	Web Security Analyst
Minimum/General Experience	3-7 years of experience in the field or in a related area.	
Functional Responsibility	Performs all procedures necessary to ensure the safety of the organization's website and transactions across the Internet/intranet. Applies Internet firewall technologies to maintain security. Maintains systems to protect data from unauthorized users. Identifies, reports, and resolves security violations. Ensures that the user community understands and adheres to necessary procedures to maintain security. Updates and deletes users, monitors and performs follow-up on compliance violations, and develops security policies, practices, and guidelines. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0136	Commercial Job Title:	Web Software Developer
Minimum/General Experience	2-7 years of experience in the field or in a related area.	
Functional Responsibility	<p>Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, CGI, and JavaScript) for a component of the website. Works with graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the website. Responsible for interface implementation. Integrates web applications with backend databases. Deploys large web-based transaction systems using application servers. Researches, tests, builds, and coordinates the integration of new products per production and client requirements. Requires strong navigation and site-design instincts. Has knowledge of standard concepts, practices, and procedures within a particular field (i.e., SQL, C++, HTML, CGI and JavaScript). Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude required. Typically reports to a project leader or manager.</p>	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0137	Commercial Job Title:	Web Technical Administrator
Minimum/General Experience	2-7 years of experience in the field or in a related area.	
Functional Responsibility	<p>Under general supervision, responsible for achieving overall technical integrity of organization's website. Maintains and upgrades hardware and software including website technical architecture related to hardware and telecommunication connectivity. Administers e-mail, chat and FTP services. Communicates router configuration changes and troubleshoots system errors and bugs. Maintains servers, creates monitoring reports and logs, and ensures functionality of links. Creates tools to ease production process. Automates routine procedures. Works on system-level services to ensure proper patch levels on applications and operating systems. Monitors database integrity. Monitors site for acceptable performance and user accessibility. Establishes backups and monitors site security. Typically requires experience in systems technologies. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.</p>	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	



Labor Category Descriptions – SIN 132-100 Ancillary Supplies and/or Services

Line Item: 0064	Commercial Job Title:	Program Manager I
Minimum/General Experience	8-16 years of experience in the field or in a related area.	
Functional Responsibility	Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Develops new business and expands product line. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Acts as advisor to program team regarding projects, tasks, and operations. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A wide degree of creativity and latitude is required. Typically reports to a unit/department head.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0065	Commercial Job Title:	Program Manager II
Minimum/General Experience	12-20 years of experience in the field or in a related area.	
Functional Responsibility	Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Develops new business and expands product line. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Acts as advisor to program team regarding projects, tasks, and operations. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A great degree of creativity and latitude is required. Typically reports to a unit/department head.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0066	Commercial Job Title:	Project Expeditor
Minimum/General Experience	4-6 years of experience in the field or in a related area.	
Functional Responsibility	The Project Expeditor operates as a liaison between Program/Project Managers and project teams by performing project administration and tracking, reporting and other team-related activities to complete projects on time. This position demands strong time management and organizational skills, with attention to detail coupled with a team orientation, flexibility, innovative thinking, problem solving, and self-motivation. Using various reporting tools, administer and update project plan reports, project documentation, project issue reports, and other ad-hoc reporting, as needed, to ensure accurate and timely review and communication of information. Provide support to Project Managers, act as Scribe for various types of project status meetings, contribute reporting information to other team managers for presentations, assist with meeting and handout preparations, and provide tracking of expenditures to budget. Typically reports to a Project Manager.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0067	Commercial Job Title:	Project Manager I
Minimum/General Experience	1-4 years of experience in the field or in a related area.	
Functional Responsibility	Responsible for the coordination and completion of projects within the information technology department. Serves as the project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order level COR(s), government management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0068	Commercial Job Title:	Project Manager II
Minimum/General Experience	4-8 years of experience in the field or in a related area.	
Functional Responsibility	Responsible for the coordination and completion of projects within the information technology department. Serves as the project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order level COR(s), government management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0069	Commercial Job Title:	Project Manager III
Minimum/General Experience	8-14 years of experience in the field or in a related area.	
Functional Responsibility	Responsible for the coordination and completion of projects within the information technology department. Serves as the project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order level COR(s), government management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0093	Commercial Job Title:	Document Specialist I
Minimum/General Experience	0-4 years of experience in the field or in a related area.	
Functional Responsibility	Prepares and/or maintains documentation pertaining to programming, systems operation and user documentation. Translates business specifications into user documentation. Plans, writes, and maintains systems and user support documentation efforts, including online help screen. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0094	Commercial Job Title:	Document Specialist II
Minimum/General Experience	3-7 years of experience in the field or in a related area.	
Functional Responsibility	Under general supervision, is responsible for preparing and/or maintaining systems, programming, and operations documentation, procedures, and methods including user manuals and reference manuals. Maintains a current internal documentation library. Provides or coordinates special documentation services as required. Plans, writes, and maintains systems and user support documentation efforts, including online help screen. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Competent to work at the highest level of all phases of documentation. May lead and direct the work of others. Typically reports to a supervisor or manager.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0095	Commercial Job Title:	Document Specialist III
Minimum/General Experience	6-10 years of experience in the field or in a related area.	
Functional Responsibility	Under general direction, is responsible for preparing and/or maintaining systems, programming, and operations documentation, procedures, and methods including user manuals and reference manuals. Maintains a current internal documentation library. Provides or coordinates special documentation services as required. Plans, writes, and maintains systems and user support documentation efforts, including online help screen. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Competent to work at the highest level of all phases of documentation. May act as project leader for large positions. Typically reports to a supervisor or manager.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0099	Commercial Job Title:	Technical Editor I
Minimum/General Experience	0-4 years of experience in the field or in a related area.	
Functional Responsibility	Under direct supervision, responsible for content of technical documentation. Checks author's document for spelling, grammar and content problems (e.g., missing instructions or sections; redundant or unnecessary sections). Accuracy of content may fall under this position or the programmer, depending on the expertise of the editor. Ensures that documents follow the style laid out in the organization's style guide. May also be responsible for maintaining the style guide. Suggests revisions to the style guide as appropriate. Editor is often a technical writer who has moved to this position. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0100	Commercial Job Title:	Technical Editor II
Minimum/General Experience	3-7 years of experience in the field or in a related area.	
Functional Responsibility	Under general supervision, responsible for content of technical documentation. Checks author's document for spelling, grammar and content problems (e.g., missing instructions or sections; redundant or unnecessary sections). Accuracy of content may fall under this position or the programmer, depending on the expertise of the editor. Ensures that documents follow the style laid out in the organization's style guide. May also be responsible for maintaining the style guide. Suggests revisions to the style guide as appropriate. Editor is often a technical writer who has moved to this position. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	

Line Item: 0101	Commercial Job Title:	Technical Editor III
Minimum/General Experience	6-10 years of experience in the field or in a related area.	
Functional Responsibility	Under general direction, responsible for content of technical documentation. Checks author's document for spelling, grammar and content problems (e.g., missing instructions or sections; redundant or unnecessary sections). Accuracy of content may fall under this position or the programmer, depending on the expertise of the editor. Ensures that documents follow the style laid out in the organization's style guide. May also be responsible for maintaining the style guide. Suggests revisions to the style guide as appropriate. Editor is often a technical writer who has moved to this position. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A great deal of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.	
Minimum Education	Bachelor's degree in area of specialty, or equivalent experience.	



Table 3 – IT Electronic Commerce Services Price List

Line Item	Description	Monthly Recurring Cost	One-time Setup Fee
GbHawk Cloud Hosting			
CLD01	500.00 Kbps – 999.99 Kbps Sustained Bandwidth Web Hosting	\$ 1,283.47	\$ 500.00
CLD02	1,000.00 Kbps – 1,499.99 Kbps Sustained Bandwidth Web Hosting	\$ 2,032.07	\$ 500.00
CLD03	1,500.00 Kbps – 1,999.99 Kbps Sustained Bandwidth Web Hosting	\$ 2,652.77	\$ 500.00
CLD04	2,000.00 Kbps – 2,499.99 Kbps Sustained Bandwidth Web Hosting	\$ 3,218.68	\$ 500.00
CLD05	2,500.00 Kbps – 2,999.99 Kbps Sustained Bandwidth Web Hosting	\$ 3,750.22	\$ 500.00
CLD06	3,000.00 Kbps – 3,499.99 Kbps Sustained Bandwidth Web Hosting	\$ 4,257.08	\$ 500.00
CLD07	3,500.00 Kbps – 3,999.99 Kbps Sustained Bandwidth Web Hosting	\$ 4,744.87	\$ 500.00
CLD08	4,000.00 Kbps – 4,499.99 Kbps Sustained Bandwidth Web Hosting	\$ 5,217.23	\$ 500.00
CLD09	4,500.00 Kbps – 4,999.99 Kbps Sustained Bandwidth Web Hosting	\$ 5,676.68	\$ 500.00
CLD10	5,000.00 Kbps – 5,499.99 Kbps Sustained Bandwidth Web Hosting	\$ 6,125.11	\$ 500.00
CLD11	5,500.00 Kbps – 5,999.99 Kbps Sustained Bandwidth Web Hosting	\$ 6,563.91	\$ 500.00
CLD12	6,000.00 Kbps – 6,499.99 Kbps Sustained Bandwidth Web Hosting	\$ 6,994.24	\$ 500.00
CLD13	6,500.00 Kbps – 6,999.99 Kbps Sustained Bandwidth Web Hosting	\$ 7,416.96	\$ 500.00
CLD14	7,000.00 Kbps – 7,499.99 Kbps Sustained Bandwidth Web Hosting	\$ 7,832.83	\$ 500.00
CLD15	7,500.00 Kbps – 7,999.99 Kbps Sustained Bandwidth Web Hosting	\$ 8,242.47	\$ 500.00
CLD16	8,000.00 Kbps – 8,499.99 Kbps Sustained Bandwidth Web Hosting	\$ 8,646.39	\$ 500.00
CLD17	8,500.00 Kbps – 8,999.99 Kbps Sustained Bandwidth Web Hosting	\$ 9,045.04	\$ 500.00
CLD18	9,000.00 Kbps – 9,499.99 Kbps Sustained Bandwidth Web Hosting	\$ 9,438.81	\$ 500.00
CLD19	9,500.00 Kbps – 9,999.99 Kbps Sustained Bandwidth Web Hosting	\$ 9,828.04	\$ 500.00
CLD20	10,000.00 Kbps – 10,499.99 Kbps Sustained Bandwidth Web Hosting	\$ 10,213.03	\$ 500.00
CLD21	10,500.00 Kbps – 10,999.99 Kbps Sustained Bandwidth Web Hosting	\$ 10,594.03	\$ 500.00
CLD22	11,000.00 Kbps – 11,499.99 Kbps Sustained Bandwidth Web Hosting	\$ 10,971.29	\$ 500.00
CLD23	11,500.00 Kbps – 11,999.99 Kbps Sustained Bandwidth Web Hosting	\$ 11,345.01	\$ 500.00
CLD24	12,000.00 Kbps – 12,499.99 Kbps Sustained Bandwidth Web Hosting	\$ 11,715.40	\$ 500.00
CLD25	12,500.00 Kbps – 12,999.99 Kbps Sustained Bandwidth Web Hosting	\$ 12,082.60	\$ 500.00
CLD26	13,000.00 Kbps – 13,499.99 Kbps Sustained Bandwidth Web Hosting	\$ 12,446.79	\$ 500.00
CLD27	13,500.00 Kbps – 13,999.99 Kbps Sustained Bandwidth Web Hosting	\$ 12,808.11	\$ 500.00
CLD28	14,000.00 Kbps – 14,499.99 Kbps Sustained Bandwidth Web Hosting	\$ 13,166.67	\$ 500.00
CLD29	14,500.00 Kbps – 14,999.99 Kbps Sustained Bandwidth Web Hosting	\$ 13,522.62	\$ 500.00
CLD30	15,000.00 Kbps – 15,499.99 Kbps Sustained Bandwidth Web Hosting	\$ 13,876.06	\$ 500.00
CLD31	15,500.00 Kbps – 15,999.99 Kbps Sustained Bandwidth Web Hosting	\$ 14,227.09	\$ 500.00
CLD32	16,000.00 Kbps – 16,499.99 Kbps Sustained Bandwidth Web Hosting	\$ 14,575.80	\$ 500.00
CLD33	16,500.00 Kbps – 16,999.99 Kbps Sustained Bandwidth Web Hosting	\$ 14,922.29	\$ 500.00
CLD34	17,000.00 Kbps – 17,499.99 Kbps Sustained Bandwidth Web Hosting	\$ 15,266.64	\$ 500.00
CLD35	17,500.00 Kbps – 17,999.99 Kbps Sustained Bandwidth Web Hosting	\$ 15,608.92	\$ 500.00
CLD36	18,000.00 Kbps – 18,499.99 Kbps Sustained Bandwidth Web Hosting	\$ 15,949.21	\$ 500.00



CLD37	18,500.00 Kbps – 18,999.99 Kbps Sustained Bandwidth Web Hosting	\$ 16,287.57	\$ 500.00
CLD38	19,000.00 Kbps – 19,499.99 Kbps Sustained Bandwidth Web Hosting	\$ 16,624.07	\$ 500.00
CLD39	19,500.00 Kbps – 19,999.99 Kbps Sustained Bandwidth Web Hosting	\$ 16,958.76	\$ 500.00

Sustained Bandwidth is defined as the 95th percentile bandwidth usage. For example, the top five percent of evenly polled usage intervals ranked by bandwidth utilization are discarded; bandwidth is then billed at the 95th percentile polled interval.

Application Hosting * - Per Server			
APP01	Microsoft IIS on Windows Server (100 GB)	\$ 48.91	\$ 250.00
APP02	Microsoft IIS on Windows Server with SQL Server Database (100 GB)	\$ 98.82	\$ 500.00
APP03	Microsoft IIS with ColdFusion on Windows Server with SQL Server Database (100 GB)	\$ 198.64	\$ 500.00
APP04	SharePoint on Microsoft IIS on Windows Server (100 GB)	\$ 398.27	\$ 500.00
APP05	Microsoft Exchange Server	\$ 48.91	\$ 500.00
APP06	Microsoft Lync Server	\$ 48.91	\$ 250.00
APP07	Apache on Ubuntu Linux (100 GB)	\$ 48.91	\$ 250.00
APP08	Apache on Ubuntu Linux with MySQL (100 GB)	\$ 98.82	\$ 500.00
APP09	Drupal on LAMP Stack (100 GB)	\$ 198.64	\$ 500.00
APP10	Secure File Transfer Protocol (100 GB)	\$ 198.64	\$ 500.00

** requires hosting contract and appropriate Client Access Licenses*

Authentication Services - Per User			
AUT01	Named User	\$ 4.98	\$ 28.99
AUT02	Client Certificate	\$ 8.98	\$ 39.99
AUT03	Microsoft Office SharePoint Server Client Access License	\$ 7.98	\$ 28.99

Storage			
STR01	Additional 100 GB Storage	\$ 49.91	\$ 100.00

Exchange Server e-mail Hosting			
EXCH01	Microsoft Exchange e-mail hosting (100 MB Mailbox)	\$ 6.44	\$ 79.59
EXCH02	Microsoft Exchange e-mail hosting (200 MB Mailbox)	\$ 7.23	\$ 79.59
EXCH03	Microsoft Exchange e-mail hosting (300 MB Mailbox)	\$ 8.05	\$ 79.59
EXCH04	Microsoft Exchange e-mail hosting (400 MB Mailbox)	\$ 8.86	\$ 79.59
EXCH05	Microsoft Exchange e-mail hosting (500 MB Mailbox)	\$ 9.65	\$ 79.59
EXCH06	Microsoft Exchange e-mail hosting (1000 MB Mailbox)	\$ 11.26	\$ 79.59
EXCH07	Microsoft Exchange e-mail hosting (1500 MB Mailbox)	\$ 13.67	\$ 79.59
EXCH08	Microsoft Exchange e-mail hosting (2000 MB Mailbox)	\$ 16.09	\$ 79.59
EXCH09	Microsoft Exchange e-mail hosting (3000 MB Mailbox)	\$ 20.50	\$ 79.59
EXCH10	Microsoft Exchange e-mail hosting (4000 MB Mailbox)	\$ 24.95	\$ 79.59



Electronic Commerce Categories (price list shown in Table 3 above)

GbHawk offers Internet connectivity services for application hosting to Government clients using our SAS70 certified Class 4 data center. Our data center offers fully fault-tolerant services to the rack and state-of-the-art physical and data security. Services may be acquired either on a commoditized or “cloud” basis, or on a server collocation basis either on bare metal or virtual servers using customer provided equipment or using equipment procured on an Open Market basis.

Rates vary by level of service (bandwidth, service, and storage) and require additional services for development of content and custom configurations. Data utilization is measured at the 95th percentile – to illustrate, bandwidth utilization is polled at regular intervals, the samples from this polling are ranked by bandwidth utilization and the top five percent are discarded; bandwidth is then billed at the 95th percentile polled interval.

GbHawk secures all connectivity using advanced firewall configurations including intrusion detection, intrusion prevention, and data leakage detection and prevention. Network management, Virtual Private Network (VPN), and infrastructure services such as Domain Naming Services (DNS) are provided upon request.

GbHawk reserves the right to review and approve hardware for suitability in a data hosting environment. GbHawk also reserves the right to review content prepared by the Client or a third party prior to posting on a virtual server. All traffic is monitored on a continual basis to allow usage monitoring for the Client.

Application Hosting:

GbHawk offers application hosting on a variety of platforms including but not limited to Microsoft Internet Information Server and Apache. GbHawk supports various application servers including Microsoft SharePoint, Apache TomCat, and Adobe ColdFusion; databases including Microsoft SQL Server, MySQL, and Oracle; Content Management Systems (CMS) including Drupal and WordPress. Our infrastructure includes capabilities to implement hot, warm, and cold backup sites to provide maximum Continuity of Operations (COOP) and disaster recovery capability.

Internet e-Mail and Lync Messaging Hosting:

GbHawk offers hosting of Microsoft Exchange e-mail and Microsoft Lync Instant Messaging services on GbHawk Servers. GbHawk uses Microsoft Exchange Server technology and supports Outlook Web Access (OWA), Outlook Mobile Access (OMA), Outlook Anywhere (RPC over HTTPS), SMTP, POP3, and IMAP4 access to mailbox resources. Our mail infrastructure includes multi-level anti-viral and anti-Unsolicited Commercial e-mail (UCE) messages.



USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact **Ben Gugler, Director of Business Development, Office Phone: 757-874-1067, email address: bgugler@gbhawk.com, FAX: 757-874-1068.**



**BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE**

Goldbelt Hawk LLC

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

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

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

Signatures

Ordering Activity Date

Contractor Date



BPA NUMBER _____

**Goldbelt Hawk LLC
BLANKET PURCHASE AGREEMENT**

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

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

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information);



(h) Date of Shipment.

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

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



BASIC GUIDELINES FOR USING CONTRACTOR TEAM ARRANGEMENTS

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

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

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

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

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

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customer’s needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.