Federal Acquisition Service

Authorized Federal Supply Schedule FSS Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*®, a menu-driven database system. The INTERNET address GSA *Advantage!*® is: GSAAdvantage.gov.

Multiple Award Schedule

FSC Group: Information Technology

Contract number: 47QTCA20D00AG

For more information on ordering go to the following website: http://www.gsa.gov/schedules.

Contract period: May 26, 2025 – May 25, 2030

Ivyhill Technologies, LLC
4301 Garden City Dr. STE 410
Hyattsville, MD 20785
Phone number: 301-278-8809
Fax number: 301-298-1308

Contract Administration:
Deanna Y Eaton
deaton@ivyhilltech.com

Business size: Small Business, Black American Owned, Economically Disadvantaged Women Owned Small Business, Women Owned Small Business, HubZone Certified Program Participant, SBA Certified 8(a) Program Participant

Price list current as of Modification #: ***TND***

CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SIN	Description
54151S	IT Professional Services
518210DC	Document Conversion Services
518210ERM	Electronic Records Management Solutions
561110	Office Administrative Services
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541990	All Other Professional, Scientific, and Technical Services (Non-IT)
OLM	Order-Level Materials (OLMs)

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. **See Page 5**

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. – **Page 8**

2. Maximum order:
54151S:$500,000
518210DC: $1,000,000
518210ERM: $1,000,000
561110: $1,000,000

3. Minimum order: $100

4. Geographic coverage (delivery area). P- 50 States, DC, PtoRico

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

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

7. Quantity discounts. 1% Discount on sales over $1,000,000

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

9. Foreign items (list items by country of origin). Not Applicable

10a. Time of delivery. (Contractor insert number of days.) Contact Contractor

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. Contact Contractor

10c. Overnight and 2-day delivery. Contact Contractor

10d. Urgent Requirements. Contact Contractor

11. F.O.B. point(s). Destination

12a. Ordering address(es).

Ivyhill Technologies, LLC
4301 Garden City Dr. STE 410
Hyattsville, MD 20785

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3
.
13. Payment address(es).

Ivyhill Technologies, LLC
4301 Garden City Dr. STE 410
Hyattsville, MD 20785

14. Warranty provision. Standard Commercial Warranty Terms & Conditions

15. Export packing charges, if applicable. Not Applicable

16. Terms and conditions of rental, maintenance, and repair (if applicable). Not Applicable

17. Terms and conditions of installation (if applicable). Not Applicable

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable

18b. Terms and conditions for any other services (if applicable). Not Applicable

19. List of service and distribution points (if applicable). Not Applicable

20. List of participating dealers (if applicable). Not Applicable

21. Preventive maintenance (if applicable). Not Applicable

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable

22b. If applicable, indicate that Section 508 compliance information is available for the information and communication technology (ICT) products and services and show where full details can be found (e.g. contractor's website or other location). ICT accessibility standards can be found at: http://www.section508.gov/. – N/A

23. Unique Entity Identifier number. LSVSGHNE2ZW5

24. Notification regarding registration in System for Award Management (SAM) database. Contractor registered and active in SAM

IVYHILL TECHNOLOGIES

LABOR CATEGORY RATES GSA SCHEDULE CONTRACT

(All rates below include IFF)

SIN	Labor Category	5/6/2025-5/25/2026	5/26/2026-5/25/2027	5/26/2027-5/25/2028	5/26/2028-5/25/2029	5/26/2029-5/25/2030
54151S	Software Developer II	$109.19	$111.92	$114.72	$117.59	$120.53
54151S	Software Developer I	$82.94	$85.02	$87.14	$89.32	$91.56
54151S	Quality Assurance Analyst III	$106.15	$108.80	$111.52	$114.31	$117.17
54151S	Network Engineer II	$96.20	$98.61	$101.08	$103.61	$106.20
54151S	Project Manager II	$120.15	$123.15	$126.24	$129.39	$132.62
54151S	Systems Administrator I	$81.49	$83.53	$85.61	$87.75	$89.94
54151S	Technical Consultant/ IT SME	$164.34	$168.45	$172.66	$176.98	$181.40
54151S	Systems Administrator II	$124.40	$127.52	$130.70	$133.96	$137.31
54151S	Systems Analyst/Programmer II	$94.58	$96.95	$99.38	$101.86	$104.41
54151S	Systems Analyst/Programmer I	$65.25	$66.88	$68.55	$70.27	$72.02
54151S	Quality Assurance Analyst II	$74.51	$76.37	$78.29	$80.24	$82.25
54151S	Program Support III	$49.20	$50.43	$51.69	$52.98	$54.30
561110	Program Manager I	$110.53	$113.29	$116.12	$119.02	$121.99
518210DC	Program Manager I	$110.53	$113.29	$116.12	$119.02	$121.99
518210ERM	Program Manager I	$110.53	$113.29	$116.12	$119.02	$121.99
518210DC	Records/Information Manager II	$81.39	$83.43	$85.51	$87.65	$89.83
518210ERM	Records/Information Manager II	$81.39	$83.43	$85.51	$87.65	$89.83
518210DC	Records/Information Manager I	$66.66	$68.32	$70.04	$71.79	$73.58
518210ERM	Records/Information Manager I	$66.66	$68.32	$70.04	$71.79	$73.58
518210DC	Records Analyst II	$44.50	$45.61	$46.75	$47.92	$49.12
518210ERM	Records Analyst II	$44.50	$45.61	$46.75	$47.92	$49.12

518210DC	Records Analyst I**	$36.40	$37.31	$38.25	$39.20	$40.18
518210ERM	Records Analyst I**	$36.40	$37.31	$38.25	$39.20	$40.18
561110	Technical Information Specialist II	$56.63	$58.06	$59.51	$61.00	$62.52
518210DC	Technical Information Specialist II	$56.63	$58.06	$59.51	$61.00	$62.52
518210ERM	Technical Information Specialist II	$56.63	$58.06	$59.51	$61.00	$62.52
561110	Technical Information Specialist I	$46.92	$48.09	$49.29	$50.52	$51.78
518210DC	Technical Information Specialist I	$46.92	$48.09	$49.29	$50.52	$51.78
518210ERM	Technical Information Specialist I	$46.92	$48.09	$49.29	$50.52	$51.78
518210DC	Document Conversion Specialist III	$44.18	$45.29	$46.42	$47.58	$48.77
518210ERM	Document Conversion Specialist III	$44.18	$45.29	$46.42	$47.58	$48.77
518210DC	Document Conversion Specialist II	$38.03	$38.97	$39.95	$40.95	$41.97
518210ERM	Document Conversion Specialist II	$38.03	$38.97	$39.95	$40.95	$41.97
518210DC	Document Preparation Clerk	$29.99	$30.74	$31.51	$32.29	$33.10
518210ERM	Document Preparation Clerk	$29.99	$30.74	$31.51	$32.29	$33.10
561110	Program Support Specialist II	$43.86	$44.96	$46.09	$47.23	$48.41
518210DC	Program Support Specialist II	$43.86	$44.96	$46.09	$47.23	$48.41
518210ERM	Program Support Specialist II	$43.86	$44.96	$46.09	$47.23	$48.41
561110	Program Support Specialist I	$37.87	$38.82	$39.79	$40.79	$41.80
518210DC	Program Support Specialist I	$37.87	$38.82	$39.79	$40.79	$41.80
518210ERM	Program Support Specialist I	$37.87	$38.82	$39.79	$40.79	$41.80

518210DC	Systems/Process Analyst III	$116.11	$119.01	$121.98	$125.04	$128.16
518210ERM	Systems/Process Analyst III	$116.11	$119.01	$121.98	$125.04	$128.16
518210DC	Systems/Process Analyst II	$102.75	$105.32	$107.95	$110.65	$113.42
518210ERM	Systems/Process Analyst II	$102.75	$105.32	$107.95	$110.65	$113.42
518210DC	Systems/Process Analyst I	$77.75	$79.70	$81.69	$83.74	$85.83
518210ERM	Systems/Process Analyst I	$77.75	$79.70	$81.69	$83.74	$85.83
518210DC	Programmer/Analyst III	$95.47	$97.85	$100.30	$102.81	$105.38
518210ERM	Programmer/Analyst III	$95.47	$97.85	$100.30	$102.81	$105.38
518210DC	Programmer/Analyst II	$84.23	$86.34	$88.49	$90.71	$92.98
518210ERM	Programmer/Analyst II	$84.23	$86.34	$88.49	$90.71	$92.98
518210DC	Programmer/Analyst I	$71.46	$73.24	$75.07	$76.95	$78.87
518210ERM	Programmer/Analyst I	$71.46	$73.24	$75.07	$76.95	$78.87
518210DC	Network/Analyst Technician II	$76.87	$78.79	$80.77	$82.78	$84.85
518210ERM	Network/Analyst Technician II	$76.87	$78.79	$80.77	$82.78	$84.85
561110	Technical Writer	$67.65	$69.34	$71.07	$72.85	$74.67
518210DC	Technical Writer	$67.65	$69.34	$71.07	$72.85	$74.67
518210ERM	Technical Writer	$67.65	$69.34	$71.07	$72.85	$74.67
54151S	Technical Consultant Manager	$188.01	$192.72	$197.53	$202.47	$207.53
54151S	Software Developer III	$154.45	$158.31	$162.27	$166.33	$170.49
541611	Technical Information Specialist I	$46.92	$48.09	$49.29	$50.52	$51.78
541990	Technical Information Specialist I	$46.92	$48.09	$49.29	$50.52	$51.78
541611	Technical Information Specialist II	$56.63	$58.06	$59.51	$61.00	$62.52
541990	Technical Information Specialist II	$56.63	$58.06	$59.51	$61.00	$62.52

541611	Technical Writer	$67.65	$69.34	$71.07	$72.85	$74.67
541990	Technical Writer	$67.65	$69.34	$71.07	$72.85	$74.67
541611	Program Support III	$49.20	$50.43	$51.69	$52.98	$54.30
541990	Program Support III	$49.20	$50.43	$51.69	$52.98	$54.30
541611	Program Support Specialist II	$43.86	$44.96	$46.09	$47.23	$48.41
541990	Program Support Specialist II	$43.86	$44.96	$46.09	$47.23	$48.41
541611	Program Support Specialist I	$37.87	$38.82	$39.79	$40.79	$41.80
541990	Program Support Specialist I	$37.87	$38.82	$39.79	$40.79	$41.80
541611	Project Director	$102.58	$105.15	$107.78	$110.47	$113.23
541990	Project Director	$102.58	$105.15	$107.78	$110.47	$113.23
541611	Project/Task Manager	$94.51	$96.88	$99.29	$101.77	$104.32
541990	Project/Task Manager	$94.51	$96.88	$99.29	$101.77	$104.32
541611	Senior Programmer	$110.64	$113.41	$116.24	$119.14	$122.13
541990	Senior Programmer	$110.64	$113.41	$116.24	$119.14	$122.13
541611	Junior Programmer	$78.65	$80.61	$82.63	$84.70	$86.81
541990	Junior Programmer	$78.65	$80.61	$82.63	$84.70	$86.81
541611	Senior Quality Control Analyst	$77.03	$78.95	$80.93	$82.95	$85.03
541990	Senior Quality Control Analyst	$77.03	$78.95	$80.93	$82.95	$85.03
541611	Junior Quality Control Analyst	$51.49	$52.78	$54.10	$55.45	$56.84
541990	Junior Quality Control Analyst	$51.49	$52.78	$54.10	$55.45	$56.84
541611	Data Scientist	$73.57	$75.42	$77.30	$79.23	$81.22
541990	Data Scientist	$73.57	$75.42	$77.30	$79.23	$81.22
541611	Lead Data Specialist	$57.20	$58.63	$60.09	$61.59	$63.13
541990	Lead Data Specialist	$57.20	$58.63	$60.09	$61.59	$63.13
541611	Data Analyst	$44.04	$45.14	$46.27	$47.43	$48.61
541990	Data Analyst	$44.04	$45.14	$46.27	$47.43	$48.61
541611	Document Processing Specialist	$37.25	$38.18	$39.13	$40.11	$41.12
541990	Document Processing Specialist	$37.25	$38.18	$39.13	$40.11	$41.12
54151S	Technical Consultant Manager III	$269.11	$275.84	$282.73	$289.80	$297.05
54151S	Full-Stack Engineer III	$217.04	$222.47	$228.03	$233.73	$239.58
54151S	Full-Stack Engineer	$172.77	$177.09	$181.51	$186.05	$190.70

	II					
54151S	Full-Stack Engineer I	$145.68	$149.32	$153.06	$156.89	$160.81
54151S	Content Manager II	$148.88	$152.59	$156.41	$160.32	$164.33
54151S	Content Manager I	$112.71	$115.53	$118.42	$121.38	$124.41

IVYHILL TECHNOLOGIES

LABOR CATEGORY DESCRIPTIONS

SIN	Labor Category	Functional Responsibility	Minimum Education	Minimum Years' Experience
54151S	Software Developer II	Designs, develops, and implements systems, software packages and application components. Troubleshoots, debugs and implements software code. Participates in all phases of systems life cycle, e.g., requirements, design, code, test, implement. Prepares work products for all phases of life cycle. Peer review of other team members work products.	Bachelor's Degree	4
54151S	Software Developer I	Reviews, analyzes, and modifies systems, programs, and application components including encoding, testing, debugging and documenting programs. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and preestablished guidelines to perform the functions of the job. Participates in all phases of systems life cycle, e.g., requirements, design, code, test, implement.	Bachelor's Degree	2
54151S	Quality Assurance Analyst III	Responsible for developing and implementing quality control methodologies to ensure compliance with quality assurance standards, guidelines, and procedures in a large organization. Develops and defines major and minor characteristics of quality including quality metrics and scoring parameters and determines requisite quality control documentation and/or assists in the evaluation. Conducts or participates in formal and informal review at pre-determined points throughout the development lifecycle. Establishes and maintains a process for evaluating hardware, software, and associated documentation. Provides guidance and supervision to daily support staff.	Bachelor's Degree	4
54151S	Network Engineer II	Responsible for performing and/or overseeing the installation, and support of network communications. Applies knowledge of network protocols, architectures, equipment, services, standards and technology to various systems engineering activities. Performs threat and vulnerability analyses of various network architectures, configurations and hardware/software components. Develops appropriate security requirements and impact operations plans for existing and emerging technologies and services.	Bachelor's Degree	2

54151S	Project Manager II	Responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation, interface with all areas affected by the project including end-users, computer services, and client services. Provides detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings, project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables as well as managing the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team and recommends action to direct the analysis and solutions of problems.	Bachelor's Degree	4
54151S	Systems Administrator I	Responsible for supporting specific tasks relating to the operations of IT systems. Under direction, the System Administrator I performs basic technical tasks relating to the upkeep, configuration, and reliable operation of system, network, storage, and cloud-based technologies. System Administrator I has junior level technical skills relating to the technologies used in the operation of the IT system.	Associates Degree	2
54151S	Technical Consultant/ IT SME	Provides input and support to senior management, executive officials, technical consultants, and other staff across multiple domains including telecommunications, software development, cyber security, systems management, or other technologies or functional business domains. Responsible for maintaining up-to-date expertise in a specific subject area in order to participate in evaluating projects, processes, and programs for consistency with defined objectives. Monitors objectives for consistency with contract requirements and makes technical and functional recommendations with regard to the depth and breadth of the subject matter coverage.	Bachelor's Degree	5
54151S	Systems Administrator II	Responsible for supporting specific tasks relating to the operations of IT systems. Under direction, the System Administrator II performs basic technical tasks relating to the upkeep, configuration, and reliable operation of system, network, storage, and cloud-based technologies. System Administrator II has mid-level technical skills relating to the technologies used in the operation of the IT system. Provides guidance and supervision to daily support staff.	Bachelor's Degree	4

54151S	Systems Analyst/Programmer II	Responsible for formulating and defining system scope and objectives. Devises or modifies procedures to solve moderately complex problems considering system equipment capacity and limitations. Codes, tests, debugs and documents computer programs. Supports related areas such as; database design and management and evaluation of commercial off-the-shelf (COTS) products and performs analysis of network hardware/software issues. Provides guidance and supervision to daily support staff.	Bachelor's Degree	4
54151S	Systems Analyst/Programmer I	Responsible for formulating and defining system scope and objectives. Devises or modifies procedures to solve moderately complex problems considering system equipment capacity and limitations. Codes, tests, debugs and documents computer programs. Supports related areas such as; database design and management and evaluation of commercial off-the-shelf (COTS) products.	Associates Degree	2
54151S	Quality Assurance Analyst II	Responsible for developing and implementing quality control methodologies to ensure compliance with quality assurance standards, guidelines, and procedures in a large organization. Develops and defines major and minor characteristics of quality including quality metrics and scoring parameters and determines requisite quality control documentation and/or assists in the evaluation. Conducts or participates in formal and informal review at pre-determined points throughout the development lifecycle.	Bachelor's Degree	2
54151S	Program Support III	Provides a variety of office, administrative, document control or computer support duties to include word processing, operating standard computer and office equipment and peripherals, performing document conversion activities, quality control, monitoring and preparing reports, maintaining databases, and performing data input. May perform more complex tasks requiring the consideration of multiple variables to determine proper course of action within pre-determined approaches. May lead and provide guidance to lower level support staff.	Associates Degree	3
561110	Program Manager I	Provides both technical and administrative project/task management. Plans, directs, and coordinates project/task activities to ensure that goals and objectives are accomplished in accordance with prescribed priorities, time limitations, and funding constraints.	Bachelor's Degree	4

518210DC	Program Manager I	Provides both technical and administrative project/task management. Plans, directs, and coordinates project/task activities related to document conversion services aand electronic records management to ensure that goals and objectives are accomplished in accordance with prescribed priorities, time limitations, and funding constraints.	Bachelor's Degree	4
518210ERM	Program Manager I	Provides both technical and administrative project/task management. Plans, directs, and coordinates project/task activities related to document conversion services and electronic records management to ensure that goals and objectives are accomplished in accordance with prescribed priorities, time limitations, and funding constraints.	Bachelor's Degree	4
518210DC	Records/Information Manager II	Manages a task functional area or oversees performance on a less complex task with responsibility for work accuracy, timeliness, and customer satisfaction. May direct a team of less senior records managers in performing analysis activities associated with schedule development or updating, file plan development, or file station design. May serve as subject area specialist for training assignments.	Bachelor's Degree	3
518210ERM	Records/Information Manager II	Manages a task functional area or oversees performance on a less complex task with responsibility for work accuracy, timeliness, and customer satisfaction. May direct a team of less senior records managers in performing analysis activities associated with schedule development or updating, file plan development, or file station design. May serve as subject area specialist for training assignments.	Bachelor's Degree	3
518210DC	Records/Information Manager I	Performs records management assignments under the direction of more senior staff. May oversee small teams of records management paraprofessional and/or clerical personnel performing short-term tasks or assignments within tasks. May serve as a team member collecting information to be used for scheduling and file planning activities.	Bachelor's Degree	2
518210ERM	Records/Information Manager I	Performs records management assignments under the direction of more senior staff. May oversee small teams of records management paraprofessional and/or clerical personnel performing short-term tasks or assignments within tasks. May serve as a team member collecting information to be used for scheduling and file planning activities.	Bachelor's Degree	2

518210DC	Records Analyst II	Serves as a lead for inventory and other data gathering teams in support of records systems analysis activities and plays a senior paraprofessional role for records management activities where independent decision making is required. May perform quality control functions that involve reviewing the work of others or may oversee the work of more junior paraprofessional staff or clerical personnel. May perform more complex records maintenance functions such as retirement or charging activities.	Associate's Degree	2
518210ERM	Records Analyst II	Serves as a lead for inventory and other data gathering teams in support of records systems analysis activities and plays a senior paraprofessional role for records management activities where independent decision making is required. May perform quality control functions that involve reviewing the work of others or may oversee the work of more junior paraprofessional staff or clerical personnel. May perform more complex records maintenance functions such as retirement or charging activities.	Associate's Degree	2
518210DC	Records Analyst I**	Participates as a team member in records management data gathering activities or performs records management functions under the direction of more senior staff requiring the implementation of standard records operating procedures, schedules, or other client standards and guidelines such as filing, database updating, and retrieval.	Associates Degree	1
518210ERM	Records Analyst I**	Participates as a team member in records management data gathering activities or performs records management functions under the direction of more senior staff requiring the implementation of standard records operating procedures, schedules, or other client standards and guidelines such as filing, database updating, and retrieval.	Associates Degree	1
561110	Technical Information Specialist II	Directs, administers, develops, coordinates, and performs professional level work involved in processing and transmitting scientific, technical, or other specialized information. Has experience and subject specialty expertise in particular field. Possesses a broad knowledge of one or more professional, scientific, or technical disciplines or fields of interest needed to understand the significance and relationship of the concepts and ideas contained in the information area and a practical knowledge of documentation or library techniques. Provides guidance and supervision to support staff.	Bachelor's Degree	1

518210DC	Technical Information Specialist II	Directs, administers, develops, coordinates, and performs professional level work involved in processing and transmitting scientific, technical, or other specialized information. Has experience and subject specialty expertise in particular field. Possesses a broad knowledge of one or more professional, scientific, or technical disciplines or fields of interest needed to understand the significance and relationship of the concepts and ideas contained in the information area and a practical knowledge of documentation or library techniques. May perform quality control activities of the work of other staff involving records/document retrieval tools such as indexes or abstracts. Provides guidance and supervision to support staff.	Bachelor's Degree	1
518210ERM	Technical Information Specialist II	Directs, administers, develops, coordinates, and performs professional level work involved in processing and transmitting scientific, technical, or other specialized information. Has experience and subject specialty expertise in particular field. Possesses a broad knowledge of one or more professional, scientific, or technical disciplines or fields of interest needed to understand the significance and relationship of the concepts and ideas contained in the information area and a practical knowledge of documentation or library techniques. May perform quality control activities of the work of other staff involving records/document retrieval tools such as indexes or abstracts. Provides guidance and supervision to support staff.	Bachelor's Degree	1
561110	Technical Information Specialist I	Performs professional level work involved in processing and transmitting scientific, technical, or other specialized information. Has experience and subject specialty expertise in particular field. Possesses a broad knowledge of one or more professional, scientific, or technical disciplines or fields of interest needed to understand the significance and relationship of the concepts and ideas contained in the information area and a practical knowledge of documentation or library techniques.	Associate's Degree	1
518210DC	Technical Information Specialist I	Responds to records/document-related inquiries and requests for information, including inquiries that require significant or complex research using multiple sources. Provides input in the various tools such as taxonomies, thesauri, and databases.	Associate's Degree	1
518210ERM	Technical Information Specialist I	Responds to records/document-related inquiries and requests for information, including inquiries that require significant or complex research using multiple sources. Provides input in the various tools such as taxonomies, thesauri, and databases.	Associate's Degree	1

518210DC	Document Conversion Specialist III	Coordinates document conversion activities involving multiple workstations and their staff and/or performs highly complex conversion activities involving challenging documents or media, strict timeframes, and/or sensitive information. Troubleshoots and resolves equipment problems and issues involving equipment settings or performance. Applies client image standards to product and ensures that task mandated quality standards are met. Works with more senior staff and client personnel to design conversion workflow and to define standard operating procedures. Coordinates conversion equipment operations and image management with technical staff and may serve on teams to assess conversion requirements and implement and test conversion solutions.	Associate's Degree	2
518210ERM	Document Conversion Specialist III	Coordinates document conversion activities involving multiple workstations and their staff and/or performs highly complex conversion activities involving challenging documents or media, strict timeframes, and/or sensitive information. Troubleshoots and resolves equipment problems and issues involving equipment settings or performance. Applies client image standards to product and ensures that task mandated quality standards are met. Works with more senior staff and client personnel to design conversion workflow and to define standard operating procedures. Coordinates conversion equipment operations and image management with technical staff and may serve on teams to assess conversion requirements and implement and test conversion solutions.	Associate's Degree	2
518210DC	Document Conversion Specialist II	Operates conversion equipment in production settings. Assesses original document quality and output requirements and ensures equipment is set properly to achieve objectives. Verifies output product quality and repeats conversion activity if needed. Monitors equipment status and reports problems. Performs basic equipment maintenance functions and cleaning activities. Tests and verifies equipment performance. May assist in training less experienced staff and in monitoring the quality of their performance.	Associate's Degree	1

518210ERM	Document Conversion Specialist II	Operates conversion equipment in production settings. Assesses original document quality and output requirements and ensures equipment is set properly to achieve objectives. Verifies output product quality and repeats conversion activity if needed. Monitors equipment status and reports problems. Performs basic equipment maintenance functions and cleaning activities. Tests and verifies equipment performance. May assist in training less experienced staff and in monitoring the quality of their performance.	Associate's Degree	1
518210DC	Document Preparation Clerk	Performs routine document preparation activities in a production environment where standard operating procedures and preparation requirements are clearly known.	Associates Degree	1
518210ERM	Document Preparation Clerk	Performs routine document preparation activities in a production environment where standard operating procedures and preparation requirements are clearly known.	Associates Degree	1
561110	Program Support Specialist II	Provides administrative support in a financial, healthcare, government, contact center, human resources, or other office environment to project staff by performing similar duties as the Program Support Specialist I position as well as more complex administrative duties. May design spreadsheets and maintain databases; prepare financial documentation; review invoices, claims, requests, etc. and process payments and collection; compiles data for reporting; check documents for accuracy; monitors, edits, and prepares agreements; and other related administrative tasks. Performs more complex aspects of function; works independently under general supervision or as part of a team on special projects or ongoing projects. Good working knowledge of operating office and computer equipment and proficient using various software programs as required to perform tasks.	Associate's Degree	2

518210DC	Program Support Specialist II	Provides administrative support in a financial, healthcare, government, contact center, human resources, or other office environment to project staff by performing similar duties as the Program Support Specialist I position as well as more complex administrative duties. May design spreadsheets and maintain databases; prepare financial documentation; review invoices, claims, requests, etc. and process payments and collection; compiles data for reporting; check documents for accuracy; monitors, edits, and prepares agreements; and other related administrative tasks. Performs more complex aspects of function; works independently under general supervision or as part of a team on special projects or ongoing projects. Good working knowledge of operating office and computer equipment and proficient using various software programs as required to perform tasks.	Associate's Degree	2
518210ERM	Program Support Specialist II	Provides administrative support in a financial, healthcare, government, contact center, human resources, or other office environment to project staff by performing similar duties as the Program Support Specialist I position as well as more complex administrative duties. May design spreadsheets and maintain databases; prepare financial documentation; review invoices, claims, requests, etc. and process payments and collection; compiles data for reporting; check documents for accuracy; monitors, edits, and prepares agreements; and other related administrative tasks. Performs more complex aspects of function; works independently under general supervision or as part of a team on special projects or ongoing projects. Good working knowledge of operating office and computer equipment and proficient using various software programs as required to perform tasks.	Associate's Degree	2
561110	Program Support Specialist I	Provides administrative support in a financial, healthcare, government, contact center, human resources, or other office environment to project staff by performing a variety of duties such as answering phones; inputting data in various databases; opening, sorting and distributing mail and email; and preparing documents, reports and presentations. Receives and directs visitors. Maintains online and paper files. Schedules and maintains calendar of appointments, meetings and travel itineraries. Resolves routine questions and problems. Operates standard office and computer equipment and uses various software programs as required to perform tasks. Performs basic processes and procedures to accomplish routine tasks; typically receives close supervision.	Associate's Degree	1

518210DC	Program Support Specialist I	Provides administrative support in a financial, healthcare, government, contact center, human resources, or other office environment to project staff by performing a variety of duties such as answering phones; inputting data in various databases; opening, sorting and distributing mail and email; and preparing documents, reports and presentations. Receives and directs visitors. Maintains online and paper files. Schedules and maintains calendar of appointments, meetings and travel itineraries. Resolves routine questions and problems. Operates standard office and computer equipment and uses various software programs as required to perform tasks. Performs basic processes and procedures to accomplish routine tasks; typically receives close supervision.	Associates Degree	1
518210ERM	Program Support Specialist I	Provides administrative support in a financial, healthcare, government, contact center, human resources, or other office environment to project staff by performing a variety of duties such as answering phones; inputting data in various databases; opening, sorting and distributing mail and email; and preparing documents, reports and presentations. Receives and directs visitors. Maintains online and paper files. Schedules and maintains calendar of appointments, meetings and travel itineraries. Resolves routine questions and problems. Operates standard office and computer equipment and uses various software programs as required to perform tasks. Performs basic processes and procedures to accomplish routine tasks; typically receives close supervision.	Associates Degree	1
518210DC	Systems/Process Analyst III	Analyzes document management/processing system requirements to determine current capabilities and functions. Analyzes high-level requirements, interviews end-users, and reviews business process documentation to determine requirements, business case elements, and return on investment (ROI) alternatives. Develops detailed system and/or process requirements. May provide direction to less senior analysts and to support staff. May review client requirements and develop study schedules and methodologies in response to them.	Bachelor's Degree	5

518210ERM	Systems/Process Analyst III	Analyzes document management/processing system requirements to determine current capabilities and functions. Analyzes high-level requirements, interviews end-users, and reviews business process documentation to determine requirements, business case elements, and return on investment (ROI) alternatives. Develops detailed system and/or process requirements. May provide direction to less senior analysts and to support staff. May review client requirements and develop study schedules and methodologies in response to them.	Bachelor's Degree	5
518210DC	Systems/Process Analyst II	Analyzes process and system requirements to determine existing capabilities, functions, and business case and ROI alternatives. Interviews end-users and reviews business process documentation to identify and define requirements. Develops detailed requirements specifications. May serve as a team leader coordinating the completion of sub activities or the preparation of specific products/outputs. May assist in reviewing client requirements and developing study schedules and methodologies in response to them.	Bachelor's Degree	4
518210ERM	Systems/Process Analyst II	Analyzes process and system requirements to determine existing capabilities, functions, and business case and ROI alternatives. Interviews end-users and reviews business process documentation to identify and define requirements. Develops detailed requirements specifications. May serve as a team leader coordinating the completion of sub activities or the preparation of specific products/outputs. May assist in reviewing client requirements and developing study schedules and methodologies in response to them.	Bachelor's Degree	4
518210DC	Systems/Process Analyst I	Performs well-defined process requirements analyses under the direction of more senior staff. Collections capability, performance, and requirements data and other functional information. Aggregates business process, business case, and ROI data for review by more senior members of the project team.	Bachelor's Degree	2
518210ERM	Systems/Process Analyst I	Performs well-defined process requirements analyses under the direction of more senior staff. Collections capability, performance, and requirements data and other functional information. Aggregates business process, business case, and ROI data for review by more senior members of the project team.	Bachelor's Degree	2

518210DC	Programmer/Analyst III	Designs, develops, implements, and maintains complex information systems. Manages more complex assignments requiring nonstandard programming techniques and/or extensive knowledge of specific development tools. Evaluates users requests for new or modified programs to determine feasibility, cost, and time requirements and compatibility with existing systems and capabilities. Determines programming specifications. Provides technical guidance to lower level programmers/analysts. Requires comprehensive knowledge of programming techniques, networked and centralized operating systems, and the capabilities of enterprise database products and development suites.	Bachelor's Degree	3
518210ERM	Programmer/Analyst III	Designs, develops, implements, and maintains complex information systems. Manages more complex assignments requiring nonstandard programming techniques and/or extensive knowledge of specific development tools. Evaluates users requests for new or modified programs to determine feasibility, cost, and time requirements and compatibility with existing systems and capabilities. Determines programming specifications. Provides technical guidance to lower level programmers/analysts. Requires comprehensive knowledge of programming techniques, networked and centralized operating systems, and the capabilities of enterprise database products and development suites.	Bachelor's Degree	3
518210DC	Programmer/Analyst II	Designs and develops systems (such as tracking resources), document databases, and database access methodologies. Oversees testing activities and leads problem resolution efforts. Participates in design/development phases from requirement definition through implementation. May work with users to define processes and develop models for rapid implementation, evaluate and implement document management COTS solutions, or work with users to resolve complex application and operational problems referred from a user support source as part of a problem triage system.	Bachelor's Degree	2

518210ERM	Programmer/Analyst II	Designs and develops systems (such as tracking resources), document databases, and database access methodologies. Oversees testing activities and leads problem resolution efforts. Participates in design/development phases from requirement definition through implementation. May work with users to define processes and develop models for rapid implementation, evaluate and implement document management COTS solutions, or work with users to resolve complex application and operational problems referred from a user support source as part of a problem triage system.	Bachelor's Degree	2
518210DC	Programmer/Analyst I	Designs and develops routine resources according to specifications developed by more senior staff. Performs testing and analysis activities. May implement straightforward document management COTS solutions. May work with users to resolve application and operational problems referred from a user support source as part of a problem triage system.	Bachelor's Degree	1
518210ERM	Programmer/Analyst I	Designs and develops routine resources according to specifications developed by more senior staff. Performs testing and analysis activities. May implement straightforward document management COTS solutions. May work with users to resolve application and operational problems referred from a user support source as part of a problem triage system.	Bachelor's Degree	1
518210DC	Network/Analyst Technician II	Diagnoses standard PC and network software, hardware, and operator problems and takes remedial action; loads and configures network operating systems, network resources, and standard PC operating systems and applications. Installs tests and troubleshoots computer hardware and peripherals; evaluates network security status and threat potential; and prepares reports. Responds to users' requests for assistance, may staff a help desk or information center. May supervise lower level staff.	Bachelor's Degree	2
518210ERM	Network/Analyst Technician II	Diagnoses standard PC and network software, hardware, and operator problems and takes remedial action; loads and configures network operating systems, network resources, and standard PC operating systems and applications. Installs tests and troubleshoots computer hardware and peripherals; evaluates network security status and threat potential; and prepares reports. Responds to users' requests for assistance, may staff a help desk or information center. May supervise lower level staff.	Bachelor's Degree	2

561110	Technical Writer	Writes, re-writes, and edits document management-related textual material for office and administrative programs and activities. Performs research, analyzes technical literature, interviews and analyzes input from technical and operational staff to prepare original text. Writes analytical, interpretive, documentary and promotional copy. Coordinates and/or approves graphic elements and mechanical layout of camera-ready copy. May coordinate the internal or external production and distribution of materials. May supervise the activities of less experienced staff.	Bachelor's Degree	1
518210DC	Technical Writer	Writes, re-writes, and edits document management-related textual material for activities and programs related to records management and document conversion services. Performs research, analyzes technical literature, interviews and analyzes input from technical and operational staff to prepare original text. Writes analytical, interpretive, documentary and promotional copy. Coordinates and/or approves graphic elements and mechanical layout of camera-ready copy. May coordinate the internal or external production and distribution of materials. May supervise the activities of less experienced staff.	Bachelor's Degree	1
518210ERM	Technical Writer	Writes, re-writes, and edits document management-related textual material for activities and programs related to records management and document conversion services. Performs research, analyzes technical literature, interviews and analyzes input from technical and operational staff to prepare original text. Writes analytical, interpretive, documentary and promotional copy. Coordinates and/or approves graphic elements and mechanical layout of camera-ready copy. May coordinate the internal or external production and distribution of materials. May supervise the activities of less experienced staff.	Bachelor's Degree	1
54151S	Technical Consultant Manager	Manages applications and systems development. Manages the design, programming, and modification of software applications and systems. Uses subject matter and functional system expertise, influence and process skills to identify and meet high priority needs. May hire, train, manage, and evaluate staff; may manage supervisors.	Bachelors	8

54151S	Software Developer III	Provides technical design, development, and implementation of projects and/or software products and solutions. Defines architecture requirements and establishes standards for design and development. Factors emerging technologies and product supportability into design and implementation. Serves as primary technical resource to development team. Provides training and demonstrations. May manage staff.	Bachelors	6
541611	Technical Information Specialist I	Performs professional level work involved in processing and transmitting scientific, technical, or other specialized information. Has experience and subject specialty expertise in particular field. Possesses a broad knowledge of one or more professional, scientific, or technical disciplines or fields of interest needed to understand the significance and relationship of the concepts and ideas contained in the information area and a practical knowledge of documentation or library techniques.	Associate's Degree	1
541990	Technical Information Specialist I	Performs professional level work involved in processing and transmitting scientific, technical, or other specialized information. Has experience and subject specialty expertise in particular field. Possesses a broad knowledge of one or more professional, scientific, or technical disciplines or fields of interest needed to understand the significance and relationship of the concepts and ideas contained in the information area and a practical knowledge of documentation or library techniques.	Associate's Degree	1
541611	Technical Information Specialist II	Directs, administers, develops, coordinates, and performs professional level work involved in processing and transmitting scientific, technical, or other specialized information. Has experience and subject specialty expertise in particular field. Possesses a broad knowledge of one or more professional, scientific, or technical disciplines or fields of interest needed to understand the significance and relationship of the concepts and ideas contained in the information area and a practical knowledge of documentation or library techniques. Provides guidance and supervision to support staff.	Bachelor's Degree	1

541990	Technical Information Specialist II	Directs, administers, develops, coordinates, and performs professional level work involved in processing and transmitting scientific, technical, or other specialized information. Has experience and subject specialty expertise in particular field. Possesses a broad knowledge of one or more professional, scientific, or technical disciplines or fields of interest needed to understand the significance and relationship of the concepts and ideas contained in the information area and a practical knowledge of documentation or library techniques. Provides guidance and supervision to support staff.	Bachelor's Degree	1
541611	Technical Writer	Writes, re-writes, and edits document management-related textual material for office and administrative programs and activities. Performs research, analyzes technical literature, interviews and analyzes input from technical and operational staff to prepare original text. Writes analytical, interpretive, documentary and promotional copy. Coordinates and/or approves graphic elements and mechanical layout of camera-ready copy. May coordinate the internal or external production and distribution of materials. May supervise the activities of less experienced staff.	Bachelor's Degree	1
541990	Technical Writer	Writes, re-writes, and edits document management-related textual material for office and administrative programs and activities. Performs research, analyzes technical literature, interviews and analyzes input from technical and operational staff to prepare original text. Writes analytical, interpretive, documentary and promotional copy. Coordinates and/or approves graphic elements and mechanical layout of camera-ready copy. May coordinate the internal or external production and distribution of materials. May supervise the activities of less experienced staff.	Bachelor's Degree	1
541611	Program Support III	Provides a variety of office, administrative, document control or computer support duties to include word processing, operating standard computer and office equipment and peripherals, performing document conversion activities, quality control, monitoring and preparing reports, maintaining databases, and performing data input. May perform more complex tasks requiring the consideration of multiple variables to determine proper course of action within pre-determined approaches. May lead and provide guidance to lower level support staff.	Associates Degree	3

541990	Program Support III	Provides a variety of office, administrative, document control or computer support duties to include word processing, operating standard computer and office equipment and peripherals, performing document conversion activities, quality control, monitoring and preparing reports, maintaining databases, and performing data input. May perform more complex tasks requiring the consideration of multiple variables to determine proper course of action within pre-determined approaches. May lead and provide guidance to lower level support staff.	Associates Degree	3
541611	Program Support Specialist II	Provides administrative support in a financial, healthcare, government, contact center, human resources, or other office environment to project staff by performing similar duties as the Program Support Specialist I position as well as more complex administrative duties. May design spreadsheets and maintain databases; prepare financial documentation; review invoices, claims, requests, etc. and process payments and collection; compiles data for reporting; check documents for accuracy; monitors, edits, and prepares agreements; and other related administrative tasks. Performs more complex aspects of function; works independently under general supervision or as part of a team on special projects or ongoing projects. Good working knowledge of operating office and computer equipment and proficient using various software programs as required to perform tasks.	Associate's Degree	2
541990	Program Support Specialist II	Provides administrative support in a financial, healthcare, government, contact center, human resources, or other office environment to project staff by performing similar duties as the Program Support Specialist I position as well as more complex administrative duties. May design spreadsheets and maintain databases; prepare financial documentation; review invoices, claims, requests, etc. and process payments and collection; compiles data for reporting; check documents for accuracy; monitors, edits, and prepares agreements; and other related administrative tasks. Performs more complex aspects of function; works independently under general supervision or as part of a team on special projects or ongoing projects. Good working knowledge of operating office and computer equipment and proficient using various software programs as required to perform tasks.	Associate's Degree	2

541611	Program Support Specialist I	Provides administrative support in a financial, healthcare, government, contact center, human resources, or other office environment to project staff by performing a variety of duties such as answering phones; inputting data in various databases; opening, sorting and distributing mail and email; and preparing documents, reports and presentations. Receives and directs visitors. Maintains online and paper files. Schedules and maintains calendar of appointments, meetings and travel itineraries. Resolves routine questions and problems. Operates standard office and computer equipment and uses various software programs as required to perform tasks. Performs basic processes and procedures to accomplish routine tasks; typically receives close supervision.	Associate's Degree	1
541990	Program Support Specialist I	Provides administrative support in a financial, healthcare, government, contact center, human resources, or other office environment to project staff by performing a variety of duties such as answering phones; inputting data in various databases; opening, sorting and distributing mail and email; and preparing documents, reports and presentations. Receives and directs visitors. Maintains online and paper files. Schedules and maintains calendar of appointments, meetings and travel itineraries. Resolves routine questions and problems. Operates standard office and computer equipment and uses various software programs as required to perform tasks. Performs basic processes and procedures to accomplish routine tasks; typically receives close supervision.	Associate's Degree	1
541611	Project Director	Provides overall project management for large contracts to include Indefinite Delivery Indefinite Quantity (IDIQs). Oversees logistics, ensures overall quality of performance and deliverables, and is responsible for maintaining project and program progress across task orders. Federal contract project management experience required. Maintains budget and compliance documentation, manages subcontractors, ensures and enforces compliance with the contract terms and conditions. Organizes, supervises, and trains staff. Communicates with the Contracting Officer Representative (COR) regarding contract performance, technical direction, managing risk and proposing solutions.	Bachelors	5

541990	Project Director	Provides overall project management for large contracts to include Indefinite Delivery Indefinite Quantity (IDIQs). Oversees logistics, ensures overall quality of performance and deliverables, and is responsible for maintaining project and program progress across task orders. Federal contract project management experience required. Maintains budget and compliance documentation, manages subcontractors, ensures and enforces compliance with the contract terms and conditions. Organizes, supervises, and trains staff. Communicates with the Contracting Officer Representative (COR) regarding contract performance, technical direction, managing risk and proposing solutions.	Bachelors	5
541611	Project/Task Manager	Responsible for individual projects day-to-day and achieves operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change. Organizes, supervises, and trains project staff. Maintains continuous surveillance of project milestones and ensures budget compliance and compliance with the terms and conditions of the task order.	Bachelors	4
541990	Project/Task Manager	Responsible for individual projects day-to-day and achieves operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change. Organizes, supervises, and trains project staff. Maintains continuous surveillance of project milestones and ensures budget compliance and compliance with the terms and conditions of the task order.	Bachelors	4

541611	Senior Programmer	Perform computing research tasks of significant technical complexity, applying standard and established theories, concepts, and techniques. Tasks may include designing/developing methods of data collection; collecting data; analyzing, interpreting, and summarizing data using a variety of modeling and computer programming techniques. Work is performed without supervision and guidance. May supervise and manage junior programmers.	Bachelors	6
541990	Senior Programmer	Perform computing research tasks of significant technical complexity, applying standard and established theories, concepts, and techniques. Tasks may include designing/developing methods of data collection; collecting data; analyzing, interpreting, and summarizing data using a variety of modeling and computer programming techniques. Work is performed without supervision and guidance. May supervise and manage junior programmers.	Bachelors	6
541611	Junior Programmer	Perform computing research tasks of some technical complexity, applying standard and established theories, concepts, and techniques. Tasks may include designing/developing methods of data collection; collecting data; analyzing, interpreting, and summarizing data using a variety of modeling and computer programming techniques. Work is performed with minimal supervision and guidance. Results of work are considered technically authoritative.	Bachelors	1
541990	Junior Programmer	Perform computing research tasks of some technical complexity, applying standard and established theories, concepts, and techniques. Tasks may include designing/developing methods of data collection; collecting data; analyzing, interpreting, and summarizing data using a variety of modeling and computer programming techniques. Work is performed with minimal supervision and guidance. Results of work are considered technically authoritative.	Bachelors	1
541611	Senior Quality Control Analyst	Creates an overall quality assurance plan and manages all activities in the plan to ensure that all the objectives are met and that the processes are followed as expected. Plan and direct activities concerned with quality standards for production of deliverables and services. Sample outputs or processes compare with requirements, procedures, or specifications, and recommend corrective actions. Experience with a variety of quality control techniques and approaches. Supervises and manages junior quality control analysts.	Bachelors	1

541990	Senior Quality Control Analyst	Creates an overall quality assurance plan and manages all activities in the plan to ensure that all the objectives are met and that the processes are followed as expected. Plan and direct activities concerned with quality standards for production of deliverables and services. Sample outputs or processes compare with requirements, procedures, or specifications, and recommend corrective actions. Experience with a variety of quality control techniques and approaches. Supervises and manages junior quality control analysts.	Bachelors	1
541611	Junior Quality Control Analyst	Implements an overall quality assurance plan to ensure that all the objectives are met and that the processes are followed as expected. Sample outputs or processes compare with requirements, procedures, or specifications, and recommends corrective actions. Familiar with a variety of quality control techniques and approaches.	Associates	1
541990	Junior Quality Control Analyst	Implements an overall quality assurance plan to ensure that all the objectives are met and that the processes are followed as expected. Sample outputs or processes compare with requirements, procedures, or specifications, and recommends corrective actions. Familiar with a variety of quality control techniques and approaches.	Associates	1
541611	Data Scientist	Provides authoritative advice on all phases, types of research, and analysis to develop a common operating picture of the environment. Perform research tasks of significant technical complexity, applying standard and established theories, concepts, and techniques but often using innovative approaches. Directs and participates in qualitative and quantitative data collection methodologies, surveying, secondary source research, and mixed method approaches.	Bachelors	2
541990	Data Scientist	Provides authoritative advice on all phases, types of research, and analysis to develop a common operating picture of the environment. Perform research tasks of significant technical complexity, applying standard and established theories, concepts, and techniques but often using innovative approaches. Directs and participates in qualitative and quantitative data collection methodologies, surveying, secondary source research, and mixed method approaches.	Bachelors	2

541611	Lead Data Specialist	Leads, supervises, and manages a team of data specialists. Create workflows that map to standards and prepare data for various outputs; maintain accurate and up-to-date documentation of project status; work closely with the project/task manager to ensure and document standard operating procedures that support data quality and production efficiency.	Bachelors	1
541990	Lead Data Specialist	Leads, supervises, and manages a team of data specialists. Create workflows that map to standards and prepare data for various outputs; maintain accurate and up-to-date documentation of project status; work closely with the project/task manager to ensure and document standard operating procedures that support data quality and production efficiency.	Bachelors	1
541611	Data Analyst	Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address compliance needs. Applies analytic techniques and standards in the evaluation of industry data to implement strategic direction. Performs analyst functions including data collection, evaluation and coding of data, data modeling, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Utilizing databases and various software programs to perform duties. May direct the activities of junior staff as necessary.	High School	3
541990	Data Analyst	Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address compliance needs. Applies analytic techniques and standards in the evaluation of industry data to implement strategic direction. Performs analyst functions including data collection, evaluation and coding of data, data modeling, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Utilizing databases and various software programs to perform duties. May direct the activities of junior staff as necessary.	High School	3
541611	Document Processing Specialist	Will download and upload documents, perform data entry, scan, file, organize documents into a database or other system as required. Coordinate efforts associated with the preparation and processing of documents. Use various software, printing, and scanning programs.	High School	1
541990	Document Processing Specialist	Will download and upload documents, perform data entry, scan, file, organize documents into a database or other system as required. Coordinate efforts associated with the preparation and processing of documents. Use various software, printing, and scanning programs.	High School	1

54151S	Technical Consultant Manager III	Manages applications and systems development. Manages the design, programming, and modification of software applications and systems. Uses subject matter and functional system expertise, influence and process skills to identify and meet high priority needs across competing tasks and constrained resources. May hire, train, manage, and evaluate staff; may manage supervisors.	Bachelor's Degree	12
54151S	Full-Stack Engineer III	Develops, integrates, and delivers complex applications using front- end, back end, database and hosting tools. Uses expertise to deliver software products independently using functional specifications. Utilizes all layers of the stack to complete coding, UI/UX, database integrations, and deployment activities. Provides test plans. Subject Matter Expert (SME) in the utilization of a variety of development programming languages. May manage/supervisor staff.	Bachelor's Degree	6
54151S	Full-Stack Engineer II	Develops, integrates, and delivers applications using front- end, back end, database and hosting tools. Delivers software products independently using functional specifications. Utilizes all layers of the stack to complete coding, UI/UX, database integrations, and deployment activities. Provides test plans. Proficient in the utilization of a variety of development programming languages.	Bachelor's Degree	4
54151S	Full-Stack Engineer I	Develops, integrates, and delivers applications using front- end, back end, database and hosting tools. Delivers software products under direction of senior staff using functional specifications. Working knowledge using all layers of the stack to complete coding, UI/UX, database integrations, and deployment activities. Familiarity using a variety of development programming languages. Work is performed under senior staff oversight.	Bachelor's Degree	2
54151S	Content Manager II	May manage a staff who write, prepare, and review content to be used for various platforms and channels. May write, prepare, and review such content and perform other content management related tasks. Develops, implements, and maintains editorial policies and standards and ensures conformance. Reviews teams work product and gives final approval. Acts as advisor to team regarding projects, tasks, and operations. Oversees the coordination of production and distribution activities.	Bachelor's Degree	4

54151S	Content Manager I	Oversees and manages the creation, development, and distribution of content for various platforms and channels. May also write, prepare, and review such content and perform other content management related tasks. Develops, implements, and maintains related policies and standards and ensures conformance. Reviews work product for final approval. May oversee the coordination of production and distribution activities.	Bachelor's Degree	2

Labor Category Substitution Methodology

The Vendor offers only the personnel who meet or exceed the minimum qualification requirements stated in the Commercial Labor Category Descriptions provided herein. Vendor allows experience to substitute for minimum education requirements and education to substitute for minimum years of experience. Vendor criteria for substitution are as follows:

Education: An associate degree will equal 2 years of experience. A relevant bachelor's degree will equal 4 years of experience. A relevant Master's Degree will equal 6 years of experience. A Doctorate will equal 8 years of experience.

Experience: For every year of full time specific field experience, the person shall be credited with one Year of degree qualifications toward the values stated in the labor category descriptions.

GSA and/or the ordering activities may have access to any employee resume (by request) before, during, or after assignment of any GSA order. If for some extenuating reason a person assigned to an order must be replaced or substituted, the ordering activity will be notified in advance, in writing, and the substituted personnel will meet or exceed the required qualifications for the departing employee's labor category.

****It is solely the acquiring agency's determination if the substitution is considered acceptable prior to an award.**

Service Contract Labor Standards: The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and / or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract