



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

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

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

SPECIAL ITEM NUMBER 132-56 – HEALTH INFORMATION TECHNOLOGY SERVICES

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

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

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

Visionary Consulting Partners, LLC
4031 University Drive, Suite 100, Mason Enterprise Center -Fairfax
Fairfax, VA 22030-3409
(P) (703) 766-4675
(F) (703) 934-2028
www.vcp-llc.com

Contract Number: **GS-35F-007GA**

Period Covered by Contract: **10/07/16 – 10/06/21**

Pricelist current through Modification # _____, dated _____.

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

CUSTOMER INFORMATION:

1. Awarded Special Item Number(s):

SIN	Description
132-51	Professional Information Technology Services
132-56	Health Information Technology Services

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: Not Applicable.

1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education are provided beginning on page 4.

2. Maximum Order: \$500,000

3. Minimum Order: \$100

4. Geographic Coverage: Domestic & Overseas

5. Point of Production: N/A

6. Prices Shown Herein are Net (discount deducted)

7. Quantity Discount: None

8. Prompt Payment Terms: Net 30

9. **Government Purchase Cards** Will Accept

10. **Foreign Items:** None

11. **Time of Delivery:** Visionary Consulting Partners, LLC shall deliver or perform services in accordance with the terms negotiated in an agency's order.

11b. **Expedited Delivery:** Consult with Contractor

11c. **Overnight/2-Day Delivery:** Consult with Contractor

11d. **Urgent Requirements:** Consult with Contractor

12. **FOB Point:** Destination

13. **Ordering Address:** Contracts and Program Management Office
ATTN: Michael D. Thornton, Sr.
4031 University Drive, Suite 100, Mason Enterprise Center -Fairfax
Fairfax, VA 22030-3409

- 14. Payment Address:** Accounts Receivables
ATTN: Michael D. Thornton, Sr.
4031 University Drive, Suite 100, Mason Enterprise Center -Fairfax
Fairfax, VA 22030-3409
- 15. Warranty Provisions:** Contractor's Standard Warranty
- 16. Export Packing charges:** Not applicable
- 17. Terms and conditions of Government Purchase Card Acceptance:** Contact Visionary Consulting Partners for terms and conditions of Government Purchase Card acceptance.
- 18. Terms and conditions of rental, maintenance, and repair:** Not applicable
- 19. Terms and conditions of installation:** Not applicable
- 20b. Terms and conditions of repair parts:** Not applicable
- 20b. Terms and conditions for any other services:** Not applicable
- 20. List of service and distribution points:** Not applicable
- 21. List of participating dealers:** Not applicable
- 22. Preventive maintenance:** Not applicable
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:**
Not applicable
- 24b.** Contact Visionary Consulting Partners for Section 508 compliance information. The EIT standards can be found at: <http://www.section508.gov>
- 25. DUNS Number:** 02-048-7498
- 26.** Visionary Consulting Partners is registered in the System for Award Management (SAM) database.

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)**

1. SCOPE

a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.

b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES

a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.

b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER

a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

The Inspection of Services—Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection—Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Services.

9. INDEPENDENT CONTRACTOR

All IT Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

- (a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- (b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
 - (1) The offeror;
 - (2) Subcontractors; and/or
 - (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

SIN 132-51 Hourly Rates

Labor Category	10/07/16 – 10/06/17	10/07/17 – 10/06/18	10/07/18 – 10/06/19	10/07/19 – 10/06/20	10/07/20 – 10/06/21
IT Communications Specialist	\$76.75	\$78.29	\$79.85	\$81.45	\$83.08
IT Database Engineer	\$127.45	\$130.00	\$132.60	\$135.25	\$137.96
IT Functional Manager	\$118.66	\$121.03	\$123.45	\$125.92	\$128.44
IT Information Systems Analyst	\$95.74	\$97.65	\$99.61	\$101.60	\$103.63
IT Information Systems Program Manager	\$140.42	\$143.23	\$146.09	\$149.01	\$152.00
IT Professional Assistant - Middle	\$58.81	\$59.99	\$61.19	\$62.41	\$63.66
IT Professional Assistant - Senior	\$74.19	\$75.67	\$77.19	\$78.73	\$80.31
IT Program Manager - Senior	\$143.21	\$146.07	\$149.00	\$151.98	\$155.02
IT Project Manager	\$118.35	\$120.72	\$123.13	\$125.59	\$128.11
IT Subject Matter Expert (SME)	\$186.65	\$190.38	\$194.19	\$198.07	\$202.04
IT Systems Acquisition - Junior	\$79.11	\$80.69	\$82.31	\$83.95	\$85.63
IT Systems Analyst - Senior	\$105.48	\$107.59	\$109.74	\$111.94	\$114.17
IT Technology Manager	\$139.00	\$141.78	\$144.62	\$147.51	\$150.46
IT Systems Acquisition - Senior	\$143.21	\$146.07	\$149.00	\$151.98	\$155.02

SIN 132-56 Hourly Rates

Labor Category	10/07/16 – 10/06/17	10/07/17 – 10/06/18	10/07/18 – 10/06/19	10/07/19 – 10/06/20	10/07/20 – 10/06/21
HIT Communications Specialist	\$76.75	\$78.29	\$79.85	\$81.45	\$83.08
HIT Database Engineer	\$127.45	\$130.00	\$132.60	\$135.25	\$137.96
HIT Functional Manager	\$118.66	\$121.03	\$123.45	\$125.92	\$128.44
HIT Information Systems Analyst	\$95.74	\$97.65	\$99.61	\$101.60	\$103.63
HIT Information Systems Program Manager	\$140.42	\$143.23	\$146.09	\$149.01	\$152.00
HIT Professional Assistant - Middle	\$58.81	\$59.99	\$61.19	\$62.41	\$63.66
HIT Professional Assistant - Senior	\$74.19	\$75.67	\$77.19	\$78.73	\$80.31
HIT Program Manager - Senior	\$143.21	\$146.07	\$149.00	\$151.98	\$155.02
HIT Project Manager	\$118.35	\$120.72	\$123.13	\$125.59	\$128.11
HIT Subject Matter Expert (SME)	\$186.65	\$190.38	\$194.19	\$198.07	\$202.04
HIT Systems Acquisition - Junior	\$79.11	\$80.69	\$82.31	\$83.95	\$85.63
HIT Systems Analyst - Senior	\$105.48	\$107.59	\$109.74	\$111.94	\$114.17
HIT Technology Manager	\$139.00	\$141.78	\$144.62	\$147.51	\$150.46
HIT Systems Acquisition - Senior	\$143.21	\$146.07	\$149.00	\$151.98	\$155.02

Labor Category Descriptions SIN 132-51

IT Communications Specialist

Functional Responsibilities: Develops, writes, and edits IT functional descriptions, system specifications, user's manuals, special reports, or any other deliverables and documents. Observes production, developmental, and experimental activities to determine operating procedure and detail, interviews production and engineering personnel, reads journals, reports, and other material to become familiar with product technologies and production methods, reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment, and studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. Organizes IT material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. Maintains records and files of work and revisions, selects photographs, drawings, sketches, diagrams, and charts to illustrate material, edits, standardizes, or changes material prepared by other writers or technical personnel.

Minimum Education: Bachelor's

Minimum Experience: 2 Years

IT Database Engineer

Functional Responsibilities: Designs, recommends, develops, and implements procedures to ensure integrity, security, and privacy of the all IT database systems in accordance with the client's regulatory and contractual environment. Determines procedures for backup/recovery to ensure adequate recovery in a timely manner according to internal and external Service Level Agreements. Includes database backup / recovery process design, implementation and testing.

Minimum Education: Bachelor's

Minimum Experience: 4 Years

IT Functional Manager

Functional Responsibilities: Reviews and determines all appropriate IT technical staffing requirements within required budget and timeframe and prepares all technical publications and software resources for projects. Administers all phases of planning and implementation of IT medium projects and analyzes all potential risks and monitor all project requirements. Monitors and ensures compliance to all Quality Assurance procedures and evaluate all client issues and comments. Coordinates with Program Manager and client staff to ensure contract milestones are in compliance with the approved Project Management / Task Management plan.

Minimum Education: Bachelor's

Minimum Experience: 3 Years

IT Information Systems Analyst

Functional Responsibilities: Possesses ability to lead or supervise a team of IT specialists and other management staff to incorporate requirements into new or existing information management systems. Assesses and applies multiple organizational, and management improvement techniques in a government or commercial environment. Conducts and participates in formal and informal reviews at pre-determined points throughout the project life cycle. Analyzes client needs to determine systems requirements as they apply to the client's management and IT systems. Reviews client requirements and participate in client problem-solving and in the recommendation process. Identifies best practices and apply enterprise-wide process re-engineering, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. Applies process improvement and re-engineering methodologies and principles. Creates and assesses performance measurements. Communicates effectively orally or in writing. Possesses excellent interpersonal skills.

Minimum Education: Bachelor's

Minimum Experience: 3 Years

IT Information Systems Program Manager

Functional Responsibilities: Experience in IT information security, information assurance, testing, implementation, operation, program management, or other related services. Directs multiple work streams, and oversees the work of program personnel including, but not limited to, other IT IS Program Manager(s), Project Manager(s), and other project team members. May manage other health IT Information Systems staff and/or oversee multiple engagements. Directs the completion of projects and applies experience in information security, performance management, risk management, actuarial consulting, or other related services. Interacts with the client on program-related issues and directs communication across the program and with key stakeholders.

Minimum Education: Bachelor's

Minimum Experience: 6 Years

IT Professional Assistant - Middle

Functional Responsibilities: Performs diverse IT duties requiring significant experience with client workflow and/or operations. Key responsibilities include: Maintaining IT Information Systems, initiating special reports, composing routine correspondence, and compiling statistical, system and budget information, and providing communication with all levels of client personnel to gather and convey information.

Minimum Education: Associate's

Minimum Experience: 2 Years

IT Professional Assistant - Senior

Functional Responsibilities: Performs diverse IT duties requiring significant experience with client workflow and/or operations. Key responsibilities include: Maintaining IT Information Systems, initiating

special reports, composing routine correspondence, and compiling statistical, system and budget information, and providing communication with all levels of client personnel to gather and convey information.

Minimum Education: Associate's

Minimum Experience: 4 Years

IT Program Manager - Senior

Functional Responsibilities: Possesses experience and comprehensive knowledge of IT, and recognition as a leader within the team's functions. Manages and directs the activities of a group of management and IT technical professionals. Executes the business plans and develops plans for multiple corporate projects. Determines needs as well as investigates and resolves problems. Interfaces with other functional teams and outside personnel. Prepares capital and operating requests. Directs multiple work streams and oversees the work of program personnel including, but not limited to, Program Manager(s), Project Manager(s), and other project team members. May manage other Program Managers and/or oversee multiple engagements. Directs the completion of projects and applies experience in Program / Project Management, IT systems development and implementation, enterprise architecture, performance management, risk management, or other related services. Interacts with the client on program-related issues and directs communication across the program and with key stakeholders. Responsible for interviewing, hiring, and training contractor employees. Responsible for staff development, planning, assigning and directing work. Responsible for addressing complaints and resolving problems.

Minimum Education: Bachelor's

Minimum Experience: 6 Years

IT Project Manager

Functional Responsibilities: Possesses experience and comprehensive knowledge of several IT related fields, and recognition as a leader within the team's functions. Manages the IT activities of the project team. Directs multiple activities of a group of management and technical professional. Executes the business plans and develops plans and projects. Determines needs as well as investigates and resolves problems. Interfaces with other functional area and other external personnel. Prepares capital and operating requests. Manages staff. Acts as senior resource for a specific discipline or function. Organizes and directs work, coordinates efforts with other functions, and directs personnel to achieve objectives. Develops comprehensive project management plans to include project Scope, Time, Cost and Quality management subsidiary plans. Responsible for addressing complaints and resolving problems.

Minimum Education: Bachelor's

Minimum Experience: 3 Years

IT SME

Functional Responsibilities: Possesses the ability to provide consultative direction for clients' IT training and learning needs towards pre-determined short, medium, and long-term learning objectives. Determines, recommends, and pursues courses of action to achieve desired objectives. Develops,

directs, plans, delivers and evaluates IT related activities to meet external customer or internal employee objectives. Provides direct instruction and training to customers on services, procedures, processes, techniques, tactics, products or skill development, if necessary. Provides customized needs analysis, systems analysis and evaluation, and Executive-level support as determined by the client. Evaluates existing IT systems, assesses results to establish an “as-is” baseline, and develops and implements enhancements as needed. Collaborates with customer or internal functional organization to develop, enhance, and/or evaluate new or existing system requirements and provide recommendations to the clients as necessary.

Minimum Education: Bachelor’s

Minimum Experience: 8 Years

IT Systems Acquisition, Junior

Functional Responsibilities: Works closely with senior analysts in IT systems evaluation, acquisition documentation and acquisition planning subject matter experts to develop requirements and evaluation criteria for acquisitions. Writes memorandum of needs and acquisition plans, reviews acquisition packages to the acquisition office, reviews existing contracts to determine compliance with applicable laws, regulations and policies, provides clarification documents to acquisition office and train staff on current procurement laws, regulations and policies. May perform or evaluate IT market research and trends, conditions and technological advances as they apply to the program with review and supervision of senior analyst. May assist with the development of source selection evaluation criteria. Coordinates and works with the IT technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May be responsible for assisting with the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking.

Minimum Education: Bachelor’s

Minimum Experience: 2 Years

IT Systems Acquisition, Senior

Functional Responsibilities: Guides junior analysts with overseeing of IT acquisition documentation and planning. Writes memorandum of needs and acquisition plans, reviews acquisition packages to the acquisition office, reviews existing contracts to determine compliance with applicable laws, regulations and policies, provide clarification documents to acquisition office and train staff on current procurement laws, regulations and policies. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program with review and supervision of lead analyst. May assist with the development of IT source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May be responsible for assisting with the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking.

Minimum Education: Bachelor’s

Minimum Experience: 5 Years

IT Systems Analyst - Senior

Functional Responsibilities: Leads or supervises a team of IT specialists and other management staff to incorporate requirements into new or existing information management systems. Assesses and applies multiple organizational, and management improvement techniques in a government or commercial environment. Conducts and participates in formal and informal reviews at pre-determined points throughout the project life cycle. Analyzes client needs to determine systems requirements as they apply to the client's management and IT systems. Reviews client requirements and participate in client problem-solving and in the recommendation process. Identifies best practices and apply enterprise-wide process re-engineering, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. Applies process improvement and re-engineering methodologies and principles. Creates and assesses performance measurements. Communicates effectively orally or in writing. Possesses excellent interpersonal skills.

Minimum Education: Bachelor's

Minimum Experience: 5 Years

IT Technology Manager

Functional Responsibilities:

Establishes priorities task assignments and completion. Ensures technology, quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a quality assurance role to ensure timely delivery of all specified deliverables. Possesses proven expertise in the development and management IT resources and demonstrated capability in managing multi-task contracts. Evaluates current technology infrastructure based on activities requirements and provides recommendations on optimizing the use of current technology or the procurement of additional materials and services to ensure project success.

Minimum Education: Bachelor's

Minimum Experience: 6 Years

Experience & Degree Substitution Equivalencies

Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

<u>Equivalent Degree</u>	<u>Equivalent Experience</u>
Associate's	2 years relevant experience
Bachelor's	Associate's degree + 2 years relevant experience or 4 years relevant experience
Master's	Bachelor's plus 2 years relevant experience or Associate's degree + 4 years relevant experience or 6 years relevant experience
Doctorate	Master's + 2 years relevant experience or Bachelor's + 4 years or Associate's + 6 years relevant experience or 8 years relevant experience

Labor Category Descriptions SIN 132-56

HIT Communications Specialist

Functional Responsibilities: Develops, writes, and edits Health IT functional descriptions, system specifications, user's manuals, special reports, or any other deliverables and documents. Observes production, developmental, and experimental activities to determine operating procedure and detail, interviews production and engineering personnel, reads journals, reports, and other material to become familiar with product technologies and production methods, reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment, and studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. Organizes Health IT material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. Maintains records and files of work and revisions, selects photographs, drawings, sketches, diagrams, and charts to illustrate material, edits, standardizes, or changes material prepared by other writers or technical personnel.

Minimum Education: Bachelor's

Minimum Experience: 2 Years

HIT Database Engineer

Functional Responsibilities: Designs, recommends, develops, and implements procedures to ensure integrity, security, and privacy of the all Health IT database systems in accordance with the client's regulatory and contractual environment. Determines procedures for backup/recovery to ensure adequate recovery in a timely manner according to internal and external Service Level Agreements. Includes database backup / recovery process design, implementation and testing.

Minimum Education: Bachelor's

Minimum Experience: 4 Years

HIT Functional Manager

Functional Responsibilities: Reviews and determines all appropriate Health IT technical staffing requirements within required budget and timeframe and prepares all technical publications and software resources for projects. Administers all phases of planning and implementation of Health IT medium projects and analyzes all potential risks and monitor all project requirements. Monitors and ensures compliance to all Quality Assurance procedures and evaluate all client issues and comments. Coordinates with Program Manager and client staff to ensure contract milestones are in compliance with the approved Project Management / Task Management plan.

Minimum Education: Bachelor's

Minimum Experience: 3 Years

HIT Information Systems Analyst

Functional Responsibilities: Possesses ability to lead or supervise a team of Health IT specialists and other management staff to incorporate requirements into new or existing information management systems. Assesses and applies multiple organizational, and management improvement techniques in a government or commercial environment. Conducts and participates in formal and informal reviews at pre-determined points throughout the project life cycle. Analyzes client needs to determine systems requirements as they apply to the client's management and Health IT systems. Reviews client requirements and participate in client problem-solving and in the recommendation process. Identifies best practices and apply enterprise-wide process re-engineering, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. Applies process improvement and re-engineering methodologies and principles. Creates and assesses performance measurements. Communicates effectively orally or in writing. Possesses excellent interpersonal skills.

Minimum Education: Bachelor's

Minimum Experience: 3 Years

HIT Information Systems Program Manager

Functional Responsibilities: Experience in Health IT information security, information assurance, testing, implementation, operation, program management, or other related services. Directs multiple work streams, and oversees the work of program personnel including, but not limited to, other Health IT IS Program Manager(s), Project Manager(s), and other project team members. May manage other Health IT Information Systems staff and/or oversee multiple engagements. Directs the completion of projects and applies experience in information security, performance management, risk management, actuarial consulting, or other related services. Interacts with the client on program-related issues and directs communication across the program and with key stakeholders.

Minimum Education: Bachelor's

Minimum Experience: 6 Years

HIT Professional Assistant - Middle

Functional Responsibilities: Performs diverse Health IT duties requiring significant experience with client workflow and/or operations. Key responsibilities include: Maintaining Health IT Information Systems, initiating special reports, composing routine correspondence, and compiling statistical, system and budget information, and providing communication with all levels of client personnel to gather and convey information.

Minimum Education: Associate's

Minimum Experience: 2 Years

HIT Professional Assistant - Senior

Functional Responsibilities: Performs diverse Health IT duties requiring significant experience with client workflow and/or operations. Key responsibilities include: Maintaining Health IT Information

Systems, initiating special reports, composing routine correspondence, and compiling statistical, system and budget information, and providing communication with all levels of client personnel to gather and convey information.

Minimum Education: Associate's

Minimum Experience: 4 Years

HIT Program Manager - Senior

Functional Responsibilities: Possesses experience and comprehensive knowledge of Health IT, and recognition as a leader within the team's functions. Manages and directs the activities of a group of management and Health IT technical professionals. Executes the business plans and develops plans for multiple corporate projects. Determines needs as well as investigates and resolves problems. Interfaces with other functional teams and outside personnel. Prepares capital and operating requests. Directs multiple work streams and oversees the work of program personnel including, but not limited to, Program Manager(s), Project Manager(s), and other project team members. May manage other Program Managers and/or oversee multiple engagements. Directs the completion of projects and applies experience in Program / Project Management, Health IT systems development and implementation, enterprise architecture, performance management, risk management, or other related services. Interacts with the client on program-related issues and directs communication across the program and with key stakeholders. Responsible for interviewing, hiring, and training contractor employees. Responsible for staff development, planning, assigning and directing work. Responsible for addressing complaints and resolving problems.

Minimum Education: Bachelor's

Minimum Experience: 6 Years

HIT Project Manager

Functional Responsibilities: Possesses experience and comprehensive knowledge of several Health IT related fields, and recognition as a leader within the team's functions. Manages the Health IT activities of the project team. Directs multiple activities of a group of management and technical professional. Executes the business plans and develops plans and projects. Determines needs as well as investigates and resolves problems. Interfaces with other functional area and other external personnel. Prepares capital and operating requests. Manages staff. Acts as senior resource for a specific discipline or function. Organizes and directs work, coordinates efforts with other functions, and directs personnel to achieve objectives. Develops comprehensive project management plans to include project Scope, Time, Cost and Quality management subsidiary plans. Responsible for addressing complaints and resolving problems.

Minimum Education: Bachelor's

Minimum Experience: 3 Years

HIT SME

Functional Responsibilities: Possesses the ability to provide consultative direction for clients' Health IT training and learning needs towards pre-determined short, medium, and long-term learning objectives.

Determines, recommends, and pursues courses of action to achieve desired objectives. Develops, directs, plans, delivers and evaluates Health IT related activities to meet external customer or internal employee objectives. Provides direct instruction and training to customers on services, procedures, processes, techniques, tactics, products or skill development, if necessary. Provides customized needs analysis, systems analysis and evaluation, and Executive-level support as determined by the client. Evaluates existing Health IT systems, assesses results to establish an “as-is” baseline, and develops and implements enhancements as needed. Collaborates with customer or internal functional organization to develop, enhance, and/or evaluate new or existing system requirements and provide recommendations to the clients as necessary.

Minimum Education: Bachelor’s

Minimum Experience: 8 Years

HIT Systems Acquisition, Junior

Functional Responsibilities: Works closely with senior analysts in Health IT systems evaluation, acquisition documentation and acquisition planning subject matter experts to develop requirements and evaluation criteria for acquisitions. Writes memorandum of needs and acquisition plans, reviews acquisition packages to the acquisition office, reviews existing contracts to determine compliance with applicable laws, regulations and policies, provides clarification documents to acquisition office and train staff on current procurement laws, regulations and policies. May perform or evaluate Health IT market research and trends, conditions and technological advances as they apply to the program with review and supervision of senior analyst. May assist with the development of source selection evaluation criteria. Coordinates and works with the Health IT technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May be responsible for assisting with the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking.

Minimum Education: Bachelor’s

Minimum Experience: 2 Years

HIT Systems Acquisition, Senior

Functional Responsibilities: Guides junior analysts with overseeing of Health IT acquisition documentation and planning. Writes memorandum of needs and acquisition plans, reviews acquisition packages to the acquisition office, reviews existing contracts to determine compliance with applicable laws, regulations and policies, provide clarification documents to acquisition office and train staff on current procurement laws, regulations and policies. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program with review and supervision of lead analyst. May assist with the development of Health IT source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May be responsible for assisting with the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking.

Minimum Education: Bachelor’s

Minimum Experience: 5 Years

HIT Systems Analyst - Senior

Functional Responsibilities: Leads or supervises a team of Health IT specialists and other management staff to incorporate requirements into new or existing information management systems. Assesses and applies multiple organizational, and management improvement techniques in a government or commercial environment. Conducts and participates in formal and informal reviews at pre-determined points throughout the project life cycle. Analyzes client needs to determine systems requirements as they apply to the client's management and Health IT systems. Reviews client requirements and participate in client problem-solving and in the recommendation process. Identifies best practices and apply enterprise-wide process re-engineering, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. Applies process improvement and re-engineering methodologies and principles. Creates and assesses performance measurements. Communicates effectively orally or in writing. Possesses excellent interpersonal skills.

Minimum Education: Bachelor's

Minimum Experience: 5 Years

HIT Technology Manager

Functional Responsibilities:

Establishes priorities task assignments and completion. Ensures Health IT, quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a quality assurance role to ensure timely delivery of all specified deliverables. Possesses proven expertise in the development and management of Health IT resources and demonstrated capability in managing multi-task contracts. Evaluates current Health IT infrastructure based on activities requirements and provides recommendations on optimizing the use of current technology or the procurement of additional materials and services to ensure project success.

Minimum Education: Bachelor's

Minimum Experience: 6 Years

Experience & Degree Substitution Equivalencies

Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

<u>Equivalent Degree</u>	<u>Equivalent Experience</u>
Associate's	2 years relevant experience
Bachelor's	Associate's degree + 2 years relevant experience or 4 years relevant experience
Master's	Bachelor's plus 2 years relevant experience or Associate's degree + 4 years relevant experience or 6 years relevant experience
Doctorate	Master's + 2 years relevant experience or Bachelor's + 4 years or Associate's + 6 years relevant experience or 8 years relevant experience