



GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

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

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

Contract Number: GS-35F-007GA
Contract Period: 10/07/2016 – 10/06/2026

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

Contractor: Visionary Consulting Partners, LLC
4031 University Drive, Suite 100, Mason Enterprise Center -Fairfax
Fairfax, VA 22030-3409

Business Size: Service Disabled Veteran Owned Small business, Women Owned (EDWOSB),
SBA Certified 8(a)

Telephone: (703) 766-4675
FAX Number: (703) 934-2028
Web Site: www.vcp-llc.com
E-mail: visionary@vcp-llc.com
Contract Administration: Michael D. Thornton, Sr.

Pricelist current through Modification #PS-0017 effective 02-17-22.

CUSTOMER INFORMATION:

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

SIN	Recovery	SIN Description
54151HEAL	54151HEALRC	Health Information Technology Services
54151S	54151SRC	Professional Information Technology Services
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
OLM	OLMRC	Order Level Materials

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

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

2. Maximum Order:

- For SIN 54151HEAL and 54151S - \$500,000
- For SIN 541611 - \$1,000,000
- For SIN OLM - \$250,000

3. Minimum Order: \$100.00

4. Geographic Coverage (delivery Area): Worldwide

5. Point(s) of production (city, county, and state or foreign country): Not applicable

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

7. Quantity discounts: None

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

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

10a. Time of Delivery (Contractor insert number of days): Visionary Consulting Partners, LLC shall deliver or perform services in accordance with the terms negotiated in an agency's order.

10b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Consult with Contractor

10c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Consult with Contractor

10d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Consult with Contractor

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

12a. Ordering Address(es): Contracts and Program Management Office
ATTN: Michael D. Thornton, Sr.
4031 University Drive, Suite 100, Mason Enterprise Center -Fairfax
Fairfax, VA 22030-3409

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

13. Payment address(es): Accounts Receivables
ATTN: Michael D. Thornton, Sr.
4031 University Drive, Suite 100, Mason Enterprise Center -Fairfax
Fairfax, VA 22030-3409

14. Warranty provision: Not applicable

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. 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 on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at: www.Section508.gov/.
www.vcp-llc.com**

23. Unique Entity Identifier (UEI) number: 020487498

24. Notification regarding registration in System for Award Management (SAM) database: Visionary Consulting Partners is registered in the SAM database.



GSA Awarded Pricing (w/ IFF)
SIN 54151HEAL

SIN	Labor Category	10/07/21	10/07/22	10/07/23	10/07/24	10/07/25
		-	-	-	-	-
		10/06/22	10/06/23	10/06/24	10/06/25	10/06/26
54151HEAL	HIT Communications Specialist	\$84.74	\$86.44	\$88.17	\$89.93	\$91.73
54151HEAL	HIT Database Engineer	\$140.72	\$143.53	\$146.40	\$149.33	\$152.32
54151HEAL	HIT Functional Manager	\$131.01	\$133.63	\$136.30	\$139.03	\$141.81
54151HEAL	HIT Information Systems Analyst	\$105.70	\$107.82	\$109.97	\$112.17	\$114.42
54151HEAL	HIT Information Systems Program Manager	\$155.04	\$158.14	\$161.30	\$164.53	\$167.82
54151HEAL	HIT Professional Assistant - Middle	\$64.93	\$66.23	\$67.56	\$68.91	\$70.29
54151HEAL	HIT Professional Assistant - Senior	\$81.92	\$83.55	\$85.23	\$86.93	\$88.67
54151HEAL	HIT Program Manager - Senior	\$158.12	\$161.28	\$164.51	\$167.80	\$171.15
54151HEAL	HIT Project Manager	\$130.67	\$133.29	\$135.95	\$138.67	\$141.44
54151HEAL	HIT Subject Matter Expert (SME)	\$206.08	\$210.20	\$214.41	\$218.69	\$223.07
54151HEAL	HIT Systems Acquisition - Junior	\$87.34	\$89.09	\$90.87	\$92.69	\$94.54
54151HEAL	HIT Systems Acquisition - Senior	\$158.12	\$161.28	\$164.51	\$167.80	\$171.15
54151HEAL	HIT Systems Analyst - Senior	\$116.45	\$118.78	\$121.16	\$123.58	\$126.05
54151HEAL	HIT Technology Manager	\$153.47	\$156.54	\$159.67	\$162.86	\$166.12



GSA Awarded Pricing (w/ IFF)
SIN 54151S

SIN	Labor Category	10/07/21	10/07/22	10/07/23	10/07/24	10/07/25
		-	-	-	-	-
		10/06/22	10/06/23	10/06/24	10/06/25	10/06/26
54151S	IT Communications Specialist	\$84.74	\$86.44	\$88.17	\$89.93	\$91.73
54151S	IT Database Engineer	\$140.72	\$143.53	\$146.40	\$149.33	\$152.32
54151S	IT Functional Manager	\$131.01	\$133.63	\$136.30	\$139.03	\$141.81
54151S	IT Information Systems Analyst	\$105.70	\$107.82	\$109.97	\$112.17	\$114.42
54151S	IT Information Systems Program Manager	\$155.04	\$158.14	\$161.30	\$164.53	\$167.82
54151S	IT Professional Assistant - Middle	\$64.93	\$66.23	\$67.56	\$68.91	\$70.29
54151S	IT Professional Assistant - Senior	\$81.92	\$83.55	\$85.23	\$86.93	\$88.67
54151S	IT Program Manager - Senior	\$158.12	\$161.28	\$164.51	\$167.80	\$171.15
54151S	IT Project Manager	\$130.67	\$133.29	\$135.95	\$138.67	\$141.44
54151S	IT Subject Matter Expert (SME)	\$206.08	\$210.20	\$214.41	\$218.69	\$223.07
54151S	IT Systems Acquisition - Junior	\$87.34	\$89.09	\$90.87	\$92.69	\$94.54
54151S	IT Systems Acquisition - Senior	\$158.12	\$161.28	\$164.51	\$167.80	\$171.15
54151S	IT Systems Analyst - Senior	\$116.45	\$118.78	\$121.16	\$123.58	\$126.05
54151S	IT Technology Manager	\$153.47	\$156.54	\$159.67	\$162.86	\$166.12



GSA Awarded Pricing (w/ IFF)
SIN 541611

SIN	Labor Category	10/07/21	10/07/22	10/07/23	10/07/24	10/07/25
		-	-	-	-	-
		10/06/22	10/06/23	10/06/24	10/06/25	10/06/26
541611	Acquisition Analyst - Junior	\$86.42	\$88.15	\$89.91	\$91.71	\$93.54
541611	Acquisition Analyst - Senior	\$115.22	\$117.52	\$119.87	\$122.27	\$124.72
541611	Administrative Assistant - Senior	\$81.06	\$82.68	\$84.33	\$86.02	\$87.74
541611	Database Engineer	\$143.57	\$146.44	\$149.37	\$152.36	\$155.41
541611	Management Analyst - Senior	\$104.59	\$106.68	\$108.81	\$110.99	\$113.21
541611	Operational Innovation Coordinator	\$156.45	\$159.58	\$162.77	\$166.03	\$169.35
541611	Program Manager	\$158.19	\$161.35	\$164.58	\$167.87	\$171.23
541611	Task Manager	\$129.63	\$132.22	\$134.86	\$137.56	\$140.31

Labor Category Descriptions SIN 54151HEAL

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: Bachelors

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: Bachelors

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: Bachelors

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: Bachelors

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: Bachelors

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: Associates

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: Associates

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: Bachelors

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: Bachelors

Minimum Experience: 3 Years

HIT Subject Matter Expert (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: Bachelors

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: Bachelors

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: Bachelors

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: Bachelors

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: Bachelors

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>
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Associates	2 years relevant experience
Bachelors	Associates degree + 2 years relevant experience or 4 years relevant experience
Masters	Bachelors plus 2 years relevant experience or Associates degree + 4 years relevant experience or 6 years relevant experience
Doctorate	Masters + 2 years relevant experience or Bachelors + 4 years or Associates + 6 years relevant experience or 8 years relevant experience

Labor Category Descriptions SIN 54151S

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: Bachelors

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: Bachelors

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: Bachelors

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: Bachelors

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: Bachelors

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: Associates

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: Associates

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: Bachelors

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: Bachelors

Minimum Experience: 3 Years

IT Subject Matter Expert (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: Bachelors

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: Bachelors

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: Bachelors

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: Bachelors

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: Bachelors

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>
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Associates	2 years relevant experience
Bachelors	Associates degree + 2 years relevant experience or 4 years relevant experience
Masters	Bachelors plus 2 years relevant experience or Associates degree + 4 years relevant experience or 6 years relevant experience
Doctorate	Masters + 2 years relevant experience or Bachelors + 4 years or Associates + 6 years relevant experience or 8 years relevant experience

Labor Category Descriptions SIN 541611

Acquisition Analyst - Junior

Functional Responsibilities: Works closely with senior analysts in 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 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 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: Bachelors

Minimum Experience: 1 Year

Acquisition Analyst - Senior

Functional Responsibilities: Guides junior analysts with overseeing of 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 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: Bachelors

Minimum Experience: 5 Years

Administrative Assistant - Senior

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

Minimum Education: Associates

Minimum Experience: 8 Years

Database Engineer

Functional Responsibilities: Designs, recommends, develops, and implements procedures to ensure integrity, security, and privacy of the all 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: Bachelors

Minimum Experience: 3 Years

Management Analyst - Senior

Functional Responsibilities: Possesses ability to lead or supervise a team of 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 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: Bachelors

Minimum Experience: 4 Years

Operational Innovation Coordinator

Functional Responsibilities: Establishes priorities task assignments and completion. Ensures 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 management and control of funds and resources and demonstrated capability in managing multi-task contracts.

Minimum Education: Bachelors

Minimum Experience: 10 Years

Program Manager

Functional Responsibilities: Possesses experience and comprehensive knowledge of several related fields, and recognition as a leader within the team's functions. Manages the activities of a group of management. Directs multiple activities of a group of management. Executes the business plans and

develops plans and projects. Determines needs as well as investigates and resolves problems. Interfaces with other functions and outside 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. Directly supervises contractor employees. 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: Bachelors

Minimum Experience: 10 Years

Task Manager

Functional Responsibilities: Reviews and determines all appropriate 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 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.

Minimum Education: Bachelors

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>
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Bachelors	Associates degree + 2 years relevant experience or 4 years relevant experience
Masters	Bachelors plus 2 years relevant experience or Associates degree + 4 years relevant experience or 6 years relevant experience
Doctorate	Masters + 2 years relevant experience or Bachelors + 4 years or Associates + 6 years relevant experience or 8 years relevant experience