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

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

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

Contract Number: GS-35F-0040X
Contract Period: October 29, 2020 to October 28, 2025
Pricelist current as of Modification PS-0047 dated 03/30/2023

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

Contractor:	Highlight Technologies, Inc.
	9990 Fairfax Blvd, Suite 350
	Fairfax, VA 22030
Business Size:	Large Business
Telephone:	703-539-0410
Web Site:	www.highlighttech.com
E-mail:	eschlegel@highlighttech.com

Contract Administration: Elaine Schlegel

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	Information Technology Professional 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 **-** $500,000
                    For SIN 54151S - $500,000
                    For SIN 541611 **-** $1,000,000
                    For SIN OLM - $250,000

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic

5. Point(s) of production (city, county, and state or foreign country): Same as Company Address

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

7. Quantity discounts: The discount is based on annual sales and the orders' funded value at the time of award. Single orders at or over $250,000.00 receive a 1% discount.

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): Not applicable

10a. Time of Delivery (Contractor insert number of days): Consult with Contractor

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: As negotiated between the ordering activity and Highlight Technologies, Inc.

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: As negotiated between the ordering activity and Highlight Technologies, Inc.

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: As negotiated between the ordering activity and Highlight Technologies, Inc.

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

12a. Ordering Address(es):　　Highlight Technologies, Inc.
　　　　　　　　　　　　　　　ATTN: GSA Sales
　　　　　　　　　　　　　　　9990 Fairfax Blvd, Suite 350
　　　　　　　　　　　　　　　Fairfax, VA 22030
　　　　　　　　　(P) 703-539-0410
12b. Ordering procedures: See Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address(es):　　Highlight Technologies, Inc.
　　　　　　　　　　　　　　　9990 Fairfax Blvd, Suite 350
　　　　　　　　　　　　　　　Fairfax, VA 22030

14. Warranty provision: Contractor's Standard Warranty

15. Export Packing Charges (if applicable): Not Applicable

16. Terms and conditions of rental, maintenance, and repair (if applicable): None

17. Terms and conditions of installation (if applicable): None

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 for the information and communications technology (ICT) products and services and show where full details can be found (e.g. contractor's website or other location.) ICT accessibility standards can be found at: https://www.Section508.gov/. N/A

23. Unique Entity Identifier (UEI) number: C2MSYQALD3E4

24. Notification regarding registration in System for Award Management (SAM) database: Highlight Technologies, Inc. is registered in the SAM database.

GSA Awarded Pricing (w/ IFF)

SIN	Labor Category Description	Year 11 10/29/2020 - 10/28/2021	Year 12 10/29/2021 - 10/28/2022	Year 13 10/29/2022 - 10/28/2023	Year 14 10/29/2023 - 10/28/2024	Year 15 10/29/2024 - 10/28/2025
54151HEAL	Health IT Analyst III	$136.19	$139.32	$142.53	$145.81	$149.16
54151HEAL	Health IT Data Analyst	$104.83	$107.24	$109.70	$112.23	$114.81
54151HEAL	Health IT Database Management Specialist I	$76.86	$78.63	$80.43	$82.28	$84.18
54151HEAL	Health IT Database Management Specialist IV	$131.50	$134.52	$137.61	$140.78	$144.02
54151HEAL	Health IT Information Assurance Specialist II	$139.77	$142.99	$146.28	$149.64	$153.08
54151HEAL	Health IT Program Manager III	$197.35	$201.89	$206.53	$211.28	$216.14
54151HEAL	Health IT Project Manager II	$109.17	$111.69	$114.25	$116.88	$119.57
54151HEAL	Health IT Project Manager III	$131.07	$134.08	$137.17	$140.32	$143.55
54151HEAL	Health IT Project Manager IV	$136.19	$139.32	$142.53	$145.81	$149.16
54151HEAL	Health IT Requirements Analyst II	$101.64	$103.97	$106.36	$108.81	$111.31
54151HEAL	Health IT Requirements Analyst IV	$148.55	$151.97	$155.46	$159.04	$162.70
54151HEAL	Health IT Requirements Analyst V	$185.54	$189.81	$194.17	$198.64	$203.21
54151HEAL	Health IT Technical Writer II	$93.11	$95.26	$97.45	$99.69	$101.98
54151S	Computer Security Systems Specialist II	$135.43	$138.55	$141.74	$145.00	$148.33
54151S	Data Analyst	$104.83	$107.24	$109.70	$112.23	$114.81
54151S	Data Modeler	$119.97	$122.73	$125.55	$128.44	$131.39
54151S	Database Administrator	$122.31	$125.12	$128.00	$130.94	$133.96
54151S	Database Management Specialist I	$76.86	$78.63	$80.43	$82.28	$84.18
54151S	Database Management Specialist II	$101.65	$103.98	$106.37	$108.82	$111.32

54151S	Database Management Specialist III	$120.68	$123.46	$126.30	$129.20	$132.18
54151S	Database Management Specialist IV	$131.50	$134.52	$137.61	$140.78	$144.02

54151S	Database Management Specialist V	$135.43	$138.55	$141.74	$145.00	$148.33
54151S	Graphical User Interface Designer	$121.07	$123.86	$126.71	$129.62	$132.60
54151S	Information Assurance Specialist	$122.31	$125.12	$128.00	$130.94	$133.96
54151S	Information Assurance Specialist II	$139.77	$142.99	$146.28	$149.64	$153.08
54151S	Information Assurance Specialist III	$144.44	$147.76	$151.16	$154.63	$158.19
54151S	IT Analyst I	$91.19	$93.29	$95.43	$97.63	$99.87
54151S	IT Analyst II	$98.82	$101.09	$103.42	$105.80	$108.23
54151S	IT Analyst III	$136.19	$139.32	$142.53	$145.81	$149.16
54151S	IT Specialist I	$55.88	$57.16	$58.48	$59.82	$61.20
54151S	IT Specialist II	$69.10	$70.69	$72.32	$73.98	$75.68
54151S	IT Specialist III	$81.77	$83.65	$85.57	$87.54	$89.55
54151S	Privacy Consultant	$145.60	$148.95	$152.38	$155.88	$159.47
54151S	Program Manager III	$197.35	$201.89	$206.53	$211.28	$216.14
54151S	Project Manager I	$105.56	$107.99	$110.48	$113.02	$115.62

54151S	Project Manager II	$109.17	$111.69	$114.25	$116.88	$119.57
54151S	Project Manager III	$131.07	$134.08	$137.17	$140.32	$143.55
54151S	Project Manager IV	$136.19	$139.32	$142.53	$145.81	$149.16
54151S	Requirements Analyst I	$84.01	$85.94	$87.92	$89.94	$92.01
54151S	Requirements Analyst II	$101.64	$103.97	$106.36	$108.81	$111.31
54151S	Requirements Analyst III	$124.66	$127.53	$130.46	$133.46	$136.53
54151S	Requirements Analyst IV	$148.55	$151.97	$155.46	$159.04	$162.70
54151S	Requirements Analyst V	$185.54	$189.81	$194.17	$198.64	$203.21
54151S	Research Associate	$76.90	$78.67	$80.48	$82.33	$84.22
54151S	Sr. Data Modeler	$126.96	$129.88	$132.87	$135.93	$139.05
54151S	Technical Writer I	$71.31	$72.95	$74.63	$76.35	$78.10
54151S	Technical Writer II	$93.11	$95.26	$97.45	$99.69	$101.98
54151S	Technical Writer IV	$134.12	$137.20	$140.36	$143.58	$146.89
54151S	Web Developer	$94.83	$97.01	$99.24	$101.53	$103.86

54151S	Web Developer IV	$131.07	$134.08	$137.17	$140.32	$143.55
541611	Administrative Assistant I **	N/A	N/A	$28.81	$29.47	$30.15
541611	Administrative Assistant II **	N/A	N/A	$31.41	$32.13	$32.87

541611	Business Analyst I	N/A	N/A	$61.45	$62.86	$64.30
541611	Business Analyst II	N/A	N/A	$73.46	$75.15	$76.89
541611	Business Analyst III	N/A	N/A	$86.45	$88.44	$90.48
541611	Junior Technical Writer	N/A	N/A	$60.50	$61.89	$63.31
541611	Program Manager I	N/A	N/A	$107.41	$109.88	$112.41
541611	Program Manager II	N/A	N/A	$129.39	$132.36	$135.41
541611	Program Manager III	N/A	N/A	$170.31	$174.23	$178.24
541611	Program Support I	N/A	N/A	$56.81	$58.12	$59.46
541611	Program Support II	N/A	N/A	$75.42	$77.16	$78.93
541611	Program Support III	N/A	N/A	$78.02	$79.82	$81.65
541611	Project Manager	N/A	N/A	$100.85	$103.17	$105.55
541611	Senior Consultant/Technical Specialist I	N/A	N/A	$178.84	$182.95	$187.16
541611	Senior Consultant/Technical Specialist II	N/A	N/A	$201.20	$205.82	$210.56
541611	Senior Consultant/Technical Specialist III	N/A	N/A	$234.74	$240.14	$245.66
541611	Subject Matter Expert I	N/A	N/A	$89.75	$91.82	$93.93
541611	Subject Matter Expert II	N/A	N/A	$122.04	$124.85	$127.72
541611	Subject Matter Expert III	N/A	N/A	$159.28	$162.94	$166.69

*Rates are for work performed at the Government Location only.

Service Contract Labor Standards (SCLS) Matrix

SCLS Eligible Labor Category	SCLS Equivalent Code Title	Wage Determination No
Administrative Assistant I	01111 General Clerk I	2015-4281 Rev 16
Administrative Assistant II	01112 General Clerk II	2015-4281 Rev 16

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

Highlight Technologies, Inc. 54151HEAL Labor Category Descriptions

Health IT Analyst III

Minimum/General Experience: Eight (8) years of progressively difficult experience in functional and systems analysis. Three year (3) of requirements analysis in a specialized IT area(s), e.g., Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration, Program Support.

Functional Responsibility: Functional knowledge of task order specific requirements, or developing functional requirements for small to mid-size projects or specific tasks. Demonstrated ability to work independently or under only general direction of the Principal Functional Analyst. Leads a medium to large team performing tasking in area of discipline or related areas (Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration, Program Support, etc.), or independently performs highly complex tasks in area of discipline or related areas. Works with the Principal Functional Analyst to define and document task requirements. Performs systematic reviews of selected functions to determine application and design against defined requirements. Develops and updates functional or operating manuals outlining established methods of performing work in accordance with organizational policy. Provides functional guidance on assigned tasks.

Minimum Education: Bachelor's degree in Computer Science or a related discipline.

Health IT Data Analyst

Minimum/General Experience: Minimum of four (4) years of experience is required, of which two (2) years must be specialized in tasks similar to that described under functional responsibility.

Functional Responsibility: Facilitate Data Governance. Ensure currency, communication, and compliance of data governance. Align data governance with agency standards for the data model and business domains. Establish data governance processes. Establish standardized processes for capturing and maintaining metadata from data sources.

Develop New Data Models. Develop data models for the source and target data based on the data exchange requirements. Develop new business rules for source data transfers to target databases. Analyze and design the source to target business rules and transformations.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Health IT Database Management Specialist I

Minimum/General Experience: Two (2) years of progressively difficult experience in systems analysis and programming.

Functional Responsibility: Provide technical expertise in the design of database structures. The Database Administrator shall have experience in the logical design of database structure. This includes record

content and record to record (set) relationships to achieve a desired information processing goals. The individual shall have experience in the design and use of databases in current database environments. The individual shall have experience in translation of the logical design into the schema view of the logical and physical aspects of the database. He/she shall be knowledgeable in the design and translation of schemas to partition the total view of the database into subset views of each distinct application, experience in maintenance of privacy locks and monitoring of sub-schemas validated against the schema and programs compiled against the subschema. The individual shall also be able to determine when and where problems exist in a database and provide solutions to fix those problems found. He/she will institute and implement database archived backup and recovery and performance procedures.

Minimum Education: Bachelor's degree in Computer Science or a related discipline.

Health IT Database Management Specialist IV

Minimum/General Experience: Eight (8) years of progressively difficult experience in systems analysis and programming. Four (4) years of experience being responsible for a large database, and for the logical and physical database design aspects.

Functional Responsibility: Provide technical expertise in the design of the database structures. This includes record content and record to record (set) relationships to achieve a desired information processing goal. The individual shall have experience in the design and use of databases in current database environments. The individual shall have experience in translation of the logical design into the schema view of the logical and physical aspects of the database. He/she shall be knowledgeable in the design and translation of schemas to partition the total view of the database into subset views of each distinct application, experience in maintenance of privacy locks and monitoring of subschemas validated against the schema and programs compiled against the subschema. The individual shall also be able to determine when and where problems exist in a database and be able to fix those problems found. He/she will institute and implement archived database backup, performance, and recovery procedures.

Minimum Education: Bachelor's degree in Computer Science or a related discipline.

Health IT Information Assurance Specialist II

Minimum/General Experience: Minimum of eight (8) years of experience is required, of which four (4) years must be leading teams in support of tasks similar to that described under functional responsibility.

Functional Responsibility: Develop Certification and Accreditation (C&A) documentation for Federal systems. Generate all required artifacts for a fully compliant C&A package. Maintain updating existing C&A artifacts and stay current with customer Agency and Federal C&A requirements. Support annual C&A activities such as self-assessments, contingency plan tests, and vulnerability scans.
Review system change requests (SCRs) and provide security impact assessment for changes. Perform security awareness and other security related training. Advise on information privacy considerations such as protection of personally identifiable information (PII). As tasked, serve as Assistant Information System Security Officer (AISSO) for an application.

Develop Interface Control Agreements (ICAs) that specify technical specifications for the integration of internal and external systems. Coordinate and facilitate meetings with external system owners, develop

definition of technical specifications for field attributes with external system owners, develop agreement of communication protocols with external system owners, and ensure compliance with agency security requirements. Document Standard Operating Procedures (SOPs), Service Level Agreements (SLAs), installation/connection guides, and supporting detailed design documents.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Health IT Program Manager III

Minimum/General Experience: Must have twelve (12) years of IT experience, including at least eight (8) years of IT and/or telecommunications system management experience.

Functional Responsibility: Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. At least eight (8) years of direct supervision of IT software development, integration, maintenance projects, and/or telecommunications systems. Must be capable of leading projects that involve the successful management of teams composed of data processing and other information management professionals who have been involved in analysis, design, integration, testing, documenting, converting, extending, and implementing automated information and/or telecommunications systems.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Health IT Project Manager II

Minimum/General Experience: Minimum of seven (7) years of experience is required, of which five (5) years must be specialized. Specialized experience required includes: engineering project development from inception to deployment; management and control of funds and resources, demonstrated capability in managing multi-task contracts. General experience required includes: increasing responsibilities in information systems design and management.

Functional Responsibility: Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. May work under a Program Manager for multiple projects. Identifies, acquires, and utilizes company resources to achieve project technical objectives. Establishes priorities, task assignment 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 and ensures timely delivery of all specified deliverables. Identifies all task responsibilities and reports any changes or suggestions accordingly to a senior Project Manager or Program Manager. Supervises the training of new personnel under the project to assure compliance with government regulations, codes, and Company policy and procedures. Participates in contract negotiations.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Health IT Project Manager III

Minimum/General Experience: Minimum of eight (8) years' experience is required, of which five (5) years must be specialized. Specialized experience required includes: engineering project development from inception to deployment; management and control of funds and resources, demonstrated capability in managing multi-task contracts. General experience required includes: increasing responsibilities in information systems design and management.

Functional Responsibility: Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. May work under a Program Manager for multiple projects. Identifies, acquires, and utilizes company resources to achieve project technical objectives. Establishes priorities, task assignment 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 and ensures timely delivery of all specified deliverables. Identifies all task responsibilities and reports any changes or suggestions accordingly to a senior Project Manager or Program Manager. Supervises the training of new personnel under the project to assure compliance with government regulations, codes, and Company policy and procedures. Participates in contract negotiations.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Health IT Project Manager IV

Minimum/General Experience: Minimum of ten (10) years' experience is required, of which seven (7) years must be specialized. Specialized experience required includes: engineering project development from inception to deployment; management and control of funds and resources, demonstrated capability in managing multi-task contracts. General experience required includes: increasing responsibilities in information systems design and management.

Functional Responsibility: Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables, and contractual compliance. Provides the interface to the customer and other project leaders. May work under a Program Manager for multiple projects. Identifies, acquires, and utilizes company resources to achieve project technical objectives. Establishes priorities, task assignment, 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 and ensures timely delivery of all specified deliverables. Identifies all task responsibilities and reports any changes or suggestions accordingly to a senior Project Manager or Program Manager. Supervises the training of new personnel under the project to assure compliance with government regulations, codes, and Company policy and procedures. Participates in contract negotiations.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Health IT Requirements Analyst II

Minimum/General Experience: Six (6) years of general computer industry experience including a minimum of three (3) years of experience in the specialized area of expertise.

Functional Responsibility: Supports team efforts to develop and modify complex systems and subsystems to enhance an overall operational system. Exercises analytical techniques when gathering information from users, defining work problems, designing a system of computer programs, and developing procedures to resolve the problems. Develops complete specifications to enable computer programmers to prepare required programs. Analyzes methods of approach. Reviews task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives, prepares specifications for programs, resolves processing problems, coordinates work with programmers, and orients users to new system.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, Mathematics, Information Systems, Business or a customer domain-related technical or management discipline. A year of college education is the equivalent of two years of relevant work experience.

Health IT Requirements Analyst IV

Minimum/General Experience: Ten (10) years of general computer industry experience including a minimum of seven (7) years of experience in the specialized area of expertise.

Functional Responsibility: Supports team efforts to develop and modify complex systems and subsystems to enhance an overall operational system. Exercises analytical techniques when gathering information from users, defining work problems, designing a system of computer programs and developing procedures to resolve the problems. Develops complete specifications to enable computer programmers to prepare required programs. Analyzes methods of approach. Reviews task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives, prepares specifications for programs, resolves processing problems, coordinates work with programmers, and orients users to new system.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, Mathematics, Information Systems, Business or a customer domain-related technical or management discipline. A year of college education is the equivalent of two years of relevant work experience.

Health IT Requirements Analyst V

Minimum/General Experience: Twelve (12) years of general computer industry experience including a minimum of eight (8) years of experience in the specialized area of expertise.

Functional Responsibility: Supports team efforts to develop and modify complex systems and subsystems to enhance an overall operational system. Exercises analytical techniques when gathering information from users, defining work problems, designing a system of computer programs and developing procedures to resolve the problems. Develops complete specifications to enable computer

programmers to prepare required programs. Analyzes methods of approach. Reviews task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives, prepares specifications for programs, resolves processing problems, coordinates work with programmers and orients users to new system.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, Mathematics, Information Systems, Business or a customer domain-related technical or management discipline. A year of college education is the equivalent of two years of relevant work experience.

Health IT Technical Writer II

Minimum/General Experience: Minimum of five (5) years of experience.

Functional Responsibility: Responsible for the preparation, review, revision, and maintenance of technical documents including software and systems engineering, system operations, testing, and user documentation. Writes and edits technical documentation for all of the project's hardware and software to include installation, configuration, and how-to documentation. Creates code documentation for software; produces implementation guides and end-user guides for capabilities; provides field, data definition, and data flow documentation and formats technical publications from pamphlets, technical drawings, and consultations with technical personnel and other available resources.

Minimum Education: Bachelor's Degree in English, Literature, Computer Science, Information Systems, Business or other related discipline.

Computer Security Systems Specialist II

Minimum/General Experience: Minimum of eight (8) years of experience, of which at least five (5) years must be specialized experience in defining computer security requirements for high level applications, evaluation of approved security product capabilities, and developing solutions to technical information systems security problems.

Functional Responsibility: Analyzes and defines security requirements for technical information systems security issues. Designs, develops, engineers, and implements solutions to technical information systems security requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the technical information systems security arena. Performs risk analyses that also includes risk assessment.

Minimum Education: Bachelor's degree in Electrical Engineering, Information Science, Information Systems, Computer Science, Physics, Math, or other related scientific or technical discipline.

Data Analyst

Minimum/General Experience: Minimum of four (4) years of experience is required, of which two (2) years must be specialized in tasks similar to that described under functional responsibility.

Functional Responsibility: Facilitate Data Governance. Ensure currency, communication, and compliance of data governance. Align data governance with agency standards for the data model and business domains. Establish data governance processes. Establish standardized processes for capturing and maintaining metadata from data sources.

Develop New Data Models. Develop data models for the source and target data based on the data exchange requirements. Develop new business rules for source data transfers to target databases. Analyze and design the source to target business rules and transformations.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Data Modeler

Minimum/General Experience: Minimum of six (6) years' experience is required, of which three (3) years must be specialized in tasks similar to that described under functional responsibility. Experience with leading database design and application tools such as: Oracle, OBIEE+, Trillium, Hyperion, Informatica, Websphere.

Functional Responsibility: Perform comprehensive analysis of the existing system designs to include the data model, database implementation, ETL processes, data load strategy and presentation layer. Provide recommendations for redesign. Develop technical specifications based on requirements. Maintain system data framework and architecture. Evaluate and support software and hardware upgrades.

Determine system capability and user access processes. Participate in configuration management efforts, coordinating with configuration management staff as appropriate.

Develop database business intelligence components (presentation layer, business layer, physical layer) for new systems. Perform data warehouse analysis to include the data model, database implementation, ETL processes, data load strategy and the presentation layer. Provide recommendations for design. Develop technical specifications based on requirements. Participate in implementation, test, and maintenance of database and/or data warehousing solutions.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Database Administrator (DBA)

Minimum/General Experience: Minimum of six (6) years of experience is required, of which five (5) years must be specialized in tasks similar to that described under functional responsibility. Must have mid-level DBA skills and be able support database development for web-based enterprise data warehouse applications.

Functional Responsibility: Responsibilities include: Develop, test, and move to production database modifications for multiple versions of enterprise data warehouse (EDW) environments. Build, test, tune, monitor and troubleshoot database structures and data migrations (Extract / Transform / Load). Perform unit testing, integration, and ensuring data flows through the established clearing processes correctly and within the schedule parameters.

Build, test, and optimize the scripts used to populate and manipulate data within a database and support the developers using data management tools. Develop, provide, and regularly post to the dashboard database and provide DB related metrics.

Work with a team of software professionals to correct defects and develop new functionality, follow detailed life-cycle processes, utilizing best practices for configuration control and development activities. Thoroughly document database processes and procedures, the database portion of the lifecycle and support the program efforts to implement mature processes. Provide Tier 3 helpdesk, AIX, and UNIX support as required.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Database Management Specialist I

Minimum/General Experience: Two (2) years of progressively difficult experience in systems analysis and programming.

Functional Responsibility: Provide technical expertise in the design of database structures. The Database Administrator shall have experience in the logical design of database structure. This includes record content and record to record (set) relationships to achieve a desired information processing goals. The individual shall have experience in the design and use of databases in current database environments. The individual shall have experience in translation of the logical design into the schema view of the logical and physical aspects of the database. He/she shall be knowledgeable in the design and translation

of schemas to partition the total view of the database into subset views of each distinct application, experience in maintenance of privacy locks and monitoring of sub-schemas validated against the schema and programs compiled against the subschema. The individual shall also be able to determine when and where problems exist in a database and provide solutions to fix those problems found. He/she will institute and implement database archived backup and recovery and performance procedures.

Minimum Education: Bachelor's degree in Computer Science or a related discipline.

Database Management Specialist II

Minimum/General Experience: Four (4) years of progressively difficult experience in systems analysis and programming. Two (2) years of experience being responsible for a large database, and for the logical and physical database design aspects.

Functional Responsibility: Provide technical expertise in the design of the database structures. This includes record content and record to record (set) relationships to achieve a desired information processing goal. The individual shall have experience in the design and use of databases in current database environments. The individual shall have experience in translation of the logical design into the schema view of the logical and physical aspects of the database. He/she shall be knowledgeable in the design and translation of schemas to partition the total view of the database into subset views of each distinct application, experience in maintenance of privacy locks and monitoring of subschemas validated against the schema and programs compiled against the subschema. The individual shall also be able to determine when and where problems exist in a database and be able to fix those problems found. He/she will institute and implement archived database backup, performance, and recovery procedures.

Minimum Education: Bachelor's degree in Computer Science or a related discipline.

Database Management Specialist III

Minimum/General Experience: Six (6) years of progressively difficult experience in systems analysis and programming. Four (4) years of experience being responsible for a large database, and for the logical and physical database design aspects.

Functional Responsibility: Provide technical expertise in the design of the database structures. This includes record content and record to record (set) relationships to achieve a desired information processing goal. The individual shall have experience in the design and use of databases in current database environments. The individual shall have experience in translation of the logical design into the schema view of the logical and physical aspects of the database. He/she shall be knowledgeable in the design and translation of schemas to partition the total view of the database into subset views of each distinct application, experience in maintenance of privacy locks and monitoring of subschemas validated against the schema and programs compiled against the subschema. The individual shall also be able to determine when and where problems exist in a database and be able to fix those problems found. He/she will institute and implement archived database backup, performance, and recovery procedures.

Minimum Education: Bachelor's degree in Computer Science or a related discipline.

Database Management Specialist IV

Minimum/General Experience: Eight (8) years of progressively difficult experience in systems analysis and programming. Four (4) years of experience being responsible for a large database, and for the logical and physical database design aspects.

Functional Responsibility: Provide technical expertise in the design of the database structures. This includes record content and record to record (set) relationships to achieve a desired information processing goal. The individual shall have experience in the design and use of databases in current database environments. The individual shall have experience in translation of the logical design into the schema view of the logical and physical aspects of the database. He/she shall be knowledgeable in the design and translation of schemas to partition the total view of the database into subset views of each distinct application, experience in maintenance of privacy locks and monitoring of subschemas validated against the schema and programs compiled against the subschema. The individual shall also be able to determine when and where problems exist in a database and be able to fix those problems found. He/she will institute and implement archived database backup, performance, and recovery procedures.

Minimum Education: Bachelor's degree in Computer Science or a related discipline.

Database Management Specialist V

Minimum/General Experience: Ten (10) years of progressively difficult experience in systems analysis and programming. Six (6) years of experience being responsible for a large database, and for the logical and physical database design aspects.

Functional Responsibility: Provide technical expertise in the design of the database structures. This includes record content and record to record (set) relationships to achieve a desired information processing goal. The individual shall have experience in the design and use of databases in current database environments. The individual shall have experience in translation of the logical design into the schema view of the logical and physical aspects of the database. He/she shall be knowledgeable in the design and translation of schemas to partition the total view of the database into subset views of each distinct application, experience in maintenance of privacy locks and monitoring of subschemas validated against the schema and programs compiled against the subschema. The individual shall also be able to determine when and where problems exist in a database and be able to fix those problems found. He/she will institute and implement archived database backup, performance, and recovery procedures.

Minimum Education: Bachelor's degree in Computer Science or a related discipline.

Graphical User Interface Designer III

Minimum/General Experience: Minimum of seven (7) years' experience designing UI solutions for interactive media, software or the web, solid understanding of and experience with the Web and Web technologies. Excellent written, oral, and diagrammatic communication skills, experience with task analysis and modeling, navigation systems, contextual inquiry, usability inspection methods, and usability testing.

Functional Responsibility: Provide specialized expertise in the design and layout of graphical user interfaces, particularly, screen layouts and functionality for client-server applications (e.g. Microsoft

Windows presentation screens). Conduct studies, testing and evaluation of screen prototypes for functionality, ease of use, efficiency, and accuracy. Design online graphical user interfaces for existing and new deliverables, help define user requirements, create wireframes and the visual design of the UI for web-based e-commerce products. Present user interface concepts and design approaches clearly and convincingly Coordinating interface solutions with Program Managers and Product Managers for specific assignments. Act as a resource for implementation troubleshooting, etc., work with the web development and engineering teams to meet technical requirements for projects, act as a primary decision maker regarding all User Interface designs.

Minimum Education: Bachelor's Degree in Graphic Design, Interaction Design or a related field.

Information Assurance Specialist

Minimum/General Experience: Minimum of six (6) years' experience is required, of which (4) years must be specialized in tasks similar to that described under functional responsibility.

Functional Responsibility: Develop Certification and Accreditation (C&A) documentation for Federal systems. Generate all required artifacts for a fully compliant C&A package. Maintain updating existing C&A artifacts and stay current with customer Agency and Federal C&A requirements. Support annual C&A activities such as self-assessments, contingency plan tests, and vulnerability scans. Review system change requests (SCRs) and provide security impact assessment for changes. Perform security awareness and other security related training. Advise on information privacy considerations such as protection of personally identifiable information (PII). As tasked, serve as Assistant Information System Security Officer (AISSO) for an application.

Develop Interface Control Agreements (ICAs) that specify technical specifications for the integration of internal and external systems. Coordinate and facilitate meetings with external system owners, develop definition of technical specifications for field attributes with external system owners, develop agreement of communication protocols with external system owners, and ensure compliance with agency security requirements. Document Standard Operating Procedures (SOPs), Service Level Agreements (SLAs), installation/connection guides, and supporting detailed design documents.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Information Assurance Specialist II

Minimum/General Experience: Minimum of eight (8) years of experience is required, of which four (4) years must be leading teams in support of tasks similar to that described under functional responsibility.

Functional Responsibility: Develop Certification and Accreditation (C&A) documentation for Federal systems. Generate all required artifacts for a fully compliant C&A package. Maintain updating existing C&A artifacts and stay current with customer Agency and Federal C&A requirements. Support annual C&A activities such as self-assessments, contingency plan tests, and vulnerability scans.

Review system change requests (SCRs) and provide security impact assessment for changes. Perform security awareness and other security related training. Advise on information privacy considerations

such as protection of personally identifiable information (PII). As tasked, serve as Assistant Information System Security Officer (AISSO) for an application.

Develop Interface Control Agreements (ICAs) that specify technical specifications for the integration of internal and external systems. Coordinate and facilitate meetings with external system owners, develop definition of technical specifications for field attributes with external system owners, develop agreement of communication protocols with external system owners, and ensure compliance with agency security requirements. Document Standard Operating Procedures (SOPs), Service Level Agreements (SLAs), installation/connection guides, and supporting detailed design documents.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Information Assurance Specialist III

Minimum/General Experience: Minimum of ten (10) years of experience is required, of which five (5) years must be leading teams in support of tasks similar to that described under functional responsibility.

Functional Responsibility: Develop Certification and Accreditation (C&A) documentation for Federal systems. Generate all required artifacts for a fully compliant C&A package. Maintain updating existing C&A artifacts and stay current with customer Agency and Federal C&A requirements. Support annual C&A activities such as self-assessments, contingency plan tests, and vulnerability scans.
Review system change requests (SCRs) and provide security impact assessment for changes. Perform security awareness and other security related training. Advise on information privacy considerations such as protection of personally identifiable information (PII). As tasked, serve as Assistant Information System Security Officer (AISSO) for an application.

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Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

IT Analyst I

Minimum/General Experience: Two (2) years of progressively difficult experience in functional and systems analysis. One (1) year of requirements analysis in a specialized IT area(s), e.g., Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration, Program Support.

Functional Responsibility: Basic knowledge of task order-specific requirements, or developing functional requirements for small projects. Required to work under only general direction. Assists with work in the area of discipline (Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information

Security, Financial Management and Administration, Program Support, etc.) as specified in the task orders. Participates in various testing functions (i.e., string and acceptance tests) to verify that results are correct. Supports development of requirements of functional products/services (including specifications, feasibility studies, requirement analysis) from inception to conclusion on simple to complex projects. Maintains and updates functional or operating manuals outlining established methods of performing work in accordance with organizational policy and industry standards under guidance of Functional Analyst.

Minimum Education: Bachelor's degree in Computer Science or a related discipline.

IT Analyst II

Minimum/General Experience: Five (5) years of progressively difficult experience in functional and systems analysis. Two (2) year of requirements analysis in a specialized IT area(s), e.g., Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration, Program Support.

Functional Responsibility: Basic knowledge of task order specific requirements, or developing functional requirements for small projects. Can perform work with minimal or no general direction. Ensures that work in area of discipline (Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration, Program Support, etc.) is as specified in the task orders. Participates in various testing functions (i.e., string and acceptance tests) to verify that results are correct. Develops requirements of functional products/services (including specifications, feasibility studies, requirement analysis) from inception to conclusion on simple to complex projects. Performs functional analysis to identify required tasks and their interrelationships. Identifies resources required. Maintains and updates functional or operating manuals outlining established methods of performing work in accordance with organizational policy and industry standards under guidance of Senior Functional Analyst.

Minimum Education: Bachelor's degree in Computer Science or a related discipline.

IT Analyst III

Minimum/General Experience: Eight (8) years of progressively difficult experience in functional and systems analysis. Three year (3) of requirements analysis in a specialized IT area(s), e.g., Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration, Program Support.

Functional Responsibility: Functional knowledge of task order specific requirements, or developing functional requirements for small to mid-size projects or specific tasks. Demonstrated ability to work independently or under only general direction of the Principal Functional Analyst. Leads a medium to large team performing tasking in area of discipline or related areas (Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration, Program Support, etc.), or independently performs highly complex tasks in area of discipline or related areas. Works with the Principal Functional Analyst to define and document task requirements. Performs systematic reviews of selected functions to determine application and design against defined requirements. Develops and updates functional or operating manuals outlining established methods of

performing work in accordance with organizational policy. Provides functional guidance on assigned tasks.

Minimum Education: Bachelor's degree in Computer Science or a related discipline.

IT Specialist I
Minimum/General Experience: Zero (0) to two (2) years of Information Technology experience.

Functional Responsibility: Provides first-level, intermediate, support to users. Applies software, hardware, and/or information technology to troubleshoot user or system problems. Routes complex problems to more experienced technical specialists. May provide installation support to include cable/network infrastructure. May possess knowledge of document imaging, document management, and workflow COTS systems.

 Minimum Education: Associate's degree, or equivalent professional experience.

IT Specialist II
Minimum/General Experience: Two (2) to four (4) years of Information Technology experience.

Functional Responsibility: Provides support to users on issues of moderate complexity. Applies knowledge of state-of-the-art software, hardware, network infrastructure, and information technology to troubleshoot user/system problems. Provide installation services and define facilities requirements. Routes highly complex problems to more experienced technical specialists. May possess knowledge of structured cabling systems, document imaging, document management, and workflow COTS systems.

Minimum Education: Associate's degree, or equivalent professional experience.

IT Specialist III
Minimum/General Experience: Four (4) to six (6) years of Information Technology experience.

Functional Responsibility: Applies expertise and knowledge of state-of-the-art software, hardware, network infrastructure, and/or information technology to troubleshoot complex user/system problems. May possess knowledge of document imaging, document management, and workflow COTS systems. May provide guidance to lower-level technical specialists.

Minimum Education: Bachelor's, or equivalent professional experience.

Privacy Consultant
Minimum/General Experience: Minimum often (10) years' experience is required, with expertise in key privacy laws and regulations in a given industry. One of the following is required: a Professional Privacy Certification, such as the Certified Information Privacy Professional (CIPP), a J.D. or a Ph.D.

Functional Responsibility: Help government and/or commercial customers understand key security and privacy issues, risks, exposures and vulnerabilities using workshops and assessments. Develop security and privacy programs to meet customer needs. Architect secure solutions to address specific security and privacy requirements. Responsibilities may include: interpreting industry and federal security and

privacy standards in the context of customer environments, develop policies and procedures, analyze customer gaps against the standards, plan remediation actions to bring customer into compliance with standards and lead projects and manage client relationships.

Minimum Education: Bachelor's degree.

Program Manager III

Minimum/General Experience: Must have twelve (12) years of IT experience, including at least eight (8) years of IT and/or telecommunications system management experience.

Functional Responsibility: Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. At least eight (8) years of direct supervision of IT software development, integration, maintenance projects, and/or telecommunications systems. Must be capable of leading projects that involve the successful management of teams composed of data processing and other information management professionals who have been involved in analysis, design, integration, testing, documenting, converting, extending, and implementing automated information and/or telecommunications systems.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Project Manager I

Minimum/General Experience: Minimum of five (5) years of experience is required, of which three (3) years must be specialized. Specialized experience required includes: engineering project development from inception to deployment; management and control of funds and resources, demonstrated capability in managing multi-task contracts. General experience required includes: increasing responsibilities in information systems design and management.

Functional Responsibility: Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. May work under a Program Manager for multiple projects. Identifies, acquires, and utilizes company resources to achieve project technical objectives. Establishes priorities, task assignment 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 and ensures timely delivery of all specified deliverables. Identifies all task responsibilities and reports any changes or suggestions accordingly to a senior Project Manager or Program Manager. Supervises the training of new personnel under the project to assure compliance with government regulations, codes, and Company policy and procedures. Participates in contract negotiations.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Project Manager II

Minimum/General Experience: Minimum of seven (7) years of experience is required, of which five (5) years must be specialized. Specialized experience required includes: engineering project development from inception to deployment; management and control of funds and resources, demonstrated capability in managing multi-task contracts. General experience required includes: increasing responsibilities in information systems design and management.

Functional Responsibility: Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. May work under a Program Manager for multiple projects. Identifies, acquires, and utilizes company resources to achieve project technical objectives. Establishes priorities, task assignment 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 and ensures timely delivery of all specified deliverables. Identifies all task responsibilities and reports any changes or suggestions accordingly to a senior Project Manager or Program Manager. Supervises the training of new personnel under the project to assure compliance with government regulations, codes, and Company policy and procedures. Participates in contract negotiations.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Project Manager III

Minimum/General Experience: Minimum of eight (8) years' experience is required, of which five (5) years must be specialized. Specialized experience required includes: engineering project development from inception to deployment; management and control of funds and resources, demonstrated capability in managing multi-task contracts. General experience required includes: increasing responsibilities in information systems design and management.

Functional Responsibility: Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. May work under a Program Manager for multiple projects. Identifies, acquires, and utilizes company resources to achieve project technical objectives. Establishes priorities, task assignment 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 and ensures timely delivery of all specified deliverables. Identifies all task responsibilities and reports any changes or suggestions accordingly to a senior Project Manager or Program Manager. Supervises the training of new personnel under the project to assure compliance with government regulations, codes, and Company policy and procedures. Participates in contract negotiations.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Project Manager IV

Minimum/General Experience: Minimum of ten (10) years' experience is required, of which seven (7) years must be specialized. Specialized experience required includes: engineering project development from inception to deployment; management and control of funds and resources, demonstrated capability in managing multi-task contracts. General experience required includes: increasing responsibilities in information systems design and management.

Functional Responsibility: Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. May work under a Program Manager for multiple projects. Identifies, acquires, and utilizes company resources to achieve project technical objectives. Establishes priorities, task assignment, 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 and ensures timely delivery of all specified deliverables. Identifies all task responsibilities and reports any changes or suggestions accordingly to a senior Project Manager or Program Manager. Supervises the training of new personnel under the project to assure compliance with government regulations, codes, and Company policy and procedures. Participates in contract negotiations.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Requirements Analyst I

Minimum/General Experience: Four (4) years of general computer industry experience including a minimum of two (2) years' experience in the specialized area of expertise.

Functional Responsibility: Supports team efforts to develop and modify complex systems and subsystems to enhance an overall operational system. Exercises analytical techniques when gathering information from users, defining work problems, designing a system of computer programs and developing procedures to resolve the problems. Develops complete specifications to enable computer programmers to prepare required programs. Analyzes methods of approach. Reviews task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives, prepares specifications for programs, resolves processing problems, coordinates work with programmers, and orients users to new system.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, Mathematics, Information Systems, Business or a customer domain-related technical or management discipline. A year of college education is the equivalent of two years of relevant work experience.

Requirements Analyst II

Minimum/General Experience: Six (6) years of general computer industry experience including a minimum of three (3) years of experience in the specialized area of expertise.

Functional Responsibility: Supports team efforts to develop and modify complex systems and subsystems to enhance an overall operational system. Exercises analytical techniques when gathering information from users, defining work problems, designing a system of computer programs and

developing procedures to resolve the problems. Develops complete specifications to enable computer programmers to prepare required programs. Analyzes methods of approach. Reviews task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives, prepares specifications for programs, resolves processing problems, coordinates work with programmers, and orients users to new system.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, Mathematics, Information Systems, Business or a customer domain-related technical or management discipline. A year of college education is the equivalent of two years of relevant work experience.

Requirements Analyst III

Minimum/General Experience: Eight (8) years of general computer industry experience including a minimum of five (5) years of experience in the specialized area of expertise.

Functional Responsibility: Supports team efforts to develop and modify complex systems and subsystems to enhance an overall operational system. Exercises analytical techniques when gathering information from users, defining work problems, designing a system of computer programs and developing procedures to resolve the problems. Develops complete specifications to enable computer programmers to prepare required programs. Analyzes methods of approach. Reviews task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives, prepares specifications for programs, resolves processing problems, coordinates work with programmers, and orients users to new system.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, Mathematics, Information Systems, Business or a customer domain-related technical or management discipline. A year of college education is the equivalent of two years of relevant work experience.

Requirements Analyst IV

Minimum/General Experience: Ten (10) years of general computer industry experience including a minimum of seven (7) years of experience in the specialized area of expertise.

Functional Responsibility: Supports team efforts to develop and modify complex systems and subsystems to enhance an overall operational system. Exercises analytical techniques when gathering information from users, defining work problems, designing a system of computer programs and developing procedures to resolve the problems. Develops complete specifications to enable computer programmers to prepare required programs. Analyzes methods of approach. Reviews task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives, prepares specifications for programs, resolves processing problems, coordinates work with programmers, and orients users to new system.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, Mathematics, Information Systems, Business or a customer domain-related technical or management discipline. A year of college education is the equivalent of two years of relevant work experience.

Requirements Analyst V

Minimum/General Experience: Twelve (12) years of general computer industry experience including a minimum of eight (8) years of experience in the specialized area of expertise.

Functional Responsibility: Supports team efforts to develop and modify complex systems and subsystems to enhance an overall operational system. Exercises analytical techniques when gathering information from users, defining work problems, designing a system of computer programs and developing procedures to resolve the problems. Develops complete specifications to enable computer programmers to prepare required programs. Analyzes methods of approach. Reviews task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives, prepares specifications for programs, resolves processing problems, coordinates work with programmers and orients users to new system.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, Mathematics, Information Systems, Business or a customer domain-related technical or management discipline. A year of college education is the equivalent of two years of relevant work experience.

Research Associate

Minimum/General Experience: Two (2) years of experience in specialized professional research, analysis, quantitative analysis, policy analysis, strategic or national defense analysis work.

Functional Responsibility: Prepares research design as the basis for project planning; develops and revises supporting work plans; reviews, edits and improves draft research designs; proposes research strategic and innovative approaches to technical problems; advises team members and customer representatives concerning research design, concepts and requirements; arranges and participates in work coordination meetings concerning project activities; drafts meetings summaries, position papers, progress reports and related correspondence for internal and customer approval; prepares charts and graphic materials for briefings, reports and presentations; attends symposium and conferences for the exchange of technical data.

Minimum Education: Bachelor's Degree in a related scientific or technical discipline.

Sr. Data Modeler

Minimum/General Experience: Minimum of ten (10) years' experience is required, of which five (5) years must be specialized in tasks similar to that described under functional responsibility. Experience with leading database design and application tools such as: Oracle, OBIEE+, Trillium, Hyperion, Informatica, Websphere.

Functional Responsibility: Perform comprehensive analysis of the existing system designs to include the data model, database implementation, ETL processes, data load strategy and presentation layer. Provide recommendations for redesign. Develop technical specifications based on requirements. Maintain system data framework and architecture. Evaluate and support software and hardware upgrades. Determine system capability and user access processes. Participate in configuration management efforts, coordinating with configuration management staff as appropriate.

Develop database business intelligence components (presentation layer, business layer, physical layer) for new systems. Perform data warehouse analysis to include the data model, database implementation, ETL processes, data load strategy and the presentation layer. Provide recommendations for design. Develop technical specifications based on requirements. Participate in implementation, test, and maintenance of database and/or data warehousing solutions.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Technical Writer I

Minimum/General Experience: Minimum of three (3) years of experience.

Functional Responsibility: Responsible for the preparation, review, revision, and maintenance of technical documents including software and systems engineering, system operations, testing, and user documentation**.** Writes and edits technical documentation for all of the project's hardware and software to include installation, configuration, and how-to documentation**.** Creates code documentation for software; produces implementation guides and end-user guides for capabilities; provides field, data definition, and data flow documentation and formats technical publications from pamphlets, technical drawings, and consultations with technical personnel and other available resources.

Minimum Education: Bachelor's Degree in English, Literature, Computer Science, Information Systems, Business or other related discipline.

Technical Writer II

Minimum/General Experience: Minimum of five (5) years of experience.

Functional Responsibility: Responsible for the preparation, review, revision, and maintenance of technical documents including software and systems engineering, system operations, testing, and user documentation**.** Writes and edits technical documentation for all of the project's hardware and software to include installation, configuration, and how-to documentation**.** Creates code documentation for software; produces implementation guides and end-user guides for capabilities; provides field, data definition, and data flow documentation and formats technical publications from pamphlets, technical drawings, and consultations with technical personnel and other available resources.

Minimum Education: Bachelor's Degree in English, Literature, Computer Science, Information Systems, Business or other related discipline.

Technical Writer IV

Minimum/General Experience: Minimum of ten (10) years of experience.

Functional Responsibility: Responsible for the preparation, review, revision, and maintenance of technical documents including software and systems engineering, system operations, testing, and user documentation. Writes and edits technical documentation for all of the project's hardware and software to include installation, configuration, and how-to documentation. Creates code documentation for software; produces implementation guides and end-user guides for capabilities; provides field, data

definition, and data flow documentation and formats technical publications from pamphlets, technical drawings, and consultations with technical personnel and other available resources.

Minimum Education: Bachelor's Degree in English, Literature, Computer Science, Information Systems, Business or other related discipline.

Web Developer

Minimum/General Experience: Minimum of four (4) years of general computer programming experience, including two (2) year of specialized experience.

Functional Responsibility: Perform Web Site development from conception to implementation, including planning, content development, design, and programming. Provides enhancement, multimedia conversion, maintenance, site administration, and limited hosting services. Provides quality control services and demonstrated expertise in both current Internet related software languages and current interactive Web Site developments.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, or a similar discipline. A year of college education is the equivalent of two years of relevant work experience.

Web Site Developer IV

Minimum/General Experience: Minimum of eight (8) years of general computer programming experience, including four (4) year of specialized experience.

Functional Responsibility: Perform Web Site development from conception to implementation, including planning, content development, design, and programming. Provides enhancement, multimedia conversion, maintenance, site administration, and limited hosting services. Provides quality control services and demonstrated expertise in both current Internet related software languages and current interactive Web Site developments.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, or a similar discipline. A year of college education is the equivalent of two years of relevant work experience.

Highlight Technologies, Inc. 541611 Labor Category Descriptions

Administrative Assistant I

Experience Requirements: 4 years general office experience handling both administrative and clerical tasks for multiple departmental users.

Major Responsibilities: Administrative Assistant will have the skills requisite to perform the functions described in the client's statement of work. Demonstrated proficiency in administrative support. Knowledge of general office software. Ability to type at a minimum of 40 words per minute. Ability to plan, organize, and prioritize work assignments. Ability to deal successfully with wide range of personnel on all levels. Excellent oral/written communications skills. Demonstrated ability to perform word processing and data entry of appropriate software [normally MS Office suite]. Excellent oral and written communication skills and the ability to interact successfully with a multitude of personnel. Ability to set

priorities and work under tight deadlines. Familiarity with and possessing an understanding or arithmetic and/or accounting.

Education Requirements: High School Diploma or equivalent

Administrative Assistant II
Experience Requirements: 6 years general office experience handling both administrative and clerical tasks for multiple departmental users.

Major Responsibilities: Administrative Assistant will have the skills requisite to perform the functions described in the client's statement of work. Demonstrated proficiency in administrative support. Knowledge of general office software. Ability to type at a minimum of 40 words per minute. Ability to plan, organize, and prioritize work assignments. Ability to deal successfully with wide range of personnel on all levels. Excellent oral/written communications skills. Demonstrated ability to perform word processing and data entry of appropriate software [normally MS Office suite]. Excellent oral and written communication skills and the ability to interact successfully with a multitude of personnel. Ability to set priorities and work under tight deadlines. Familiarity with and possessing an understanding or arithmetic and/or accounting.

Education Requirements: High School Diploma or equivalent

Business Analyst I
Experience Requirements: 5 years minimum experience in a relevant field of analysis. (i.e. political science, imagery, military science, business).

Major Responsibilities: Possess knowledge of applying analytic methodologies and principles to address client's needs. Supports analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works with supervision on team of analysts using systems, queuing, and internal document handling procedures; works with customer counterparts on analysis requirements and reporting.

Education Requirements: Bachelor's Degree

Business Analyst II
Experience Requirements: 7 years minimum experience in a relevant field of analysis. (i.e. political science, imagery, military science, business).
Major Responsibilities: Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works with supervision on team of analysts using systems, queuing, and internal

document handling procedures; works with customer counterparts on analysis requirements and reporting.

Education Requirements: Bachelor's Degree

Business Analyst III

Experience Requirements: 9 years minimum experience in a relevant field of analysis. (i.e. political science, imagery, military science, business).

Major Responsibilities: Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives.
The Analyst works independently or under general direction to resolve complex application problems Coordinates with the Program Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval.

Education Requirements: Bachelor's Degree

Junior Technical Writer

Experience Requirements: Minimum of 2 years of experience.

Major Responsibilities: Assist technical writers in preparing documents such as technical reports, training manuals, user manuals, implementation guides, and hardware and software specifications under the immediate direction of other technical writers. Researches and collects information from subject matter experts and other sources. Analyzes, interprets, and cross-check information to ensure accuracy. Organizes information, determines optimum method of presentation, and creates content according to plan. Responsible for completeness, accuracy, and overall quality of all content he/she produces.

Education Requirements: Bachelor's Degree

Program Manager I

Experience Requirements: Minimum of 5 years' experience. Proven management skills.

Major Responsibilities: The individual serves as the Program Manager for employing multiple disciplines in the planning, analysis, design, implementation, and support of assigned tasks. Program Manager for large multi-task efforts, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks. He or she oversees the development of analytical and computational techniques and methodologies for problem solutions. Directs enterprise wide strategic systems planning, business information planning, business and analysis. Manages process and data modeling in support of the planning and analysis efforts using both manual and automated tools. Experienced in the program/project management field. Responsible for establishing and implementing work standards and processes, delegating contractor/subcontractor assignments, supervising contractor

personnel, and communicating policies, purposes, and goals to subordinates, and overall surveillance and operational success of assigned tasks. Manages small programs of work consisting of 2-3 projects.

Education Requirements: Bachelor's Degree

Program Manager II

Experience Requirements: Minimum of 8 years' experience. Proven management skills.

Major Responsibilities: The individual serves as the Program Manager for employing multiple disciplines in the planning, analysis, design, implementation, and support of assigned tasks. Program Manager for large multi-task efforts, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks. He or she oversees the development of analytical and computational techniques and methodologies for problem solutions. Directs enterprise wide strategic systems planning, business information planning, business and analysis. Manages process and data modeling in support of the planning and analysis efforts using both manual and automated tools. Experienced in the program/project management field. Responsible for establishing and implementing work standards and processes, delegating contractor/subcontractor assignments, supervising contractor personnel, and communicating policies, purposes, and goals to subordinates, and overall surveillance and operational success of assigned tasks. Manages small programs of work consisting of 4-6 projects.

Education Requirements: Bachelor's Degree

Program Manager III

Experience Requirements: Minimum of 10 years' experience. Proven management skills.

Major Responsibilities: The individual serves as the Program Manager for employing multiple disciplines in the planning, analysis, design, implementation, and support of assigned tasks. Program Manager for large multi-task efforts, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks. He or she oversees the development of analytical and computational techniques and methodologies for problem solutions. Directs enterprise wide strategic systems planning, business information planning, business and analysis. Manages process and data modeling in support of the planning and analysis efforts using both manual and automated tools. Experienced in the program/project management field. Responsible for establishing and implementing work standards and processes, delegating contractor/subcontractor assignments, supervising contractor personnel, and communicating policies, purposes, and goals to subordinates, and overall surveillance and operational success of assigned tasks. Manages small programs of work consisting of 7-9 or more projects.

Education Requirements: Bachelor's Degree

Program Support I

Experience Requirements: Minimum of 2 years applied experience.

Major Responsibilities: Provides any needed general administrative support to a project team including, but not limited to, team and project scheduling, document development and management, document

librarian functions, desktop publishing, and visitor control. Knowledge of word processing, spreadsheet, presentation, and some database programs (such as Microsoft Office).

Education Requirements: High School Diploma or equivalent

Program Support II
Experience Requirements: Minimum of 4 years applied experience.

Major Responsibilities: Provides any needed general administrative support to a project team including, but not limit to, team and project scheduling, document development and management, document librarian functions, desktop publishing, and visitor control. Adapts procedures, techniques, tools, materials, and/or equipment to meet special needs and complete a variety of tasks with increasing complexity and reflecting a high degree of variety. Knowledge of word processing, spreadsheet, presentation, and some database programs (such as Microsoft Office).

Education Requirements: Bachelor's Degree

Program Support III
Experience Requirements: Minimum of 6 years applied experience.

Major Responsibilities: Provides any needed general administrative support to a project team including, but not limited to, team and project scheduling, document development and management, document librarian functions, desktop publishing, and visitor control. May act as a resource to less experienced employees. Judgment and initiative may be required in resolving routine problems and making routine recommendations. May be responsible for portions of a larger project. May request information and guide work from lower-level staff. Works under general or minimal supervision. May act independently to plan and accomplish routine assignments. Typically receives general instructions on new assignments. Knowledge of word processing, spreadsheet, presentation, and some database programs (such as Microsoft Office). Additional working knowledge of desktop publishing programs.

Education Requirements: Bachelor's Degree

Project Manager
Experience Requirements: Minimum of 2 years of professional experience in a technically related function is required.

Major Responsibilities: Provides planning, direction, and coordination functions of a designated project to ensure contract performance requirements and objectives are accomplished. Manages staff, budget, prioritization, and other contractual matters. Responsible for setting and attaining budget, schedule, and performance standards. Monitors and controls expenditures within limitations of project budget. Acts as the single focal point for planning and executing task orders awarded. Is the primary point of contact for the customer. Oversees all work and takes corrective action as necessary to ensure project success. May also serve as the technical lead.

Education Requirements: Bachelor's Degree

Senior Consultant/Technical Specialist I

Experience Requirements: 6 years' related experience, demonstrated ability to work independently with only general direction.

Major Responsibilities: This individual should have extensive experience in such activities such as financial monitoring, contract budgeting, foreign assistance strategies, recruiting and staffing key contract positions, and client relationship development and management. This labor category includes professionals with extensive subject matter knowledge and expertise, program management credentials, international and domestic work experience, and experience in managing and/or providing technical assistance in an environment of complex multiyear and multi-objective programs. The individual may act as a Program Director, Principal, Technical Advisor, or related position. Understands business practices, market position and deployment of technology into mission environments. Provides group facilitation, interviewing, training, and provides additional forms knowledge transfer. Specialized experience may include facilitation, training, methodology and evaluation, process reengineering across all phases, identifying best practices, organizational development, activity. Must have experience in execution of key project areas.

Education Requirements: Bachelor's degree

Senior Consultant/Technical Specialist II

Experience Requirements 8 years' related experience, demonstrated ability to work independently with only general direction.

Major Responsibilities This individual should have extensive experience in such activities such as financial monitoring, contract budgeting, foreign assistance strategies, recruiting and staffing key contract positions, and client relationship development and management. This labor category includes professionals with extensive subject matter knowledge and expertise, program management credentials, international and domestic work experience, and experience in supporting and/or providing technical assistance in an environment of complex multiyear and multi-objective programs. The individual may act as a Program Director, Principal, Key Technical Advisor, or related position. Understands business practices, market position and deployment of technology into mission environments. Demonstrated exceptional written and oral communications skills. Specialized experience may include facilitation, training, methodology and evaluation, process reengineering across all phases, identifying best practices, organizational development, activity. Must have experience in execution of key project areas.

Education Requirements Bachelor's degree

Senior Consultant/Technical Specialist III

Experience Requirements: 12 years' related experience, demonstrated ability to work independently and manage large scale projects.

Major Responsibilities: This individual should have extensive experience in such activities such as financial monitoring, contract budgeting, foreign assistance strategies, recruiting and staffing key contract positions, and client relationship development and management. This labor category includes

professionals with extensive subject matter knowledge and expertise, program management credentials, international and domestic work experience, and experience in managing and/or providing technical assistance in an environment of complex multiyear and multi-objective programs. The individual may act as a Senior Program Director, Chief of Party, Key Principal, Senior Technical Advisor or related position. Understands business practices, market position and deployment of technology into mission environments. Demonstrated exceptional written and oral communications skills. Specialized experience may include facilitation, training, methodology and evaluation, process reengineering across all phases, identifying best practices, organizational development, activity.

Education Requirements: Master's degree

Subject Matter Expert I

Experience Requirements: 5 years specialized experience in a technical area, management practice, or operating environment specifically of interest to a specified client. Demonstrated ability to apply leading-edge principles and methods of problem solving to complex network enterprise systems or organizational environments.

Major Responsibilities: Authoritative or respected position in a client's enterprise environment, management systems and practices, or a specific technology area such as complex enterprise networks, information exchange architectures, information assurance, directory services, or network performance engineering. Performs research and functional and empirical analyses and recommends solutions related to the design, development, deployment and integration of complex enterprise or management systems. Offers uncommon subject matter expertise for client specified issues. Experienced in major enterprise development and operating environments with a broad knowledge of information architecture and operating systems AND/OR experienced in large-scale integrated organizational management systems and approaches with a broad knowledge of the interdependent dynamics of various functional operating areas on organizational performance. Covers a broad range specific careers where a level of specialized expertise is required.

Education Requirements: Bachelor's Degree

Subject Matter Expert II

Experience Requirements: 8 years specialized experience in a technical area, management practice, or operating environment specifically of interest to a specified client. Demonstrated ability to apply leading-edge principles and methods of problem solving to complex network enterprise systems or organizational environments.

Major Responsibilities: Authoritative or respected position in a client's enterprise environment, management systems and practices, or a specific technology area such as complex enterprise networks, information exchange architectures, information assurance, directory services, or network performance engineering. Performs research and functional and empirical analyses and recommends solutions related to the design, development, deployment and integration of complex enterprise or management systems. Offers uncommon subject matter expertise for client specified issues. Experienced in major enterprise development and operating environments with a broad knowledge of information architecture and operating systems AND/OR experienced in large-scale integrated organizational management systems

and approaches with a broad knowledge of the interdependent dynamics of various functional operating areas on organizational performance. Covers a broad range specific careers where a fairly high level of specialized expertise is required.

Education Requirements: Bachelor's Degree

Subject Matter Expert III

Experience Requirements: 10 years specialized experience in a technical area, management practice, or operating environment specifically of interest to a specified client. Demonstrated ability to apply leading-edge principles and methods of problem solving to complex network enterprise systems or organizational environments.

Major Responsibilities: Authoritative or respected position in a client's enterprise environment, management systems and practices, or a specific technology area such as complex enterprise networks, information exchange architectures, information assurance, directory services, or network performance engineering. Performs research and functional and empirical analyses and recommends solutions related to the design, development, deployment and integration of complex enterprise or management systems. Offers uncommon subject matter expertise for client specified issues. Experienced in major enterprise development and operating environments with a broad knowledge of information architecture and operating systems AND/OR experienced in large-scale integrated organizational management systems and approaches with a broad knowledge of the interdependent dynamics of various functional operating areas on organizational performance. Covers a broad range specific careers where a high level of specialized expertise is required.

Education Requirements: Master's Degree