General Services Administration (GSA)
Federal Supply Service
Authorized Federal Supply Schedule Price List

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

Special Item No. 132-51 Information Technology Professional Services
FPDS Code D301 IT AND TELECOM- FACILITY OPERATION AND MAINTENANCE
FPDS Code D302 IT AND TELECOM- SYSTEMS DEVELOPMENT
FPDS Code D306 IT AND TELECOM- SYSTEMS ANALYSIS
FPDS Code D307 IT AND TELECOM- IT STRATEGY AND ARCHITECTURE
FPDS Code D308 IT AND TELECOM- PROGRAMMING
FPDS Code D310 IT AND TELECOM- CYBER SECURITY AND DATA BACKUP
FPDS Code D311 IT AND TELECOM- DATA CONVERSION
FPDS Code Class D313 IT AND TELECOM- COMPUTER AIDED DESIGN/COMPUTER AIDED MANUFACTURING (CAD/CAM)
FPDS Code D316 IT AND TELECOM- TELECOMMUNICATIONS NETWORK MANAGEMENT
FPDS Code D317 IT AND TELECOM- WEB-BASED SUBSCRIPTION
FPDS Code D399 IT AND TELECOM- OTHER IT AND TELECOMMUNICATIONS

Special Item No. 132-56 Health Information Technology Professional Services
FPDS Code D302 IT AND TELECOM- SYSTEMS DEVELOPMENT
FPDS Code D306 IT AND TELECOM- SYSTEMS ANALYSIS
FPDS Code D307 IT AND TELECOM- IT STRATEGY AND ARCHITECTURE
FPDS Code D308 IT AND TELECOM- PROGRAMMING
FPDS Code D310 IT AND TELECOM- CYBER SECURITY AND DATA BACKUP
FPDS Code D311 IT AND TELECOM- DATA CONVERSION
FPDS Code Class D313 IT AND TELECOM- COMPUTER AIDED DESIGN/COMPUTER AIDED MANUFACTURING (CAD/CAM)
FPDS Code D316 IT AND TELECOM- TELECOMMUNICATIONS NETWORK MANAGEMENT
FPDS Code D317 IT AND TELECOM- WEB-BASED SUBSCRIPTION
FPDS Code D399 IT AND TELECOM- OTHER IT AND TELECOMMUNICATIONS

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.
Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.
Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.
General Purpose Commercial Information Technology, Software and Services
FSC Group 70, Part 1, Sections B & C

Contract Number GS-35F-598GA

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

Period Covered by Contract:
August 5, 2017 through August 4, 2022

Planned Systems International, Inc. (PSI)
10632 Little Patuxent Parkway, Suite 200
Columbia, MD 21044-6250
Phone: 443-832-5018 and Fax: 410-964-8001
Contact for Contract Administration: Darrell J. Abed, VP, Contracts
Email: dabed@plan-sys.com
www.plan-sys.com

Planned Systems International, Inc. is a Minority-owned Large Business
*Prices Shown Herein are Net (discount deducted)
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**Customer Information**

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## Labor Categories Awarded Under SIN 132 51 - Information Technology Professional Services

<table>
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<tr>
<th>Labor Categories SIN 132 51 (including STLOC &amp; RC SINs)</th>
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1b. Lowest priced model number and price

SIN 132 51 Lowest NET GSA Rate - Administrative Assistant - $36.06 ph
SIN 132 56 Lowest NET GSA Rate – Health IT Administrative Assistant - $36.06 ph
1c. Description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services:

Labor Categories Under SIN 132 51 Information Technology Professional Services

1. Program Manager

**Functional Responsibility:** Organizes, directs, and manages large contract operation support functions, involving multiple, complex, and inter-related project tasks. Manages teams of contract support personnel at multiple locations. Maintains and manages the client interface at the senior levels of the client organization. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with program task schedules and costs.

**Required Experience:** Two years experience in managing large complex projects including at least 25 persons in subordinate groups in diverse locations with demonstrated capability in the overall management of contracts of similar type or complexity. Plus an additional four years of progressively responsible experience in a Government contracting environment.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

2. Project Manager

**Functional Responsibility:** Leads team on projects or significant segment of large complex projects. Analyzes new and complex project related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools, and solution components. Provides applications systems analysis and programming activities for a Government site, facility or multiple locations. Prepares long and short-range plans for application selection, systems development, systems maintenance, and production activities and for necessary support resources. Oversees all aspects of projects.

**Required Experience:** Four years experience including complete project development from inception to deployment with a demonstrated ability to provide guidance and direction in tasks of similar scope and complexity.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

3. Task Manager

**Functional Responsibility:** Serves as the central point of contact for a particular delivery/task order and interfaces with the Government’s Technical Representative. Establishes and enforces procedures to assure that the task is performed in accordance with applicable standards, quality requirements, estimated costs, and schedules. Coordinates development, quality assurance, configuration management, documentation support, software maintenance, and daily supervision of subordinates. Prepares reports and delivers briefings on the status of task assignments to contract management personnel and technical points of
contact. Reviews work of subordinates, resolves discrepancies, prioritizes work, and accommodates changes.

**Required Experience:** Three years experience including complete project development from inception to deployment with a demonstrated ability to provide guidance and direction in tasks of similar scope and complexity.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

4. **Junior Task Manager**

**Functional Responsibility:** Supports the task manager or project manager in completing subtasks and coordinating flow of information across the team. Make arrangement for task completion based on specifications of the project manager. Suggest strategies for achieving task goals to the project manager. Make the arrangement for task documentation on the recommendation and specification of the project manager and ensure that specifications are met.

**Required Experience:** Two years experience including complete project development from inception to deployment with a demonstrated ability to provide guidance and direction in tasks of similar scope and complexity.

**Required Education:** Associate Bachelor’s Degree in computer science, information systems, mathematics, engineering, business or related field. An additional two years of experience may be substitute for the degree requirement.

5. **Project Management Office Manager**

**Functional Responsibility:** The PMO manager is responsible for the direction of project support staff and consolidation of company project information. Identify, analyzes, responds to and monitors project risks; determines prioritization of Program risks; maximizes the probability and impact of positive events and minimizes the probability and impact of adverse events. Develop communications documents detailing implementation progress for Senior Leadership, Boards, and Regulators, including regular reporting.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

6. **Program Analyst**

**Functional Responsibility:** Has knowledge in how to plan, analyze and evaluate the effectiveness of operating programs. Must be able to use source data to evaluate the effectiveness of programs and business processes. Must be able to use qualitative and quantitative analytical skills to assess the effectiveness of the operations.

**Required Experience:** Two years experience in the development and implementation of project management tools. Experience in the use state-of-the-art tools and methods (e.g. Microsoft Project, Project Scheduler) to control cost, schedule, and technical conduct of projects of similar scope and complexity.
**Required Education:** Associate Bachelor’s Degree in computer science, information systems, mathematics, engineering, business or related field. An additional two years of experience may be substitute for the degree requirement.

7. **Project Control Specialist**

**Functional Responsibility:** Supports the Project Manager or Program manager in development and monitoring of all financial management and administrative activities, such as budgeting, manpower and resource planning and financial reporting related to projects. Perform evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues, which would require a report and recommend solutions. Supports the Project Manager or Program Manager in developing work breakdown structure.

**Required Experience:** One year experience in the development and implementation of project management tools. Experience in the use state-of-the-art tools and methods (e.g. Microsoft Project, Project Scheduler) to control cost, schedule, and technical conduct of projects of similar scope and complexity.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

8. **Scrum Master**

**Functional Responsibility:** Guides the team and organization on how to use Agile/Scrum practices and values and to self-organize into Agile/Scrum frameworks. Facilitates discussion, decision making, and conflict resolution. Assists with internal and external communication. Support and educate the product owner.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

9. **Subject Matter Expert I**

**Functional Responsibility:** Performs complex analysis and/or using specialized skills in support of systems engineering, development, or integration for programs, such as the development of preliminary and detailed functional analysis, design, code development, technical architecture or other services required for ADP systems. Subject matter functional expertise provided includes areas such as information technology disciplines, inventory management, logistics, provisioning, maintenance, transportation, personnel, financial management, and administration.

**Required Experience:** Five years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.
10. Subject Matter Expert II

**Functional Responsibility:** Performs complex analysis and/or using specialized skills in support of systems engineering, development, or integration for programs, such as the development of preliminary and detailed functional analysis, design, code development, technical architecture or other services required for ADP systems. Subject matter functional expertise provided includes areas such as information technology disciplines, inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to small teams of functional or technical personnel.

**Required Experience:** Seven years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

11. Subject Matter Expert III

**Functional Responsibility:** Performs complex analysis and/or using specialized skills in support of systems engineering, development, or integration for programs, such as the development of preliminary and detailed functional analysis, design, code development, technical architecture or other services required for ADP systems. Subject matter functional expertise provided includes areas such as information technology disciplines, inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to large teams of functional or technical personnel.

**Required Experience:** Nine years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

12. Subject Matter Expert IV

**Functional Responsibility:** Performs complex analysis and/or using specialized skills in support of systems engineering, development, or integration for programs, such as the development of preliminary and detailed functional analysis, design, code development, technical architecture or other services required for ADP systems. Subject matter functional expertise provided includes areas such as information technology disciplines, inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to large teams of functional or technical personnel.

**Required Experience:** Ten years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.
13. Subject Matter Expert V

**Functional Responsibility:** Performs complex analysis and/or using specialized skills in support of systems engineering, development, or integration for programs, such as the development of preliminary and detailed functional analysis, design, code development, technical architecture or other services required for ADP systems. Subject matter functional expertise provided includes areas such as information technology disciplines, inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to large teams of functional or technical personnel.

**Required Experience:** Twelve years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

14. Senior Quality Assurance Specialist

**Functional Responsibility:** Provides development of project Software Quality Assurance Plan and the implementation of procedures that conform to the requirements of the contract. Provides an independent assessment of how the project's software development process is being implemented relative to the defined process and recommends methods to optimize the organization's process. May be responsible for all activities involving quality assurance and compliance with applicable regulatory requirements. Conducts audits and reviews/analyzes data and documentation. Develops and implements procedures and test plans for assuring quality in a system development environment which supports large databases and applications.

**Required Experience:** Four years experience including the development and implementation of quality assurance programs for projects and tasks of similar scope and complexity.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

15. Quality Assurance Specialist

**Functional Responsibility:** Serves as the focal point for maintaining the quality of contract deliverables. Develops plans and guidelines for quality assurance, instructs project staff in the principles of quality management and the specifics of quality programs for projects and tasks, and works with project leadership to implement quality assurance procedures. Leads independent quality review teams for project and task deliverables and prepares reports and delivers briefings on the quality status of deliverables.

**Required Experience:** Two years experience including the development and implementation of quality assurance programs for projects and tasks of similar scope and complexity.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.
16. Security Engineer

**Functional Responsibility:** Implements, tests and operates advanced software security techniques in compliance with technical reference architecture. Perform on-going security testing and code review to improve software security. Troubleshoot and debug issues that arise. Provide engineering designs for new software solutions to help mitigate security vulnerabilities. Contribute to all levels of the architecture. Maintain technical documentation. Consult team members on secure coding practices. Develop a familiarity with new tools and best practices.

**Required Experience:** Four years experience performing the duties described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

17. Senior Information Assurance/Security Specialist

**Functional Responsibility:** Develops and implements assurance/security standards and procedures. Coordinates, develops, and evaluates security programs for an organization. Recommends information assurance/security solutions to support customers’ requirements. Identifies, reports, and resolves security violations. Supports customers at the highest levels in the development and implementation of doctrine and policies. Applies know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures. Performs analysis, design, and development of security features for information system architectures. Analyzes and defines security requirements for computer systems which may include mainframes, workstations, and personal computers. Provides integration and implementation of the computer system security solution. Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle. Ensures that all systems are functional and secure.

**Required Experience:** Six years experience including the development and implementation of information assurance/security programs for projects and tasks of similar scope and complexity.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

18. Senior Information Technology Analyst

**Functional Responsibility:** Support, design, develop, enhance, and implement computer application systems and programs. Evaluate the performance of existing computer systems, plan and direct upgrades and improvements, troubleshoot problems and test and resolve issues. Provide recommendations to enhance systems and services. Utilizes logic development, coding, testing and integrating with C#, .NET, MS SharePoint, JAVA, SQL, HTML, XML, Javascript, UNIX and business intelligence reporting.

**Required Experience:** Six years experience in the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

19. Junior Information Technology Analyst

**Functional Responsibility:** Support, design, develop, enhance, and implement computer application systems and programs. Evaluate the performance of existing computer systems, plan and direct upgrades
and improvements, troubleshoot problems and test and resolve issues. Provide recommendations to enhance systems and services. Utilizes logic development, coding, testing and integrating with C#, .NET, MS SharePoint, JAVA, SQL, HTML, XML, Javascript, UNIX and business intelligence reporting.

**Required Experience:** Two years experience performing the functions described above.

**Required Education:** Associate Bachelor’s Degree in computer science, information systems, mathematics, engineering, business or related field. An additional two years of experience may be substitute for the degree requirement.

**20. GIS Specialist**

**Functional Responsibility:** Develop, maintain and update Geographic Information System (GIS) databases; obtain data from city, state, federal and private sources; receive and review maps, land parcel records and engineering documents. Identify pertinent GIS information and convert data into proper GIS formats. Ensure accuracy and completeness; enter data into databases; and update essential GIS layers and databases. Create a variety of maps and GIS related documents. Provide expertise in GIS hardware and software products. Provide technical support to GIS users.

**Required Experience:** Four years experience in the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate's Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

**21. Information Engineer**

**Functional Responsibility:** Applies knowledge of computer concepts and techniques to develop and apply automated solutions to engineering, scientific, or business data acquisition and management problems. Uses scientific and engineering logic to independently identify conceptual or theoretical solutions to problems of computer hardware or software design and operation. Develops alternative approaches to design, test, and evaluation techniques for solving automation problems, evaluates and recommends that which will provide the optimum solution glancing specific project needs with economic constraints. Formulates systems design, functional specification, interfaces and documentation of computer systems considering system interrelationships, operating modes, and equipment configurations. Responsible for developing project plans, justifications, guidelines, and controls.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

**22. Senior Business Analyst**

**Functional Responsibility:** Acquires an understanding of the needs, and facilitates the negotiation of requirements amongst multiple stakeholders. Identifies the current and future state business processes. Assists the stakeholders in envisioning the future and how their work will need to change to support the future. Creating, analyzing, and validating detailed functional specifications. Facilitating design sessions with the implementation team to define the solution. Delivering elements of systems design, including data migration rules, business rules, wireframes, or other detailed deliverables.

**Required Experience:** Four years experience performing the functions described above.
**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

### 23. Business Analyst

**Functional Responsibility:** Acquires an understanding of the needs, and facilitates the negotiation of requirements amongst multiple stakeholders. Identifies the current and future state business processes. Assists the stakeholders in envisioning the future and how their work will need to change to support the future. Creating, analyzing, and validating detailed functional specifications. Facilitating design sessions with the implementation team to define the solution. Delivering elements of systems design, including data migration rules, business rules, wireframes, or other detailed deliverables.

**Required Experience:** Two years experience in the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

### 24. Senior Manpower Analyst

**Functional Responsibility:** Conducts complex logical analysis of management problems and management information requirements and formulates mathematical models of problems for solutions by computer. Gathers, relates, and identifies data with variables in models by applying personal judgment and mathematical tests. Reviews operations and testing of models to insure adequacy, or determines needs for reformulation. Coordinates activity of other assigned personnel. Prepares written, non-technical reports to management, indicating solutions or range of possible alternatives in rank of desirability and probability of success.

**Required Experience:** Six years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

### 25. Manpower Analyst

**Functional Responsibility:** Conducts complex logical analysis of management problems and management information requirements and formulates mathematical models of problems for solutions by computer. Gathers, relates, and identifies data with variables in models by applying personal judgment and mathematical tests. Reviews operations and testing of models to insure adequacy, or determines needs for reformulation. Coordinates activity of other assigned personnel. Prepares written, non-technical reports to management, indicating solutions or range of possible alternatives in rank of desirability and probability of success.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.
26. Process Modeler

**Functional Responsibility:** Provides extensive technical expertise in the creation and design of data models that support client needs. Knowledge of application development and process modeling 'best practices' as they apply to requirements, analysis and design. Translates business requirements into logical and physical process models, perform data analysis and assisting application developers.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

27. Enterprise Architect

**Functional Responsibility:** Provides high-level architectural expertise to managers and technical staff. Develops architectural products and deliverables for the enterprise and operational business lines in accordance with the strategy and goals of the organization. Develops strategy of system and the design infrastructure necessary to support that strategy. Advises on selection of technological purchases with regards to processing, data storage, data access, and applications development. Sets standards for the client/server relational database structure for the organization (SQL, ORACLE, SYBASE, etc.). Advises of feasibility of potential future projects to management. Tracks current plans that will require IT resources. Monitors and reviews the success of systems and ensures efficiency and effectiveness. Recommends future computer system technologies that will help in the improvement of business in the organization. Integrates IT solution systems for the business with the existing client systems.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

28. Systems Architect

**Functional Responsibility:** Establish requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale or other information systems. Design architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensure these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and ISO reference models, and profiles of standards - such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of information management solution of the application platform, across the Application Program Interface (API), and the external environment/software application. Ensure that the common operating environment is compliant with the Agency enterprise architecture and applicable reference models. Evaluate analytically and systematically problems of workflows, organization, and planning and develop appropriate corrective action. Provide daily supervision and direction to staff.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.
29. System Integration Engineer

**Functional Responsibility:** Determines operational feasibility by evaluating analysis, problem definition, requirements, solution development, and proposed solutions. Documents and demonstrates solutions by developing documentation, flowcharts, layouts, diagrams, charts, code comments and clear code. Prepares and installs solutions by determining and designing system specifications, standards, and programming. Improves operations by conducting systems analysis; recommending changes in policies and procedures. Obtains and licenses software by obtaining required information from vendors; recommending purchases; testing and approving products. Provides information by collecting, analyzing, and summarizing development and service issues. Develops software solutions by studying information needs; conferring with users; studying systems flow, data usage, and work processes; investigating problem areas; following the software development lifecycle.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

30. Computer Scientist

**Functional Responsibility:** Acts as a senior consultant in complex or mission critical client requirements. Develops, modifies, and applies computer modeling and programming applications to analyze and solve mathematical and scientific problems affecting information system and program performance. Participates in all phases of scientific and engineering projects such as research, design, development, testing, modeling, simulating, training, and documentation.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

31. Data Warehouse Administrator

**Functional Responsibility:** Coordinate the data administration technical function for both data warehouse development and maintenance. Facilitate change control, problem management, and communication among data architects, programmers, analysts, and engineers. Establish and enforce processes to ensure a consistent, well managed, and well integrated data warehouse infrastructure.

**Required Experience:** Four years experience in the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

32. Principal Data Base Systems Administrator

**Functional Responsibilities:** Applies current technology in providing MIS solutions. Provides highly technical expertise in providing business application solutions. Must have a comprehensive understanding of hardware/software and communication environments such as: client/server technology, host/mainframe technology, IS, and related peripheral equipment. Specifies proper types of files organization, indexing methods, and security procedures. Advises contractor project teams on the design of complex databases (e.g., schema and subschema details). Defines specialized aspects of user's data
base administrator documentation. Performs detailed comparisons of various database systems. Provides expertise in data storage systems. Develops backup and archival policies and procedures. Configures storage systems software to meet requirements. Performs administration tasks (installing, maintaining, monitoring, recovering, rebuilding, upgrading, patching and performance tuning). Implements software solutions for performance enhancement, operator interface, and increased user capability.

**Required Experience:** Six years experience in a complex, distributed, heterogeneous computing environments, which may involve different types of hardware platforms, operating systems applications, database systems and network environments. Two years specific experience as a Data Base Systems Administrator on the target system.

**Required Education:** Bachelor’s Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

### 33. Master Database Specialist

**Functional Responsibility:** Provides all activities related to the administration of computerized information databases. Projects long-range requirements for database administration and design in conjunction with other managers in the information systems function. Designs, creates, and maintains databases in a client/server environment. Conducts quality control and auditing of databases in a client/server environment to ensure accurate and appropriate use of data. Advises users on access to various client/server databases. Designs, implements, and maintains complex databases with respect to JCL, access methods, access time, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Applies knowledge and experience with database technologies, development methodologies, and front-end (e.g., COGNOS)/back-end programming languages (e.g., SQL). Performs database programming and supports systems design. Includes maintenance of database dictionaries, overall monitoring of standards and procedures, file design and storage, and integration of systems through database design.

**Required Experience:** Eight years experience in logical and physical database design; four years experience writing structure software; and four years experience in structured analysis and design.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

### 34. Senior Database Specialist

**Functional Responsibility:** Provides all activities related to the administration of computerized information databases. Projects long-range requirements for database administration and design in conjunction with other managers in the information systems function. Designs, creates, and maintains databases in a client/server environment. Conducts quality control and auditing of databases in a client/server environment to ensure accurate and appropriate use of data. Advises users on access to various client/server databases. Designs, implements, and maintains complex databases with respect to JCL, access methods, access time, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Applies knowledge and experience with database technologies, development methodologies, and front-end (e.g., COGNOS)/back-end programming languages (e.g., SQL). Performs database programming and supports systems design. Includes maintenance of database dictionaries, overall monitoring of standards and procedures, file design and storage, and integration of systems through database design.
**Required Experience:** Six years experience in logical and physical database design; three years experience writing structure software; and three years experience in structured analysis and design.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

### 35. Data Analyst

**Functional Responsibility:** Assuring the integrity of data, including data extraction, storage, manipulation, processing and analysis. Collecting and collating appropriate data for usage in databases and conducting related research. Discussing business intelligence needs or information with external clients and internal staff. Coding accurately variables from original information or data and completing statistical analyses as required. Preparing and making presentations, monitoring and maintaining the quality nature of database systems. Analyzing data with standard statistical methods, interpreting the results, and providing written summary of data analyses.

**Required Experience:** Four years experience performing the functions described above

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

### 36. Principal Systems Analyst

**Functional Responsibility:** Applies knowledge of computer science principles, automated data processing functions, and software languages to develop solutions to user requirements. Provides direction on complex application problems involving all phases of system analysis to provide resolution. Assists users, functional and technical activity personnel in the application, definition, and design. Oversees and performs the gathering, analysis, and synthesis of information for system definition. Supports the development of test plans, test descriptions, and test procedures and reviews results to ensure compliance with specifications. Develops and maintains user support documentation. Analyzes software maintenance requirements including trouble report and change proposal analysis. Proposes economical and efficient solutions as part of developing ADP solutions to user requirements. Acts as team leader, providing guidance to junior level staff.

**Required Experience:** Six years experience in ADP systems analysis, design, and or maintenance. Experience shall include a broad band range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

### 37. Senior Systems Analyst

**Functional Responsibility:** Applies knowledge of computer science principles, automated data processing functions, and software languages to develop solutions to user requirements. Provides direction on complex application problems involving all phases of system analysis to provide resolution. Assists users, functional and technical activity personnel in the application, definition, and design. Oversees and performs the gathering, analysis, and synthesis of information for system definition. Supports the development of test plans, test descriptions, and test procedures and reviews results to ensure
compliance with specifications. Develops and maintains user support documentation. Analyzes software maintenance requirements including trouble report and change proposal analysis. Proposes economical and efficient solutions as part of developing ADP solutions to user requirements. Acts as team leader, providing guidance to junior level staff.

**Required Experience:** Four years experience in ADP systems analysis, design, and or maintenance. Experience shall include a broad band range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

### 38. Systems Analyst

**Functional Responsibility:** Applies knowledge of computer science principles, automated data processing functions, and software languages to develop solutions to user requirements. Provides direction on complex application problems involving all phases of system analysis to provide resolution. Assists users, functional and technical activity personnel in the application, definition, and design. Oversees and performs the gathering, analysis, and synthesis of information for system definition. Supports the development of test plans, test descriptions, and test procedures and reviews results to ensure compliance with specifications. Develops and maintains user support documentation. Analyzes software maintenance requirements including trouble report and change proposal analysis. Proposes economical and efficient solutions as part of developing ADP solutions to user requirements. Acts as team leader, providing guidance to junior level staff.

**Required Experience:** Two years experience in ADP systems analysis, design, and or maintenance. Experience shall include a broad band range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

### 39. Senior Applications Systems Analyst

**Functional Responsibility:** Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications for programs. Assists in the design, development, testing, implementation, and documentation of new software and enhancements of existing applications. Works with project managers, developers, and end users to ensure application designs meet business requirements. Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents those programs. Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Assists all phases of software systems programming applications. Evaluates new and existing software products.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience
or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

40. Applications Systems Analyst

Functional Responsibility: Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications for programs. Assists in the design, development, testing, implementation, and documentation of new software and enhancements of existing applications. Works with project managers, developers, and end users to ensure application designs meet business requirements. Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents those programs. Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Assists all phases of software systems programming applications. Evaluates new and existing software products.

Required Experience: Two years experience performing the functions described above.

Required Education: Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

41. Senior Applications Developer

Functional Responsibility: Designs, develops, enhances, debugs, and implements software. Troubleshoots production problems related to software applications. Researches, tests, builds, and coordinates the conversion and/or integration of new products based on client requirements. Designs and develops new software products or major enhancements to existing software. Addresses problems of systems integration, compatibility, and multiple platforms. Consults with project teams and end users to identify application requirements. Performs feasibility analysis on potential future projects to management. Assists in the evaluation and recommendation of application software packages, application integration and testing tools. Resolves problems with software and responds to suggestions for improvements and enhancements. Acts as team leader on projects. Instructs, assigns, directs, and checks the work of other software developers on development team. Participates in development of software user manuals.

Required Experience: Six years experience performing the functions described above.

Required Education: Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

42. Applications Developer

Functional Responsibility: Designs, develops, enhances, debugs, and implements software. Troubleshoots production problems related to software applications. Researches, tests, builds, and coordinates the conversion and/or integration of new products based on client requirements. Designs and develops new software products or major enhancements to existing software. Addresses problems of systems integration, compatibility, and multiple platforms. Consults with project teams and end users to identify application requirements. Performs feasibility analysis on potential future projects to management. Assists in the evaluation and recommendation of application software packages, application
integration and testing tools. Resolves problems with software and responds to suggestions for improvements and enhancements. Acts as team leader on projects. Instructs, assigns, directs, and checks the work of other software developers on development team. Participates in development of software user manuals.

Required Experience: Three years experience performing the functions described above.

Required Education: Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

43. Principal SQL Developer


Required Experience: Eight years experience performing the functions described above.

Required Education: Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

44. Senior SQL Developer


Required Experience: Six years experience performing the functions described above.

Required Education: Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

45. Senior SharePoint Developer

Functional Responsibility: Leads design of SharePoint dashboards and portal based user requirements. Create a business performance / KPI dashboard in SharePoint with automated updates from relevant business systems. Implement workflows with SharePoint InfoPath. Lead the development capability to provide the project with fast and efficient software development services and manage the pipeline of SharePoint work. Lead/Provide input into architectural decisions on SharePoint platform improvements and Streamlining.

Required Experience: Six years experience performing the functions described above.

Required Education: Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.
46. SharePoint Developer

**Functional Responsibility:** Builds and configures SharePoint websites using web UI or SharePoint Designer and develops code for SharePoint. Assists in project development, defining technical requirements and developing solutions; on-going support for applications; and designing and customizing SharePoint solutions. Develops applications around the core concepts of business process management, collaboration, business intelligence or enterprise content management. Plans and implements software version upgrade releases; troubleshoots and debugs SharePoint sites.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

47. Web Designer

**Functional Responsibility:** Designs and builds web pages using a variety of graphics software applications, techniques, and tools. Designs and develops user interface features, site animation, and special-effects elements. Contributes to the design group's efforts to enhance the look and feel of the organization's online offerings. Designs the website to support the organization's strategies and goals relative to external communications.

**Required Experience:** Four years experience performing the functions described above

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

48. System Programmer

**Functional Responsibility:** Create and/or maintain operating systems, communications software, database packages, compilers, assemblers, and utility programs. Modify existing software as well as create special-purpose software to ensure efficiency and integrity between systems and applications.

**Required Experience:** Four years experience in ADP systems analysis, design, and or maintenance. Experience includes a broad range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

49. Master Configuration Management Specialist

**Functional Responsibility:** Provides configuration management planning. Describes provisions for configuration identification, change control, configuration status accounting, and configuration audits. Regulates the change process so that only approved and validated changes are incorporated into product documents and related software.

**Required Experience:** Six years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience
or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

50. Configuration Management Analyst

**Functional Responsibility:** Perform duties related to change, release, and build management for projects. Identify errors in the build and release process; recommend improvements. Create and maintain documentation for tools used to support configuration management.

**Required Experience:** Two years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

51. Master Network Specialist

**Functional Responsibility:** Provides technical guidance for directing and monitoring systems operations. Designs, builds, and implements network systems. Directs compilation of records and reports concerning network operations and maintenance. Troubleshoots network performance issues. Analyzes network traffic and provides capacity planning solutions. Monitors and responds to complex technical control facility hardware and software problems. Interfaces with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance. Manages the purchase, testing, installation, and support of network communications, including LAN/MAN/WAN systems. Performs system-level design and configuration of products including determination of hardware, OS, and other platform specifications. Performs a variety of systems engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and implementation, including personnel, hardware, software, budgetary, and support facilities and/or equipment. Provides assistance and oversight for all systems operations activities, including computer and telecommunications/communications operations, data entry, data control, LAN/MAN/WAN administration and operations support, operating systems programming, system security policy procedures, and/or web strategy and operations. Provides input to policy level discussions regarding standards and budget constraints. Supervises all personnel engaged in the operation and support of network facilities, including all communications equipment on various platforms in large scale or multi-shift operations. Supervises complex operations that involve two or more additional functions such as, but not limited to, network operations, systems security, systems software support, and production support activities. Utilizes software and hardware tools and identifies and diagnoses complex problems and factors affecting network performance.

**Required Experience:** Six years experience in planning, designing and analyzing data or telecommunications networks. Demonstrated knowledge of Ethernet, FDDI and a working knowledge of operating systems and protocols such as Novell, NT, UNIX, VINES and TCP/IP. Must have experience with network analysis/management tools and techniques and be familiar with PC’s in a client/server environment. Must be familiar with IT technology and long distance and local carrier management.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

52. Senior Network Specialist

**Functional Responsibility:** Provides technical guidance for directing and monitoring systems operations. Designs, builds, and implements network systems. Directs compilation of records and reports
concerning network operations and maintenance. Troubleshoots network performance issues. Analyzes network traffic and provides capacity planning solutions. Monitors and responds to complex technical control facility hardware and software problems. Interfaces with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance. Manages the purchase, testing, installation, and support of network communications, including LAN/MAN/WAN systems. Performs system-level design and configuration of products including determination of hardware, OS, and other platform specifications. Performs a variety of systems engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and implementation, including personnel, hardware, software, budgetary, and support facilities and/or equipment. Provides assistance and oversight for all systems operations activities, including computer and telecommunications/communications operations, data entry, data control, LAN/MAN/WAN administration and operations support, operating systems programming, system security policy procedures, and/or web strategy and operations. Provides input to policy level discussions regarding standards and budget constraints. Supervises all personnel engaged in the operation and support of network facilities, including all communications equipment on various platforms in large scale or multi-shift operations. Supervises complex operations that involve two or more additional functions such as, but not limited to, network operations, systems security, systems software support, and production support activities. Utilizes software and hardware tools and identifies and diagnoses complex problems and factors affecting network performance.

**Required Experience:** Four years experience in planning, designing and analyzing data or telecommunications networks. Demonstrated knowledge of Ethernet, FDDI and a working knowledge of operating systems and protocols such as Novell, NT, UNIX, VINES and TCP/IP. Must have experience with network analysis/management tools and techniques and be familiar with PC’s in a client/server environment. Must be familiar with IT technology and long distance and local carrier management.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

### 53. Network Administrator

**Functional Responsibility:** Support the installation, implementation, troubleshooting, and maintenance of agency wide-area networks (WANs) and local-area networks (LANs). Assist in designing and managing the WAN infrastructure and any processes related to the WAN. Provide Production Support of the Network, including: day-to-day operations, monitoring and problem resolution client Networks. Provide second level problem identification, diagnosis and resolution of problems. Support the dispatch of circuit and hardware vendors involved in the resolution process. Support the escalation and communication of status to agency management and internal customers. Possesses a working knowledge of various software systems and architectures, communications protocols: and network hardware devices.

**Required Experience:** Two years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

### 54. Network Administration Technician

**Functional Responsibility:** Experience conducting routine system administration tasks, logging data in system administration logs, and operating under the supervision of a System Administrator.
Required Experience: Two years experience performing the functions described above.

Required Education: Associate Bachelor’s Degree in computer science, information systems, mathematics, engineering, business or related field. An additional two years of experience may be substitute for the degree requirement.

55. Hardware/Software Installation Technician

Functional Responsibility: Provide support to monitor, install and perform maintenance on personal computers, laptop computers, software, and networks. Provide support in responding to system user requests for assistance. Provide support for on-the-spot diagnostic evaluations, implementation of corrections, and training users in proper operation of systems and programs. Provide support to: install and provide basic support for approved PC software; perform upgrades to all computer platforms, train office staff on computers, maintain logs and inventory of equipment repairs, assist in administering all computer platforms as directed and assist in resolving any operations problems.

Required Experience: Two years experience performing the functions described above.

Required Education: Associate Bachelor’s Degree in computer science, information systems, mathematics, engineering, business or related field. An additional two years of experience may be substitute for the degree requirement.

56. Systems Engineer

Functional Responsibility: Provides analysis related to the design, development, and integration of hardware, software, man-machine interfaces and all system level requirements to provide an integrated IT solution. Develops integrated system test requirement, strategies, devices and systems. Directs overall system level testing.

Required Experience: Four years experience performing the functions described above.

Required Education: Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

57. Senior Test Engineer

Functional Responsibility: Evaluates, recommends, and implements automated test tools and strategies. Designs, implements, and conducts test and evaluation procedures to ensure system requirements are met. Develops, maintains, and upgrades automated test scripts and architectures for application products. Also writes, implements, and reports status for system test cases for testing. Analyzes test cases and provides regular progress reports. Serves as subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware IT applications. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection.

Required Experience: Four years experience performing the functions described above.

Required Education: Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.
58. Test Engineer

**Functional Responsibility:** Evaluates, recommends, and implements automated test tools and strategies. Designs, implements, and conducts test and evaluation procedures to ensure system requirements are met. Develops, maintains, and upgrades automated test scripts and architectures for application products. Also writes, implements, and reports status for system test cases for testing. Analyzes test cases and provides regular progress reports. Serves as subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware IT applications. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection.

**Required Experience:** Two years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

59. Junior Test Engineer

**Functional Responsibility:** Evaluates, recommends, and implements automated test tools and strategies. Designs, implements, and conducts test and evaluation procedures to ensure system requirements are met. Develops, maintains, and upgrades automated test scripts and architectures for application products. Also writes, implements, and reports status for system test cases for testing. Analyzes test cases and provides regular progress reports. Serves as subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware IT applications. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection.

**Required Experience:** One year experience performing the functions described above.

**Required Education:** Associate Bachelor’s Degree in computer science, information systems, mathematics, engineering, business or related field. An additional two years of experience may be substitute for the degree requirement.

60. Training Specialist

**Functional Responsibility:** Assesses, designs, and conceptualizes training scenarios, approaches, objectives, plans, tools, aids, curriculums, and other state of the art technologies related to training and behavioral studies. Identifies the best approach training requirements to include, but not limited to hardware, software, simulations, course assessment and refreshment, assessment centers, oral examinations, interviews, computer assisted and adaptive testing, behavior-based assessment and performance, and team and unit assessment and measurement. Develops and revises training courses. Prepares training catalogs and course materials. Trains personnel by conducting formal classroom courses, workshops, and seminars.

**Required Experience:** Two years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

61. Junior Training Specialist

**Functional Responsibility:** Assesses, designs, and conceptualizes training scenarios, approaches, objectives, plans, tools, aids, curriculums, and other state of the art technologies related to training and
behavioral studies. Identifies the best approach training requirements to include, but not limited to hardware, software, simulations, course assessment and refreshment, assessment centers, oral examinations, interviews, computer assisted and adaptive testing, behavior-based assessment and performance, and team and unit assessment and measurement. Develops and revises training courses. Prepares training catalogs and course materials. Trains personnel by conducting formal classroom courses, workshops, and seminars.

**Required Experience:** One year experience performing the functions described above.

**Required Education:** Associate Bachelor’s Degree in computer science, information systems, mathematics, engineering, business or related field. An additional two years of experience may be substitute for the degree requirement.

### 62. Technical Writer

**Functional Responsibility:** Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. Coordinates the display of graphics and the production of the document. Ensures content is of high quality and conforms to standards.

**Required Experience:** One year professional experience in a position requiring development of structured written materials and visual aids.

**Required Education:** Associate Bachelor’s Degree in computer science, information systems, mathematics, engineering, business or related field. An additional two years of experience may be substitute for the degree requirement.

### 63. Administrative Assistant

**Functional Responsibility:** Responsible for developing, drafting, writing and editing reports, briefs, proposals, and other documents in a professional environment. Interfaces with personnel to coordinate meetings, maintain logs, records and files, provides end-user support, and performs general administrative duties. Assists in budgetary, billing, and financial management. Responsible for preparing and/or maintaining systems, programming and operations documentation, procedures and methods, including user reference manuals.

**Required Experience:** Two years experience in the support of office operations including the use of appropriate desktop technology.

**Required Education:** High school diploma or equivalency certificate.

### 64. Help Desk Specialist

**Functional Responsibility:** Provide phone, email, web, and in-person support to users in the areas of e-mail, directories, computer operating systems, desktop applications for all types of computer systems, and applications developed or deployed under the contract. Serve as the first point of contact for troubleshooting hardware/software, all types of computer systems (PC and Mac), and printer problems.

**Required Experience:** Two years experience in problem resolution of systems, electronic commerce and web hosting is preferred. Requires user proficiency with PC hardware, standard software, and specialized applications, and effective oral and written communication skills to explain technical situations, present information, and provide training. Knowledge of the office suite and desktop applications required.

**Required Education:** Associate Bachelor’s Degree in computer science, information systems, mathematics, engineering, business or related field. An additional two years of experience may be substitute for the degree requirement.
Labor Categories Under SIN 132-56 Health Information Technology Services

1. Health IT Program Manager

**Functional Responsibility:** Organizes, directs, and manages large health information technology contract operation support functions, involving multiple, complex, and inter-related project tasks. Manages teams of contract support personnel at multiple locations. Maintains and manages the client interface at the senior levels of the client organization. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with health information technology program task schedules and costs.

**Required Experience:** Two years experience in managing large complex projects including at least 25 persons in subordinate groups in diverse locations with demonstrated capability in the overall management of contracts of similar type or complexity. Plus an additional four years of progressively responsible experience in a Government contracting environment.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

2. Health IT Project Manager

**Functional Responsibility:** Leads team on health information technology projects or significant segment of large complex health information technology projects. Analyzes new and complex project related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools, and solution components. Provides applications systems analysis and programming activities for a Government site, facility or multiple locations. Prepares long and short-range plans for health information technology application selection, systems development, systems maintenance, and production activities and for necessary support resources. Oversees all aspects of projects.

**Required Experience:** Four years experience including complete project development from inception to deployment with a demonstrated ability to provide guidance and direction in tasks of similar scope and complexity.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

3. Health IT Task Manager

**Functional Responsibility:** Serves as the central point of contact for a particular health information technology delivery/task order and interfaces with the Government’s Technical Representative. Establishes and enforces procedures to assure that the task is performed in accordance with applicable standards, quality requirements, estimated costs, and schedules. Coordinates development, quality assurance, configuration management, documentation support, software maintenance, and daily supervision of subordinates. Prepares reports and delivers briefings on the status of task assignments to contract management personnel and technical points of contact. Reviews work of subordinates, resolves discrepancies, prioritizes work, and accommodates changes.
**Required Experience:** Three years experience including complete project development from inception to deployment with a demonstrated ability to provide guidance and direction in tasks of similar scope and complexity.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

4. **Health IT Junior Task Manager**

**Functional Responsibility:** Supports the task manager or project manager in completing subtasks and coordinating flow of information across the team. Make arrangement for health information technology task completion based on specifications of the project manager. Suggest strategies for achieving task goals to the project manager. Make the arrangement for task documentation on the recommendation and specification of the project manager and ensure that specifications are met.

**Required Experience:** Two years experience in the development and implementation of project management tools. Experience in the use state-of-the-art tools and methods (e.g. Microsoft Project, Project Scheduler) to control cost, schedule, and technical conduct of projects of similar scope and complexity.

**Required Education:** Associate Bachelor’s Degree in computer science, information systems, mathematics, engineering or related field. An additional two years of experience may be substitute for the degree requirement.

5. **Health IT Project Management Office Manager**

**Functional Responsibility:** The PMO manager is responsible for the direction of project support staff and consolidation of company project information. Identify, analyzes, responds to and monitors project risks; determines prioritization of Program risks; maximizes the probability and impact of positive events and minimizes the probability and impact of adverse events. Develop communications documents detailing implementation progress for Senior Leadership, Boards, and Regulators, including regular reporting.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

6. **Health IT Program Analyst**

**Functional Responsibility:** Has knowledge in how to plan, analyze and evaluate the effectiveness of health information technology operating programs. Must be able to use source data to evaluate the effectiveness of programs and business processes. Must be able to use qualitative and quantitative analytical skills to assess the effectiveness of the operations.

**Required Experience:** Two years experience in the development and implementation of project management tools. Experience in the use state-of-the-art tools and methods (e.g. Microsoft Project, Project Scheduler) to control cost, schedule, and technical conduct of projects of similar scope and complexity.
**Required Education:** Associate Bachelor’s Degree in computer science, information systems, mathematics, engineering or related field. An additional two years of experience may be substitute for the degree requirement.

7. **Health IT Project Control Specialist**

**Functional Responsibility:** Supports the Project Manager or Program manager in development and monitoring of all financial management and administrative activities, such as budgeting, manpower and resource planning and financial reporting related to health information technology projects. Perform evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues, which would require a report and recommend solutions. Supports the Project Manager or Program Manager in developing health IT work breakdown structure.

**Required Experience:** One year of experience in the development and implementation of project management tools. Experience in the use state-of-the-art tools and methods (e.g. Microsoft Project, Project Scheduler) to control cost, schedule, and technical conduct of projects of similar scope and complexity.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

8. **Health IT Scrum Master**

**Functional Responsibility:** Performs complex analysis and/or using specialized skills in support of systems engineering, development, or integration for health information technology programs, such as the development of preliminary and detailed functional analysis, design, code development, technical architecture or other services required for health information technology ADP systems. Subject matter functional expertise provided includes areas such as information technology disciplines, inventory management, logistics, provisioning, maintenance, transportation, personnel, financial management, and administration.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

9. **Health IT Subject Matter Expert I**

**Functional Responsibility:** Performs complex analysis and/or using specialized skills in support of systems engineering, development, or integration for health information technology programs, such as the development of preliminary and detailed functional analysis, design, code development, technical architecture or other services required for health information technology ADP systems. Subject matter functional expertise provided includes areas such as information technology disciplines, inventory management, logistics, provisioning, maintenance, transportation, personnel, financial management, and administration.

**Required Experience:** Five years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience
or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

10. Health IT Subject Matter Expert II

**Functional Responsibility:** Performs complex analysis and/or using specialized skills in support of systems engineering, development, or integration for health information technology programs, such as the development of preliminary and detailed functional analysis, design, code development, technical architecture or other services required for health information technology ADP systems. Subject matter functional expertise provided includes areas such as information technology disciplines, inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to small teams of functional or technical personnel.

**Required Experience:** Seven years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

11. Health IT Subject Matter Expert III

**Functional Responsibility:** Performs complex analysis and/or using specialized skills in support of systems engineering, development, or integration for health information technology programs, such as the development of preliminary and detailed functional analysis, design, code development, technical architecture or other services required for health information technology ADP systems. Subject matter functional expertise provided includes areas such as information technology disciplines, inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to large teams of functional or technical personnel.

**Required Experience:** Nine years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

12. Health IT Subject Matter Expert IV

**Functional Responsibility:** Performs complex analysis and/or using specialized skills in support of systems engineering, development, or integration for health information technology programs, such as the development of preliminary and detailed functional analysis, design, code development, technical architecture or other services required for health information technology ADP systems. Subject matter functional expertise provided includes areas such as information technology disciplines, inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to large teams of functional or technical personnel.

**Required Experience:** Ten years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.
**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

**13. Health IT Subject Matter Expert V**

**Functional Responsibility:** Performs complex analysis and/or using specialized skills in support of systems engineering, development, or integration for health information technology programs, such as the development of preliminary and detailed functional analysis, design, code development, technical architecture or other services required for health information technology ADP systems. Subject matter functional expertise provided includes areas such as information technology disciplines, inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to large teams of functional or technical personnel.

**Required Experience:** Twelve years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

**14. Health IT Senior Quality Assurance Specialist**

**Functional Responsibility:** Provides development of health information technology project Software Quality Assurance Plan and the implementation of procedures that conforms to the requirements of the contract. Provides an independent assessment of how the project's software development process is being implemented relative to the defined process and recommends methods to optimize the organization's process. May be responsible for all activities involving quality assurance and compliance with applicable regulatory requirements. Conducts audits and reviews/analyzes data and documentation. Develops and implements procedures and test plans for assuring quality in a health information technology system development environment which supports large databases and applications.

**Required Experience:** Four years experience including the development and implementation of quality assurance programs for projects and tasks of similar scope and complexity.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

**15. Health IT Quality Assurance Specialist**

**Functional Responsibility:** Draft health information technology quality assurance policies and procedures. Interpret and implement quality assurance standards. Devise sampling procedures and directions for recording and reporting quality health data. Review the implementation and efficiency of quality and inspection systems. Plan, conduct and monitor testing and inspection of materials and products to ensure finished product quality. Document internal audits and other quality assurance activities. Investigate customer complaints and non-conformance issues. Collect and compile statistical quality data. Analyze data to identify areas for improvement in the quality system.

**Required Experience:** Two years experience including the development and implementation of quality assurance programs for projects and tasks of similar scope and complexity.
**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

**16. Health IT Security Engineer**

**Functional Responsibility:** Implements, tests and operates advanced health information technology software security techniques in compliance with technical reference architecture. Perform on-going security testing and code review to improve software security. Troubleshoot and debug issues that arise. Provide engineering designs for new software solutions to help mitigate security vulnerabilities. Contribute to all levels of the health information technology architecture. Maintain technical documentation. Consult team members on secure coding practices. Develop a familiarity with new tools and best practices.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

**17. Health IT Senior Information Assurance/Security Specialist**

**Functional Responsibility:** Develops and implements health information technology assurance/security standards and procedures. Coordinates, develops, and evaluates security programs for an organization. Recommends health information assurance/security solutions to support customers’ requirements. Identifies, reports, and resolves security violations. Supports customers at the highest levels in the development and implementation of doctrine and policies. Applies know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures. Performs analysis, design, and development of security features for health information system architectures. Analyzes and defines security requirements for computer systems which may include mainframes, workstations, and personal computers. Provides integration and implementation of the computer system security solution. Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle. Ensures that all health information technology systems are functional and secure.

**Required Experience:** Six years experience including the development and implementation of information assurance/security programs for projects and tasks of similar scope and complexity.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

**18. Health IT Senior Information Technology Analyst**

**Functional Responsibility:** Support, design, develop, enhance, and implement health information computer application systems and programs. Evaluate the performance of existing computer systems, plan and direct upgrades and improvements, troubleshoot problems and test and resolve issues. Provide recommendations to enhance health information technology systems and services. Utilizes logic development, coding, testing and integrating with C#, .NET, MS SharePoint, JAVA, SQL, HTML, XML, Javascript, UNIX and business intelligence reporting.

**Required Experience:** Six years experience performing the functions described above.
**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

**19. Health IT Junior Information Technology Analyst**

**Functional Responsibility:** Support, design, develop, enhance, and implement health information computer application systems and programs. Evaluate the performance of existing computer systems, plan and direct upgrades and improvements, troubleshoot problems and test and resolve issues. Provide recommendations to enhance health information technology systems and services. Utilizes logic development, coding, testing and integrating with C#, .NET, MS SharePoint, JAVA, SQL, HTML, XML, Javascript, UNIX and business intelligence reporting.

**Required Experience:** Two years experience performing the functions described above.

**Required Education:** Associate Bachelor’s Degree in computer science, information systems, mathematics, engineering or related field. An additional two years of experience may be substitute for the degree requirement.

**20. Health IT GIS Specialist**

**Functional Responsibility:** Develop, maintain and update Geographic Information System (GIS) databases in a health information technology environment. Obtain data from city, state, federal and private sources; receive and review maps, land parcel records and engineering documents. Identify pertinent GIS information and convert data into proper GIS formats. Ensure accuracy and completeness; enter data into databases; and update essential GIS layers and databases. Create a variety of maps and GIS related documents. Provide expertise in GIS hardware and software products. Provide technical support to GIS users.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

**21. Health IT Information Engineer**

**Functional Responsibility:** Applies knowledge of computer concepts and techniques to develop and apply automated solutions to engineering, scientific, or business data acquisition and health information technology management problems. Uses scientific and engineering logic to independently identify conceptual or theoretical solutions to problems of computer hardware or software design and operation. Develops alternative approaches to design, test, and evaluation techniques for solving automation problems, evaluates and recommends that which will provide the optimum solution glancing specific project needs with economic constraints. Formulates health information technology systems design, functional specification, interfaces and documentation of computer systems considering system interrelationships, operating modes, and equipment configurations. Responsible for developing project plans, justifications, guidelines, and controls.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.
22. Health IT Senior Business Analyst

**Functional Responsibility:** Acquires an understanding of the needs, and facilitates the negotiation of requirements amongst multiple health information technology stakeholders. Identifies the current and future state business processes. Assists the stakeholders in envisioning the future and how their work will need to change to support the future. Creating, analyzing, and validating detailed functional specifications. Facilitating design sessions with the implementation team to define the solution. Delivering elements of systems design, including data migration rules, business rules, wireframes, or other detailed deliverables.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

23. Health IT Business Analyst

**Functional Responsibility:** Acquires an understanding of the needs, and facilitates the negotiation of requirements amongst multiple health information technology stakeholders. Identifies the current and future state business processes. Assists the stakeholders in envisioning the future and how their work will need to change to support the future. Creating, analyzing, and validating detailed functional specifications. Facilitating design sessions with the implementation team to define the solution. Delivering elements of systems design, including data migration rules, business rules, wireframes, or other detailed deliverables.

**Required Experience:** Two years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

24. Health IT Senior Manpower Analyst

**Functional Responsibility:** Conducts complex logical analysis of health management problems and health management information requirements and formulates mathematical models of problems for solutions by computer. Gathers, relates, and identifies data with variables in models by applying personal judgment and mathematical tests. Reviews operations and testing of models to insure adequacy, or determines needs for reformulation. Coordinates activity of other assigned personnel. Prepares written, non-technical reports to management, indicating solutions or range of possible alternatives in rank of desirability and probability of success.

**Required Experience:** Six years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

25. Health IT Manpower Analyst

**Functional Responsibility:** Conducts complex logical analysis of health management problems and health management information requirements and formulates mathematical models of problems for solutions by computer. Gathers, relates, and identifies data with variables in models by applying personal judgment and mathematical tests. Reviews operations and testing of models to insure adequacy, or
determines needs for reformulation. Coordinates activity of other assigned personnel. Prepares written, non-technical reports to management, indicating solutions or range of possible alternatives in rank of desirability and probability of success.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

### 26. Health IT Process Modeler

**Functional Responsibility:** Provides extensive technical expertise in the creation and design of data models that support client needs. Knowledge of application development and process modeling 'best practices' as they apply to requirements, analysis and design. Translates business requirements into logical and physical process models, perform data analysis and assisting application developers.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

### 27. Health IT Enterprise Architect

**Functional Responsibility:** Provides high-level architectural expertise to managers and technical staff. Develops architectural products and deliverables for the health information technology enterprise and operational business lines in accordance with the strategy and goals of the organization. Develops strategy of system and the design infrastructure necessary to support that strategy. Advises on selection of technological purchases with regards to processing, data storage, data access, and applications development. Sets standards for the client/server relational database structure for the organization (SQL, ORACLE, SYBASE, etc.). Advises of feasibility of potential future projects to management. Tracks current plans that will require health IT resources. Monitors and reviews the success of systems and ensures efficiency and effectiveness. Recommends future computer system technologies that will help in the improvement of business in the organization. Integrates IT solution systems for the business with the existing client systems.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

### 28. Health IT Systems Architect

**Functional Responsibility:** Establish health information technology requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale or other health information systems. Design architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensure these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and ISO reference models, and profiles of standards - such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of information management solution of the
application platform, across the Application Program Interface (API), and the external environment/software application. Ensure that the common operating environment is compliant with the Agency enterprise architecture and applicable reference models. Evaluate analytically and systematically problems of workflows, organization, and planning and develop appropriate corrective action. Provide daily supervision and direction to staff.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

### 29. Health IT System Integration Engineer

**Functional Responsibilities:** Determines operational feasibility by evaluating analysis, problem definition, requirements, solution development, and proposed solutions. Documents and demonstrates health information technology solutions by developing documentation, flowcharts, layouts, diagrams, charts, code comments and clear code. Prepares and installs solutions by determining and designing system specifications, standards, and programming. Improves operations by conducting systems analysis; recommending changes in policies and procedures. Obtains and licenses software by obtaining required information from vendors; recommending purchases; testing and approving products. Provides information by collecting, analyzing, and summarizing development and service issues. Develops health information technology software solutions by studying information needs; conferring with users; studying systems flow, data usage, and work processes; investigating problem areas; following the software development lifecycle.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

### 30. Health IT Computer Scientist

**Functional Responsibilities:** Acts as a senior consultant in complex or mission critical client health information technology requirements. Develops, modifies, and applies computer modeling and programming applications to analyze and solve mathematical and scientific problems affecting health information system and program performance. Participates in all phases of scientific and engineering projects such as research, design, development, testing, modeling, simulating, training, and documentation.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

### 31. Health IT Data Warehouse Administrator

**Functional Responsibilities:** Coordinate the health information data administration technical function for both data warehouse development and maintenance. Facilitate change control, problem management, and communication among data architects, programmers, analysts, and engineers. Establish and enforce processes to ensure a consistent, well managed, and well integrated data warehouse infrastructure.
**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

32. Health IT Principal Data Base Systems Administrator

**Functional Responsibilities:** Applies current health information technology in providing MIS solutions. Provides highly technical expertise in providing business application solutions. Must have a comprehensive understanding of hardware/software and communication environments such as: client/server technology, host/mainframe technology, IS, and related peripheral equipment. Specifies proper types of files organization, indexing methods, and security procedures. Advises contractor project teams on the design of complex databases (e.g., schema and subschema details). Defines specialized aspects of user's data base administrator documentation. Performs detailed comparisons of various health information technology data base systems. Provides expertise in data storage systems. Develops backup and archival policies and procedures. Configures storage systems software to meet requirements. Performs administration tasks (installing, maintaining, monitoring, recovering, rebuilding, upgrading, patching and performance tuning). Implements software solutions for performance enhancement, operator interface, and increased user capability.

**Required Experience:** Six years experience in a complex, distributed, heterogeneous computing environments, which may involve different types of hardware platforms, operating systems applications, data base systems and network environments. Two years specific experience as a Data Base Systems Administrator on the target system.

**Required Education:** Bachelor’s Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

33. Health IT Master Database Specialist

**Functional Responsibilities:** Provides all activities related to the administration of computerized health information databases. Projects long-range requirements for database administration and design in conjunction with other managers in the health information systems function. Designs, creates, and maintains databases in a client/server environment. Conducts quality control and auditing of databases in a client/server environment to ensure accurate and appropriate use of data. Advises users on access to various client/server databases. Designs, implements, and maintains complex health information technology databases with respect to JCL, access methods, access time, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Applies knowledge and experience with database technologies, development methodologies, and front-end (e.g., COGNOS)/back-end programming languages (e.g., SQL). Performs database programming and supports systems design. Includes maintenance of database dictionaries, overall monitoring of standards and procedures, file design and storage, and integration of systems through database design.

**Required Experience:** Eight years experience in logical and physical database design; four years experience writing structure software; and four years experience in structured analysis and design.

**Required Education:** Bachelor’s Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.
34. Health IT Senior Database Specialist

**Functional Responsibility:** Provides all activities related to the administration of computerized health information databases. Projects long-range requirements for database administration and design in conjunction with other managers in the health information systems function. Designs, creates, and maintains databases in a client/server environment. Conducts quality control and auditing of databases in a client/server environment to ensure accurate and appropriate use of data. Advises users on access to various client/server databases. Designs, implements, and maintains complex health information technology databases with respect to JCL, access methods, access time, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Applies knowledge and experience with database technologies, development methodologies, and front-end (e.g., COGNOS)/back-end programming languages (e.g., SQL). Performs database programming and supports systems design. Includes maintenance of database dictionaries, overall monitoring of standards and procedures, file design and storage, and integration of systems through database design.

**Required Experience:** Six years experience in logical and physical database design; three years experience writing structure software; and three years experience in structured analysis and design.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

35. Health IT Data Analyst

**Functional Responsibility:** Assuring the integrity of health information technology data, including data extraction, storage, manipulation, processing and analysis. Collecting and collating appropriate data for usage in databases and conducting related research. Discussing business intelligence needs or information with external clients and internal staff. Coding accurately variables from original information or data and completing statistical analyses as required. Preparing and making presentations, monitoring and maintaining the quality nature of health information database systems. Analyzing data with standard statistical methods, interpreting the results, and providing written summary of data analyses.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

36. Health IT Principal Systems Analyst

**Functional Responsibility:** Applies knowledge of computer science principles, automated data processing functions, and software languages to develop health information technology solutions to user requirements. Provides direction on complex application problems involving all phases of system analysis to provide resolution. Assists users, functional and technical activity personnel in the application, definition, and design. Oversees and performs the gathering, analysis, and synthesis of information for system definition. Supports the development of test plans, test descriptions, and test procedures and reviews results to ensure compliance with health information technology specifications. Develops and maintains user support documentation. Analyzes software maintenance requirements including trouble report and change proposal analysis. Proposes economical and efficient solutions as part of developing ADP solutions to user requirements. Acts as team leader, providing guidance to junior level staff.
**Required Experience:** Six years experience in ADP systems analysis, design, and or maintenance. Experience shall include a broad band range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

**Required Education:** Bachelor’s Degree in computer science, information systems management, mathematics, engineering or related scientific field. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

37. Health IT Senior Systems Analyst

**Functional Responsibility:** Applies knowledge of computer science principles, automated data processing functions, and software languages to develop health information technology solutions to user requirements. Provides direction on complex application problems involving all phases of system analysis to provide resolution. Assists users, functional and technical activity personnel in the application, definition, and design. Oversees and performs the gathering, analysis, and synthesis of information for system definition. Supports the development of test plans, test descriptions, and test procedures and reviews results to ensure compliance with health information technology specifications. Develops and maintains user support documentation. Analyzes software maintenance requirements including trouble report and change proposal analysis. Proposes economical and efficient solutions as part of developing ADP solutions to user requirements. Acts as team leader, providing guidance to junior level staff.

**Required Experience:** Four years experience in ADP systems analysis, design, and or maintenance. Experience shall include a broad band range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

38. Health IT Systems Analyst

**Functional Responsibility:** Applies knowledge of computer science principles, automated data processing functions, and software languages to develop health information technology solutions to user requirements. Provides direction on complex application problems involving all phases of system analysis to provide resolution. Assists users, functional and technical activity personnel in the application, definition, and design. Oversees and performs the gathering, analysis, and synthesis of information for system definition. Supports the development of test plans, test descriptions, and test procedures and reviews results to ensure compliance with health information technology specifications. Develops and maintains user support documentation. Analyzes software maintenance requirements including trouble report and change proposal analysis. Proposes economical and efficient solutions as part of developing ADP solutions to user requirements. Acts as team leader, providing guidance to junior level staff.

**Required Experience:** Two years experience in ADP systems analysis, design, and or maintenance. Experience shall include a broad band range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.
39. Health IT Senior Applications Systems Analyst

**Functional Responsibility:** Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex health information technology problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications for programs. Assists in the design, development, testing, implementation, and documentation of new health information technology software and enhancements of existing applications. Works with project managers, developers, and end users to ensure application designs meet business requirements. Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents those programs. Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Assists all phases of health information technology software systems programming applications. Evaluates new and existing software products.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

40. Health IT Applications Systems Analyst

**Functional Responsibility:** Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex health information technology problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications for programs. Assists in the design, development, testing, implementation, and documentation of new health information technology software and enhancements of existing applications. Works with project managers, developers, and end users to ensure application designs meet business requirements. Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents those programs. Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Assists all phases of health information technology software systems programming applications. Evaluates new and existing software products.

**Required Experience:** Two years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

41. Health IT Senior Applications Developer

**Functional Responsibility:** Designs, develops, enhances, debugs, and implements health information technology software. Troubleshoots production problems related to software applications. Researches, tests, builds, and coordinates the conversion and/or integration of new products based on client requirements. Designs and develops new software products or major enhancements to existing software. Addresses problems of systems integration, compatibility, and multiple platforms. Consults with project teams and end users to identify application requirements. Performs feasibility analysis on potential future projects to management. Assists in the evaluation and recommendation of application software packages,
application integration and testing tools. Resolves problems with software and responds to suggestions for improvements and enhancements. Acts as team leader on health information technology projects. Instructs, assigns, directs, and checks the work of other software developers on development team. Participates in development of software user manuals.

**Required Experience:** Six years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

### 42. Health IT Applications Developer

**Functional Responsibility:** Designs, develops, enhances, debugs, and implements health information technology software. Troubleshoots production problems related to software applications. Researches, tests, builds, and coordinates the conversion and/or integration of new products based on client requirements. Designs and develops new software products or major enhancements to existing software. Addresses problems of systems integration, compatibility, and multiple platforms. Consults with project teams and end users to identify application requirements. Performs feasibility analysis on potential future projects to management. Assists in the evaluation and recommendation of application software packages, application integration and testing tools. Resolves problems with software and responds to suggestions for improvements and enhancements. Acts as team leader on health information technology projects. Instructs, assigns, directs, and checks the work of other software developers on development team. Participates in development of software user manuals.

**Required Experience:** Three years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

### 43. Health IT Principal SQL Developer

**Functional Responsibility:** Creates Extract, Transform, Load strategy based on health information technology data requirements. Prepares documentation and specifications. Skilled at optimizing large complicated SQL statements. Creates flexible data model. Designs SQL Data Warehouse. Ability to plan resource requirements from high level specifications. Familiar with SQL ETL Toolset and modern relational databases.

**Required Experience:** Eight years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

### 44. Health IT Senior SQL Developer

**Functional Responsibility:** Creates Extract, Transform, Load strategy based on health information technology data requirements. Prepares documentation and specifications. Skilled at optimizing large complicated SQL statements. Creates flexible data model. Designs SQL Data Warehouse. Ability to plan resource requirements from high level specifications. Familiar with SQL ETL Toolset and modern relational databases.
Required Experience: Six years experience performing the functions described above.

Required Education: Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

45. Health IT Senior SharePoint Developer

Functional Responsibility: Leads design of health information SharePoint dashboards and portal based user requirements. Create a business performance / KPI dashboard in SharePoint with automated updates from relevant health information technology business systems. Implement workflows with SharePoint InfoPath. Lead the development capability to provide the project with fast and efficient software development services and manage the pipeline of SharePoint work. Lead/Provide input into architectural decisions on SharePoint platform improvements and Streamlining.

Required Experience: Six years experience performing the functions described above.

Required Education: Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

46. Health IT SharePoint Developer

Functional Responsibility: Builds and configures health information technology SharePoint websites using web UI or SharePoint Designer and develops code for SharePoint. Assists in project development, defining technical requirements and developing solutions; on-going support for applications; and designing and customizing SharePoint solutions. Develops health information technology applications around the core concepts of business process management, collaboration, business intelligence or enterprise content management. Plans and implements software version upgrade releases; troubleshoots and debugs SharePoint sites.

Required Experience: Four years experience performing the functions described above.

Required Education: Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

47. Health IT Web Designer

Functional Responsibility: Designs and builds health information technology web pages using a variety of graphics software applications, techniques, and tools. Designs and develops user interface features, site animation, and special-effects elements. Contributes to the design group’s efforts to enhance the look and feel of the organization’s online offerings. Designs the website to support the organization’s strategies and goals relative to external communications.

Required Experience: Four years experience performing the functions described above.

Required Education: Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.
48. Health IT System Programmer

**Functional Responsibility:** Create and/or maintain health information operating systems, communications software, data base packages, compilers, assemblers, and utility programs. Modify existing software as well as create special-purpose software to ensure efficiency and integrity between systems and applications.

**Required Experience:** Four years experience in ADP systems analysis, design, and or maintenance. Experience includes a broad range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

49. Health IT Master Configuration Management Specialist

**Functional Responsibility:** Provides health information technology configuration management planning. Describes provisions for configuration identification, change control, configuration status accounting, and configuration audits. Regulates the change process so that only approved and validated changes are incorporated into product documents and related software.

**Required Experience:** Six years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

50. Health IT Configuration Management Analyst

**Functional Responsibility:** Perform duties related to change, release, and build management for health information technology projects. Identify errors in the build and release process; recommend improvements. Create and maintain documentation for tools used to support configuration management.

**Required Experience:** Two years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

51. Health IT Master Network Specialist

**Functional Responsibility:** Provides technical guidance for directing and monitoring health information systems operations. Designs, builds, and implements network systems. Directs compilation of records and reports concerning network operations and maintenance. Troubleshoots network performance issues. Analyzes network traffic and provides capacity planning solutions. Monitors and responds to complex technical control facility hardware and software problems. Interfaces with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance. Manages the purchase, testing, installation, and support of health information network communications, including LAN/MAN/WAN systems. Performs system-level design and configuration of products including determination of hardware, OS, and other platform specifications. Performs a variety of systems engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and implementation, including personnel, hardware, software, budgetary, and support facilities and/or equipment. Provides assistance and oversight for all health information technology
systems operations activities, including computer and telecommunications/communications operations, data entry, data control, LAN/MAN/WAN administration and operations support, operating systems programming, system security policy procedures, and/or web strategy and operations. Provides input to policy level discussions regarding standards and budget constraints. Supervises all personnel engaged in the operation and support of network facilities, including all communications equipment on various platforms in large scale or multi-shift operations. Supervises complex operations that involve two or more additional functions such as, but not limited to, network operations, systems security, systems software support, and production support activities. Utilizes software and hardware tools and identifies and diagnoses complex problems and factors affecting network performance.

**Required Experience:** Six years experience in planning, designing and analyzing data or telecommunications networks. Demonstrated knowledge of Ethernet, FDDI and a working knowledge of operating systems and protocols such as Novell, NT, UNIX, VINES and TCP/IP. Must have experience with network analysis/management tools and techniques and be familiar with PC’s in a client/server environment. Must be familiar with IT technology and long distance and local carrier management.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

52. Health IT Senior Network Specialist

**Functional Responsibility:** Provides technical guidance for directing and monitoring health information systems operations. Designs, builds, and implements network systems. Directs compilation of records and reports concerning network operations and maintenance. Troubleshoots network performance issues. Analyzes network traffic and provides capacity planning solutions. Monitors and responds to complex technical control facility hardware and software problems. Interfaces with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance. Manages the purchase, testing, installation, and support of health information network communications, including LAN/MAN/WAN systems. Performs system-level design and configuration of products including determination of hardware, OS, and other platform specifications. Performs a variety of systems engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and implementation, including personnel, hardware, software, budgetary, and support facilities and/or equipment. Provides assistance and oversight for all health information technology systems operations activities, including computer and telecommunications/communications operations, data entry, data control, LAN/MAN/WAN administration and operations support, operating systems programming, system security policy procedures, and/or web strategy and operations. Provides input to policy level discussions regarding standards and budget constraints. Supervises all personnel engaged in the operation and support of network facilities, including all communications equipment on various platforms in large scale or multi-shift operations. Supervises complex operations that involve two or more additional functions such as, but not limited to, network operations, systems security, systems software support, and production support activities. Utilizes software and hardware tools and identifies and diagnoses complex problems and factors affecting network performance.

**Required Experience:** Four years experience in planning, designing and analyzing data or telecommunications networks. Demonstrated knowledge of Ethernet, FDDI and a working knowledge of operating systems and protocols such as Novell, NT, UNIX, VINES and TCP/IP. Must have experience with network analysis/management tools and techniques and be familiar with PC’s in a client/server environment. Must be familiar with IT technology and long distance and local carrier management.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience
or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

53. Health IT Network Administrator

**Functional Responsibility:** Support the installation, implementation, troubleshooting, and maintenance of agency wide-area networks (WANs) and local-area networks (LANs). Assist in designing and managing the WAN infrastructure and any processes related to the WAN. Provide Production Support of the Network, including: day-to-day operations, monitoring and problem resolution client Networks. Provide second level problem identification, diagnosis and resolution of problems. Support the dispatch of circuit and hardware vendors involved in the resolution process. Support the escalation and communication of status to agency management and internal customers. Possesses a working knowledge of various health information technology software systems and architectures, communications protocols: and network hardware devices.

**Required Experience:** Two years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

54. Health IT Network Administration Technician

**Functional Responsibility:** Experience conducting routine system health information technology administration tasks, logging data in system administration logs, and operating under the supervision of a System Administrator.

**Required Experience:** Two years experience performing the functions described above.

**Required Education:** Associate Bachelor’s Degree in computer science, information systems, mathematics, engineering or related field. An additional two years of experience may be substitute for the degree requirement.

55. Health IT Hardware/Software Installation Technician

**Functional Responsibility:** Provide support to monitor, install and perform maintenance on health information personal computers, laptop computers, software, and networks. Provide support in responding to system user requests for assistance. Provide support for on-the-spot diagnostic evaluations, implementation of corrections, and training users in proper operation of systems and programs. Provide support to: install and provide basic support for approved PC software; perform upgrades to all computer platforms, train office staff on computers, maintain logs and inventory of equipment repairs, assist in administering all computer platforms as directed and assist in resolving any operations problems.

**Required Experience:** Two years experience performing the functions described above.

**Required Education:** Associate Bachelor’s Degree in computer science, information systems, mathematics, engineering or related field. An additional two years of experience may be substitute for the degree requirement.

56. Health IT Systems Engineer

**Functional Responsibility:** Provides analysis related to the design, development, and integration of health information technology hardware, software, man-machine interfaces and all system level requirements to provide an integrated health IT solution. Develops integrated system test requirement, strategies, devices and systems. Directs overall system level testing.
Required Experience: Four years experience performing the functions described above.

Required Education: Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

57. Health IT Senior Test Engineer

Functional Responsibility: Evaluates, recommends, and implements automated test tools and strategies. Designs, implements, and conducts test and evaluation procedures to ensure health information technology system requirements are met. Develops, maintains, and upgrades automated test scripts and architectures for application products. Also writes, implements, and reports status for system test cases for testing. Analyzes test cases and provides regular progress reports. Serves as subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware health IT applications. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection.

Required Experience: Four years experience performing the functions described above.

Required Education: Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

58. Health IT Test Engineer

Functional Responsibility: Evaluates, recommends, and implements automated test tools and strategies. Designs, implements, and conducts test and evaluation procedures to ensure health information technology system requirements are met. Develops, maintains, and upgrades automated test scripts and architectures for application products. Also writes, implements, and reports status for system test cases for testing. Analyzes test cases and provides regular progress reports. Serves as subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware health IT applications. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection.

Required Experience: Two years experience performing the functions described above.

Required Education: Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

59. Health IT Junior Test Engineer

Functional Responsibility: Evaluates, recommends, and implements automated test tools and strategies. Designs, implements, and conducts test and evaluation procedures to ensure health information technology system requirements are met. Develops, maintains, and upgrades automated test scripts and architectures for application products. Also writes, implements, and reports status for system test cases for testing. Analyzes test cases and provides regular progress reports. Serves as subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware health IT applications. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection.
assessments and software/hardware development with emphasis on analysis of user requirements, test
design and test tools selection.

**Required Experience:** One year of experience performing the functions described above.

**Required Education:** Associate Bachelor’s Degree in computer science, information systems,
mathematics, engineering or related field. An additional two years of experience may be substitute for the
degree requirement.

**60. Health IT Training Specialist**

**Functional Responsibility:** Assesses, designs, and conceptualizes health information technology
training scenarios, approaches, objectives, plans, tools, aids, curriculums, and other state of the art
technologies related to training and behavioral studies. Identifies the best approach training requirements
to include, but not limited to hardware, software, simulations, course assessment and refreshment,
assessment centers, oral examinations, interviews, computer assisted and adaptive testing, behavior-based
assessment and performance, and team and unit assessment and measurement. Develops and revises
health information technology training courses. Prepares training catalogs and course materials. Trains
personnel by conducting formal classroom courses, workshops, and seminars.

**Required Experience:** Two years total experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial,
business, or other discipline related to area of expertise. Four (4) years of documented relevant experience
or an Associate’s Degree together with two (2) years of documented relevant experience, may be
substituted for the Bachelor’s Degree.

**61. Health IT Junior Training Specialist**

**Functional Responsibility:** Assesses, designs, and conceptualizes health information technology
training scenarios, approaches, objectives, plans, tools, aids, curriculums, and other state of the art
technologies related to training and behavioral studies. Identifies the best approach training requirements
to include, but not limited to hardware, software, simulations, course assessment and refreshment,
assessment centers, oral examinations, interviews, computer assisted and adaptive testing, behavior-based
assessment and performance, and team and unit assessment and measurement. Develops and revises
health information technology training courses. Prepares training catalogs and course materials. Trains
personnel by conducting formal classroom courses, workshops, and seminars.

**Required Experience:** One year of experience performing the functions stated above.

**Required Education:** Associate Bachelor’s Degree in computer science, information systems,
mathematics, engineering or related field. An additional two years of experience may be substitute for the
degree requirement.

**62. Health IT Technical Writer**

**Functional Responsibility:** Writes a variety of health information technical articles, reports, brochures,
and/or manuals for documentation for a wide range of uses. Coordinates the display of graphics and the
production of the document. Ensures content is of high quality and conforms to sta

**Required Experience:** One year professional experience in a position requiring development of
structured written materials and visual aids.

**Required Education:** Associate Bachelor’s Degree in computer science, information systems,
mathematics, engineering or related field. An additional two years of experience may be substitute for the
degree requirement.
63. **Health IT Administrative Assistant**

**Functional Responsibility:** Responsible for developing, drafting, writing and editing reports, briefs, proposals, and other documents in a health information technology environment. Interfaces with personnel to coordinate meetings, maintain logs, records and files, provides end-user support, and performs general administrative duties. Assists in budgetary, billing, and financial management. Responsible for preparing and/or maintaining systems, programming and operations documentation, procedures and methods, including user reference manuals.

**Required Experience:** Two years experience in the support of office operations including the use of appropriate desktop technology.

**Required Education:** High School diploma or equivalency certificate.

64. **Health IT Help Desk Specialist**

**Functional Responsibility:** Provide phone, email, web, and in-person support to users in the areas of e-mail, directories, computer operating systems, desktop applications for all types of health information technology computer systems, and applications developed or deployed under the contract. Serve as the first point of contact for troubleshooting hardware/software, all types of computer systems (PC and Mac), and printer problems.

**Required Experience:** Two years experience in problem resolution of systems, electronic commerce and web hosting is preferred. Requires user proficiency with PC hardware, standard software, and specialized applications, and effective oral and written communication skills to explain technical situations, present information, and provide training. Knowledge of the office suite and desktop applications required.

**Required Education:** Associate Bachelor’s Degree in computer science, information systems, mathematics, engineering or related field. An additional two years of experience may be substitute for the degree requirement.

2. **Maximum Order**

The maximum dollar value per SIN will be $500,000.

3. **Minimum Order**

The minimum dollar value of orders to be issued is $100.00

4. **Geographic Coverage**

Consistent with the provisions of the Federal Supply Schedule, PSI offers these Information Technology Professional Services to authorized buyers for domestic delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. territories. In addition, PSI offers these services in OCONUS locations on a site-specific basis.

5. **Points of Production**

Arlington, VA USA

6. **Discounts From List Prices**

Prices Shown Herein are Net (discount deducted).
7. Quantity Discounts

SIN 132-51 = +1% orders > $500,000 all items
SIN 132-56 = 2%-18.5% > $500,000 depending upon line item

8. Prompt Payment Terms

0.0% Net 30 days

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

9. Government Purchase Cards

a. Government purchase cards are accepted at or below the micro-purchase threshold.
b. Government purchase cards are accepted above the micro-purchase threshold.

10. Foreign Items

None

11. Delivery

a. Time of Delivery: As agreed between Contractor and Ordering Agency.
b. Expedited Delivery: Contact contractor.
c. Overnight and 2-day delivery: Contact contractor.
d. Urgent Requirements: I-FSS-140-B URGENT REQUIREMENTS (JAN 1994) When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. F.O.B

Destination
13. Ordering

a. Ordering Address

<table>
<thead>
<tr>
<th>Darrell Abed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned Systems International, Inc</td>
</tr>
<tr>
<td>10632 Little Patuxent Parkway, Suite 200</td>
</tr>
<tr>
<td>Columbia, MD  21044-6250</td>
</tr>
<tr>
<td>443.832.5018</td>
</tr>
<tr>
<td><a href="mailto:dabed@plan-sys.com">dabed@plan-sys.com</a></td>
</tr>
</tbody>
</table>

EDI Orders:  dabed@plan-sys.com
Facsimile Orders: Darrell Abed, 410.964.8001

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

14. Payment Address

Government Commercial Credit Cards will be acceptable for payment. In addition, bank account information for wire transfer payments will be shown on the invoice.

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>10632 Little Patuxent Parkway, Suite 200</td>
</tr>
<tr>
<td>Columbia, MD  21044-6250</td>
</tr>
</tbody>
</table>

Israel Discount Bank of N.Y.
Account: 13-0250-2
Routing Number: 026009768

15. Warranty Provision

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

(1) Time of delivery/installation quotations for individual orders;

(2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.

(3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.
16. Export Packing Charges
Not applicable

17. Terms and conditions of Government purchase card acceptance
a. Government purchase cards are accepted above the micro-purchase threshold.

18. Terms and conditions of rental, maintenance, and repair
Not applicable

19. Terms and conditions of installation
Not applicable

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not applicable
a. Terms and conditions for any other services: Not applicable

21. List of service and distribution points
Not applicable

22. List of participating dealers
Not applicable

23. Preventive maintenance
Not applicable

24. Special Attributes

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

b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov.
25. Data Universal Number System (DUNS) number
603571613

26. Notification regarding registration in System for Award Management (SAM) database.
System for Award Management (SAM) Registration is active and valid.
**Terms and Conditions Applicable to Information Technology (IT) Professional Services**

(*Special Item Number 132-51*)

****NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.****

1. **SCOPE**
   a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT/IAM Professional Services within the scope of this Information Technology Schedule.
   b. The Contractor shall provide services at the Contractor’s facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

   a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
   b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
   c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity’s mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

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

4. **PERFORMANCE OF SERVICES**
   a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
   b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
   c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
   d. Any Contractor travel required in the performance of IT/IAM Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. **STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**
   a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days.
after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

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

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

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

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

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

6. INSPECTION OF SERVICES
In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS–COMMERCIAL ITEMS (MAR 2009) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR
The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY
Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT/IAM Professional Services.

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST
a. Definitions.
“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor. An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either

(i) result in an unfair competitive advantage to the Contractor or its affiliates or

(ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

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

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

12. PAYMENTS
For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract.

52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

(1) The offeror;

(2) Subcontractors; and/or

(3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES
Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.
14. INCIDENTAL SUPPORT COSTS
Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

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

16. DESCRIPTION OF IT SERVICES AND PRICING
a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
b. Pricing for all IT Professional Services shall be in accordance with the Contractor’s customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

Terms and Conditions Applicable to Health Information Technology (IT) Services

(Special Item Number 132-56)

Vendor suitability for offering services through the new Health IT SIN must be in accordance with the following laws and standards when applicable to the specific task orders, including but not limited to:

- Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH)
- The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- National Institute of Standards and Technology (NIST) Federal Information Processing Standards (FIPS) and Special Publications
- Federal Information Security Management Act (FISMA) of 2002

****NOTE: All non-professional labor categories must be incidental to, and used solely to support Health IT services, and cannot be purchased separately.

****NOTE: All labor categories under the Special Item Number 132-51 Information Technology Professional Services may remain under SIN 132-51 unless the labor categories are specific to the Health IT SIN.

1. SCOPE
a. The labor categories, prices, terms and conditions stated under Special Item Number 132-56 Health Information Technology Services apply exclusively to Health IT Services within the scope of this Information Technology Schedule.
b. This SIN is limited to Health IT Services only. Software and hardware products are out of scope. Hardware and software can be acquired through different Special Item Numbers on IT Schedule 70 (e.g. 132-32, 132-33, 132-8).

c. This SIN provides ordering activities with access to Health IT services.

d. Health IT Services provided under this SIN shall comply with all Healthcare certifications and industry standards as applicable at the task order level.

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

2. ORDER

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

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

3. PERFORMANCE OF SERVICES

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity. All Contracts will be fully funded.

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

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

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

4. INSPECTION OF SERVICES


5. RESPONSIBILITIES OF THE CONTRACTOR
The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

6. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

7. INDEPENDENT CONTRACTOR

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

8. ORGANIZATIONAL CONFLICTS OF INTEREST

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

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

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

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

9. INVOICES

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

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

11. INCIDENTAL SUPPORT COSTS

Incidental support costs are not considered part of the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

12. APPROVAL OF SUBCONTRACTS

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

13. DESCRIPTION OF HEALTH IT SERVICES AND PRICING

a. The Contractor shall provide a description of each type of Health IT Service offered under Special Item Numbers 132-56 Health IT Services and it should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all Health IT Services shall be in accordance with the Contractor’s customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.