



We do IT right.

**AUTHORIZED MAS SCHEDULE PRICELIST**

**THE SOUND OF SMARTER SOLUTIONS.**

Zip Zap IT delivers mission-oriented services and technology solutions to federal clients.

Our technical professionals provide the expertise needed to optimize technology resources.

**Special Item No. 54151S Information Technology Professional Services**

Note: 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.

**SPECIAL ITEM NUMBER 54151S - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES**

FPDS Code D302 IT Systems Development Services

FPDS Code D306 IT Systems Development Services

FPDS Code D307 IT Systems Analysis Services

FPDS Code D308 Automated Information Systems Design and Integration Services Programming Services

FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

**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 – Multiple Award 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.

Zip Zap IT Solutions, LLC.  
10432 Balls Ford Rd Suite 300  
Manassas, VA 20109  
(571) 969-5660  
[www.zipzapsolutions.com](http://www.zipzapsolutions.com)

**Certified HUB Zone and SDB**

Contract Number: GS-35F-389CA

Period Covered by Contract: June 26, 2020 - June 25, 2025

General Services  
Administration Federal  
Acquisition Service

Pricelist current through Modification PS-A821 dated June 25, 2025

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

Contract No. GS-35F-389CA

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**CUSTOMER INFORMATION:**

**1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)**

SIN 54151S IT Professional Services

**1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:**  
(Government net price based on a unit of one)

Medical Coder: \$35.70

**1c. HOURLY RATES:** See page 11

**2. MAXIMUM ORDER\*:**

<u>SIN</u>	<u>MAXIMUM ORDER</u>
54151S	\$500,000/per Order

NOTE TO ORDERING ACTIVITIES: \*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contactor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

**3. MINIMUM ORDER:** \$100

**4. GEOGRAPHIC COVERAGE:**

Domestic, 50 states, Washington, DC, Puerto Rico, US Territories and to a CONUS port or consolidation point for orders received from overseas activities

**5. POINT(S) OF PRODUCTION:** Manassas, VA, US

**6. DISCOUNT FROM LIST PRICES:** Negotiated discount has been applied and the IFF has been added.

**7. QUANTITY DISCOUNT(S):** None

**8. PROMPT PAYMENT TERMS:** Net 10 Days

**9.a Government Purchase Cards must be accepted at or below the micro-purchase threshold.**

**9.b Government Purchase Cards are accepted above the micro-purchase threshold. Contact contractor for limit.**

**10. FOREIGN ITEMS:** None

- 11a. **TIME OF DELIVERY:** As Negotiated at the task order level.
- 11b. **EXPEDITED DELIVERY:** As Negotiated at the task order level.
- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** As Negotiated at the task order level.
- 11d. **URGENT REQUIREMENTS:** Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
- 12. **FOB POINT:** Destination
- 13a. **ORDERING ADDRESS:**  
  
Zip Zap IT Solutions, LLC  
10432 Balls Ford Rd, Suite 300  
Manassas, VA 20109
- 13b. **ORDERING PROCEDURES:** Ordering activities shall use the ordering procedures described in Federal Acquisition Regulation 8.405-3 when placing an order or establishing a BPA for supplies or services. The ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedule Homepage ([fss.gsa.gov/schedules](https://fss.gsa.gov/schedules)).
- 14. **PAYMENT ADDRESS:**  
  
Zip Zap IT Solutions, LLC  
10432 Balls Ford Rd, Suite 300  
Manassas, VA 20109
- 15. **WARRANTY PROVISION:** Not Applicable
- 16. **EXPORT PACKING CHARGES:** Not Applicable
- 17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** Not Applicable
- 18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR:** Not Applicable
- 18. **TERMS AND CONDITIONS OF INSTALLATION:** Not Applicable
- 19. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES:** Not Applicable
- 20a. **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
- 24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** Not Applicable
- 24b. **Section 508 Compliance for Electronic and Information Technology (EIT):** Not Applicable
- 25. **DUNS NUMBER:** 78-655-3938
- 26. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Contractor has an Active Registration in the SAM database.

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)  
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 54151S)**

**\*\*\*\*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 54151S Information Technology Professional Services apply exclusively to IT 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.

**2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)**

- 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) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS □COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I □ OCT 2008) (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 PROFESSIONAL SERVICES AND PRICING

By deploying and optimizing technology, Zip Zap IT Solutions enables Government customers to compete securely and with confidence in the global marketplace.

Your focus is our focus: Enhancements that open up new business possibilities, while protecting the privacy of the agency's data, intellectual property, and identity from Internet cyber attacks. Applying industry expertise and a seasoned IT services' perspective, Zip Zap IT Solutions experts offer thought-leading guidance and business development frameworks for success through high- impact services in:

- IT Strategy, Portfolio Analysis, Rationalization & Consolidation, Portfolio Management & Governance
- Systems Integration, Solution Design & Development
- Mobile Development & Mobile Device Management
- Enterprise Architecture Strategy, Assessment, and Design
- Implementation Infrastructure and Management
- IT On-Demand Services and Outsourcing
- Complete Solution Capability
- Business Process Modeling and Reengineering Software, Development, & Implementation
- Documentation and Training

### **EXAMPLE:** Commercial Job Title: System Engineer

**Minimum/General Experience:** Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

**Functional Responsibility:** Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

**Minimum Education:** Bachelor's Degree in Computer Science

**PRICE LIST & LABOR CATEGORIES**

Labor Category Name SIN 54151S, and GSA Schedule Price (Including IFF)	Hourly Rates				
	Year 1 6/26/20	Year 2 6/26/21	Year 3 6/26/22	Year 4 6/26/23	Year 5 6/26/24
<b>Project Manager II</b>	\$130.10	\$131.13	\$132.15	\$133.18	\$134.20
<b>Database Architect IV</b>	\$123.13	\$124.16	\$125.18	\$126.21	\$127.23
<b>Customer Support and Administration</b>	\$74.66	\$75.69	\$76.71	\$77.74	\$78.76
<b>Scrum Master Level II</b>	\$123.13	\$124.16	\$125.18	\$126.21	\$127.23
<b>Medical Coder level I</b>	\$35.70	\$36.73	\$37.75	\$38.78	\$39.80
<b>Project Manager I</b>	\$98.97	\$100.00	\$101.02	\$102.05	\$103.07
<b>Solutions Architect V</b>	\$110.08	\$111.11	\$112.13	\$113.16	\$114.18
<b>Solutions Architect IV</b>	\$107.13	\$108.16	\$109.18	\$110.21	\$111.23
<b>Solutions Architect III</b>	\$92.85	\$93.88	\$94.90	\$95.93	\$96.95
<b>Solutions Architect II</b>	\$90.13	\$91.16	\$92.18	\$93.21	\$94.23
<b>Solutions Architect I</b>	\$78.49	\$79.52	\$80.54	\$81.57	\$82.59
<b>Systems Administrator II</b>	\$90.13	\$91.16	\$92.18	\$93.21	\$94.23
<b>Systems Administrator I</b>	\$76.57	\$77.60	\$78.62	\$79.65	\$80.67
<b>Information Security Specialist</b>	\$87.32	\$88.35	\$89.37	\$90.40	\$91.42
<b>Database Architect</b>	\$86.78	\$87.81	\$88.83	\$89.86	\$90.88
<b>Systems Engineer</b>	\$83.75	\$84.78	\$85.80	\$86.83	\$87.85
<b>Web Software Developer</b>	\$81.36	\$82.39	\$83.41	\$84.44	\$85.46
<b>Programmer Analyst</b>	\$81.36	\$82.39	\$83.41	\$84.44	\$85.46
<b>Enterprise Architect</b>	\$83.27	\$84.30	\$85.32	\$86.35	\$87.37
<b>Software QA Specialist</b>	\$71.79	\$72.82	\$73.84	\$74.87	\$75.89
<b>Application Engineer</b>	\$75.15	\$76.18	\$77.20	\$78.23	\$79.25
<b>Developer III</b>	\$80.40	\$81.43	\$82.45	\$83.48	\$84.50
<b>Developer I</b>	\$49.77	\$50.80	\$51.82	\$52.85	\$53.87
<b>Business &amp; Systems Analyst</b>	\$67.76	\$68.79	\$69.81	\$70.84	\$71.86

**Labor Category Descriptions and Minimum Education and Experience Requirements:**

<b>Commercial Labor Category</b>	<b>Minimum/ General &amp; Years of Experience</b>	<b>Functional Responsibility</b>	<b>Educational Requirements</b>
Project Manager II	12 years	Organizes, directs, and manages contract operation support functions, involving multiple, complex and inter-related projects. Manages teams of project 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 schedules, costs, and performance metrics.	Bachelors in computer science or other relevant IT discipline. Five years of relevant work experience may be substituted for degree requirements
Database Architect IV	12 years	Participates in the design, creation, and maintenance of computerized databases. Responsible for quality control and auditing of databases to ensure data. Resolves data conflicts and inappropriate data usage. Directs the maintenance and use of the corporate data dictionary. Provides all activities related to the administration of computerized databases. Performs database performance tuning and implements backup and recovery strategies. Defines, designs, and builds dimensional databases and data warehouses.	Bachelors in computer science or other relevant IT discipline. Five years of relevant work experience may be substituted for degree requirements
Customer Support and Administration	3 Years	Assist customers in making cost effective and correct use of a product. It includes assistance in planning, installation, training, troubleshooting, maintenance, upgrading, and call center and helpdesk support.	Bachelors in computer science or other relevant IT discipline. Four years of relevant work experience may be substituted for degree requirements
Scrum master II	5 Years	Organizes, directs, manages and facilitator for an agile development team. Manage the Scrum technical methodology that allows a team to self-organize and make changes quickly, in accordance with agile principles.	Bachelors in computer science or other relevant IT discipline. Four years of relevant work experience may be substituted for degree requirements
Medical Coder I	3 Years	Participates in the transformation of healthcare diagnosis, procedures, medical services, and equipment into universal medical alphanumeric codes and data entry into computers. The diagnoses and procedure codes are taken from medical record documentation, such as transcription of physician's notes, laboratory and radiologic results. Help ensure the codes are applied correctly during the medical billing process, which includes abstracting the information from documentation, assigning the appropriate codes, and creating a medical or billable record	Bachelors in science or other relevant medical or health discipline. Four years of relevant work experience may be substituted for degree requirements

Commercial Labor Category	Minimum/ General & Years of Experience	Functional Responsibility	Educational Requirements
Project Manager I	10 years	Organizes, directs, and manages contract operation support functions, involving multiple, complex and inter-related projects. Manages teams of project 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 schedules, costs, and performance metrics.	Bachelors in computer science or other relevant IT discipline. Four years of relevant work experience may be substituted for degree requirements
Solutions Architect V	12 years	Performs tasks related to business analysis, architecture definition and review, database design assistance and review; assistance in data migration and integration definition, and application development	Bachelors in computer science or other relevant IT discipline. Four years of relevant work experience may be substituted for degree requirements
Solutions Architect IV	10 years	Performs tasks related to business analysis, architecture definition and review, database design assistance and review; assistance in data migration and integration definition, and application development	Bachelors in computer science or other relevant IT discipline. Four years of relevant work experience may be substituted for degree requirements
Solutions Architect III	8 years	Performs tasks related to business analysis, architecture definition and review, database design assistance and review; assistance in data migration and integration definition, and application development	Bachelors in computer science or other relevant IT discipline. Four years of relevant work experience may be substituted for degree requirements
Solutions Architect II	6 years	Performs tasks related to business analysis, architecture definition and review, database design assistance and review; assistance in data migration and integration definition, and application development	Bachelors in computer science or other relevant IT discipline. Four years of relevant work experience may be substituted for degree requirements
Solutions Architect I	4 years	Performs tasks related to business analysis, architecture definition and review, database design assistance and review; assistance in data migration and integration definition, and application development	Bachelors in computer science or other relevant IT discipline. Four years of relevant work experience may be substituted for degree requirements

Commercial Labor Category	Minimum/ General & Years of Experience	Functional Responsibility	Educational Requirements
Systems Administrator II	6 years	Supervises and manages the daily activities of configuration and operation of business systems, which may be mainframe, mini, or client/server based. Optimizes system operation and resource utilization and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems.	Bachelor's in computer science or other relevant IT discipline. Four years of relevant work experience may be substituted for degree requirements
Systems Administrator I	3 years	Coordinates maintenance and support of networks, servers, and personal computers. Performs system maintenance, performance tuning, general administration, security management, backup, and recovery. Documents all systems administration procedures and user instructions. Works with application developers, networking specialists, cyber security staff, and others to ensure the integrity and high availability of systems.	Bachelors in computer science or other relevant IT discipline. Four years of relevant work experience may be substituted for degree requirements
Information Security Specialist	6 years	Conducts vulnerability assessments and penetration tests of application, systems and network infrastructure components; selects, implements, and maintains technology required to perform such tasks; develops, implements, and maintains policies, processes, documentation and reports required for conducting assessments and penetration tests, reporting results and remediating vulnerabilities found; develops, implements, and maintains information security systems including firewalls, intrusion detection systems (IDS), authentication systems, security information management systems, content management systems and anti-virus/anti- worm systems.	Bachelors in computer science or other relevant IT discipline. Four years of relevant work experience may be substituted for degree requirements
Database Architect	6 years	Participates in the design, creation, and maintenance of computerized databases. Responsible for quality control and auditing of databases to ensure data. Resolves data conflicts and inappropriate data usage. Directs the maintenance and use of the corporate data dictionary. Provides all activities related to the administration of computerized databases. Performs database performance tuning and implements backup and recovery strategies. Defines, designs, and builds dimensional databases and data warehouses.	Bachelor's in computer science or other relevant IT discipline. Four years of relevant work experience may be substituted for degree requirements
Systems Engineer	5 years	Designs and implements IT systems to meet business needs. May develop code, test and implement computer programs and subsystems utilizing multiple programming languages. Analyzes, resolves or assists in resolving production problems. 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,	Bachelor's in computer science or other relevant IT discipline. Four years of relevant work experience may be substituted for degree requirements

		devices and systems.	
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Commercial Labor Category	Minimum/ General Experience & Years of Experience	Functional Responsibility	Educational Requirements
Web Software Developer	5 years	Develops custom web sites, both static and multimedia presentations, including navigation and look and feel. Develops custom application scripts to support interactive web sites. Designs, develops, and implements web-based applications used for internet data collection. Designs web application architectures including software, hardware, and communications components in support of total project requirements.	Bachelors in computer science or other relevant IT discipline. Four years of relevant work experience may be substituted for degree requirements
Programmer Analyst	5 years	Arranges project requirements in programming sequence by analyzing requirements; prepares a work flow chart and diagram using knowledge of computer capabilities, subject matter, programming language, and logic; programs the computer by encoding project requirements in computer language; entering coded information into the computer; confirms program operation by conducting tests; modifying program sequence and/or codes; develops and maintains applications and databases by evaluating client needs; analyzing requirements; developing software systems.	Bachelors in computer science or other relevant IT discipline. Four years of relevant work experience may be substituted for degree requirements
Enterprise Architect	5 years	Provides business and/or technical IT consulting support to strategic units and customer enterprises. Works with clients to formulate enterprise-wide business and/or technical IT product and/or service strategies. Develops and applies consulting methodologies, business models and organizational behavior for IT products and services. Supports and participates in the conceptualization and development of technology policy, methodologies, models, techniques and strategies. Translates business needs into long-term architecture solutions. Reviews and develops object and data models and the metadata repository to structure the data for better management and quicker access.	Bachelors in computer science or other relevant IT discipline. Four years of relevant work experience may be substituted for degree requirements
Software QA Specialist	3 years	Meets with system users to understand usage profiles and user needs. Implements test plans for large systems, including integration testing, system testing, stress testing, acceptance testing, and regression testing. Designs strategies and writes scripts for automated testing of large programs. Designs and	Bachelors in computer science or other relevant IT discipline. Four years of relevant work experience may be substituted for degree requirements

		documents Acceptance Test Plan and Procedures.	
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<b>Commercial Labor Category</b>	<b>Minimum/ General Experience &amp; Years of Experience</b>	<b>Functional Responsibility</b>	<b>Educational Requirements</b>
Application Engineer	3 years	Plans, designs, configures, manages maintenance, disaster recovery, and operations of applications. Knowledge of commonly used procedures, practices and concepts within a particular application. Researches, collects and reports information on the capacity and ability of vendor products and its competing equipment. Collaborates with staff members in the design and integration of applications. Customizes existing applications to provide additional capabilities based on customer requirements. Manages system security to include installation of operating system patches fixes or service packs. Ensures the application of information security/information assurance policies, principles and practices in the delivery of system administration services.	Bachelors in computer science or other relevant IT discipline. Four years of relevant work experience may be substituted for degree requirements
Developer III	5 years	Designs and develops application programs; expertise includes programming languages, software tools, and software development methodologies; designs, codes, and integrates programs.	Bachelors in computer science or other relevant IT discipline. Four years of relevant work experience may be substituted for degree requirements
Developer I	1 year	Designs and develops application programs; expertise includes programming languages, software tools, and software development methodologies; designs, codes, and integrates programs.	Bachelors in computer science or other relevant IT discipline. Four years of relevant work experience may be substituted for degree requirements
Business & Systems Analyst	3 years	Analyzes and evaluates current business processes. Works with key stakeholders to analyze business processes, practices, and make recommendations for improvements. Acts as a liaison to internal organizations related to information retention, protection, handling, and access within new and existing IT systems, internal business functions, and newly emerging capabilities.	Bachelors in computer science or other relevant IT discipline. Four years of relevant work experience may be substituted for degree requirements