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GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service
Authorized Federal Supply Schedule FSS Price List

Multiple Award Schedule (MAS)

Federal Supply Group: Information Technology and Office Management

Contract Number: GS-35F-349CA

Price List Current through: PS-0104 Effective: March 2, 2026
Contract Period: June 2, 2015 through June 1, 2030
Business Size: Large

CACI NSS, LLC

14370 Newbrook Drive
Chantilly, VA 20151
Contract Administrator: Ilene Easterly
Telephone: (717) 825-7891
Email: cacigsa@caci.com
www.caci.com

On-line access to contract ordering information, terms and conditions, pricing, and the option to create an electronic delivery order are available through GSA Advantage! ®. The website for GSA Advantage! ® is: www.GSAAdvantage.gov

For more information on ordering: www.gsa.gov/schedules

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1.0 CUSTOMER INFORMATION

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to item descriptions and award price(s):

SIN	PSC Code	SIN Title
33411 / RC	7010	Purchasing of New Electronic Equipment
493110RM / RC	R799	Physical Records Management Services
511210 / RC	7030	Software Licenses
518210C / RC	D305	Cloud Computing and Cloud Related IT Professional Services
518210DC / RC	R799	Document Conversion and Digitization Services
518210ERM / RC	R617	Electronic Records Management Solutions
541370GEO / RC	D399	Earth Observation Solutions
54151 / RC	J070	Software Maintenance Services
54151HACS / RC	D308	Highly Adaptive Cybersecurity Services (HACS)
54151HEAL / RC	D399	Health Information Technology Services
54151S / RC	D399	Information Technology Professional Services
541611LIT / RC	R799	Litigation Support Services
OLM	None	Order-Level Materials

1b. Identification of the lowest price model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Contracts that have unit prices based on the geographic location of the customer should show the range of the lowest price, and cite the areas to which the prices apply: See Pricing Document

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

2. Maximum Order: See table below:

SIN	Maximum Order
33411	$500,000
493110RM	$1,000,000
511210	$500,000
518210C	$1,000,000
518210DC	$1,000,000
518210ERM	$1,000,000
541370GEO	$500,000

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SIN	Maximum Order
54151	$500,000
54151HACS	$500,000
54151HEAL	$500,000
54151S	$500,000
541611LIT	$1,000,000
OLM	$100,000

3. **Minimum Order:** $100

4. **Geographic Coverage (Delivery Area):** Domestic and Overseas

5. **Point(s) of Production (city, county, and State or foreign country):** Same as company address. However, if during the performance of any order under this contract, CACI uses one or more facilities located at a different address than in this price list, the place of performance will be specified in the individual order.

6. **Discount from List Prices or NET Price Statement:** Government Net Prices (discounts already deducted)

7. **Quantity Discounts:** As specified on individual orders.

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

9. **Foreign Items (list items by country of origin):** Not Applicable

10a. Time of Delivery: Specified on task order.

10b. Expediated Delivery: Expediated Delivery. Items available for expedited delivery are noted in this price list: Contact Contractor

10c. Overnight and 2-Day Delivery: Contact Contractor

10d. Urgent Requirements: Contact Contractor

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

12a. Ordering Address(es): Same as Contractor

12b. Ordering Procedures: See FAR subpart 8.4 (GSA Class Deviation RFO-2025-08).

13. **Payment Adress(es):** Same as company address

14. **Warranty Provision:** As stated for individual products.

15. **Export Packing Charges, if applicable:** As stated on individual orders.

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16. Terms and Conditions of Rental, Maintenance, and Repair (if applicable): Not Applicable

17. Terms and Conditions of Installation (if applicable): Not Applicable

18a. Terms and Conditions of Repair Parts indicating Date of Parts Price Lists and Any Discounts from List Prices (if applicable): Not Applicable

18b. Terms and Conditions for Any Other Services (if applicable): Not Applicable

19. List of Service and Distribution Points (if applicable): Not Applicable

20. List of Participating Dealers (if applicable): Not Applicable

21. Preventative Maintenance (if applicable): Not Applicable

22a. Special Attributes, such as environmental attributes (e.g. recycled content, energy efficiency, and/or reduced pollutants): Not Applicable

22b. If applicable, indicate that Section 508 compliance information is available for the information and communications technology (ICT) products and services and show where full details can be found (e.g. contractor's website or other location.) ICT accessibility standards can be found at: https://www.caci.com/contracts/508

23. Unique Entity Identifier (UEI) Number: EELEC8QCC3N8

24. Notification regarding registration in System for Award Management (SAM) Database: CACI NSS, LLC is registered and active in SAM, CAGE Code: 7LRZ3

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2.0 TERMS AND CONDITIONS

2.1 Software Publishers (SIN 511210), Custom Computer Programming Services and Computer Systems Design Services (SIN 54151), and Data Processing, Hosting, and Related Services (518210C)

1. **Inspection/Acceptance:** The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any software that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming software at no increase in contract price. The ordering activity must exercise its post acceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the software, unless the change is due to the defect in the software.

2. **Guarantee/Warranty:**
   a. Unless specified otherwise in this contract, the Contractor's standard commercial guarantee/warranty as stated in the contract's commercial pricelist will apply to this contract.
       *Please contact the respective provider of the specific products for all commercial guarantee/warranty clauses that pertain to those products.
   b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.
   c. Limitation of Liability. Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

3. **Technical Services:** FOR BIG DATA ECOSYSTEM SOFTWARE TECHNICAL SUPPORT: The Contractor, without additional charge to the ordering activity, shall provide a hot line technical support number (703) 739-9406 for the purpose of providing user assistance and guidance in the implementation of the software, available during normal business days from 9:00am to 5:00pm Eastern Time (i.e. for products BDE-1001-DV/EC/BP/SC/MC/LC), which is included with the license. For additional support with the purchase of an additional support plan, this technical support number can be made available from 8:00am to 8:00pm Eastern Time (i.e. for products BDE-1005- BLS-SC, BDE-1005-SLS-SC, etc.).

4. **Software Maintenance:** Software maintenance as a product includes the publishing of bug/defect fixes via patches and updates/upgrades in function and technology to maintain the operability and usability of the software product. It may also include other support that is included in the purchase price of the product in the commercial marketplace. No charge support includes items such as user blogs, discussion forums, on-line help libraries and FAQs (Frequently Asked Questions), hosted chat rooms, and limited telephone, email and/or web-based general technical support for users self diagnostics.

   Software maintenance as a product does NOT include the creation, design, implementation, integration, etc. of a software package. These examples are considered software maintenance as a service under SIN 54151 Custom Computer Programming Services and Computer Systems Design Services as a product is billed at the time of purchase.

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5. **Periods of Term Licenses:**
   a. The Contractor shall honor orders for periods for the duration of the contract period or a lesser period of time.
   b. Term licenses and/or maintenance may be discontinued by the ordering activity on thirty (30) calendar days written notice to the Contractor.
   c. ANNUAL FUNDING. When annually appropriated funds are cited on an order for term licenses and/or maintenance, the period of the term licenses and/or maintenance shall automatically expire on September 30 of the contract period, or at the end of the contract period, whichever occurs first. Renewal of the term licenses and/or maintenance orders citing the new appropriation shall be required, if the term licenses and/or maintenance is to be continued during any remainder of the contract period.
   d. CROSS-YEAR FUNDING WITHIN CONTRACT PERIOD. Where an ordering activity's specific appropriation authority provides for funds in excess of a 12-month (fiscal year) period, the ordering activity may place an order under this schedule contract for a period up to the expiration of the contract period, notwithstanding the intervening fiscal years.
   e. Ordering activities should notify the Contractor in writing thirty (30) calendar days prior to the expiration of an order, if the term licenses and/or maintenance is to be terminated at that time. Orders for the continuation of term licenses and/or maintenance will be required if the term licenses and/or maintenance is to be continued during the subsequent period.

6. **Utilization Limitations:**
   a. Software acquisition is limited to commercial computer software defined in FAR Part 2.101.
   b. When acquired by the ordering activity, commercial computer software and related documentation so legend shall be subject to the following:
      i. Title to and ownership of the software and documentation shall remain with the Contractor, unless otherwise specified.
      ii. Software licenses are by site and by ordering activity. An ordering activity is defined as a cabinet level or independent ordering activity. The software may be used by any subdivision of the ordering activity (service, bureau, division, command, etc.) that has access to the site the software is placed at, even if the subdivision did not participate in the acquisition of the software. Further, the software may be used on a sharing basis where multiple agencies have joint projects that can be satisfied by the use of the software placed at one ordering activity's site. This would allow other agencies access to one ordering activity's database. For ordering activity public domain databases, user agencies and third parties may use the computer program to enter, retrieve, analyze and present data. The user ordering activity will take appropriate action by instruction, agreement, or otherwise, to protect the Contractor's proprietary property with any third parties that are permitted access to the computer programs and documentation in connection with the user ordering activity's permitted use of the computer programs and documentation. For purposes of this section, all such permitted third parties shall be deemed agents of the user ordering activity.
      iii. Except as is provided in paragraph 6.b(2) above, the ordering activity shall not provide or otherwise make available the software or documentation, or any portion thereof, in any form, to any third party without the prior written approval of the Contractor. Third parties do not include prime Contractors, subcontractors and agents of the ordering activity who have the ordering activity's permission to use the

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licensed software and documentation at the facility, and who have agreed to use the licensed software and documentation only in accordance with these restrictions. This provision does not limit the right of the ordering activity to use software, documentation, or information therein, which the ordering activity may already have or obtains without restrictions.

iv. The ordering activity shall have the right to use the computer software and documentation with the computer for which it is acquired at any other facility to which that computer may be transferred, or in cases of Disaster Recovery, the ordering activity has the right to transfer the software to another site if the ordering activity site for which it is acquired is deemed to be unsafe for ordering activity personnel; to use the computer software and documentation with a backup computer when the primary computer is inoperative; to copy computer programs for safekeeping (archives) or backup purposes; to transfer a copy of the software to another site for purposes of benchmarking new hardware and/or software; and to modify the software and documentation or combine it with other software, provided that the unmodified portions shall remain subject to these restrictions.

v. "Commercial Computer Software" may be marked with the Contractor's standard commercial restricted rights legend, but the schedule contract and schedule pricelist, including this clause, "Utilization Limitations" are the only governing terms and conditions, and shall take precedence and supersede any different or additional terms and conditions included in the standard commercial legend.

7. **Software Conversions (SIN 511210):** Full monetary credit will be allowed to the ordering activity when conversion from one version of the software to another is made as the result of a change in operating system, or from one computer system to another. Under a perpetual license (511210), the purchase price of the new software shall be reduced by the amount that was paid to purchase the earlier version. Under a term license (511210), conversion credits which accrued while the earlier version was under a term license shall carry forward and remain available as conversion credits which may be applied towards the perpetual license price of the new version.

8. **Descriptions and Equipment Compatibility:** The Contractor shall include, in the schedule pricelist, a complete description of each software product and a list of equipment on which the software can be used. Also, included shall be a brief, introductory explanation of the modules and documentation which are offered.

9. **Right-To-Copy Pricing:** Right-to-copy licenses are not offered under this contract.

10. **End User License Agreements (EULAs):** The end user license agreement(s) (EULA), or other user agreements agreed to by CACI-NSS former L-3 National Security Solutions, Inc. for ScienceLogic Inc. and Data Tactics Corporation, dated 2014, are incorporated herein. CACI-NSS Inc. will become a reseller of their respective products complementary to the CACI Data Tactics Corporation "Big Data Ecosystem" (BDE) software product line. These products have been included as part of this submission.

2.2 Scope of Software Services for HighVIEW COTS Software (SINs 511210, 54151)

SOFTWARE SUPPORT SERVICES AGREEMENT

This Software Support Service Agreement ("Agreement") is entered into between CACI Enterprise Solutions, Inc. ("CONTRACTOR"), a Delaware Corporation, located at 14370 Newbrook Drive Chantilly, VA 20151 and

_____

("CUSTOMER" or "ORDERING ACTIVITY"), located at

_____

_____

1. EXISTING LICENSE AGREEMENT: CUSTOMER has previously entered into a Software License Agreement ("License"), granting CUSTOMER a limited license to install and use certain HighView commercial off the shelf ("COTS") software and, if applicable, a license agreement to use certain application software products identified in Appendix 1 to this Agreement. This Agreement relates to the furnishing of support services for such software products and is conditioned upon CUSTOMER having a valid, current license for their use. Any corrective code, maintenance releases, new versions or documentation relating to these CONTRACTOR products that are furnished to CUSTOMER under this Agreement shall be provided in accordance with the terms and conditions of the applicable HighView software License.

2. SUPPORTED SOFTWARE AND FEES: The Software products to be supported under this Agreement ("Supported Software") and the fees for such support services are set forth in the GSA Pricelist.

3. SCOPE OF SUPPORT SERVICES: Under this Agreement, CONTRACTOR agrees to provide CUSTOMER with the software support services described in Appendices 1, 2, and proposal documents which are attached to and incorporated into this Agreement. ("Software Support Services").

4. TERM AND TERMINATION:
    (a) The initial period for Software Support Services under this Agreement will commence upon date of delivery for a period of 12 months.
    (b) Recourse against the United States for any alleged breach of this agreement must be made under the terms of the Federal Tort Claims Act or as a dispute under the contract disputes clause (Contract Disputes Act) as applicable. The Contractor shall proceed diligently with performance of this contract, pending final resolution of any request for relief, claim, appeal, or action arising under the contract, and comply with any decision of the Contracting Officer.

    Reserved.

    Reserved.

5. PAYMENT: Software support fees shall be invoiced on an annual basis in advance. Payment is due immediately and payable within 30 days of the date of receipt of the invoice. All payments shall be in U.S. dollars. No invoice under this Agreement shall be subject to credit for any period of CUSTOMER non-use for any reason of the Software Support Services.

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CUSTOMER may discontinue the Agreement at the end of any current Agreement term and, at any time thereafter, reinstate the Agreement by executing an order for such services with CONTRACTOR. If CUSTOMER decides to reinstate the Agreement, CUSTOMER must pay a reinstatement fee. The reinstatement fee shall be computed as the sum of the following: (i) amount that would have been paid by the CUSTOMER for the past Agreement period(s) had coverage been maintained continuously. In addition to the reinstatement fee described in the preceding sentence, CUSTOMER must pay the Agreement fee for the new support period.

6. LIMITED WARRANTY: The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.".

EXCEPT AS STATED IN THIS SECITON, CONTRACTOR DOES NOT WARRANT ANY SPECIFIC RESULTS UNDER ITS SOFTWARE SUPPORT SERVICES, OR THAT THE OPERATION OF THE SUPPORTED SOFTWARE WILL BE ERROR FREE OR OPERATE WITHOUT INTERRUPTION. CONTRACTOR WILL NOT BE RESPONSIBLE FOR SUPPORT SERVICES TO CORRECT PROBLEMS RESULTING FROM OPERATOR ERROR, MACHINE MALFUNCTION, OR THE MODIFICATION BY CUSTOMER OR THIRD-PARTY OF THE SUPPORTED SOFTWARE. CONTRACTOR PROVIDES NO OTHER WARRANTIES EXPRESS, IMPLIED, OR STATUTORY INCLUDING WITHOUT LIMITATION, IMPLIED WARRANTIES OF MERCHANTABILITY, NON-INFRINGEMENT OR FITNESS FOR A PARTICULAR PURPOSE.

THIS AGREEMENT DOES NOT LIMIT OR DISCLAIM ANY OF THE WARRANTIES SPECIFIED IN THE GSA SCHEDULE 70 CONTRACT UNDER FAR 52.212-4(O). IN THE EVENT OF A BREACH OF WARRANTY, THE U.S. GOVERNMENT RESERVES ALL RIGHTS AND REMEDIES UNDER THE CONTRACT, THE FEDERAL ACQUISITION REGULATIONS, AND THE CONTRACT DISPUTES ACT, 41 U.S.C. 7101-7109.

7. LIMITATION OF LIABILITY: CUSTOMER AGREES THAT CONTRACTOR OR ITS SUBCONTRACTORS AND SUPPLIERS SHALL NOT BE LIABLE FOR ANY INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED TO COSTS OF PROCURING SUBSTITUTE PRODUCTS OR SERVICES, LOSS OF USE, LOSS OF DATA, BUSINESS INTERRUPTION OR LOST PROFITS, ARISING FROM OR IN CONNECTION WITH THIS AGREEMENT OR THE RENDERING BY CONTRACTOR, ITS SUBCONTRACTORS, OR SUPPLIERS OF SOFTWARE SUPPORT SERVICES HEREUNDER. IN NO EVENT WILL THE LIABILITY OF CONTRACTOR, ITS SUBCONTRACTORS, AND SUPPLIERS EXCEED THE CONTRACT PRICE. THESE LIMITATIONS ARE CONTEMPLATED IN THE FEE AND SHALL APPLY NOT WITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY. THE CUSTOMER IS SOLELY RESPONSIBLE FOR THE PROTECTION AND BACK-UP OF ALL DATA AND SOFTWARE. The foregoing limitation of liability shall not apply to (1) personal injury or death resulting from Licensor's negligence; (2) for fraud; or (3) for any other matter for which liability cannot be excluded by law.

8. ADDITIONAL SUPPORT SERVICE AND SITE CHARGES:

All Software Support Services provided by CONTRACTOR to CUSTOMER under this Agreement shall be performed remotely at CONTRACTOR's site.

In the event that CUSTOMER requests that CONTRACTOR personnel perform work at CUSTOMER's site, CONTRACTOR, at its sole option, may agree to provide personnel for such visit at an agreed upon time. Customer agrees to pay any travel expenses in accordance with FTR/JTR, as applicable, Customer shall only be liable for such travel expenses as approved as

by Customer and funded under the applicable ordering document.

9. OTHER SERVICES: Other services not specifically identified as a Software Support Service in Appendix B of this Agreement are not covered by this Agreement. CUSTOMER may request that CONTRACTOR perform such additional services at the GSA Pricelist rate.

GOVERNING LAW AND FORUMS: This Agreement shall be governed by the Federal laws of the United States.

SEVERABILITY: If any provision of this Agreement is found to be invalid by the courts, the remaining provisions shall remain in full force and effect

INTEGRATION CLAUSE: This Agreement, in conjunction with the existing Software License Agreement between CONTRACTOR and CUSTOMER and any licensing terms applicable to application software developed by CONTRACTOR for CUSTOMER for use with CONTRACTOR's COTS product, together with the underlying GSA Schedule Contract, Schedule Pricelist, Purchase Order(s), constitute the complete agreement between the parties. In the event of a conflict between a Purchase Order and This Agreement, the Purchase Order shall prevail. This Agreement may be amended only by a further writing, executed by both parties.

NO WAIVER: No failure or delay by either party in exercising any right, power or privilege under this Agreement will operate as a waiver or preclude further exercise thereof.

ASSIGNMENT: This Agreement may be assigned to a third-party only upon the written consent of both parties to this Agreement in accordance with the procedures for securing such approval are set forth in FAR 42.1204.

Executed on the dates indicated below:

CACI Enterprise Solutions, Inc.	Customer
By:	By:
Title:	Title:
Date:	Date:

Attachments:
Appendix 1: Support Software
Appendix 2: Scope of Support Services

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Appendix 1: Supported Customer COTS Software

The Software Support Services under this Agreement shall apply to the following HighVIEW commercial off-the-shelf ("COTS") software product(s) only:

Supported COTS Software (from-to)	Number of Licenses	Annual Fee*
Refer to attached proposal		$0
Subtotal		$0

* Software support fees shall be invoiced on an annual basis in advance. Payment is due immediately and payable within 30 days of the date of receipt of the invoice.

CUSTOMER may discontinue the Agreement at the end of any current Agreement term and, at any time thereafter, reinstate the Agreement by executing an order for such services with CONTRACTOR. If CUSTOMER decides to reinstate the Agreement, CUSTOMER must pay a reinstatement fee. The reinstatement fee shall be computed as the sum of the following: (i) amount that would have been paid by the CUSTOMER for the past Agreement period(s) had coverage been maintained continuously; . In addition to the reinstatement fee described in the preceding sentence, CUSTOMER must pay the Agreement fee for the new support period.

All other CUSTOMER system software not specifically identified above, including third-party software and CUSTOMER interfaces to the above referenced software, is specifically excluded from coverage under this Agreement and is the CUSTOMER's responsibility to maintain.

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Appendix 2: Description and Terms Relating to HighVIEW COTS Software Support Services

Scope of Software Support Services for HighVIEW COTS Software

Email and telephone support via a toll-free number to answer questions regarding the operation of the HighView COTS Software and assist CUSTOMERs with problem identification and resolution on a best efforts basis;

Email and telephone support is available to CUSTOMERs from 8:00 a.m. to 5:00 p.m. Monday through Friday, Eastern Time, excluding Federal holidays;

Remote diagnostic of CUSTOMER problems, where CUSTOMER's system supports remote access and CACI is able to replicate the problem; and

Access to corrective code and procedure changes (patches and fixes), maintenance releases (updates), and new enhancement releases (upgrades) of the HighView COTS Software made commercially available by CACI (for CUSTOMER installation only - may request CACI to install on a time and material hourly charge basis).

CUSTOMER Requirements

The following requirements must be met to be eligible for Software Support Services:

The CUSTOMER must have a valid and current license for all HighView software products. Any corrective code, maintenance releases, new versions or documentation relating to these HighView products that are furnished to the CUSTOMER under this Agreement shall be provided in accordance with the terms and conditions of the applicable HighView software License.

The HighView COTS Software must be unmodified by the CUSTOMER or third-party and properly maintained at the latest revision level.

The CUSTOMER must maintain continuous Software Support Service coverage for all HighView COTS software components within the system, including both client and server software.

Limitations

Software Support Services are offered for the most current release level of the HighView COTS Product and are supported to the prior release level of each Product only for six months following the release, except for maintenance releases and new enhancement releases which are supported only at the most current release level.

CUSTOMER Responsibility

The CUSTOMER shall designate a person knowledgeable and fully trained in HighView Software products as its contact for emailing and calling for Software Support Services.

The CUSTOMER shall provide access to its site as may be required by CACI to respond to CUSTOMER inquiries and requests for service.

Exclusions

Other services not specifically identified above are not covered by CACI's HighView COTS Software Support Services. On-site support, training, software installation, and software support services relating to CUSTOMER application software developed by CACI or third parties for use with the HighView COTS product specifically are excluded from coverage under HighView COTS Software Support Services.
Consult your CACI representative for the terms and conditions and fees associated with these and other available technical support services.

Services required due to improper use of the HighView COTS Software; operator error; CUSTOMER use of third-party or other application software, CUSTOMER's complex system integration activities, and any CUSTOMER or third-party modifications to the HighView COTS Software are likewise not covered hereunder.

ADDITIONAL SUPPORT SERVICES AND SITE CHARGES

All Software Support Services provided by CONTRACTOR to the CUSTOMER under this Agreement shall be performed remotely at CONTRACTOR's site.

In the event that the CUSTOMER requests that CONTRACTOR personnel perform work at CUSTOMER's site, CONTRACTOR, at its sole option, may agree to provide personnel for such visit at an agreed upon time. Customer agrees to pay any travel expenses in accordance with FTR/JTR, as applicable, Customer shall only be liable for such travel expenses as approved as by Customer and funded under the applicable ordering document.

LIMITED WARRANTY

The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract."CACI DOES NOT WARRANT ANY SPECIFIC RESULTS UNDER ITS SOFTWARE SUPPORT SERVICE, OR THAT THE OPERATION OF THE SUPPORTED HIGHVIEW COTS SOFTWARE WILL BE ERROR FREE OR OPERATE WITHOUT INTERRUPTION. CACI WILL NOT BE RESPONSIBLE FOR SOFTWARE SUPPORT SERVICES TO CORRECT PROBLEMS RESULTING FROM OPERATOR ERROR, MACHINE MALFUNCTION, OR THE MODIFICATION BY CUSTOMER OR THIRD-PARTY OF THE SUPPORTED HIGHVIEW COTS SOFTWARE. CACI PROVIDES NO OTHER WARRANTIES EXPRESS, IMPLIED, OR STATUTORY INCLUDING WITHOUT LIMITATION, IMPLIED WARRANTIES OF MERCHANTABILITY, NONINFRINGEMENT, OR FITNESS FOR A PARTICULAR PURPOSE.

THIS AGREEMENT DOES NOT LIMIT OR DISCLAIM ANY OF THE WARRANTIES SPECIFIED IN THE GSA SCHEDULE 70 CONTRACT UNDER FAR 52.212-4(O). IN THE EVENT OF A BREACH OF WARRANTY, THE U.S. GOVERNMENT RESERVES ALL RIGHTS AND REMEDIES UNDER THE CONTRACT, THE FEDERAL ACQUISITION REGULATIONS, AND THE CONTRACT DISPUTES ACT, 41 U.S.C. 7101-7109.

LIMITATION OF LIABILITY

CUSTOMER AGREES THAT CACI OR ITS SUBCONTRACTORS AND SUPPLIERS SHALL NOT BE LIABLE FOR ANY INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED TO COSTS OF PROCURING SUBSTITUTE PRODUCTS OR SERVICES, LOSS OF USE, LOSS OF DATA, BUSINESS INTERRUPTION OR LOST PROFITS, ARISING FROM OR IN CONNECTION WITH THIS AGREEMENT OR THE RENDERING BY CACI, ITS SUBCONTRACTORS, OR SUPPLIERS OF SOFTWARE SUPPORT SERVICES HEREUNDER. IN NO EVENT WILL THE LIABILITY OF CACI, ITS SUBCONTRACTORS, AND SUPPIERS EXCEED

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THE CONTRACT PRICE. THESE LIMITATIONS ARE CONTEMPLATED IN THE FEE AND SHALL APPLY NOT WITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY. THE CUSTOMER IS SOLELY RESPONSIBLE FOR THE PROTECTION AND BACK-UP OF ALL DATA AND SOFTWARE. The foregoing limitation of liability shall not apply to (1) personal injury or death resulting from Licensor's negligence; (2) for fraud; or (3) for any other matter for which liability cannot be excluded by law.

HIGHVIEW® SOFTWARE PRODUCT LICENSE and LIMITED WARRANTY

IMPORTANT – READ BEFORE INSTALLING:

This HighView® software product license agreement (the "Agreement") is between the purchaser and/or the end-user of this software product ("you"), and R. M. Vredenburg and Co., a wholly-owned subsidiary of CACI Enterprise Solutions, Inc. ("Licensor"), for the HighView® software product furnished to you by the Licensor, which includes the software, associated media, and printed materials and documentation supplied with the software, (all of which is referred to, collectively, as the "Software"). This Agreement creates important legal rights and obligations, so please read it carefully before installing or using the Software. When the end user is an instrumentality of the US government, this agreement is a contract with the US Government and becomes effective when signed by the contractor and the GSA Contracting Officer as an addendum to the Contract. If this is an IDIQ contract or Schedule Contract, ordering activities placing orders against the Schedule or IDIQ contract are subject to this agreement as a term of the contract. This EULA (or TOS as applicable) shall bind the government, subject to federal law. This agreement shall not operate to bind a government employee or person acting on behalf of the government in his or her personal capacity.

Software Product License

1. Grant of Rights: Subject to the terms and conditions of this Agreement, Licensor grants to you a non-exclusive and non-transferable license to install and use, in object code form only, the Software solely for your internal business purposes on the total number of Licensed Computers for which a license fee has been paid (the "License"). A "Licensed Computer" is a workstation or computer that may be used only in conjunction with a single database management system ("DBMS") operating on a single server. You may not use the Software on one or more Licensed Computers in conjunction with more than one DBMS or more than one server without first obtaining authority to do so from Licensor, at Licensor's then-current terms and conditions. If you are licensing the Software on a "Named User" basis, you may install one copy of the object code version of the Software on a licensed Computer for each of the total number of Named Users for which a "Named User" license fee has been paid. "Named Users" means the registered users you allow to use the Software, regardless of whether and when they actually do so. If you are licensing the Software on a "per Seat" basis, you may install and use one copy of the object code version of the Software on the specified number of Licensed Computers for which a "per Seat" license fee has been paid, regardless of whether or when the Software is actually used. If you are licensing the Software on a "Concurrent" basis, subject to any applicable workstation or server restrictions that may be set forth in Licensor's commercial price list, you may install one copy of the object code version of the Software on an unlimited number of Licensed Computers (which means the workstations or computers must be used only in conjunction with a single database management system ("DBMS") operating on a single server). "Concurrent" use of the Software is limited to simultaneous access to the Software of up to the total number of users for which you have paid a concurrent license fee.

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13. Choice of Law/Forum: Acknowledgements: The parties agree that this Agreement shall be subject to, and the rights and obligations of the parties hereto construed in accordance with Federal law with precedence and, the substantive laws of Virginia second, without regard to the conflicts of laws provisions of such laws. Any disputes arising from or relating to a party's rights and obligations under this Agreement shall be determined in a state or federal court of competent jurisdiction located in Arlington County, Virginia, which shall be the exclusive forum and venue for resolution of such disputes. When the end user is an instrumentality of the US Government, this is a contract with the US Government and is subject to the Federal

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Acquisition Regulation. Venue, jurisdiction and statute of limitations for any disputes are determined by the applicable federal statute (federal tort claims act, contract disputes act, etc.).

The party prevailing in such action shall recover its reasonable attorneys' fees and costs. When the end user of this contract is an instrumentality of the US Government equitable relief, award of attorney fees, costs or interest is only allowed against when explicitly provided by statute (e.g., Prompt Payment Act or Equal Access to Justice Act.) Disputes will be resolved according to the Disputes clause, and binding arbitration will not be used. This Agreement represents the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements, oral and written, relating to the subject matter hereof. This Agreement shall not be modified or amended except in a writing signed by the authorized representative of you and Licensor and the terms herein shall prevail over the terms of your ordering form or acknowledgement document. Preprinted terms on any of your documents shall not apply. In the event any provision hereof is determined to be invalid, void or unenforceable, the remaining provisions shall not be affected, and the Court shall, to the greatest extent possible, give effect to the provisions of this Agreement in a manner that comports most closely with the intent of the parties as reflected herein.

Licensor

R.M. Vredenburg & Co., a wholly

Owned subsidiary of

CACI Enterprise Solutions, Inc.

Date:_____

Licensee

_____

_____

_____

Date: _____

2.3 Order-Level Materials (OLM)

Order-Level Materials (OLMs) are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Federal Supply Schedule (FSS) contract or FSS Blanket Purchase Agreement (BPA). OLMs are not defined, priced, or awarded at the FSS contract level. They are unknown before a task or delivery order is placed against the FSS contract or FSS BPA. OLMs are only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN) and are subject to a Not To Exceed (NTE) ceiling price. OLMs include direct materials, subcontracts for supplies and incidental services for which there is not a labor category specified in the FSS contract, other direct costs (separate from those under Other Direct Cost (ODC) SINs), and indirect costs. OLMs are purchased under the authority of the FSS Program and are not "open market items."

Items awarded under ancillary supplies/services or ODC SINs are not OLMs. These items are defined, priced, and awarded at the FSS contract level; whereas OLMs are unknown before an order is placed. Ancillary supplies/services and ODC SINs are for use under all order type CLINs (Fixed-Price (FP), T&M, and LH), whereas the Order-Level Materials SIN is only authorized for use under T&M and LH order CLINs.

The OLMs SIN is only authorized for use in direct support of another awarded SIN. Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs. OLMs are defined and priced at the ordering activity level in accordance with GSAR clause 552.238-82 Special Ordering Procedures for the Acquisition of Order-Level Materials. Prices for items provided under the OLMs SIN must be inclusive of the Industrial Funding Fee (IFF).

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3.0 PRODUCT PRICE LISTS

3.1 IT HARDWARE

3.1.1 Communications Gateway Products (SIN 33411)

SIN	Part Number	Product Name	Description	GSA Price
33411	CIG-NSS-14-001	Coalition Gateway	MultiSwitch EDSTG STANAG 4578 Ed 2 Gateway. Provides seamless connectivity between US SIP networks and NATO STANAG 4578 Ed 2 coalition networks enabling and facilitating communication among coalition forces.	$84,735.52
33411	LSG-NSS-14-001	L-3 SCIP Gateway (SCIP1)	The L- 3 SCIP1 Gateway enables ordinary VoIP phones operating within protected enclaves to securely connect to SCIP devices via analog/TDM interface, globally. Eliminates need for separate secure phone devices within the protected enclave, and provides capability as a secure network edge resource to all protected enclave VoIP phone devices. Provides up to 24 simultaneous protected voice calls in a single 3RU, standard 19" rack mount configuration.	$191,435.77
33411	LSG-NSS-14-001-CH	L-3 SCIP Gateway Chassis (SCIP1)	The L- 3 SCIP1 Gateway Chassis sub-assembly unit is w/o security component. Following installation of the security component, the L- 3 SCIP Gateway enables ordinary VoIP phones operating within protected enclaves to securely connect to SCIP devices via analog/TDM interface, globally. Eliminates need for separate secure phone devices within the protected enclave, and provides capability as a secure network edge resource to all protected enclave VoIP phone devices. Provides up to 24 simultaneous protected voice calls in a single 3RU, standard 19" rack mount configuration.	$143,576.83
33411	LSG-NSS-14-001-EW1YR	L-3 SCIP Warranty: 1 year	12 Months - Helpdesk and Field Service Representative Support (FSR) with parts/material repair and security patch maintenance. The warranty begins at the end of the 6 month manufacturer's warranty. Billed at inception. Note: This extended warranty is available for the following product numbers only: LSG-NSS-14-001, LSG-NSS-14-001-CH, LCB-NSS-14-001.	$45,243.00
33411	LSG-NSS-14-001-EW2YR	L-3 SCIP Warranty: 2 years	24 Months - Helpdesk and Field Service Representative Support (FSR) with parts/material repair and security patch maintenance. The warranty begins at the end of the 6 month manufacturer's warranty. Billed at inception. Note: This extended warranty is available for the following product numbers only: LSG-NSS-14-001, LSG-NSS-14-001-CH, LCB-NSS-14-001.	$87,196.00

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SIN	Part Number	Product Name	Description	GSA Price
33411	LSG-NSS-14-001-EW3YR	L-3 SCIP Warranty: 3 years	36 Months - Helpdesk and Field Service Representative Support (FSR) with parts/material repair and security patch maintenance. The warranty begins at the end of the 6 month manufacturer's warranty. Billed at inception. Note: This extended warranty is available for the following product numbers only: LSG-NSS-14-001, LSG-NSS-14-001-CH, LCB-NSS-14-001.	$125,861.00
33411	LSG-NSS-16-002	L-3 SCIP Gateway (SCIP-IP)	The L- 3 SCIP-IP Gateway (SCIP-IP) provides dial-up secure voice communications from a network of one security level through a network of a different security level. It enables ordinary VoIP phones operating within protected enclaves to securely connect to SCIP phones (digital (IP) or analog (TDM)) operating anywhere in the world. Enables graceful transition to a digital/VoIP infrastructure while providing support to legacy analog SCIP phones. Eliminates need for separate secure phones within the protected enclave, and provides capability as a secure network edge resource to all connected red VoIP phones. Provides up to 24 simultaneous protected voice calls in a single 3RU, standard 19" rack mount configuration. Local or remote out-of-band-management management supported. Includes 6 month OEM vendor guarantee. Software Service Plans/Limited Equipment Warranties available for 1, 2, or 3 years: LSG-NSS-14-001-EW1YR; LSG-NSS-14-001-EW2YR; LSG-NSS-14-001-EW3YR	$312,375.82
33411	LSG-NSS-16-002-CB	Cable: 6 pin to mini-USB RS-232	One cable used exclusively for connecting devices necessary to set security configuration parameters. Required: 1 per site.	$139.04
33411	LSG-NSS-16-002-CH	L-3 SCIP Gateway (SCIP-IP) Chassis	The L- 3 SCIP-IP Gateway Chassis sub-assembly unit w/o security component. Following the installation of the security component, the L- 3 SCIP Gateway provides dial-up secure voice communications from a network of one security level through a network of a different security level. It enables ordinary VoIP phones operating within protected enclaves to securely connect to SCIP phones (digital (IP) or analog (TDM)) operating anywhere in the world. Enables graceful transition to a digital/VoIP infrastructure while providing support to legacy analog SCIP phones. Eliminates need for separate secure phones within the protected enclave, and provides capability as a secure network edge resource to all connected red VoIP phones. Provides up to 24 simultaneous protected voice calls in a	$225,636.27

SIN	Part Number	Product Name	Description	GSA Price
			single 3RU, standard 19" rack mount configuration. Local or remote out-of-band-management management supported. Includes 6 month OEM vendor guarantee. Software Service Plans/Limited Equipment Warranties available for 1, 2, or 3 years: LSG-NSS-14-001-EW1YR; LSG-NSS-14-001-EW2YR; LSG-NSS-14-001-EW3YR	
33411	LSG-NSS-16-002-RL	Sliding Rail Set - L-3 SCIP Gateway	One sliding rail set accommodates one L-3 SCIP Gateway chassis for installation into a standard 19" equipment rack. Set includes left and right sliding rails for one gateway. Rails are necessary to permit access to internal gateway components while gateway remains operational. Required: 1 set per gateway unit.	$316.37

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3.2 IT SOFTWARE

3.2.1 Big Data Ecosystem Software Products (SIN 511210)

SIN	Part Number	Product Name	Description	GSA Price
511210	BDE-1001-BP	BDE Basic Production Platform	Data Tactics BDE Basic Production Environment Annual License for up to 250TB including one year Basic Support Services with 9-5 support 5 days a week with bug fixes, patches, and ticketing/phone support. Includes onsite BDE installation and configuration for a maximum of 5 days, one week onsite training, Information and Assurance Security Architecture and Basic Monitoring Package. One Annual License	$221,662.47
511210	BDE-1001-DV	BDE Development Platform	Data Tactics BDE Development Platform for up to 100TB Data. (Non Production License) One Annual License	$141,057.93
511210	BDE-1001-EC	BDE Entry Production Platform	Data Tactics BDE Entry Production Environment Annual License for up to 100TB including one year Basic Support Services with 9-5 support 5 days a week with bug fixes, patches, and ticketing/phone support. Includes onsite BDE installation and configuration for a maximum of 5 days, one week onsite training, Information and Assurance Security Architecture and Basic Monitoring Package. One Annual License	$177,329.97
511210	BDE-1001-LC	BDE Large Scale Production Platform	Data Tactics BDE Large Scale Production Environment Annual License for up to 5 PB including one year of Basic Support Services with 9-5 support 5 days a week with bug fixes, patches, and ticketing/phone support. Includes onsite BDE Installation and Configuration for a maximum of 5 days, one week of onsite training, Information and Assurance Security Architecture, and Basic Monitoring Package. One Annual License	$2,015,113.35
511210	BDE-1001-MC	BDE Medium Scale Production Platform	Data Tactics BDE Medium Scale Production Environment Annual License for up to 1.5 PB including one year of Basic Support Services with 9-5 support 5 days a week with bug fixes, patches, and ticketing/phone support. Includes onsite BDE Installation and Configuration for a maximum of 5 days, one week onsite training, Information and Assurance Security Architecture, and Basic Monitoring Package.	$806,045.34

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SIN	Part Number	Product Name	Description	GSA Price
511210	BDE-1001-SC	BDE Small Scale Production Platform	Data Tactics BDE Small Scale Production Environment Annual License for up to 500 TB including one year of Basic Support Services with 9-5 support 5 days a week with bug fixes, patches, and ticketing/phone support. Includes onsite BDE Installation and Configuration for a maximum of 5 days, one week onsite training, Information and Assurance Security Architecture, and Basic Monitoring Package.	$362,720.40
511210	BDE-1002-AO-AI	BDE Information Assurance License	Big Data Ecosystem Information Assurance Annual Subscription One Annual License	$224,433.25
511210	BDE-1002-AO-SL	BDE Management Platform (Site License)	Big Data Ecosystem Advanced Management Platform Annual Subscription – Site License Per Node One Annual Site License per Node	$725.44
511210	BDE-1002-AO-SLN	BDE Management Platform (Per Node License)	Big Data Ecosystem Advanced Management Platform Annual Subscription – Per Node One Annual License per Node	$130.58
511210	BDE-1005-BLS-LC	Bronze Level Support and Maintenance for Large Platform	Data Tactics BDE Bronze Level Support for Large Scale Production Environment. Minor Bug Fixes (determined to be actual bugs in software) Software Patches Customer accessible ticketing system Telephone Support Monday – Friday 8 AM – 8 PM Direct Level 1 telephone support Five business day response (actual solution times vary). One Annual License	$340,050.38
511210	BDE-1005-BLS-MC	Bronze Level Support and Maintenance for Medium Platform	Data Tactics BDE Bronze Level Support for Medium Scale Production Environment. Minor Bug Fixes (determined to be actual bugs in software) Software Patches Customer accessible ticketing system Telephone Support Monday – Friday 8 AM – 8 PM. Direct Level 1 telephone support Five business day response (actual solution times vary). One Annual License	$136,020.15
511210	BDE-1005-BLS-SC	Bronze Level Support and Maintenance for Entry, Basic, and Small Platform	Data Tactics BDE Bronze Level Support for Entry Level Platform, Basic Level Platform, and Small Scale Production Environment. Minor Bug Fixes (determined to be actual bugs in software), Software Patches, Software Updates, Customer accessible ticketing system Telephone Support. Monday – Friday 8 AM – 8 PM Direct Level 1 telephone support One Annual License	$61,209.07
511210	BDE-1005-GLS-LC	Gold Level Support and Maintenance for Large Platform	Data Tactics BDE Gold Level Support for Large Scale Production Environment. Includes Silver Level Support plus Direct Level 3 Support Delivered Patch	$770,780.86

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SIN	Part Number	Product Name	Description	GSA Price
			Release and Update 4 hour response (actual solution times vary) One Annual License	
511210	BDE-1005-GLS-MC	Gold Level Support and Maintenance for Medium Platform	Data Tactics BDE Gold Level Support for Medium Scale Production Environment. Includes Silver Level Support plus Direct Level 3 Support Delivered Patch Release and Update 4 hour response (actual solution times vary) One Annual License	$317,380.35
511210	BDE-1005-GLS-SC	Gold Level Support and Maintenance for Entry, Basic, and Small Platform	Data Tactics BDE Gold Level Support for Entry Level Platform, Basic Level Platform, and Small Scale Production Environment. Includes Silver Level Support plus Direct Level 3 Support Delivered Patch Release and Update 4 hour response (actual solution times vary) One Annual License	$142,367.76
511210	BDE-1005-PLS-LC	Platinum Level Support and Maintenance for Large Platform	Data Tactics BDE Platinum Level Support for Large Scale Production Environment. Includes Gold Level Support plus 1 hour response (actual solution times vary). Telephone Support 24 X 7 365 days a year. On customer site support. One Annual License	$1,360,201.51
511210	BDE-1005-PLS-MC	Platinum Level Support and Maintenance for Medium Platform	Data Tactics BDE Platinum Level Support for Medium Scale Production Environment. Includes Gold Level Support plus 1 hour response (actual solution times vary). Telephone Support 24 X 7 365 days a year. Onsite customer support included. One Annual License	$544,080.60
511210	BDE-1005-PLS-SC	Platinum Level Support and Maintenance for Entry, Basic, and Small Platform	Data Tactics BDE Platinum Level Support for Entry Level Platform, Basic Level Platform, and Small Scale Production Environment. Includes Gold Level Support plus 1 hour response (actual solution times vary). Telephone Support 24 X 7 365 days a year. On site customer support. One Annual License	$244,836.27
511210	BDE-1005-SLS-LC	Silver Level Support and Maintenance for Large Platform	Data Tactics BDE Silver Level Support for Large Scale Production Environment. Includes Bronze Level Support plus Telephone Support 7 days a week 8AM – 8PMDirect Level 2 Support Three business day response (actual solution times vary). Delivered resolution/workaround. One Annual License	$453,400.50
511210	BDE-1005-SLS-MC	Silver Level Support and	Data Tactics BDE Silver Level Support for Medium Scale Production Environment. Includes Bronze Level	$181,360.20

SIN	Part Number	Product Name	Description	GSA Price
		Maintenance for Medium Platform	Support plus Telephone Support 7 days a week 8AM – 8PM. Direct Level 2 Support Three business day response (actual solution times vary). Delivered resolution/workaround. One Annual License	
511210	BDE-1005-SLS-SC	Silver Level Support and Maintenance for Entry, Basic, and Small Platform	Data Tactics BDE Silver Level Support for Entry Level Platform, Basic Level Platform, and Small Scale Production Environment. Includes Bronze Level Support plus Telephone Support 7 days a week 8AM – 8PM. Direct Level 2 Support Three business day response (actual solution times vary). Delivered resolution/workaround. One Annual License	$81,612.09

3.2.2 HighVIEW® (SINs 511210 and 54151)

3.2.2.1 HighVIEW®: Software Perpetual License (SIN 511210)

SIN	Part Number	Description	GSA Price
511210	HV049-R	HighVIEW® Content Management Concurrent User Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench 1 - 49 Users (per user)	$1,737.74
511210	HV099-R	HighVIEW® Content Management Concurrent User Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench 50- 99 Users (per user)	$1,390.19
511210	HV149-R	HighVIEW® Content Management Concurrent User Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench 100 - 149 Users (per user)	$1,167.54
511210	HV199-R	HighVIEW® Content Management Concurrent User Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench 150 - 199 Users (per user)	$1,004.63
511210	HV249-R	HighVIEW® Content Management Concurrent User Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench 200 - 249 Users (per user)	$896.02
511210	HV499-R	HighVIEW® Content Management Concurrent User Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench 250 - 499 Users (per user)	$814.56
511210	HV749-R	HighVIEW® Content Management Concurrent User Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench 500 - 749 Users (per user)	$733.11
511210	HV999-R	HighVIEW® Content Management Concurrent User Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench 750 - 999 Users (per user)	$651.65
511210	HV1000-R	HighVIEW® Content Management Concurrent User Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench 1000+ Users (per user)	$597.34
511210	HVD049-R	HighVIEW® Content Management Named User Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench 1 - 49 Users (per user)	$868.87
511210	HVD099-R	HighVIEW® Content Management Named User Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench 50 - 99 Users (per user)	$695.10
511210	HVD149-R	HighVIEW® Content Management Named User Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench 100 - 149 Users (per user)	$583.77

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SIN	Part Number	Description	GSA Price
511210	HVD199-R	HighVIEW® Content Management Named User Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench 150 - 199 Users (per user)	$502.32
511210	HVD249-R	HighVIEW® Content Management Named User Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench l 200 - 249 Users (per user)	$448.01
511210	HVD499-R	HighVIEW® Content Management Named User Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench 250 - 499 Users (per user)	$407.28
511210	HVD749-R	HighVIEW® Content Management Named User Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench 500 - 749 Users (per user)	$366.55
511210	HVD999-R	HighVIEW® Content Management Named User Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench 750 - 999 Users (per user)	$325.83
511210	HVD1000-R	HighVIEW® Content Management Named User Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench 1000+ Users (per user)	$298.67
511210	HVP016	HighVIEW® Content Management Per Process Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench (1 – 16 Processors)	$17,377.36
511210	HVP032	HighVIEW® Content Management Per Process Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench (17 – 32 Processors)	$13,901.91
511210	HVP048	HighVIEW® Content Management Per Process Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench (33 – 48 Processors)	$11,675.40
511210	HVP064	HighVIEW® Content Management Per Process Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench (48 – 64 Processors)	$10,046.30
511210	HVP128	HighVIEW® Content Management Per Process Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench (65 - 128 Processors)	$8,960.16
511210	HVP129	HighVIEW® Content Management Per Process Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench (129+ Processors)	$8,145.61
511210	HVFTO1	HighVIEW® 4 Full Text OCR Processing for Oracle – Makes images available for FT Indexing and Text Extraction	$19,747.00

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SIN	Part Number	Description	GSA Price
511210	HVBSCB1	HighVIEW® Advanced Scanning (Supports High Volume & Desktop Scanning, Barcode & Image Processing, Cleanup Functions)	$6,280.10
511210	HVIMSO1	HighVIEW® Advanced Import	$9,873.50
511210	HVWG01	HighVIEW® 4 Web Gateway (25 users)	$7,405.13
511210	HVWG02	HighVIEW® 4 Web Gateway Server (over 100 users)	$19,747.00
511210	HVWFCM1	HighVIEW® Workflow Composer (1 user)	$24,683.75
511210	HVWFM1	HighVIEW® 4 Workflow Monitor (1 user)	$2,468.38
511210	HVWFCM2	HighVIEW® Workflow for detached stand-alone systems	$12,341.88
511210	HVSDK1	HighVIEW® Software Developer Kit (SDK) (1 user)	$7,405.13
511210	HVIRA-C	HighVIEW® Image Redaction (Concurrent User License)	$1,000.00
511210	HVIRA-N	HighVIEW® Image Redaction (Named User License)	$500.00
511210	HVIRA-S	HighVIEW® Image Redaction (Stand-Alone User License)	$550.00
511210	HVDIS-75K	HighVIEW® Discovery (up to 75,000 pages per month)	$10,000.00
511210	HVDIS-250K	HighVIEW® Discovery (up to 250,000 pages per month)	$15,000.00
511210	HVDIS-1000K	HighVIEW® Discovery (up to 1,000,000 pages per month)	$25,000.00
511210	HVPII-75K	HighVIEW® PII Redaction (up to 75,000 pages per month)	$15,000.00
511210	HVPII-250K	HighVIEW® PII Redaction (up to 250,000 pages per month)	$20,000.00
511210	HVPII-1000K	HighVIEW® PII Redaction (up to 1,000,000 pages per month)	$30,000.00
511210	HVTEX	HighVIEW® Connector – Text Extraction	$3,000.00
511210	HVOCR	HighVIEW® Connector – Optical Character Recognition (OCR)	$3,000.00
511210	HVMT	HighVIEW® Connector – Machine Translation (MT)	$3,000.00
511210	HVNEE	HighVIEW® Connector – Named Entity Extraction (NEE)	$3,000.00
511210	HVCON1	HighVIEW® – Custom Basic	$2,000.00
511210	HVCON2	HighVIEW® – Custom Advanced	$3,000.00

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3.2.2.2 HighVIEW®: Software Maintenance as a Services (SIN 54151)

SIN	Part Number	Description	GSA Price
54151	HV049-A-R	HighVIEW® Content Management Concurrent User Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench 1-49 Users (per user) - Annual Maintenance	$347.55
54151	HV099-A-R	HighVIEW® Content Management Concurrent User Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench 50-99 Users (per user) - Annual Maintenance	$278.04
54151	HV149-A-R	HighVIEW® Content Management Concurrent User Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench 100-149 Users (per user) - Annual Maintenance	$233.51
54151	HV199-A-R	HighVIEW® Content Management Concurrent User Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench 150-199 Users (per user) - Annual Maintenance	$200.93
54151	HV249-A-R	HighVIEW® Content Management Concurrent User Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench 200-249 Users (per user) - Annual Maintenance	$179.20
54151	HV499-A-R	HighVIEW® Content Management Concurrent User Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench 250-499 Users (per user) - Annual Maintenance	$162.91
54151	HV749-A-R	HighVIEW® Content Management Concurrent User Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench 500-749 Users (per user) - Annual Maintenance	$146.62
54151	HV999-A-R	HighVIEW® Content Management Concurrent User Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench 750-999 Users (per user) - Annual Maintenance	$130.33
54151	HV1000-A-R	HighVIEW® Content Management Concurrent User Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench 1000+ Users (per user) - Annual Maintenance	$119.47
54151	HVD049-A-R	HighVIEW® Content Management Named User Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench 1 - 49 Users (per user) – Annual Maintenance	$173.77
54151	HVD099-A-R	HighVIEW® Content Management Named User Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench 50 - 99 Users (per user) - Annual Maintenance	$139.02
54151	HVD149-A-R	HighVIEW® Content Management Named User Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench 100-149 Users (per user) - Annual Maintenance	$116.75

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SIN	Part Number	Description	GSA Price
54151	HVD199-A-R	HighVIEW® Content Management Named User Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench 150-199 Users (per user) - Annual Maintenance	$100.46
54151	HVD249-A-R	HighVIEW® Content Management Named User Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench 200-249 Users (per user) - Annual Maintenance	$89.60
54151	HVD499-A-R	HighVIEW® Content Management Named User Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench 250-499 Users (per user) - Annual Maintenance	$81.46
54151	HVD749-A-R	HighVIEW® Content Management Named User Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench 500-749 Users (per user) - Annual Maintenance	$73.31
54151	HVD999-A-R	HighVIEW® Content Management Named User Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench 750-999 Users (per user) - Annual Maintenance	$65.17
54151	HVD1000-A-R	HighVIEW® Content Management Named User Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench 1000+ Users (per user) - Annual Maintenance	$59.73
54151	HVP016-A-R	HighVIEW® Content Management Per Processor Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench (1 – 16 Processors) - Annual Maintenance	$3,475.47
54151	HVP032-A-R	HighVIEW® Content Management Per Processor Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench (17 – 32 Processors) - Annual Maintenance	$2,780.38
54151	HVP048-A-R	HighVIEW® Content Management Per Processor Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench (33 – 48 Processors) - Annual Maintenance	$2,335.08
54151	HVP064-A-R	HighVIEW® Content Management Per Processor Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench (48 – 64 Processors) - Annual Maintenance	$2,009.26
54151	HVP128-A-R	HighVIEW® Content Management Per Processor Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench (65 - 128 Processors) - Annual Maintenance	$1,792.03
54151	HVP129-A-R	HighVIEW® Content Management Per Processor Licensing Includes: Search & Retrieval, Scanning, Knowledge Base, Reporting Views, HighVIEW Workbench (129+ Processors) - Annual Maintenance	$1,629.12
54151	HVFTO1-A	HighVIEW® 4 Full Text OCR Processing for Oracle (OCR Server, Full Text Cleanup, Full Text Indexing, Workflow Monitor) - Advance Payment	$3,949.40

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SIN	Part Number	Description	GSA Price
54151	HVBSCB1-A	HighVIEW® Advanced Scanning (Doc Separator, Image Process, Workflow Monitor) - Advance Payment	$1,256.02
54151	HVBS4-A-R	HighVIEW® 4 Batch Scanning - Advance Payment	$493.68
54151	HVPRT1-A	HighVIEW® 4 Print Server - Annual Maintenance	$197.47
54151	HVFAX1-A	HighVIEW® 4 Fax Server - Annual Maintenance	$592.41
54151	HVIMSO1-A	HighVIEW® Advanced Import - Annual Maintenance	$1,974.70
54151	HVWG01-A	HighVIEW® 4 Web Gateway (25 users) – Annual Maintenance	$1,481.03
54151	HVWG02-A	HighVIEW® 4 Web Gateway Server (over 100 users)- Annual Maintenance	$3,949.40
54151	HVWFCM1-A	HighVIEW® Workflow Composer (1 user) - Advance Payment	$4,936.75
54151	HVWFM1-A	HighVIEW® 4 Workflow Monitor (1 user) - Annual Maintenance	$493.68
54151	HVSDK1-A	HighVIEW® Software Developer Kit (SDK) (1 user) – Annual Maintenance	$1,481.03
54151	HVWFCM2-A	HighVIEW® Workflow for detached stand-alone systems	$2,468.38
54151	HVIRA-C-A	HighVIEW® Image Redaction (Concurrent User License)	$200.00
54151	HVIRA-N-A	HighVIEW® Image Redaction (Named User License)	$100.00
54151	HVIRA-S-A	HighVIEW® Image Redaction (Stand-Alone User License)	$110.00
54151	HVDIS-75K-A	HighVIEW® Discovery (up to 75,000 pages per month)	$2,000.00
54151	HVDIS-250K-A	HighVIEW® Discovery (up to 250,000 pages per month)	$3,000.00
54151	HVDIS-1000K-A	HighVIEW® Discovery (up to 1,000,000 pages per month)	$5,000.00
54151	HVPII-75K-A	HighVIEW® PII Redaction (up to 75,000 pages per month)	$3,000.00
54151	HVPII-250K-A	HighVIEW® PII Redaction (up to 250,000 pages per month)	$4,000.00
54151	HVPII-1000K-A	HighVIEW® PII Redaction (up to 1,000,000 pages per month)	$6,000.00
54151	HVTEX-A	HighVIEW® Connector – Text Extraction	$600.00
54151	HVOCR-A	HighVIEW® Connector – Optical Character Recognition (OCR)	$600.00
54151	HVMT-A	HighVIEW® Connector – Machine Translation (MT)	$600.00

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4.0 LABOR CATEGORY RATES

4.1 IT SOLUTIONS

4.1.1 Cloud Computing and Cloud Related IT Professional Services (SIN 518210C)

4.1.1.1 Contractor Site (SIN 518210C)

#	Labor Category	Year 11 06/02/25-06/01/26	Year 12 06/02/26-06/01/27	Year 13 06/02/27-06/01/28	Year 14 06/02/27-06/01/29	Year 15 06/02/29-06/01/30
C-01	Cloud Program Manager I	$171.26	$177.25	$183.46	$189.88	$196.53
C-02	Cloud Project Manager	$155.63	$161.08	$166.72	$172.55	$178.59
C-03	Cloud Consultant Expert	$193.88	$200.67	$207.69	$214.96	$222.48
C-04	Cloud Technical Expert	$250.97	$259.76	$268.85	$278.26	$288.00
C-05	Cloud Functional Expert	$213.31	$220.78	$228.50	$236.50	$244.78
C-06	Cloud Subject Matter Expert III	$213.31	$220.78	$228.50	$236.50	$244.78
C-07	Cloud Subject Matter Expert II	$171.26	$177.25	$183.46	$189.88	$196.53
C-08	Cloud Subject Matter Expert I	$138.93	$143.80	$148.83	$154.04	$159.43
C-09	Chief Cloud Software Engineer	$250.97	$259.76	$268.85	$278.26	$288.00
C-10	Senior Cloud Software Engineer	$232.53	$240.67	$249.09	$257.81	$266.83
C-11	Cloud Software Engineer III	$186.74	$193.28	$200.04	$207.04	$214.29
C-12	Cloud Software Engineer II	$151.65	$156.96	$162.45	$168.14	$174.02
C-13	Cloud Software Engineer I	$124.03	$128.37	$132.86	$137.51	$142.33
C-14	Associate Cloud Software Engineer	$101.69	$105.25	$108.94	$112.75	$116.69
C-15	Chief Cloud Programmer	$213.31	$220.78	$228.50	$236.50	$244.78
C-16	Senior Cloud Programmer	$171.26	$177.25	$183.46	$189.88	$196.53
C-17	Cloud Programmer	$138.93	$143.80	$148.83	$154.04	$159.43
C-18	Junior Cloud Programmer	$93.24	$96.50	$99.88	$103.38	$107.00
C-19	Cloud Database Specialist III	$138.93	$143.80	$148.83	$154.04	$159.43
C-20	Cloud Database Specialist II	$134.63	$139.35	$144.22	$149.27	$154.49
C-21	Cloud Database Specialist I	$93.24	$96.50	$99.88	$103.38	$107.00
C-22	Chief Cloud Operations Systems Specialist	$250.97	$259.76	$268.85	$278.26	$288.00
C-23	Senior Cloud Operations Systems Specialist	$232.53	$240.67	$249.09	$257.81	$266.83
C-24	Cloud Operations Systems Specialist III	$186.74	$193.28	$200.04	$207.04	$214.29
C-25	Cloud Operations Systems Specialist II	$151.65	$156.96	$162.45	$168.14	$174.02
C-26	Cloud Operations Systems Specialist I	$124.03	$128.37	$132.86	$137.51	$142.33
C-27	Associate Cloud Operations Systems Specialist	$101.69	$105.25	$108.94	$112.75	$116.69
C-28	Cloud Cyber Security Analyst III	$213.31	$220.78	$228.50	$236.50	$244.78
C-29	Cloud Cyber Security Analyst II	$138.93	$143.80	$148.83	$154.04	$159.43
C-30	Cloud Cyber Security Analyst I	$93.24	$96.50	$99.88	$103.38	$107.00
C-31	Cloud Computer Based Training Specialist**	$126.37	$130.79	$135.37	$140.11	$145.01

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4.1.1.2 Government Site (SIN 518210C)

#	Labor Category	Year 11 06/02/25- 06/01/26	Year 12 06/02/26- 06/01/27	Year 13 06/02/27- 06/01/28	Year 14 06/02/27- 06/01/29	Year 15 06/02/29- 06/01/30
C-01	Cloud Program Manager I	$153.68	$159.06	$164.63	$170.39	$176.35
C-02	Cloud Project Manager	$139.68	$144.57	$149.63	$154.87	$160.29
C-03	Cloud Consultant Expert	$173.99	$180.08	$186.39	$192.91	$199.66
C-04	Cloud Technical Expert	$225.23	$233.12	$241.28	$249.72	$258.46
C-05	Cloud Functional Expert	$191.43	$198.13	$205.06	$212.24	$219.67
C-06	Cloud Subject Matter Expert III	$191.43	$198.13	$205.06	$212.24	$219.67
C-07	Cloud Subject Matter Expert II	$153.68	$159.06	$164.63	$170.39	$176.35
C-08	Cloud Subject Matter Expert I	$124.69	$129.05	$133.57	$138.24	$143.08
C-09	Chief Cloud Software Engineer	$225.23	$233.12	$241.28	$249.72	$258.46
C-10	Senior Cloud Software Engineer	$208.68	$215.98	$223.54	$231.37	$239.46
C-11	Cloud Software Engineer III	$167.57	$173.44	$179.51	$185.79	$192.29
C-12	Cloud Software Engineer II	$136.10	$140.87	$145.80	$150.90	$156.18
C-13	Cloud Software Engineer I	$111.31	$115.21	$119.24	$123.41	$127.73
C-14	Associate Cloud Software Engineer	$91.25	$94.45	$97.75	$101.17	$104.71
C-15	Chief Cloud Programmer	$191.43	$198.13	$205.06	$212.24	$219.67
C-16	Senior Cloud Programmer	$153.68	$159.06	$164.63	$170.39	$176.35
C-17	Cloud Programmer	$124.69	$129.05	$133.57	$138.24	$143.08
C-18	Junior Cloud Programmer	$83.68	$86.61	$89.64	$92.78	$96.02
C-19	Cloud Database Specialist III	$124.69	$129.05	$133.57	$138.24	$143.08
C-20	Cloud Database Specialist II	$120.83	$125.06	$129.44	$133.97	$138.66
C-21	Cloud Database Specialist I	$83.68	$86.61	$89.64	$92.78	$96.02
C-22	Chief Cloud Operations Systems Specialist	$225.23	$233.12	$241.28	$249.72	$258.46
C-23	Senior Cloud Operations Systems Specialist	$208.68	$215.98	$223.54	$231.37	$239.46
C-24	Cloud Operations Systems Specialist III	$167.57	$173.44	$179.51	$185.79	$192.29
C-25	Cloud Operations Systems Specialist II	$136.10	$140.87	$145.80	$150.90	$156.18
C-26	Cloud Operations Systems Specialist I	$111.31	$115.21	$119.24	$123.41	$127.73
C-27	Associate Cloud Operations Systems Specialist	$91.25	$94.45	$97.75	$101.17	$104.71
C-28	Cloud Cyber Security Analyst III	$191.43	$198.13	$205.06	$212.24	$219.67
C-29	Cloud Cyber Security Analyst II	$124.69	$129.05	$133.57	$138.24	$143.08
C-30	Cloud Cyber Security Analyst I	$83.68	$86.61	$89.64	$92.78	$96.02
C-31	Cloud Computer Based Training Specialist**	$113.41	$117.38	$121.49	$125.74	$130.14

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4.1.2 Earth Observation Solutions (SIN 541370GEO)

#	Labor Category	Year 11 06/02/25-06/01/26	Year 12 06/02/26-06/01/27	Year 13 06/02/27-06/01/28	Year 14 06/02/27-06/01/29	Year 15 06/02/29-06/01/30
E-01	Program Planning and Control Analyst 1	$95.21	$98.54	$101.99	$105.56	$109.26
E-02	Program Planning and Control Analyst 2	$119.01	$123.17	$127.48	$131.95	$136.56
E-03	Programmer Analyst 1	$145.13	$150.20	$155.46	$160.90	$166.53
E-04	Programmer Analyst 2	$145.13	$150.20	$155.46	$160.90	$166.53
E-05	Programmer Analyst 3	$145.13	$150.20	$155.46	$160.90	$166.53
E-06	Production Manager 1	$89.34	$92.47	$95.70	$99.05	$102.52
E-07	Production Manager 2	$115.43	$119.47	$123.65	$127.97	$132.45
E-08	Quality Assurance Manager 1	$102.01	$105.58	$109.27	$113.10	$117.06
E-09	Quality Assurance Manager 2	$102.01	$105.58	$109.27	$113.10	$117.06
E-10	Geospatial Specialist 1	$57.33	$59.33	$61.41	$63.56	$65.78
E-11	Geospatial Specialist 2	$70.74	$73.21	$75.77	$78.43	$81.17
E-12	Geospatial Analyst 1	$78.42	$81.16	$84.00	$86.94	$89.99
E-13	Geospatial Analyst 2	$95.48	$98.82	$102.28	$105.86	$109.56
E-14	Geospatial Analyst 3	$110.32	$114.18	$118.18	$122.31	$126.59
E-15	Database Analyst 1	$115.51	$119.55	$123.73	$128.06	$132.55
E-16	Database Analyst 2	$72.97	$75.52	$78.16	$80.90	$83.73
E-17	Database Analyst 3	$99.77	$103.26	$106.87	$110.61	$114.49
E-18	Information Assurance Security Specialist (IAS) 1	$105.10	$108.78	$112.59	$116.53	$120.61
E-19	Information Assurance Security Specialist (IAS) 2	$188.41	$195.01	$201.83	$208.89	$216.21
E-20	Information Assurance Security Specialist (IAS) 3	$210.22	$217.57	$225.19	$233.07	$241.23
E-21	Program Manager 1	$187.62	$194.18	$200.98	$208.01	$215.30
E-22	Program Manager 2	$284.86	$294.83	$305.15	$315.83	$326.88
E-23	Project Manager 1	$131.28	$135.88	$140.63	$145.56	$150.65
E-24	Project Manager 2	$187.62	$194.18	$200.98	$208.01	$215.30
E-25	Project Manager 3	$200.72	$207.74	$215.01	$222.54	$230.33
E-26	Senior Graphic Illustrator/Artist	$77.15	$79.85	$82.64	$85.54	$88.53
E-27	Subject Matter Expert 1	$134.53	$139.24	$144.11	$149.16	$154.38
E-28	Subject Matter Expert 2	$191.51	$198.21	$205.15	$212.33	$219.76
E-29	Geospatial Systems Engineer 1	$83.65	$86.57	$89.60	$92.74	$95.98
E-30	Geospatial Systems Engineer 2	$94.36	$97.66	$101.08	$104.61	$108.28
E-31	Geospatial Systems Engineer 3	$134.05	$138.74	$143.60	$148.62	$153.82
E-32	Geospatial Scientist Data Architect	$212.95	$220.40	$228.11	$236.10	$244.36
E-33	Senior Technical Writer/ Documentation Specialist**	$136.56	$141.34	$146.29	$151.41	$156.71

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4.2 IT SERVICES

4.2.1 Highly Adaptive Cybersecurity Services (SIN 54151HACS)

UCI	Labor Category	Year 11 06/02/25-06/01/26	Year 12 06/02/26-06/01/27	Year 13 06/02/27-06/01/28	Year 14 06/02/27-06/01/29	Year 15 06/02/29-06/01/30
HA1	Engineer Level 1 - Cyber	$148.02	$153.20	$158.56	$164.11	$169.86
HA2	Engineering Level 2 - Cyber	$167.42	$173.28	$179.34	$185.62	$192.12
HA3	Engineering Level 3 - Cyber	$206.55	$213.78	$221.26	$229.01	$237.02
HA4	Engineering Level 4 - Cyber	$250.79	$259.57	$268.65	$278.06	$287.79
HA5	Engineering Level 5 - Cyber	$292.13	$302.35	$312.94	$323.89	$335.23

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4.2.2 Health Information Technology Services (SIN 54151HEAL)

4.2.2.1 Contractor Site (SIN 54151HEAL)

#	Labor Category	Year 11 06/02/25-06/01/26	Year 12 06/02/26-06/01/27	Year 13 06/02/27-06/01/28	Year 14 06/02/27-06/01/29	Year 15 06/02/29-06/01/30
H02	Health IT Program Manager II	$208.81	$216.12	$223.68	$231.51	$239.61
H04	Health IT Project Manager	$192.83	$199.58	$206.56	$213.79	$221.28
H09	Health IT Subject Matter Expert II	$263.66	$272.88	$282.43	$292.32	$302.55
H10	Health IT Subject Matter Expert I	$235.22	$243.45	$251.98	$260.79	$269.92
H11	Health IT Chief Scientist	$263.66	$272.88	$282.43	$292.32	$302.55
H12	Health IT Senior Scientist	$194.15	$200.94	$207.98	$215.25	$222.79
H16	Health IT Chief Engineer	$229.15	$237.17	$245.47	$254.06	$262.96
H24	Health IT Systems Engineer III	$155.57	$161.01	$166.65	$172.48	$178.52
H25	Health IT Systems Engineer II	$119.82	$124.01	$128.35	$132.84	$137.49
H26	Health IT Systems Engineer I	$114.52	$118.53	$122.68	$126.97	$131.42
H29	Health IT Senior Software Engineer	$254.39	$263.29	$272.51	$282.04	$291.92
H31	Health IT Software Engineer II	$129.66	$134.20	$138.89	$143.76	$148.79
H38	Health IT Chief Programmer	$242.20	$250.68	$259.45	$268.53	$277.93
H39	Health IT Senior Programmer	$146.50	$151.63	$156.93	$162.43	$168.11
H40	Health IT Programmer	$121.67	$125.93	$130.34	$134.90	$139.62
H41	Health IT Junior Programmer	$94.71	$98.03	$101.46	$105.01	$108.68
H42	Health IT Computer Operator**	$70.47	$72.94	$75.49	$78.13	$80.87
H43	Health IT Computer Technician	$74.48	$77.08	$79.78	$82.57	$85.46
H45	Health IT Senior Analyst	$174.54	$180.64	$186.97	$193.51	$200.28
H46	Health IT Analyst III	$186.06	$192.57	$199.31	$206.28	$213.50
H47	Health IT Analyst II**	$149.93	$155.18	$160.61	$166.23	$172.05
H48	Health IT Analyst I**	$119.23	$123.41	$127.73	$132.20	$136.82
H51	Health IT Operations Systems Specialist III	$177.96	$184.19	$190.64	$197.31	$204.21
H52	Health IT Operations Systems Specialist II	$123.79	$128.12	$132.61	$137.25	$142.05
H53	Health IT Operations Systems Specialist I	$88.09	$91.17	$94.36	$97.67	$101.08
H54	Health IT Associate Operations Systems Specialist**	$96.69	$100.07	$103.58	$107.20	$110.95
HA	Health IT System Administrator**	$117.65	$121.77	$126.03	$130.44	$135.01
HB	Health IT Trainer**	$94.47	$97.77	$101.19	$104.74	$108.40
HC	Health IT Web Developer	$110.18	$114.03	$118.02	$122.15	$126.43
HF	Computer/Statistical Assistant**	$89.01	$92.12	$95.35	$98.68	$102.14
HH	Public Health Analyst II	$123.62	$127.95	$132.42	$137.06	$141.86
HI	Public Health Analyst I	$77.41	$80.12	$82.92	$85.82	$88.83
HJ	Scientific Data Analyst	$126.44	$130.87	$135.45	$140.19	$145.09
HK	Technical Information Specialist	$107.67	$111.44	$115.34	$119.38	$123.56
HL	Data Analyst III	$138.12	$142.95	$147.96	$153.14	$158.50

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#	Labor Category	Year 11 06/02/25-06/01/26	Year 12 06/02/26-06/01/27	Year 13 06/02/27-06/01/28	Year 14 06/02/27-06/01/29	Year 15 06/02/29-06/01/30
HM	Data Analyst II	$125.48	$129.87	$134.42	$139.12	$143.99
HN	Data Analyst I	$103.75	$107.38	$111.14	$115.03	$119.05

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4.2.2.2 Government Site (SIN 54151HEAL)

#	Labor Category	Year 11 06/02/25-06/01/26	Year 12 06/02/26-06/01/27	Year 13 06/02/27-06/01/28	Year 14 06/02/27-06/01/29	Year 15 06/02/29-06/01/30
H02	Health IT Program Manager II	$162.35	$168.03	$173.91	$180.00	$186.30
H04	Health IT Project Manager	$149.91	$155.16	$160.59	$166.21	$172.02
H09	Health IT Subject Matter Expert II	$205.00	$212.17	$219.60	$227.28	$235.24
H10	Health IT Subject Matter Expert I	$182.89	$189.29	$195.92	$202.77	$209.87
H11	Health IT Chief Scientist	$205.00	$212.17	$219.60	$227.28	$235.24
H12	Health IT Senior Scientist	$150.95	$156.23	$161.70	$167.36	$173.22
H16	Health IT Chief Engineer	$178.17	$184.40	$190.86	$197.54	$204.45
H24	Health IT Systems Engineer III	$120.96	$125.19	$129.57	$134.11	$138.80
H25	Health IT Systems Engineer II	$93.16	$96.42	$99.79	$103.29	$106.90
H26	Health IT Systems Engineer I	$89.04	$92.16	$95.38	$98.72	$102.18
H29	Health IT Senior Software Engineer	$197.79	$204.71	$211.88	$219.29	$226.97
H31	Health IT Software Engineer II	$100.81	$104.34	$107.99	$111.77	$115.68
H38	Health IT Chief Programmer	$188.30	$194.89	$201.71	$208.77	$216.08
H39	Health IT Senior Programmer	$113.89	$117.88	$122.00	$126.27	$130.69
H40	Health IT Programmer	$94.61	$97.92	$101.35	$104.89	$108.56
H41	Health IT Junior Programmer	$73.63	$76.21	$78.88	$81.64	$84.49
H42	Health IT Computer Operator**	$62.65	$64.85	$67.12	$69.46	$71.90
H43	Health IT Computer Technician	$66.59	$68.92	$71.34	$73.83	$76.42
H45	Health IT Senior Analyst	$135.70	$140.45	$145.37	$150.46	$155.72
H46	Health IT Analyst III	$144.66	$149.73	$154.97	$160.39	$166.00
H47	Health IT Analyst II**	$116.57	$120.65	$124.87	$129.24	$133.77
H48	Health IT Analyst I**	$92.71	$95.95	$99.31	$102.79	$106.38
H51	Health IT Operations Systems Specialist III	$138.36	$143.20	$148.22	$153.40	$158.77
H52	Health IT Operations Systems Specialist II	$96.25	$99.62	$103.10	$106.71	$110.45
H53	Health IT Operations Systems Specialist I	$68.49	$70.89	$73.37	$75.94	$78.60
H54	Health IT Assc Operations Systems Specialist**	$85.95	$88.96	$92.07	$95.30	$98.63
HA	Health IT System Administrator**	$91.47	$94.67	$97.98	$101.41	$104.96
HB	Health IT Trainer**	$83.98	$86.92	$89.96	$93.11	$96.37
HC	Health IT Web Developer	$85.64	$88.64	$91.74	$94.96	$98.28
HF	Computer/Statistical Assistant**	$79.13	$81.90	$84.77	$87.74	$90.81
HH	Public Health Analyst II	$96.11	$99.47	$102.95	$106.56	$110.29
HI	Public Health Analyst I	$60.20	$62.31	$64.49	$66.75	$69.08
HJ	Scientific Data Analyst	$98.31	$101.75	$105.31	$108.99	$112.81
HK	Technical Information Specialist	$95.72	$99.07	$102.54	$106.13	$109.84
HL	Data Analyst III	$107.39	$111.15	$115.04	$119.07	$123.23
HM	Data Analyst II	$97.55	$100.97	$104.50	$108.16	$111.95
HN	Data Analyst I	$80.66	$83.48	$86.41	$89.43	$92.56

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4.2.3 Information Technology Professional Services (SIN 54151S)

4.2.3.1 Contractor Site (SIN 54151S)

#	Labor Category	Year 11 06/02/25-06/01/26	Year 12 06/02/26-06/01/27	Year 13 06/02/27-06/01/28	Year 14 06/02/27-06/01/29	Year 15 06/02/29-06/01/30
01	Program Manager III	$239.16	$247.53	$256.20	$265.17	$274.45
02	Program Manager II	$211.93	$219.35	$227.03	$234.97	$243.20
03	Program Manager I	$187.13	$193.68	$200.46	$207.48	$214.74
04	Project Manager	$155.44	$160.88	$166.51	$172.34	$178.37
05	Consultant Expert	$208.58	$215.88	$223.44	$231.26	$239.36
06	Technical Expert	$233.44	$241.61	$250.06	$258.82	$267.87
07	Functional Expert	$291.00	$301.19	$311.73	$322.64	$333.93
08	Subject Matter Expert III	$291.00	$301.19	$311.73	$322.64	$333.93
09	Subject Matter Expert II	$203.36	$210.48	$217.84	$225.47	$233.36
10	Subject Matter Expert I	$176.71	$182.89	$189.29	$195.92	$202.78
11	Chief Scientist	$218.31	$225.95	$233.86	$242.04	$250.51
12	Senior Scientist	$172.29	$178.32	$184.57	$191.02	$197.71
13	Scientist III	$135.02	$139.75	$144.64	$149.70	$154.94
14	Scientist II	$104.93	$108.60	$112.40	$116.34	$120.41
15	Scientist I	$88.60	$91.70	$94.91	$98.23	$101.67
16	Chief Engineer	$249.39	$258.12	$267.16	$276.51	$286.18
17	Senior Engineer	$207.46	$214.72	$222.23	$230.01	$238.06
18	Engineer III	$161.73	$167.39	$173.25	$179.31	$185.59
19	Engineer II	$149.74	$154.98	$160.41	$166.02	$171.83
20	Engineer I	$112.08	$116.00	$120.06	$124.26	$128.61
21	Associate Engineer	$82.67	$85.56	$88.56	$91.66	$94.86
22	Chief Systems Engineer	$225.93	$233.84	$242.02	$250.49	$259.26
23	Senior Systems Engineer	$179.37	$185.64	$192.14	$198.87	$205.83
24	Systems Engineer III	$166.46	$172.28	$178.31	$184.56	$191.01
25	Systems Engineer II	$130.13	$134.69	$139.40	$144.28	$149.33
26	Systems Engineer I	$103.12	$106.73	$110.47	$114.33	$118.33
27	Associate Systems Engineer	$76.36	$79.03	$81.80	$84.66	$87.62
28	Chief Software Engineer	$240.94	$249.37	$258.10	$267.13	$276.48
29	Senior Software Engineer	$203.36	$210.48	$217.84	$225.47	$233.36
30	Software Engineer III	$176.71	$182.89	$189.29	$195.92	$202.78
31	Software Engineer II	$120.49	$124.71	$129.07	$133.59	$138.27
32	Software Engineer I	$95.45	$98.79	$102.25	$105.83	$109.53
33	Associate Software Engineer	$64.70	$66.96	$69.31	$71.73	$74.24
34	Design Engineer	$161.73	$167.39	$173.25	$179.31	$185.59
35	Senior Practicing Engineer	$119.31	$123.49	$127.81	$132.29	$136.92

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#	Labor Category	Year 11 06/02/25- 06/01/26	Year 12 06/02/26- 06/01/27	Year 13 06/02/27- 06/01/28	Year 14 06/02/27- 06/01/29	Year 15 06/02/29- 06/01/30
36	Practicing Engineer**	$121.98	$126.25	$130.67	$135.24	$139.98
37	Associate Practicing Engineer**	$100.83	$104.36	$108.01	$111.79	$115.70
38	Chief Programmer	$176.71	$182.89	$189.29	$195.92	$202.78
39	Senior Programmer	$132.59	$137.23	$142.04	$147.01	$152.15
40	Programmer	$108.49	$112.29	$116.22	$120.28	$124.49
41	Junior Programmer	$76.36	$79.03	$81.80	$84.66	$87.62
42	Computer Operator**	$70.47	$72.94	$75.49	$78.13	$80.87
43	Computer Technician	$83.06	$85.97	$88.98	$92.09	$95.32
44	Chief Analyst	$229.96	$238.01	$246.34	$254.96	$263.89
45	Senior Analyst	$176.71	$182.89	$189.29	$195.92	$202.78
46	Analyst III	$147.04	$152.19	$157.51	$163.03	$168.73
47	Analyst II**	$108.29	$112.08	$116.00	$120.06	$124.26
48	Analyst I**	$89.01	$92.12	$95.35	$98.68	$102.14
49	Chief Operations Systems Specialist	$181.12	$187.46	$194.02	$200.81	$207.84
50	Senior Operations Systems Specialist	$154.52	$159.93	$165.53	$171.32	$177.32
51	Operations Systems Specialist III	$139.93	$144.83	$149.90	$155.15	$160.58
52	Operations Systems Specialist II	$107.65	$111.42	$115.32	$119.35	$123.53
53	Operations Systems Specialist I	$82.26	$85.14	$88.12	$91.20	$94.40
54	Associate Operations Systems Specialist	$70.51	$72.98	$75.53	$78.18	$80.91
55	Senior Logistics Specialist	$142.39	$147.37	$152.53	$157.87	$163.39
56	Logistics Specialist**	$107.60	$111.37	$115.27	$119.30	$123.47
57	Associate Logistics Specialist**	$79.92	$82.71	$85.61	$88.61	$91.71
58	Senior Graphics Illustrator/Artist	$103.12	$106.73	$110.47	$114.33	$118.33
59	Graphic Illustrator/Artist**	$89.03	$92.15	$95.37	$98.71	$102.17
60	Senior CAD Operator	$144.84	$149.91	$155.16	$160.59	$166.21
61	CAD Operator**	$108.49	$112.29	$116.22	$120.28	$124.49
62	Associate CAD Operator**	$81.11	$83.94	$86.88	$89.92	$93.07
63	Computer Based Training Specialist**	$124.72	$129.08	$133.60	$138.28	$143.12
64	Assembler**	$81.34	$84.19	$87.13	$90.18	$93.34
65	Technical Support IV**	$97.77	$101.19	$104.73	$108.40	$112.19
66	Technical Support III**	$78.58	$81.33	$84.18	$87.12	$90.17
67	Technical Support II**	$70.47	$72.94	$75.49	$78.13	$80.87
68	Technical Support I**	$63.00	$65.21	$67.49	$69.85	$72.30
69	Senior Electronics Technician	$89.71	$92.85	$96.10	$99.47	$102.95
70	Electronics Technician III**	$90.91	$94.09	$97.39	$100.79	$104.32
71	Electronics Technician II**	$86.35	$89.37	$92.50	$95.74	$99.09
72	Electronics Technician I**	$81.34	$84.19	$87.13	$90.18	$93.34
73	Associate Electronics Technician**	$81.34	$84.19	$87.13	$90.18	$93.34
74	Senior Technical Writer**	$115.69	$119.74	$123.93	$128.26	$132.75

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#	Labor Category	Year 11 06/02/25-06/01/26	Year 12 06/02/26-06/01/27	Year 13 06/02/27-06/01/28	Year 14 06/02/27-06/01/29	Year 15 06/02/29-06/01/30
75	Technical Writer**	$96.20	$99.56	$103.05	$106.66	$110.39
76	Technical Typist/Word Processor**	$72.76	$75.31	$77.94	$80.67	$83.49
77	Administrative Assistant IV**	$103.12	$106.73	$110.47	$114.33	$118.33
78	Administrative Assistant III**	$82.26	$85.14	$88.12	$91.20	$94.40
79	Administrative Assistant II**	$62.45	$64.64	$66.90	$69.24	$71.66
80	Administrative Assistant I**	$56.18	$58.15	$60.18	$62.29	$64.47

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4.2.3.2 Government Site (SIN 54151S)

#	Labor Category	Year 11 06/02/25-06/01/26	Year 12 06/02/26-06/01/27	Year 13 06/02/27-06/01/28	Year 14 06/02/27-06/01/29	Year 15 06/02/29-06/01/30
01	Program Manager III	$206.99	$214.24	$221.74	$229.50	$237.53
02	Program Manager II	$183.44	$189.86	$196.50	$203.38	$210.50
03	Program Manager I	$161.96	$167.63	$173.50	$179.57	$185.85
04	Project Manager	$134.51	$139.22	$144.09	$149.13	$154.35
05	Consultant Expert	$208.58	$215.88	$223.44	$231.26	$239.36
06	Technical Expert	$202.06	$209.13	$216.45	$224.03	$231.87
07	Functional Expert	$215.90	$223.45	$231.28	$239.37	$247.75
08	Subject Matter Expert III	$215.90	$223.45	$231.28	$239.37	$247.75
09	Subject Matter Expert II	$176.00	$182.16	$188.53	$195.13	$201.96
10	Subject Matter Expert I	$152.94	$158.29	$163.83	$169.56	$175.50
11	Chief Scientist	$188.94	$195.55	$202.39	$209.48	$216.81
12	Senior Scientist	$149.14	$154.36	$159.76	$165.35	$171.14
13	Scientist III	$116.89	$120.98	$125.22	$129.60	$134.14
14	Scientist II	$90.82	$94.00	$97.29	$100.69	$104.22
15	Scientist I	$76.70	$79.38	$82.16	$85.04	$88.01
16	Chief Engineer	$215.90	$223.45	$231.28	$239.37	$247.75
17	Senior Engineer	$182.17	$188.55	$195.15	$201.98	$209.04
18	Engineer III	$139.94	$144.84	$149.91	$155.16	$160.59
19	Engineer II	$129.61	$134.15	$138.84	$143.70	$148.73
20	Engineer I	$97.02	$100.42	$103.93	$107.57	$111.33
21	Associate Engineer	$71.56	$74.06	$76.66	$79.34	$82.12
22	Chief Systems Engineer	$195.53	$202.37	$209.45	$216.78	$224.37
23	Senior Systems Engineer	$155.22	$160.65	$166.28	$172.10	$178.12
24	Systems Engineer III	$144.08	$149.12	$154.34	$159.74	$165.33
25	Systems Engineer II	$112.63	$116.58	$120.66	$124.88	$129.25
26	Systems Engineer I	$89.28	$92.41	$95.64	$98.99	$102.46
27	Associate Systems Engineer	$66.11	$68.42	$70.82	$73.29	$75.86
28	Chief Software Engineer	$214.97	$222.50	$230.29	$238.35	$246.69
29	Senior Software Engineer	$176.00	$182.16	$188.53	$195.13	$201.96
30	Software Engineer III	$152.94	$158.29	$163.83	$169.56	$175.50
31	Software Engineer II	$104.29	$107.94	$111.72	$115.63	$119.68
32	Software Engineer I	$82.64	$85.54	$88.53	$91.63	$94.84
33	Associate Software Engineer	$56.02	$57.98	$60.01	$62.11	$64.29
34	Design Engineer	$139.94	$144.84	$149.91	$155.16	$160.59
35	Senior Practicing Engineer	$103.28	$106.90	$110.64	$114.51	$118.52
36	Practicing Engineer**	$108.44	$112.24	$116.17	$120.23	$124.44
37	Associate Practicing Engineer**	$89.63	$92.77	$96.02	$99.38	$102.85

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#	Labor Category	Year 11 06/02/25- 06/01/26	Year 12 06/02/26- 06/01/27	Year 13 06/02/27- 06/01/28	Year 14 06/02/27- 06/01/29	Year 15 06/02/29- 06/01/30
38	Chief Programmer	$152.85	$158.20	$163.73	$169.46	$175.39
39	Senior Programmer	$114.77	$118.79	$122.94	$127.25	$131.70
40	Programmer	$93.90	$97.19	$100.59	$104.11	$107.76
41	Junior Programmer	$66.11	$68.42	$70.82	$73.29	$75.86
42	Computer Operator**	$62.65	$64.85	$67.12	$69.46	$71.90
43	Computer Technician	$71.89	$74.40	$77.01	$79.70	$82.49
44	Chief Analyst	$199.03	$206.00	$213.21	$220.67	$228.39
45	Senior Analyst	$152.94	$158.29	$163.83	$169.56	$175.50
46	Analyst III	$127.27	$131.72	$136.34	$141.11	$146.05
47	Analyst II**	$93.73	$97.01	$100.41	$103.92	$107.56
48	Analyst I**	$79.13	$81.90	$84.77	$87.74	$90.81
49	Chief Operations Systems Specialist	$156.78	$162.27	$167.95	$173.82	$179.91
50	Senior Operations Systems Specialist	$138.42	$143.26	$148.28	$153.47	$158.84
51	Operations Systems Specialist III	$121.11	$125.35	$129.74	$134.28	$138.98
52	Operations Systems Specialist II	$93.17	$96.43	$99.81	$103.30	$106.92
53	Operations Systems Specialist I	$71.20	$73.70	$76.27	$78.94	$81.71
54	Associate Operations Systems Specialist	$61.02	$63.15	$65.36	$67.65	$70.02
55	Senior Logistics Specialist	$123.23	$127.54	$132.01	$136.63	$141.41
56	Logistics Specialist**	$93.14	$96.40	$99.77	$103.26	$106.88
57	Associate Logistics Specialist**	$69.18	$71.60	$74.11	$76.70	$79.39
58	Senior Graphics Illustrator/Artist	$89.28	$92.41	$95.64	$98.99	$102.46
59	Graphic Illustrator/Artist**	$79.15	$81.92	$84.79	$87.76	$90.83
60	Senior CAD Operator	$125.37	$129.76	$134.30	$139.00	$143.86
61	CAD Operator**	$93.90	$97.19	$100.59	$104.11	$107.76
62	Associate CAD Operator**	$70.21	$72.66	$75.21	$77.84	$80.56
63	Computer Based Training Specialist**	$107.94	$111.72	$115.63	$119.67	$123.86
64	Assembler**	$72.31	$74.84	$77.46	$80.17	$82.98
65	Technical Support IV**	$84.62	$87.58	$90.65	$93.82	$97.11
66	Technical Support III**	$69.86	$72.31	$74.84	$77.46	$80.17
67	Technical Support II**	$62.65	$64.85	$67.12	$69.46	$71.90
68	Technical Support I**	$56.01	$57.97	$60.00	$62.10	$64.27
69	Senior Electronics Technician	$77.64	$80.36	$83.17	$86.08	$89.10
70	Electronics Technician III**	$80.81	$83.64	$86.57	$89.60	$92.73
71	Electronics Technician II**	$76.77	$79.45	$82.24	$85.11	$88.09
72	Electronics Technician I**	$72.31	$74.84	$77.46	$80.17	$82.98
73	Associate Electronics Technician**	$72.31	$74.84	$77.46	$80.17	$82.98
74	Senior Technical Writer**	$100.14	$103.65	$107.28	$111.03	$114.92
75	Technical Writer**	$91.96	$95.18	$98.51	$101.96	$105.53
76	Technical Typist/Word Processor**	$64.68	$66.94	$69.28	$71.71	$74.22

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#	Labor Category	Year 11 06/02/25- 06/01/26	Year 12 06/02/26- 06/01/27	Year 13 06/02/27- 06/01/28	Year 14 06/02/27- 06/01/29	Year 15 06/02/29- 06/01/30
77	Administrative Assistant IV**	$89.28	$92.41	$95.64	$98.99	$102.46
78	Administrative Assistant III**	$71.20	$73.70	$76.27	$78.94	$81.71
79	Administrative Assistant II**	$54.04	$55.93	$57.89	$59.91	$62.01
80	Administrative Assistant I**	$48.62	$50.32	$52.08	$53.91	$55.79

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4.3 FINANCIAL MANAGEMENT SERVICES

4.3.1 Financial Management (FM) Quality Service Management Office (QSMO) Core FM Solutions (SIN 518210FM)

4.3.1.1 Contractor Site (SIN 518210FM)

#	Labor Category	Year 11 06/02/25-06/01/26	Year 12 06/02/26-06/01/27	Year 13 06/02/27-06/01/28	Year 14 06/02/27-06/01/29	Year 15 06/02/29-06/01/30
01	FM QSMO Program Manager I	$187.13	$193.68	$200.46	$207.48	$214.74
02	FM QSMO Program Manager II	$212.62	$220.07	$227.77	$235.74	$243.99
03	FM QSMO Program Manager III	$258.23	$267.26	$276.62	$286.30	$296.32
04	FM QSMO Project Manager I	$181.45	$187.80	$194.37	$201.18	$208.22
05	FM QSMO Project Manager II	$208.37	$215.67	$223.21	$231.03	$239.11
06	FM QSMO Project Manager III	$258.23	$267.26	$276.62	$286.30	$296.32
07	FM QSMO Release Manager I	$196.04	$202.90	$210.00	$217.35	$224.96
08	FM QSMO Release Manager II	$235.27	$243.51	$252.03	$260.85	$269.98
09	FM QSMO Consultant Expert	$286.85	$296.89	$307.28	$318.04	$329.17
10	FM QSMO Technical Consultant I	$81.74	$84.60	$87.57	$90.63	$93.80
11	FM QSMO Technical Consultant II	$106.11	$109.82	$113.66	$117.64	$121.76
12	FM QSMO Technical Consultant III	$161.53	$167.19	$173.04	$179.09	$185.36
13	FM QSMO Technical Consultant IV	$192.96	$199.71	$206.70	$213.94	$221.42
14	FM QSMO Technical Consultant V	$220.52	$228.24	$236.23	$244.50	$253.06
15	FM QSMO Technical Expert	$292.89	$303.14	$313.75	$324.73	$336.09
16	FM QSMO Functional Consultant I	$113.04	$116.99	$121.09	$125.33	$129.71
17	FM QSMO Functional Consultant II	$148.93	$154.14	$159.53	$165.12	$170.90
18	FM QSMO Functional Consultant III	$184.70	$191.16	$197.85	$204.77	$211.94
19	FM QSMO Functional Consultant IV	$218.60	$226.25	$234.17	$242.37	$250.85
20	FM QSMO Functional Consultant V	$245.29	$253.87	$262.76	$271.96	$281.48
21	FM QSMO Functional Expert	$286.85	$296.89	$307.28	$318.04	$329.17
22	FM QSMO Subject Matter Expert I	$236.40	$244.68	$253.24	$262.10	$271.28
23	FM QSMO Subject Matter Expert II	$286.85	$296.89	$307.28	$318.04	$329.17
24	FM QSMO Subject Matter Expert III	$307.94	$318.72	$329.87	$341.42	$353.37
25	FM QSMO Associate SW Engineer	$64.70	$66.96	$69.31	$71.73	$74.24
26	FM QSMO SW Engineer I	$95.45	$98.79	$102.25	$105.83	$109.53
27	FM QSMO SW Engineer II	$120.49	$124.71	$129.07	$133.59	$138.27
28	FM QSMO SW Engineer III	$169.09	$175.01	$181.13	$187.47	$194.03
29	FM QSMO SW Engineer IV	$203.36	$210.48	$217.84	$225.47	$233.36
30	FM QSMO SW Engineer V	$240.94	$249.37	$258.10	$267.13	$276.48
31	FM QSMO Programmer I	$87.51	$90.57	$93.74	$97.02	$100.42
32	FM QSMO Programmer II	$103.42	$107.04	$110.78	$114.66	$118.67
33	FM QSMO Programmer III	$128.45	$132.95	$137.60	$142.42	$147.40

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#	Labor Category	Year 11 06/02/25-06/01/26	Year 12 06/02/26-06/01/27	Year 13 06/02/27-06/01/28	Year 14 06/02/27-06/01/29	Year 15 06/02/29-06/01/30
34	FM QSMO Programmer IV	$151.92	$157.24	$162.74	$168.44	$174.33
35	FM QSMO Programmer V	$176.71	$182.89	$189.29	$195.92	$202.78
36	FM QSMO Computer Operator**	$70.47	$72.94	$75.49	$78.13	$80.87
37	FM QSMO Analyst I**	$86.04	$89.05	$92.16	$95.39	$98.73
38	FM QSMO Analyst II**	$109.46	$113.29	$117.26	$121.36	$125.61
39	FM QSMO Analyst III	$161.53	$167.19	$173.04	$179.09	$185.36
40	FM QSMO Analyst IV	$187.06	$193.61	$200.39	$207.40	$214.66
41	FM QSMO Analyst V	$220.52	$228.24	$236.23	$244.50	$253.06
42	FM QSMO Associate Operations Systems Specialist	$70.51	$72.98	$75.53	$78.18	$80.91
43	FM QSMO Operations Systems Specialist I	$123.07	$127.38	$131.84	$136.45	$141.23
44	FM QSMO Operations Systems Specialist II	$150.13	$155.38	$160.82	$166.45	$172.27
45	FM QSMO Operations Systems Specialist III	$158.61	$164.16	$169.91	$175.85	$182.01
46	FM QSMO Operations Systems Specialist IV	$176.48	$182.66	$189.05	$195.67	$202.52
47	FM QSMO Operations Systems Specialist V	$191.23	$197.93	$204.85	$212.02	$219.45
48	FM QSMO Training Specialist I	$129.70	$134.24	$138.94	$143.80	$148.84
49	FM QSMO Training Specialist II	$142.70	$147.69	$152.86	$158.21	$163.75
50	FM QSMO Training Specialist III	$161.91	$167.58	$173.45	$179.52	$185.80
51	FM QSMO Technical Writer**	$96.20	$99.56	$103.05	$106.66	$110.39
52	FM QSMO Senior Technical Writer**	$115.69	$119.74	$123.93	$128.26	$132.75
53	FM QSMO Application Security I	$120.34	$124.55	$128.91	$133.43	$138.10
54	FM QSMO Application Security II	$148.71	$153.91	$159.30	$164.87	$170.64
55	FM QSMO Application Security III	$172.10	$178.12	$184.36	$190.81	$197.49
56	FM QSMO Application Security IV	$181.45	$187.80	$194.37	$201.18	$208.22
57	FM QSMO Application Security V	$195.62	$202.46	$209.55	$216.88	$224.48
58	FM QSMO Data Modeler I	$114.73	$118.75	$122.90	$127.20	$131.66
59	FM QSMO Data Modeler II	$146.87	$152.01	$157.33	$162.84	$168.54
60	FM QSMO Data Modeler III	$153.02	$158.37	$163.92	$169.65	$175.59
61	FM QSMO Data Modeler IV	$189.13	$195.75	$202.60	$209.69	$217.03
62	FM QSMO Data Modeler V	$197.56	$204.48	$211.63	$219.04	$226.71
63	FM QSMO Product Expert	$311.23	$322.12	$333.39	$345.06	$357.14
64	FM QSMO Principal Product Expert	$368.16	$381.05	$394.38	$408.19	$422.47
65	FM QSMO Agile Coach	$169.09	$175.01	$181.13	$187.47	$194.03
66	FM QSMO Help Desk Specialist	$82.67	$85.56	$88.56	$91.66	$94.86
67	FM QSMO Senior Cyber Expert	$186.63	$193.16	$199.92	$206.92	$214.16
68	FM QSMO Administrative Assistant I**	$56.18	$58.15	$60.18	$62.29	$64.47
69	FM QSMO Administrative Assistant II**	$62.45	$64.64	$66.90	$69.24	$71.66
70	FM QSMO Administrative Assistant III**	$82.26	$85.14	$88.12	$91.20	$94.40
71	FM QSMO Administrative Assistant IV**	$103.12	$106.73	$110.47	$114.33	$118.33

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#	Labor Category	Year 11 06/02/25-06/01/26	Year 12 06/02/26-06/01/27	Year 13 06/02/27-06/01/28	Year 14 06/02/27-06/01/29	Year 15 06/02/29-06/01/30
72	FM QSMO Job Scheduling Specialist I**	$82.97	$85.88	$88.88	$91.99	$95.21
73	FM QSMO Job Scheduling Specialist II**	$102.55	$106.14	$109.85	$113.70	$117.68
74	FM QSMO Job Scheduling Specialist III	$113.98	$117.97	$122.10	$126.38	$130.80
75	FM QSMO Job Scheduling Specialist IV	$126.65	$131.08	$135.67	$140.42	$145.33
76	FM QSMO Job Scheduling Specialist V	$140.94	$145.87	$150.98	$156.26	$161.73
77	FM QSMO System Administrator - Testing I	$133.17	$137.83	$142.65	$147.65	$152.81
78	FM QSMO System Administrator - Testing II	$139.78	$144.67	$149.73	$154.97	$160.40
79	FM QSMO System Administrator - Testing III	$163.32	$169.04	$174.96	$181.08	$187.42
80	FM QSMO System Administrator - Testing IV	$174.73	$180.85	$187.18	$193.73	$200.51
81	FM QSMO System Administrator - Testing V	$186.97	$193.52	$200.29	$207.30	$214.56
82	FM QSMO Technical Administrator I	$144.17	$149.22	$154.44	$159.85	$165.44
83	FM QSMO Technical Administrator II	$165.26	$171.04	$177.03	$183.23	$189.64
84	FM QSMO Technical Administrator III	$183.62	$190.04	$196.70	$203.58	$210.70
85	FM QSMO Technical Administrator IV	$189.63	$196.27	$203.14	$210.25	$217.61
86	FM QSMO Technical Administrator V	$203.70	$210.83	$218.21	$225.84	$233.75
87	FM QSMO Junior Programmer	$76.36	$79.03	$81.80	$84.66	$87.62
88	FM QSMO Systems Engineer II	$130.13	$134.69	$139.40	$144.28	$149.33
89	FM QSMO Systems Engineer III	$166.46	$172.28	$178.31	$184.56	$191.01
90	FM QSMO Technical Support I**	$63.00	$65.21	$67.49	$69.85	$72.30

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4.3.2.2 Government Site (SIN 581210FM)

#	Labor Category	Year 11 06/02/25- 06/01/26	Year 12 06/02/26- 06/01/27	Year 13 06/02/27- 06/01/28	Year 14 06/02/27- 06/01/29	Year 15 06/02/29- 06/01/30
01	FM QSMO Program Manager I	$161.96	$167.63	$173.50	$179.57	$185.85
02	FM QSMO Program Manager II	$184.09	$190.53	$197.20	$204.10	$211.25
03	FM QSMO Program Manager III	$223.57	$231.39	$239.49	$247.87	$256.55
04	FM QSMO Project Manager I	$157.09	$162.59	$168.28	$174.17	$180.26
05	FM QSMO Project Manager II	$180.41	$186.73	$193.26	$200.03	$207.03
06	FM QSMO Project Manager III	$223.57	$231.39	$239.49	$247.87	$256.55
07	FM QSMO Release Manager I	$169.73	$175.67	$181.82	$188.19	$194.77
08	FM QSMO Release Manager II	$203.69	$210.82	$218.20	$225.83	$233.74
09	FM QSMO Consultant Expert	$248.36	$257.06	$266.05	$275.36	$285.00
10	FM QSMO Technical Consultant I	$70.77	$73.25	$75.81	$78.46	$81.21
11	FM QSMO Technical Consultant II	$91.87	$95.08	$98.41	$101.86	$105.42
12	FM QSMO Technical Consultant III	$139.85	$144.74	$149.81	$155.05	$160.48
13	FM QSMO Technical Consultant IV	$167.07	$172.92	$178.97	$185.24	$191.72
14	FM QSMO Technical Consultant V	$190.92	$197.60	$204.52	$211.68	$219.09
15	FM QSMO Technical Expert	$253.59	$262.47	$271.65	$281.16	$291.00
16	FM QSMO Functional Consultant I	$97.87	$101.30	$104.85	$108.51	$112.31
17	FM QSMO Functional Consultant II	$128.94	$133.45	$138.12	$142.95	$147.96
18	FM QSMO Functional Consultant III	$159.91	$165.51	$171.30	$177.29	$183.50
19	FM QSMO Functional Consultant IV	$189.26	$195.88	$202.74	$209.84	$217.18
20	FM QSMO Functional Consultant V	$212.37	$219.81	$227.50	$235.46	$243.70
21	FM QSMO Functional Expert	$248.36	$257.06	$266.05	$275.36	$285.00
22	FM QSMO Subject Matter Expert I	$204.68	$211.84	$219.25	$226.93	$234.87
23	FM QSMO Subject Matter Expert II	$248.36	$257.06	$266.05	$275.36	$285.00
24	FM QSMO Subject Matter Expert III	$266.62	$275.95	$285.61	$295.61	$305.95
25	FM QSMO Associate SW Engineer	$56.02	$57.98	$60.01	$62.11	$64.29
26	FM QSMO SW Engineer I	$82.64	$85.54	$88.53	$91.63	$94.84
27	FM QSMO SW Engineer II	$104.29	$107.94	$111.72	$115.63	$119.68
28	FM QSMO SW Engineer III	$146.40	$151.52	$156.83	$162.31	$168.00
29	FM QSMO SW Engineer IV	$176.00	$182.16	$188.53	$195.13	$201.96
30	FM QSMO SW Engineer V	$214.97	$222.50	$230.29	$238.35	$246.69
31	FM QSMO Programmer I	$75.77	$78.42	$81.16	$84.01	$86.95
32	FM QSMO Programmer II	$89.54	$92.68	$95.92	$99.28	$102.75
33	FM QSMO Programmer III	$111.21	$115.11	$119.14	$123.31	$127.62
34	FM QSMO Programmer IV	$131.53	$136.13	$140.89	$145.83	$150.93
35	FM QSMO Programmer V	$152.85	$158.20	$163.73	$169.46	$175.39
36	FM QSMO Computer Operator**	$62.65	$64.85	$67.12	$69.46	$71.90
37	FM QSMO Analyst I**	$75.05	$77.68	$80.40	$83.21	$86.12

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#	Labor Category	Year 11 06/02/25- 06/01/26	Year 12 06/02/26- 06/01/27	Year 13 06/02/27- 06/01/28	Year 14 06/02/27- 06/01/29	Year 15 06/02/29- 06/01/30
38	FM QSMO Analyst II**	$94.77	$98.09	$101.52	$105.07	$108.75
39	FM QSMO Analyst III	$139.85	$144.74	$149.81	$155.05	$160.48
40	FM QSMO Analyst IV	$161.96	$167.63	$173.50	$179.57	$185.85
41	FM QSMO Analyst V	$190.92	$197.60	$204.52	$211.68	$219.09
42	FM QSMO Associate Operations Systems Specialist	$61.02	$63.15	$65.36	$67.65	$70.02
43	FM QSMO Operations Systems Specialist I	$106.56	$110.29	$114.15	$118.14	$122.28
44	FM QSMO Operations Systems Specialist II	$129.98	$134.53	$139.24	$144.12	$149.16
45	FM QSMO Operations Systems Specialist III	$137.33	$142.14	$147.11	$152.26	$157.59
46	FM QSMO Operations Systems Specialist IV	$152.80	$158.14	$163.68	$169.41	$175.34
47	FM QSMO Operations Systems Specialist V	$165.57	$171.37	$177.36	$183.57	$190.00
48	FM QSMO Training Specialist I	$112.30	$116.23	$120.30	$124.51	$128.87
49	FM QSMO Training Specialist II	$123.55	$127.87	$132.35	$136.98	$141.77
50	FM QSMO Training Specialist III	$140.18	$145.09	$150.17	$155.42	$160.86
51	FM QSMO Technical Writer**	$91.96	$95.18	$98.51	$101.96	$105.53
52	FM QSMO Senior Technical Writer**	$100.14	$103.65	$107.28	$111.03	$114.92
53	FM QSMO Application Security I	$104.19	$107.84	$111.61	$115.52	$119.56
54	FM QSMO Application Security II	$128.75	$133.25	$137.92	$142.74	$147.74
55	FM QSMO Application Security III	$149.00	$154.21	$159.61	$165.20	$170.98
56	FM QSMO Application Security IV	$157.09	$162.59	$168.28	$174.17	$180.26
57	FM QSMO Application Security V	$169.36	$175.29	$181.42	$187.77	$194.34
58	FM QSMO Data Modeler I	$99.34	$102.81	$106.41	$110.13	$113.99
59	FM QSMO Data Modeler II	$127.16	$131.61	$136.22	$140.99	$145.92
60	FM QSMO Data Modeler III	$132.49	$137.13	$141.93	$146.90	$152.04
61	FM QSMO Data Modeler IV	$163.75	$169.48	$175.41	$181.55	$187.91
62	FM QSMO Data Modeler V	$171.05	$177.04	$183.24	$189.65	$196.29
63	FM QSMO Product Expert	$269.47	$278.90	$288.66	$298.77	$309.22
64	FM QSMO Principal Product Expert	$318.75	$329.91	$341.45	$353.40	$365.77
65	FM QSMO Agile Coach	$146.40	$151.52	$156.83	$162.31	$168.00
66	FM QSMO Help Desk Specialist	$74.73	$77.35	$80.05	$82.86	$85.75
67	FM QSMO Senior Cyber Expert	$161.58	$167.24	$173.09	$179.15	$185.42
68	FM QSMO Administrative Assistant I**	$48.62	$50.32	$52.08	$53.91	$55.79
69	FM QSMO Administrative Assistant II**	$54.04	$55.93	$57.88	$59.91	$62.01
70	FM QSMO Administrative Assistant III**	$71.20	$73.70	$76.27	$78.94	$81.71
71	FM QSMO Administrative Assistant IV**	$89.28	$92.41	$95.64	$98.99	$102.46
72	FM QSMO Job Scheduling Specialist I**	$71.84	$74.35	$76.96	$79.65	$82.44
73	FM QSMO Job Scheduling Specialist II**	$88.79	$91.89	$95.11	$98.44	$101.88
74	FM QSMO Job Scheduling Specialist III	$98.68	$102.13	$105.71	$109.41	$113.24

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#	Labor Category	Year 11 06/02/25-06/01/26	Year 12 06/02/26-06/01/27	Year 13 06/02/27-06/01/28	Year 14 06/02/27-06/01/29	Year 15 06/02/29-06/01/30
75	FM QSMO Job Scheduling Specialist IV	$109.65	$113.49	$117.46	$121.57	$125.83
76	FM QSMO Job Scheduling Specialist V	$122.02	$126.29	$130.71	$135.28	$140.02
77	FM QSMO System Administrator - Testing I	$115.30	$119.34	$123.52	$127.84	$132.31
78	FM QSMO System Administrator - Testing II	$121.02	$125.25	$129.64	$134.17	$138.87
79	FM QSMO System Administrator - Testing III	$141.40	$146.35	$151.47	$156.77	$162.26
80	FM QSMO System Administrator - Testing IV	$151.28	$156.58	$162.06	$167.73	$173.60
81	FM QSMO System Administrator - Testing V	$161.89	$167.56	$173.43	$179.50	$185.78
82	FM QSMO Technical Administrator I	$124.83	$129.20	$133.72	$138.40	$143.24
83	FM QSMO Technical Administrator II	$143.08	$148.09	$153.27	$158.64	$164.19
84	FM QSMO Technical Administrator III	$158.98	$164.55	$170.31	$176.27	$182.44
85	FM QSMO Technical Administrator IV	$164.19	$169.94	$175.89	$182.04	$188.41
86	FM QSMO Technical Administrator V	$176.37	$182.55	$188.93	$195.55	$202.39
87	FM QSMO Junior Programmer	$66.11	$68.42	$70.82	$73.29	$75.86
88	FM QSMO Systems Engineer II	$112.63	$116.58	$120.66	$124.88	$129.25
89	FM QSMO Systems Engineer III	$144.08	$149.12	$154.34	$159.74	$165.33
90	FM QSMO Technical Support I**	$56.01	$57.97	$60.00	$62.10	$64.27

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4.4 RECORDS MANAGEMENT

4.4.1 Physical Records Management Services (SIN 493110RM)

#	Labor Category	Year 11 06/02/25-06/01/26	Year 12 06/02/26-06/01/27	Year 13 06/02/27-06/01/28	Year 14 06/02/27-06/01/29	Year 15 06/02/29-06/01/30
01	PHYSICAL RECORDS PROGRAM MANAGER	$247.09	$255.74	$264.69	$273.95	$283.54
02	PHYSICAL RECORDS PROJECT MANAGER 2	$122.31	$126.59	$131.02	$135.61	$140.35
03	PHYSICAL RECORDS PROJECT MANAGER 3	$163.75	$169.48	$175.41	$181.55	$187.91
04	PHYSICAL RECORDS TASK SUPERVISOR 1	$79.27	$82.05	$84.92	$87.89	$90.97
05	PHYSICAL RECORDS TASK SUPERVISOR 2	$95.39	$98.73	$102.18	$105.76	$109.46
06	PHYSICAL RECORDS FUNCTIONAL ANALYST 1	$115.51	$119.55	$123.73	$128.06	$132.55
07	PHYSICAL RECORDS DATABASE ANALYST 1	$115.51	$119.55	$123.73	$128.06	$132.55
08	PHYSICAL RECORDS SYSTEMS ADMINISTRATOR 1**	$101.63	$105.19	$108.87	$112.68	$116.62
09	PHYSICAL RECORDS SYSTEMS ADMINISTRATOR 3	$175.85	$182.00	$188.37	$194.96	$201.79
10	PHYSICAL RECORDS SYSTEMS ANALYST**	$139.86	$144.76	$149.82	$155.07	$160.49
11	PHYSICAL RECORDS SENIOR SYSTEMS ANALYST	$158.46	$164.00	$169.74	$175.69	$181.83
12	PHYSICAL RECORDS USER SUPPORT PROGRAM MANAGER	$143.00	$148.01	$153.19	$158.55	$164.10
13	PHYSICAL RECORDS SYSTEMS MANAGER	$175.53	$181.67	$188.03	$194.61	$201.42
14	PHYSICAL RECORDS TECHNICAL ANALYST	$174.50	$180.61	$186.93	$193.48	$200.25
15	PHYSICAL RECORDS TECHNICAL WRITER**	$95.48	$98.82	$102.28	$105.86	$109.56
16	PHYSICAL RECORDS LITIGATION SUPPORT SPECIALIST 4 (Supervisory Paralegal)	$102.06	$105.63	$109.33	$113.15	$117.11
17	PHYSICAL RECORDS DATA ENTRY OPERATOR 1**	$41.67	$43.13	$44.64	$46.20	$47.82
18	PHYSICAL RECORDS DATA ENTRY OPERATOR, LEAD**	$45.46	$47.06	$48.70	$50.41	$52.17
19	PHYSICAL RECORDS RECEPTIONIST**	$41.70	$43.16	$44.67	$46.23	$47.85
20	PHYSICAL RECORDS SCANNING/MICROFILM SPECIALIST 2**	$52.93	$54.78	$56.70	$58.68	$60.74
21	PHYSICAL RECORDS DOCUMENT CONTROL SPECIALIST**	$51.45	$53.25	$55.11	$57.04	$59.04
22	PHYSICAL RECORDS LITIGATION SUPPORT SPECIALIST 1 (Paralegal)**	$58.70	$60.75	$62.88	$65.08	$67.36
23	PHYSICAL RECORDS LITIGATION SUPPORT SPECIALIST 2 (Senior Paralegal)**	$72.72	$75.26	$77.89	$80.62	$83.44
24	PHYSICAL RECORDS SENIOR WORD PROCESSOR**	$59.66	$61.74	$63.91	$66.14	$68.46
25	PHYSICAL RECORDS WORD PROCESSOR**	$56.36	$58.33	$60.38	$62.49	$64.68
26	PHYSICAL RECORDS DOCUMENT CODER**	$44.68	$46.24	$47.86	$49.53	$51.27
27	PHYSICAL RECORDS DOCUMENT MANAGEMENT ANALYST**	$62.86	$65.06	$67.34	$69.70	$72.14

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#	Labor Category	Year 11 06/02/25-06/01/26	Year 12 06/02/26-06/01/27	Year 13 06/02/27-06/01/28	Year 14 06/02/27-06/01/29	Year 15 06/02/29-06/01/30
28	PHYSICAL RECORDS DOCUMENT MANAGEMENT TECHNICIAN**	$45.78	$47.38	$49.04	$50.76	$52.53
29	PHYSICAL RECORDS PROGRAMMER ANALYST 1**	$82.38	$85.27	$88.25	$91.34	$94.53
30	PHYSICAL RECORDS PROGRAMMER ANALYST 2**	$90.58	$93.75	$97.03	$100.43	$103.94
31	PHYSICAL RECORDS DATA ENTRY TECHNICIAN**	$43.73	$45.26	$46.84	$48.48	$50.18
32	PHYSICAL RECORDS SCANNER OPERATOR – CFE/NO EQUIPMENT**	$44.68	$46.24	$47.86	$49.53	$51.27
33	PHYSICAL RECORDS HELP DESK SUPERVISOR/SENIOR USER TRAINER**	$86.65	$89.68	$92.82	$96.07	$99.43
34	PHYSICAL RECORDS USER TRAINER/SR USER SUPPORT SPECIALIST**	$78.23	$80.97	$83.80	$86.73	$89.77
35	PHYSICAL RECORDS HELP DESK/USER SUPPORT SPECIALIST**	$78.00	$80.73	$83.56	$86.48	$89.51
36	PHYSICAL RECORDS SUPERVISORY/ CLERICAL**	$75.46	$78.10	$80.83	$83.66	$86.59
37	PHYSICAL RECORDS CLERICAL**	$48.73	$50.43	$52.20	$54.02	$55.91
38	PHYSICAL RECORDS DOCUMENT MANAGEMENT ANALYST II**	$72.38	$74.92	$77.54	$80.25	$83.06

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4.4.2 Electronics Records Management Solutions (SIN 518210ERM)

#	Labor Category	Year 11 06/02/25-06/01/26	Year 12 06/02/26-06/01/27	Year 13 06/02/27-06/01/28	Year 14 06/02/27-06/01/29	Year 15 06/02/29-06/01/30
01	ELECTRONIC RECORDS PROGRAM MANAGER	$247.09	$255.74	$264.69	$273.95	$283.54
02	ELECTRONIC RECORDS PROJECT MANAGER 2	$122.31	$126.59	$131.02	$135.61	$140.35
03	ELECTRONIC RECORDS PROJECT MANAGER 3	$163.75	$169.48	$175.41	$181.55	$187.91
04	ELECTRONIC RECORDS TASK SUPERVISOR 1	$79.27	$82.05	$84.92	$87.89	$90.97
05	ELECTRONIC RECORDS TASK SUPERVISOR 2	$95.39	$98.73	$102.18	$105.76	$109.46
06	ELECTRONIC RECORDS FUNCTIONAL ANALYST 1	$115.51	$119.55	$123.73	$128.06	$132.55
07	ELECTRONIC RECORDS DATABASE ANALYST 1	$115.51	$119.55	$123.73	$128.06	$132.55
08	ELECTRONIC RECORDS SYSTEMS ADMINISTRATOR 1**	$101.63	$105.19	$108.87	$112.68	$116.62
09	ELECTRONIC RECORDS SYSTEMS ADMINISTRATOR 3	$175.85	$182.00	$188.37	$194.96	$201.79
10	ELECTRONIC RECORDS SYSTEMS ANALYST**	$139.86	$144.76	$149.82	$155.07	$160.49
11	ELECTRONIC RECORDS SENIOR SYSTEMS ANALYST	$158.46	$164.00	$169.74	$175.69	$181.83
12	ELECTRONIC RECORDS USER SUPPORT PROGRAM MANAGER	$143.00	$148.01	$153.19	$158.55	$164.10
13	ELECTRONIC RECORDS SYSTEMS MANAGER	$175.53	$181.67	$188.03	$194.61	$201.42
14	ELECTRONIC RECORDS TECHNICAL ANALYST	$174.50	$180.61	$186.93	$193.48	$200.25
15	ELECTRONIC RECORDS FORENSIC ANALYST 1	$131.67	$136.27	$141.04	$145.98	$151.09
16	ELECTRONIC RECORDS FORENSIC ANALYST 2	$181.55	$187.90	$194.48	$201.29	$208.33
17	ELECTRONIC RECORDS TECHNICAL WRITER**	$95.48	$98.82	$102.28	$105.86	$109.56
18	ELECTRONIC RECORDS LITIGATION SUPPORT SPECIALIST 4 (Supervisory Paralegal)	$102.06	$105.63	$109.33	$113.15	$117.11
19	ELECTRONIC RECORDS AUDITOR 1	$99.66	$103.15	$106.76	$110.50	$114.36
20	ELECTRONIC RECORDS AUDITOR 2	$114.66	$118.67	$122.82	$127.12	$131.57
21	ELECTRONIC RECORDS TRIAL CONSULTANT/GRAPHICS SPECIALIST	$137.69	$142.51	$147.50	$152.66	$158.00
22	ELECTRONIC RECORDS COURTROOM PRESENTATION SPECIALIST	$102.32	$105.90	$109.60	$113.44	$117.41
23	ELECTRONIC RECORDS FORENSIC TECHNICIAN	$67.05	$69.40	$71.83	$74.34	$76.95
24	ELECTRONIC RECORDS LITIGATION SUPPORT SPECIALIST 5 (LAW CLERK 2)**	$107.62	$111.38	$115.28	$119.32	$123.49
25	ELECTRONIC RECORDS FRAUD ANALYST	$87.28	$90.34	$93.50	$96.77	$100.16
26	ELECTRONIC RECORDS E-DISCOVERY PROJECT COORDINATOR	$162.15	$167.82	$173.69	$179.77	$186.07
27	ELECTRONIC RECORDS DATA ENTRY OPERATOR 1**	$41.67	$43.13	$44.64	$46.20	$47.82
28	ELECTRONIC RECORDS DATA ENTRY OPERATOR, LEAD**	$45.46	$47.06	$48.70	$50.41	$52.17
29	ELECTRONIC RECORDS RECEPTIONIST**	$41.70	$43.16	$44.67	$46.23	$47.85

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#	Labor Category	Year 11 06/02/25-06/01/26	Year 12 06/02/26-06/01/27	Year 13 06/02/27-06/01/28	Year 14 06/02/27-06/01/29	Year 15 06/02/29-06/01/30
30	ELECTRONIC RECORDS SCANNING/MICROFILM SPECIALIST 2**	$52.93	$54.78	$56.70	$58.68	$60.74
31	ELECTRONIC RECORDS DOCUMENT CONTROL SPECIALIST**	$51.45	$53.25	$55.11	$57.04	$59.04
32	ELECTRONIC RECORDS LITIGATION SUPPORT SPECIALIST 1 (Paralegal)**	$58.70	$60.75	$62.88	$65.08	$67.36
33	ELECTRONIC RECORDS LITIGATION SUPPORT SPECIALIST 2 (Senior Paralegal)**	$72.72	$75.26	$77.89	$80.62	$83.44
34	ELECTRONIC RECORDS LITIGATION SUPPORT SPECIALIST 3 (Law Clerk 1)**	$96.40	$99.77	$103.26	$106.88	$110.62
35	ELECTRONIC RECORDS SENIOR WORD PROCESSOR**	$59.66	$61.74	$63.91	$66.14	$68.46
36	ELECTRONIC RECORDS WORD PROCESSOR**	$56.36	$58.33	$60.38	$62.49	$64.68
37	ELECTRONIC RECORDS DOCUMENT CODER**	$44.68	$46.24	$47.86	$49.53	$51.27
38	ELECTRONIC RECORDS DOCUMENT MANAGEMENT ANALYST**	$62.86	$65.06	$67.34	$69.70	$72.14
39	ELECTRONIC RECORDS DOCUMENT MANAGEMENT TECHNICIAN**	$45.85	$47.46	$49.12	$50.84	$52.61
40	ELECTRONIC RECORDS ELECTRONIC FILES SPECIALIST**	$69.23	$71.66	$74.16	$76.76	$79.45
41	ELECTRONIC RECORDS PROGRAMMER ANALYST 1**	$82.38	$85.27	$88.25	$91.34	$94.53
42	ELECTRONIC RECORDS PROGRAMMER ANALYST 2**	$90.58	$93.75	$97.03	$100.43	$103.94
43	ELECTRONIC RECORDS DATA ENTRY TECHNICIAN**	$43.73	$45.26	$46.84	$48.48	$50.18
44	ELECTRONIC RECORDS ACCOUNTING TECHNICIAN**	$80.17	$82.97	$85.88	$88.88	$91.99
45	ELECTRONIC RECORDS SCANNER OPERATOR – CFE/NO EQUIPMENT**	$44.68	$46.24	$47.86	$49.53	$51.27
46	ELECTRONIC RECORDS HELP DESK SUPERVISOR/SENIOR USER TRAINER**	$86.65	$89.68	$92.82	$96.07	$99.43
47	ELECTRONIC RECORDS USER TRAINER/SR USER SUPPORT SPECIALIST**	$78.23	$80.97	$83.80	$86.73	$89.77
48	ELECTRONIC RECORDS HELP DESK/USER SUPPORT SPECIALIST**	$78.00	$80.73	$83.56	$86.48	$89.51
49	ELECTRONIC RECORDS SUPERVISORY/CLERICAL**	$75.46	$78.10	$80.83	$83.66	$86.59
50	ELECTRONIC RECORDS CLERICAL**	$48.73	$50.43	$52.20	$54.02	$55.91
51	ELECTRONIC RECORDS DOCUMENT MANAGEMENT ANALYST II**	$72.38	$74.92	$77.54	$80.25	$83.06
52	ELECTRONIC RECORDS SENIOR ELECTRONIC FILES SPECIALIST**	$74.61	$77.22	$79.93	$82.72	$85.62

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4.5 DOCUMENT SERVICES

4.5.1 Document Conversion and Digitization Services (SIN 518210DC)

#	Labor Category	Year 11 06/02/25-06/01/26	Year 12 06/02/26-06/01/27	Year 13 06/02/27-06/01/28	Year 14 06/02/27-06/01/29	Year 15 06/02/29-06/01/30
01	DOCUMENT CONVERSION PROGRAM MANAGER	$247.09	$255.74	$264.69	$273.95	$283.54
02	DOCUMENT CONVERSION PROJECT MANAGER 2	$122.31	$126.59	$131.02	$135.61	$140.35
03	DOCUMENT CONVERSION PROJECT MANAGER 3	$163.75	$169.48	$175.41	$181.55	$187.91
04	DOCUMENT CONVERSION TASK SUPERVISOR 1	$79.27	$82.05	$84.92	$87.89	$90.97
05	DOCUMENT CONVERSION TASK SUPERVISOR 2	$95.39	$98.73	$102.18	$105.76	$109.46
06	DOCUMENT CONVERSION FUNCTIONAL ANALYST 1	$115.51	$119.55	$123.73	$128.06	$132.55
07	DOCUMENT CONVERSION DATABASE ANALYST 1	$83.09	$86.00	$89.01	$92.13	$95.35
08	DOCUMENT CONVERSION SYSTEMS ADMINISTRATOR 1**	$101.63	$105.19	$108.87	$112.68	$116.62
09	DOCUMENT CONVERSION SYSTEMS ADMINISTRATOR 3	$175.85	$182.00	$188.37	$194.96	$201.79
10	DOCUMENT CONVERSION SYSTEMS ANALYST**	$139.86	$144.76	$149.82	$155.07	$160.49
11	DOCUMENT CONVERSION SENIOR SYSTEMS ANALYST	$158.46	$164.00	$169.74	$175.69	$181.83
12	DOCUMENT CONVERSION USER SUPPORT PROGRAM MANAGER	$143.00	$148.01	$153.19	$158.55	$164.10
13	DOCUMENT CONVERSION SYSTEMS MANAGER	$175.53	$181.67	$188.03	$194.61	$201.42
14	DOCUMENT CONVERSION TECHNICAL ANALYST	$174.50	$180.61	$186.93	$193.48	$200.25
15	DOCUMENT CONVERSION FORENSIC ANALYST 1	$131.67	$136.27	$141.04	$145.98	$151.09
16	DOCUMENT CONVERSION FORENSIC ANALYST 2	$181.55	$187.90	$194.48	$201.29	$208.33
17	DOCUMENT CONVERSION TECHNICAL WRITER**	$95.48	$98.82	$102.28	$105.86	$109.56
18	DOCUMENT CONVERSION LITIGATION SUPPORT SPECIALIST 4 (Supervisory Paralegal)	$102.06	$105.63	$109.33	$113.15	$117.11
19	DOCUMENT CONVERSION AUDITOR 1	$99.66	$103.15	$106.76	$110.50	$114.36
20	DOCUMENT CONVERSION AUDITOR 2	$114.66	$118.67	$122.82	$127.12	$131.57
21	DOCUMENT CONVERSION TRIAL CONSULTANT/GRAPHICS SPECIALIST	$137.69	$142.51	$147.50	$152.66	$158.00
22	DOCUMENT CONVERSION COURTROOM PRESENTATION SPECIALIST	$102.32	$105.90	$109.60	$113.44	$117.41
23	DOCUMENT CONVERSION FORENSIC TECHNICIAN	$67.05	$69.40	$71.83	$74.34	$76.95
24	DOCUMENT CONVERSION LITIGATION SUPPORT SPECIALIST 5 (LAW CLERK 2)**	$107.62	$111.38	$115.28	$119.32	$123.49
25	DOCUMENT CONVERSION FRAUD ANALYST	$87.28	$90.34	$93.50	$96.77	$100.16

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#	Labor Category	Year 11 06/02/25-06/01/26	Year 12 06/02/26-06/01/27	Year 13 06/02/27-06/01/28	Year 14 06/02/27-06/01/29	Year 15 06/02/29-06/01/30
26	DOCUMENT CONVERSION E-DISCOVERY PROJECT COORDINATOR	$162.15	$167.82	$173.69	$179.77	$186.07
27	DOCUMENT CONVERSION DATA ENTRY OPERATOR 1**	$41.67	$43.13	$44.64	$46.20	$47.82
28	DOCUMENT CONVERSION DATA ENTRY OPERATOR, LEAD**	$45.46	$47.06	$48.70	$50.41	$52.17
29	DOCUMENT CONVERSION RECEPTIONIST**	$41.70	$43.16	$44.67	$46.23	$47.85
30	DOCUMENT CONVERSION SCANNING/MICROFILM SPECIALIST 2**	$52.93	$54.78	$56.70	$58.68	$60.74
31	DOCUMENT CONVERSION DOCUMENT CONTROL SPECIALIST**	$51.45	$53.25	$55.11	$57.04	$59.04
32	DOCUMENT CONVERSION LITIGATION SUPPORT SPECIALIST 1 (Paralegal)**	$58.70	$60.75	$62.88	$65.08	$67.36
33	DOCUMENT CONVERSION LITIGATION SUPPORT SPECIALIST 2 (Senior Paralegal)**	$72.72	$75.26	$77.89	$80.62	$83.44
34	DOCUMENT CONVERSION LITIGATION SUPPORT SPECIALIST 3 (Law Clerk 1)**	$96.40	$99.77	$103.26	$106.88	$110.62
35	DOCUMENT CONVERSION SENIOR WORD PROCESSOR**	$59.66	$61.74	$63.91	$66.14	$68.46
36	DOCUMENT CONVERSION WORD PROCESSOR**	$56.36	$58.33	$60.38	$62.49	$64.68
37	DOCUMENT CONVERSION DOCUMENT CODER**	$44.68	$46.24	$47.86	$49.53	$51.27
38	DOCUMENT CONVERSION DOCUMENT MANAGEMENT ANALYST**	$62.86	$65.06	$67.34	$69.70	$72.14
39	DOCUMENT CONVERSION DOCUMENT MANAGEMENT TECHNICIAN**	$45.85	$47.46	$49.12	$50.84	$52.61
40	DOCUMENT CONVERSION ELECTRONIC FILES SPECIALIST**	$69.23	$71.66	$74.16	$76.76	$79.45
41	DOCUMENT CONVERSION PROGRAMMER ANALYST 1**	$82.38	$85.27	$88.25	$91.34	$94.53
42	DOCUMENT CONVERSION PROGRAMMER ANALYST 2**	$90.58	$93.75	$97.03	$100.43	$103.94
43	DOCUMENT CONVERSION DATA ENTRY TECHNICIAN**	$43.73	$45.26	$46.84	$48.48	$50.18
44	DOCUMENT CONVERSION ACCOUNTING TECHNICIAN**	$61.50	$63.65	$65.88	$68.19	$70.57
45	DOCUMENT CONVERSION SCANNER OPERATOR – CFE/NO EQUIPMENT**	$44.68	$46.24	$47.86	$49.53	$51.27
46	DOCUMENT CONVERSION HELP DESK SUPERVISOR/SENIOR USER TRAINER**	$86.65	$89.68	$92.82	$96.07	$99.43
47	DOCUMENT CONVERSION USER TRAINER/SR USER SUPPORT SPECIALIST**	$78.23	$80.97	$83.80	$86.73	$89.77
48	DOCUMENT CONVERSION HELP DESK/USER SUPPORT SPECIALIST**	$78.00	$80.73	$83.56	$86.48	$89.51

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#	Labor Category	Year 11 06/02/25-06/01/26	Year 12 06/02/26-06/01/27	Year 13 06/02/27-06/01/28	Year 14 06/02/27-06/01/29	Year 15 06/02/29-06/01/30
49	DOCUMENT CONVERSION SUPERVISORY/CLERICAL**	$75.46	$78.10	$80.83	$83.66	$86.59
50	DOCUMENT CONVERSION CLERICAL**	$48.73	$50.43	$52.20	$54.02	$55.91
51	DOCUMENT CONVERSION DOCUMENT MANAGEMENT ANALYST II**	$72.38	$74.92	$77.54	$80.25	$83.06
52	DOCUMENT CONVERSION SENIOR ELECTRONIC FILES SPECIALIST**	$74.61	$77.22	$79.93	$82.72	$85.62

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4.5.2 Litigation Support Services (SIN 541611LIT)

#	Labor Category	Year 11 06/02/25-06/01/26	Year 12 06/02/26-06/01/27	Year 13 06/02/27-06/01/28	Year 14 06/02/27-06/01/29	Year 15 06/02/29-06/01/30
01	LITIGATION SUPPORT PROGRAM MANAGER	$248.96	$257.67	$266.69	$276.03	$285.69
02	LITIGATION SUPPORT PROJECT MANAGER 2	$123.23	$127.54	$132.01	$136.63	$141.41
03	LITIGATION SUPPORT PROJECT MANAGER 3	$164.99	$170.76	$176.74	$182.93	$189.33
04	LITIGATION SUPPORT TASK SUPERVISOR 1	$79.87	$82.67	$85.56	$88.55	$91.65
05	LITIGATION SUPPORT TASK SUPERVISOR 2	$96.11	$99.47	$102.95	$106.56	$110.29
06	LITIGATION SUPPORT FUNCTIONAL ANALYST 1	$116.38	$120.46	$124.67	$129.04	$133.55
07	LITIGATION SUPPORT DATABASE ANALYST 1	$116.38	$120.46	$124.67	$129.04	$133.55
08	LITIGATION SUPPORT SYSTEMS ADMINISTRATOR 1**	$102.40	$105.98	$109.69	$113.53	$117.51
09	LITIGATION SUPPORT SYSTEMS ADMINISTRATOR 3	$177.18	$183.38	$189.80	$196.44	$203.32
10	LITIGATION SUPPORT SYSTEMS ANALYST**	$140.92	$145.85	$150.95	$156.24	$161.71
11	LITIGATION SUPPORT SENIOR SYSTEMS ANALYST	$159.66	$165.25	$171.03	$177.02	$183.22
12	LITIGATION SUPPORT USER SUPPORT PROGRAM MANAGER	$144.08	$149.12	$154.34	$159.74	$165.33
13	LITIGATION SUPPORT SYSTEMS MANAGER	$176.86	$183.05	$189.46	$196.09	$202.95
14	LITIGATION SUPPORT TECHNICAL ANALYST	$175.82	$181.98	$188.34	$194.94	$201.76
15	LITIGATION SUPPORT FORENSIC ANALYST 1	$132.66	$137.31	$142.11	$147.09	$152.23
16	LITIGATION SUPPORT FORENSIC ANALYST 2	$182.92	$189.32	$195.95	$202.80	$209.90
17	LITIGATION SUPPORT TECHNICAL WRITER**	$96.20	$99.56	$103.05	$106.66	$110.39
18	LITIGATION SUPPORT SPECIALIST 4 (Supervisory Paralegal)	$102.83	$106.43	$110.16	$114.01	$118.00
19	LITIGATION SUPPORT AUDITOR 1	$100.41	$103.93	$107.56	$111.33	$115.22
20	LITIGATION SUPPORT AUDITOR 2	$115.53	$119.57	$123.75	$128.09	$132.57
21	LITIGATION SUPPORT TRIAL CONSULTANT/GRAPHICS SPECIALIST	$138.73	$143.58	$148.61	$153.81	$159.19
22	LITIGATION SUPPORT COURTROOM PRESENTATION SPECIALIST	$103.09	$106.70	$110.43	$114.30	$118.30
23	LITIGATION SUPPORT FORENSIC TECHNICIAN	$67.56	$69.93	$72.37	$74.91	$77.53
24	LITIGATION SUPPORT SPECIALIST 5 (LAW CLERK 2)**	$108.43	$112.23	$116.16	$120.22	$124.43
25	LITIGATION SUPPORT FRAUD ANALYST	$87.94	$91.01	$94.20	$97.50	$100.91
26	LITIGATION SUPPORT E-DISCOVERY PROJECT COORDINATOR	$163.38	$169.09	$175.01	$181.14	$187.48
27	LITIGATION SUPPORT DATA ENTRY OPERATOR 1**	$41.99	$43.46	$44.98	$46.56	$48.19
28	LITIGATION SUPPORT DATA ENTRY OPERATOR, LEAD**	$45.80	$47.40	$49.06	$50.78	$52.56
29	LITIGATION SUPPORT RECEPTIONIST**	$42.02	$43.49	$45.01	$46.59	$48.22
30	LITIGATION SUPPORT SCANNING/MICROFILM SPECIALIST 2**	$53.33	$55.20	$57.13	$59.13	$61.20

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#	Labor Category	Year 11 06/02/25-06/01/26	Year 12 06/02/26-06/01/27	Year 13 06/02/27-06/01/28	Year 14 06/02/27-06/01/29	Year 15 06/02/29-06/01/30
31	LITIGATION SUPPORT DOCUMENT CONTROL SPECIALIST**	$51.83	$53.64	$55.52	$57.46	$59.48
32	LITIGATION SUPPORT SPECIALIST 1 (Paralegal)**	$59.14	$61.21	$63.35	$65.57	$67.86
33	LITIGATION SUPPORT SPECIALIST 2 (Senior Paralegal)**	$73.27	$75.84	$78.49	$81.24	$84.08
34	LITIGATION SUPPORT SPECIALIST 3 (Law Clerk 1)**	$97.13	$100.53	$104.05	$107.69	$111.46
35	LITIGATION SUPPORT SENIOR WORD PROCESSOR**	$60.11	$62.22	$64.39	$66.65	$68.98
36	LITIGATION SUPPORT WORD PROCESSOR**	$56.79	$58.78	$60.83	$62.96	$65.17
37	LITIGATION SUPPORT DOCUMENT CODER**	$45.02	$46.59	$48.23	$49.91	$51.66
38	LITIGATION SUPPORT DOCUMENT MANAGEMENT ANALYST**	$63.34	$65.55	$67.85	$70.22	$72.68
39	LITIGATION SUPPORT DOCUMENT MANAGEMENT TECHNICIAN**	$46.19	$47.80	$49.48	$51.21	$53.00
40	LITIGATION SUPPORT ELECTRONIC FILES SPECIALIST**	$69.75	$72.19	$74.72	$77.33	$80.04
41	LITIGATION SUPPORT PROGRAMMER ANALYST 1**	$83.00	$85.91	$88.91	$92.02	$95.24
42	LITIGATION SUPPORT PROGRAMMER ANALYST 2**	$91.26	$94.46	$97.76	$101.18	$104.73
43	LITIGATION SUPPORT DATA ENTRY TECHNICIAN**	$44.06	$45.60	$47.20	$48.85	$50.56
44	LITIGATION SUPPORT ACCOUNTING TECHNICIAN**	$61.96	$64.13	$66.38	$68.70	$71.10
45	LITIGATION SUPPORT SCANNER OPERATOR – CFE/NO EQUIPMENT**	$45.02	$46.59	$48.23	$49.91	$51.66
46	LITIGATION SUPPORT HELP DESK SUPERVISOR/SENIOR USER TRAINER**	$87.30	$90.36	$93.52	$96.79	$100.18
47	LITIGATION SUPPORT USER TRAINER/SR USER SUPPORT SPECIALIST**	$78.82	$81.58	$84.43	$87.39	$90.44
48	LITIGATION SUPPORT HELP DESK/USER SUPPORT SPECIALIST **	$78.58	$81.33	$84.18	$87.12	$90.17
49	LITIGATION SUPPORT SUPERVISORY/CLERICAL **	$76.03	$78.69	$81.44	$84.29	$87.24
50	LITIGATION SUPPORT CLERICAL**	$49.10	$50.82	$52.60	$54.44	$56.34
51	LITIGATION SUPPORT DOCUMENT MANAGEMENT ANALYST II**	$72.93	$75.48	$78.12	$80.86	$83.69
52	LITIGATION SUPPORT SENIOR ELECTRONIC FILES SPECIALIST**	$75.17	$77.80	$80.52	$83.34	$86.26

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4.6 SERVICE CONTRACT ACT (SCA)

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The Prices for the indicated (**) SCA labor categories based on the U.S Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

The mapping of SCA labor categories in the matrix is representative only and does not limit the use of the CACI labor category to those SCA titles identified in the matrix nor does it limit the use of the CACI labor category only to services covered by the SCA. The services provided under each labor category will be determined at the task order level.

4.6.1 SCA Matrix

SIN	SCA Eligible Contract Labor Category	SCA Equivalency Code - Title	Wage Determination Number
493110RM	PHYSICAL RECORDS CLERICAL**	01111 - General Clerk I	2015-4281
493110RM	PHYSICAL RECORDS DATA ENTRY OPERATOR 1**	01051 - Data Entry Operator I	2015-4281
493110RM	PHYSICAL RECORDS DATA ENTRY OPERATOR, LEAD**	01052 - Data Entry Operator II	2015-4281
493110RM	PHYSICAL RECORDS DATA ENTRY TECHNICIAN**	01051 - Data Entry Operator I	2015-4281
493110RM	PHYSICAL RECORDS DOCUMENT CODER**	01111 - General Clerk I	2015-4281
493110RM	PHYSICAL RECORDS DOCUMENT CONTROL SPECIALIST**	01113 - General Clerk III	2015-4281
493110RM	PHYSICAL RECORDS DOCUMENT MANAGEMENT ANALYST II**	01270 - Production Control Clerk	2015-4281
493110RM	PHYSICAL RECORDS DOCUMENT MANAGEMENT ANALYST**	01113 - General Clerk III	2015-4281
493110RM	PHYSICAL RECORDS DOCUMENT MANAGEMENT TECHNICIAN**	01112 - General Clerk II	2015-4281
493110RM	PHYSICAL RECORDS HELP DESK SUPERVISOR/SENIOR USER TRAINER**	14044 - Computer Operator IV	2015-4281
493110RM	PHYSICAL RECORDS HELP DESK/USER SUPPORT SPECIALIST**	14043 - Computer Operator III	2015-4281
493110RM	PHYSICAL RECORDS LITIGATION SUPPORT SPECIALIST 1 (Paralegal)**	30361 - Paralegal/Legal Assistant I	2015-4281
493110RM	PHYSICAL RECORDS LITIGATION SUPPORT SPECIALIST 2 (Senior Paralegal)**	30362 - Paralegal/Legal Assistant II	2015-4281
493110RM	PHYSICAL RECORDS PROGRAMMER ANALYST 1**	14072 - Computer Programmer II	2015-4281
493110RM	PHYSICAL RECORDS PROGRAMMER ANALYST 2**	14073 - Computer Programmer III	2015-4281
493110RM	PHYSICAL RECORDS RECEPTIONIST**	01460 - Switchboard Operator/Receptionist	2015-4281
493110RM	PHYSICAL RECORDS SCANNER OPERATOR – CFE/NO EQUIPMENT**	01111 - General Clerk I	2015-4281
493110RM	PHYSICAL RECORDS SCANNING/MICROFILM SPECIALIST 2**	01111 - General Clerk I	2015-4281

SIN	SCA Eligible Contract Labor Category	SCA Equivalency Code - Title	Wage Determination Number
493110RM	PHYSICAL RECORDS SENIOR WORD PROCESSOR**	01612 - Word Processor II	2015-4281
493110RM	PHYSICAL RECORDS SUPERVISORY/CLERICAL **	01313 - Secretary III	2015-4281
493110RM	PHYSICAL RECORDS SYSTEMS ADMINISTRATOR 1**	14170 - System Support Specialist	2015-4281
493110RM	PHYSICAL RECORDS SYSTEMS ANALYST**	14170 - System Support Specialist	2015-4281
493110RM	PHYSICAL RECORDS TECHNICAL WRITER**	30462 - Technical Writer II	2015-4281
493110RM	PHYSICAL RECORDS USER TRAINER/SR USER SUPPORT SPECIALIST**	14043 - Computer Operator III	2015-4281
493110RM	PHYSICAL RECORDS WORD PROCESSOR**	01611 - Word Processor I	2015-4281
518210C	Cloud Computer Based Training Specialist**	15050 - Computer Based Training Specialist / Instructor	2015-4281
518210DC	DOCUMENT CONVERSION ACCOUNTING TECHNICIAN**	01013 - Accounting Clerk III	2015-4281
518210DC	DOCUMENT CONVERSION CLERICAL**	01111 - General Clerk I	2015-4281
518210DC	DOCUMENT CONVERSION DATA ENTRY OPERATOR 1**	01051 - Data Entry Operator I	2015-4281
518210DC	DOCUMENT CONVERSION DATA ENTRY OPERATOR, LEAD**	01052 - Data Entry Operator II	2015-4281
518210DC	DOCUMENT CONVERSION DATA ENTRY TECHNICIAN**	01051 - Data Entry Operator I	2015-4281
518210DC	DOCUMENT CONVERSION DOCUMENT CODER**	01111 - General Clerk I	2015-4281
518210DC	DOCUMENT CONVERSION DOCUMENT CONTROL SPECIALIST**	01113 - General Clerk III	2015-4281
518210DC	DOCUMENT CONVERSION DOCUMENT MANAGEMENT ANALYST II**	01270 - Production Control Clerk	2015-4281
518210DC	DOCUMENT CONVERSION DOCUMENT MANAGEMENT ANALYST**	01113 - General Clerk III	2015-4281
518210DC	DOCUMENT CONVERSION DOCUMENT MANAGEMENT TECHNICIAN**	01112 - General Clerk II	2015-4281
518210DC	DOCUMENT CONVERSION ELECTRONIC FILES SPECIALIST**	14071 - Computer Programmer I	2015-4281
518210DC	DOCUMENT CONVERSION HELP DESK SUPERVISOR/SENIOR USER TRAINER**	14044 - Computer Operator IV	2015-4281
518210DC	DOCUMENT CONVERSION HELP DESK/USER SUPPORT SPECIALIST**	14043 - Computer Operator III	2015-4281
518210DC	DOCUMENT CONVERSION LITIGATION SUPPORT SPECIALIST 1 (Paralegal)**	30361 - Paralegal/Legal Assistant I	2015-4281
518210DC	DOCUMENT CONVERSION LITIGATION SUPPORT SPECIALIST 2 (Senior Paralegal)**	30362 - Paralegal/Legal Assistant II	2015-4281
518210DC	DOCUMENT CONVERSION LITIGATION SUPPORT SPECIALIST 3 (Law Clerk 1)**	30363 - Paralegal/Legal Assistant III	2015-4281
518210DC	DOCUMENT CONVERSION LITIGATION SUPPORT SPECIALIST 5 (LAW CLERK 2)**	30364 - Paralegal/Legal Assistant IV	2015-4281
518210DC	DOCUMENT CONVERSION PROGRAMMER ANALYST 1**	14072 - Computer Programmer II	2015-4281

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SIN	SCA Eligible Contract Labor Category	SCA Equivalency Code - Title	Wage Determination Number
518210DC	DOCUMENT CONVERSION PROGRAMMER ANALYST 2**	14073 - Computer Programmer III	2015-4281
518210DC	DOCUMENT CONVERSION RECEPTIONIST**	01460 - Switchboard Operator/Receptionist	2015-4281
518210DC	DOCUMENT CONVERSION SCANNER OPERATOR – CFE/NO EQUIPMENT**	01111 - General Clerk I	2015-4281
518210DC	DOCUMENT CONVERSION SCANNING/MICROFILM SPECIALIST 2**	01111 - General Clerk I	2015-4281
518210DC	DOCUMENT CONVERSION SENIOR ELECTRONIC FILES SPECIALIST**	14072 - Computer Programmer II	2015-4281
518210DC	DOCUMENT CONVERSION SENIOR WORD PROCESSOR**	01612 - Word Processor II	2015-4281
518210DC	DOCUMENT CONVERSION SUPERVISORY/CLERICAL**	01313 - Secretary III	2015-4281
518210DC	DOCUMENT CONVERSION SYSTEMS ADMINISTRATOR 1**	14170 - System Support Specialist	2015-4281
518210DC	DOCUMENT CONVERSION SYSTEMS ANALYST**	14170 - System Support Specialist	2015-4281
518210DC	DOCUMENT CONVERSION TECHNICAL WRITER**	30462 - Technical Writer II	2015-4281
518210DC	DOCUMENT CONVERSION USER TRAINER/SR USER SUPPORT SPECIALIST**	14043 - Computer Operator III	2015-4281
518210DC	DOCUMENT CONVERSION WORD PROCESSOR**	01611 - Word Processor I	2015-4281
518210ERM	ELECTRONIC RECORDS ACCOUNTING TECHNICIAN**	01013 - Accounting Clerk III	2015-4281
518210ERM	ELECTRONIC RECORDS CLERICAL **	01111 - General Clerk I	2015-4281
518210ERM	ELECTRONIC RECORDS DATA ENTRY OPERATOR 1**	01051 - Data Entry Operator I	2015-4281
518210ERM	ELECTRONIC RECORDS DATA ENTRY OPERATOR, LEAD**	01052 - Data Entry Operator II	2015-4281
518210ERM	ELECTRONIC RECORDS DATA ENTRY TECHNICIAN**	01051 - Data Entry Operator I	2015-4281
518210ERM	ELECTRONIC RECORDS DOCUMENT CODER**	01111 - General Clerk I	2015-4281
518210ERM	ELECTRONIC RECORDS DOCUMENT CONTROL SPECIALIST **	01113 - General Clerk III	2015-4281
518210ERM	ELECTRONIC RECORDS DOCUMENT MANAGEMENT ANALYST **	01113 - General Clerk III	2015-4281
518210ERM	ELECTRONIC RECORDS DOCUMENT MANAGEMENT ANALYST II **	01270 - Production Control Clerk	2015-4281
518210ERM	ELECTRONIC RECORDS DOCUMENT MANAGEMENT TECHNICIAN**	01112 - General Clerk II	2015-4281
518210ERM	ELECTRONIC RECORDS ELECTRONIC FILES SPECIALIST**	14071 - Computer Programmer I	2015-4281
518210ERM	ELECTRONIC RECORDS HELP DESK SUPERVISOR/SENIOR USER TRAINER**	14044 - Computer Operator IV	2015-4281
518210ERM	ELECTRONIC RECORDS HELP DESK/USER SUPPORT SPECIALIST **	14043 - Computer Operator III	2015-4281
518210ERM	ELECTRONIC RECORDS LITIGATION SUPPORT SPECIALIST 1 (Paralegal)**	30361 - Paralegal/Legal Assistant I	2015-4281

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SIN	SCA Eligible Contract Labor Category	SCA Equivalency Code - Title	Wage Determination Number
518210ERM	ELECTRONIC RECORDS LITIGATION SUPPORT SPECIALIST 2 (Senior Paralegal)**	30362 - Paralegal/Legal Assistant II	2015-4281
518210ERM	ELECTRONIC RECORDS LITIGATION SUPPORT SPECIALIST 3 (Law Clerk 1)**	30363 - Paralegal/Legal Assistant III	2015-4281
518210ERM	ELECTRONIC RECORDS LITIGATION SUPPORT SPECIALIST 5 (LAW CLERK 2)**	30364 - Paralegal/Legal Assistant IV	2015-4281
518210ERM	ELECTRONIC RECORDS PROGRAMMER ANALYST 1**	14072 - Computer Programmer II	2015-4281
518210ERM	ELECTRONIC RECORDS PROGRAMMER ANALYST 2**	14073 - Computer Programmer III	2015-4281
518210ERM	ELECTRONIC RECORDS RECEPTIONIST**	01460 - Switchboard Operator/Receptionist	2015-4281
518210ERM	ELECTRONIC RECORDS SCANNER OPERATOR – CFE/NO EQUIPMENT**	01111 - General Clerk I	2015-4281
518210ERM	ELECTRONIC RECORDS SCANNING/MICROFILM SPECIALIST 2**	01111 - General Clerk I	2015-4281
518210ERM	ELECTRONIC RECORDS SENIOR ELECTRONIC FILES SPECIALIST**	14072 - Computer Programmer II	2015-4281
518210ERM	ELECTRONIC RECORDS SENIOR WORD PROCESSOR**	01612 - Word Processor II	2015-4281
518210ERM	ELECTRONIC RECORDS SUPERVISORY/ CLERICAL**	01313 - Secretary III	2015-4281
518210ERM	ELECTRONIC RECORDS SYSTEMS ADMINISTRATOR 1**	14170 - System Support Specialist	2015-4281
518210ERM	ELECTRONIC RECORDS SYSTEMS ANALYST**	14170 - System Support Specialist	2015-4281
518210ERM	ELECTRONIC RECORDS TECHNICAL WRITER**	30462 - Technical Writer II	2015-4281
518210ERM	ELECTRONIC RECORDS USER TRAINER/SR USER SUPPORT SPECIALIST**	14043 - Computer Operator III	2015-4281
518210ERM	ELECTRONIC RECORDS WORD PROCESSOR**	01611 - Word Processor I	2015-4281
518210FM	FM QSMO Administrative Assistant I**	01311 - Secretary I	2015-4281
518210FM	FM QSMO Administrative Assistant II**	01312 - Secretary II	2015-4281
518210FM	FM QSMO Administrative Assistant III**	01313 - Secretary III	2015-4281
518210FM	FM QSMO Administrative Assistant IV**	01020 - Administrative Assistant	2015-4281
518210FM	FM QSMO Analyst I**	30462 - Technical Writer II	2015-4281
518210FM	FM QSMO Analyst II**	14044 - Computer Operator IV	2015-4281
518210FM	FM QSMO Computer Operator**	14042 - Computer Operator II	2015-4281
518210FM	FM QSMO Job Scheduling Specialist I**	14072 - Computer Programmer II	2015-4281
518210FM	FM QSMO Job Scheduling Specialist II**	14073 - Computer Programmer III	2015-4281
518210FM	FM QSMO Senior Technical Writer**	30463 - Technical Writer III	2015-4281
518210FM	FM QSMO Technical Support I**	14041 - Computer Operator I	2015-4281
518210FM	FM QSMO Technical Writer**	30462 - Technical Writer II	2015-4281
541370GEO	Senior Technical Writer/ Documentation Specialist**	30463 - Technical Writer III	2015-4281
54151HEAL	Computer/Statistical Assistant**	30462 - Technical Writer II	2015-4281

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SIN	SCA Eligible Contract Labor Category	SCA Equivalency Code - Title	Wage Determination Number
54151HEAL	Health IT Analyst I**	30462 - Technical Writer II	2015-4281
54151HEAL	Health IT Analyst II**	30463 - Technical Writer III	2015-4281
54151HEAL	Health IT Associate Operations Systems Specialist**	14045 - Computer Operator V	2015-4281
54151HEAL	Health IT Computer Operator**	14042 - Computer Operator II	2015-4281
54151HEAL	Health IT System Administrator**	14045 - Computer Operator V	2015-4281
54151HEAL	Health IT Trainer**	15050 - Computer Based Training Specialist / Instructor	2015-4281
541611LIT	LITIGATION SUPPORT ACCOUNTING TECHNICIAN**	01013 - Accounting Clerk III	2015-4281
541611LIT	LITIGATION SUPPORT CLERICAL**	01111 - General Clerk I	2015-4281
541611LIT	LITIGATION SUPPORT DATA ENTRY OPERATOR 1**	01051 - Data Entry Operator I	2015-4281
541611LIT	LITIGATION SUPPORT DATA ENTRY OPERATOR, LEAD**	01052 - Data Entry Operator II	2015-4281
541611LIT	LITIGATION SUPPORT DATA ENTRY TECHNICIAN**	01051 - Data Entry Operator I	2015-4281
541611LIT	LITIGATION SUPPORT DOCUMENT CODER**	01111 - General Clerk I	2015-4281
541611LIT	LITIGATION SUPPORT DOCUMENT CONTROL SPECIALIST**	01113 - General Clerk III	2015-4281
541611LIT	LITIGATION SUPPORT DOCUMENT MANAGEMENT ANALYST II**	01270 - Production Control Clerk	2015-4281
541611LIT	LITIGATION SUPPORT DOCUMENT MANAGEMENT ANALYST**	01113 - General Clerk III	2015-4281
541611LIT	LITIGATION SUPPORT DOCUMENT MANAGEMENT TECHNICIAN**	01112 - General Clerk II	2015-4281
541611LIT	LITIGATION SUPPORT ELECTRONIC FILES SPECIALIST**	14071 - Computer Programmer I	2015-4281
541611LIT	LITIGATION SUPPORT HELP DESK SUPERVISOR/SENIOR USER TRAINER**	14044 - Computer Operator IV	2015-4281
541611LIT	LITIGATION SUPPORT HELP DESK/USER SUPPORT SPECIALIST **	14043 - Computer Operator III	2015-4281
541611LIT	LITIGATION SUPPORT PROGRAMMER ANALYST 1**	14072 - Computer Programmer II	2015-4281
541611LIT	LITIGATION SUPPORT PROGRAMMER ANALYST 2**	14073 - Computer Programmer III	2015-4281
541611LIT	LITIGATION SUPPORT RECEPTIONIST**	01460 - Switchboard Operator/Receptionist	2015-4281
541611LIT	LITIGATION SUPPORT SCANNER OPERATOR – CFE/NO EQUIPMENT**	01111 - General Clerk I	2015-4281
541611LIT	LITIGATION SUPPORT SCANNING/MICROFILM SPECIALIST 2**	01111 - General Clerk I	2015-4281
541611LIT	LITIGATION SUPPORT SENIOR ELECTRONIC FILES SPECIALIST**	14072 - Computer Programmer II	2015-4281
541611LIT	LITIGATION SUPPORT SENIOR WORD PROCESSOR**	01612 - Word Processor II	2015-4281
541611LIT	LITIGATION SUPPORT SPECIALIST 1 (Paralegal)**	30361 - Paralegal/Legal Assistant I	2015-4281

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SIN	SCA Eligible Contract Labor Category	SCA Equivalency Code - Title	Wage Determination Number
541611LIT	LITIGATION SUPPORT SPECIALIST 2 (Senior Paralegal)**	30362 - Paralegal/Legal Assistant II	2015-4281
541611LIT	LITIGATION SUPPORT SPECIALIST 3 (Law Clerk 1)**	30363 - Paralegal/Legal Assistant III	2015-4281
541611LIT	LITIGATION SUPPORT SPECIALIST 5 (LAW CLERK 2)**	30364 - Paralegal/Legal Assistant IV	2015-4281
541611LIT	LITIGATION SUPPORT SUPERVISORY/CLERICAL **	01313 - Secretary III	2015-4281
541611LIT	LITIGATION SUPPORT SYSTEMS ADMINISTRATOR 1**	14170 - System Support Specialist	2015-4281
541611LIT	LITIGATION SUPPORT SYSTEMS ANALYST**	14170 - System Support Specialist	2015-4281
541611LIT	LITIGATION SUPPORT TECHNICAL WRITER**	30462 - Technical Writer II	2015-4281
541611LIT	LITIGATION SUPPORT USER TRAINER/SR USER SUPPORT SPECIALIST**	14043 - Computer Operator III	2015-4281
541611LIT	LITIGATION SUPPORT WORD PROCESSOR**	01611 - Word Processor I	2015-4281
54515S	Administrative Assistant I**	01311 - Secretary I	2015-4281
54515S	Administrative Assistant II**	01312 - Secretary II	2015-4281
54515S	Administrative Assistant III**	01313 - Secretary III	2015-4281
54515S	Administrative Assistant IV**	01020 - Administrative Assistant	2015-4281
54515S	Analyst I**	30462 - Technical Writer II	2015-4281
54515S	Analyst II**	14044 - Computer Operator IV	2015-4281
54515S	Assembler**	23181 - Electronics Technician Maintenance I	2015-4281
54515S	Associate CAD Operator**	30062 - Drafter/CAD Operator II	2015-4281
54515S	Associate Electronics Technician**	23181 - Electronics Technician Maintenance I	2015-4281
54515S	Associate Logistics Specialist**	21030 - Material Coordinator	2015-4281
54515S	Associate Practicing Engineer**	30085 - Engineering Technician V	2015-4281
54515S	CAD Operator**	30063 - Drafter/CAD Operator III	2015-4281
54515S	Computer Based Training Specialist**	15050 - Computer Based Training Specialist / Instructor	2015-4281
54515S	Computer Operator**	14042 - Computer Operator II	2015-4281
54515S	Electronics Technician I**	23181 - Electronics Technician Maintenance I	2015-4281
54515S	Electronics Technician II**	23182 - Electronics Technician Maintenance II	2015-4281
54515S	Electronics Technician III**	23183 - Electronics Technician Maintenance III	2015-4281
54515S	Graphic Illustrator/Artist**	15080 - Graphic Artist	2015-4281
54515S	Logistics Specialist**	01410 - Supply Technician	2015-4281
54515S	Practicing Engineer**	30086 - Engineering Technician VI	2015-4281
54515S	Senior Technical Writer**	30463 - Technical Writer III	2015-4281
54515S	Technical Support I**	14041 - Computer Operator I	2015-4281
54515S	Technical Support II**	14042 - Computer Operator II	2015-4281

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SIN	SCA Eligible Contract Labor Category	SCA Equivalency Code - Title	Wage Determination Number
54515S	Technical Support III**	14043 - Computer Operator III	2015-4281
54515S	Technical Support IV**	14044 - Computer Operator IV	2015-4281
54515S	Technical Typist/Word Processor**	30461 - Technical Writer I	2015-4281
54515S	Technical Writer**	30462 - Technical Writer II	2015-4281

5.0 LABOR CATEGORY DESCRIPTIONS

5.1 IT SOLUTIONS

5.1.1 Cloud Computing and Cloud Related IT Professional Services (SIN 518210C)

Includes commercially available cloud computing services such as Infrastructure as a Service (IaaS), Platform as a Service (PaaS), and Software as a Service (SaaS) and emerging cloud computing services, to include cloud based artificial intelligence/machine learning. IT professional services that are focused on providing the types of services that support the Government's adoption of, migration to, or governance/management of cloud computing. Specific cloud related IT professional labor categories and/or fixed-price professional services solutions that support activities associated with assessing cloud solutions, refactoring workloads for cloud solutions, migrating legacy or other systems to cloud solutions, providing management/governance of cloud solutions, DevOps, developing cloud native applications, or other cloud oriented activities are within scope of this SIN.

Title	Education/Experience	Functional Responsibility
Cloud Program Manager I	Bachelors and 10 Years in a related field, with supervisory or managerial experience. Proficient understanding and experience in working with key cloud technologies and processes. Project Management Institute (PMI) Project Management Professional (PMP) Certification or equivalent.	Plans, organizes, and directs all project activities. Ensures that project goals and objectives are met within contract terms and conditions. Interacts with client management and is adept in oral and written communication.
Cloud Project Manager	Bachelors and 8 Years in a related field, with supervisory or managerial experience. Experience with management of at least one cloud-based project. Proficient understanding and experience in working with key cloud technologies and processes. PMI PMP Certification or equivalent.	Accountable for all aspects of project performance. Provides overall direction to all project activities and interactions with clients. Demonstrates oral and written communication skills. Manages cloud project(s) or program(s) from initiation through implementation and includes planning, analysis, design development, and implementation.
Cloud Consultant Expert	Bachelors and 10 Years in a related field; recognized for industry or subject achievements and technical expertise. Experience includes solution development and application, software architecture, and cloud. Proficient understanding and experience in working with key cloud technologies and processes. Experience with NIST/FedRAMP security controls and design/ architecture/implementation/ migration/testing/assessing of AWS, Azure, or similar in applying Federal requirements to implement cloud	Develops and applies advanced methods, theories, and research techniques in investigating and solving complex concept, planning, design, or implementation problems through effective use of commercial cloud services. Provides input for adoption of commercial cloud best practices and cloud adoption strategies and techniques. Recognized for achievements and technical subject expertise.

Title	Education/Experience	Functional Responsibility
	solutions. Familiarity with industry standards, guidelines, and regulatory/ compliance requirements related to information security and cloud computing, such as ISO 27001, Cloud Security Alliance (CSA), NIST 800-53, Payment Card Industry Data Security Standard (PCI DSS), or Service Organization Control 2 (SOC2).	
Cloud Technical Expert	Masters and 15 Years in the industry as a recognized technical expert on the subject, with at least 3 Years working in one or more cloud environments. Proficient understanding and experience in working with key cloud technologies and processes. Experience with NIST/FedRAMP security controls and design/ architecture/implementation/ migration/testing/assessing of AWS, Azure, or similar in applying Federal requirements to implement cloud solutions. Familiarity with industry standards, guidelines, and regulatory/ compliance requirements related to information security and cloud computing, such as ISO 27001, CSA, NIST 800-53, PCI DSS, or SOC2.	Serves as the cloud Subject Matter Expert (SME) providing strategy and architecture recommendations for the organization and leadership. Oversees the cloud program from both a technical and non-technical perspective, managing a team of cloud engineers and their deliverables. Develops and documents the framework for technical standards within the cloud platform. Engages with customers to understand business and systems requirements, advises on platform and tools, and solutions and oversees the implementation of end-to-end solutions within a large and diverse IT environment. Designs and defines cloud system architecture, including the integration of multiple platforms, operating systems, and applications. Coordinates with other IT teams in the environment to bring about technical transformation and adoption of cloud platform. Keeps abreast of cloud computing trends and emerging technologies.
Cloud Functional Expert	Bachelors and 15 Years of experience and recognized as a functional expert on commercial cloud solutions, with at least 3 years of solution development and application, software architecture, and cloud experience. Proficient understanding and experience in working with key cloud technologies and processes. Experience with NIST/FedRAMP security controls and design/ architecture/implementation/ migration/testing/assessing of AWS, Azure, or similar in applying Federal requirements to implement cloud solutions. Familiarity with industry standards, guidelines, and regulatory/ compliance requirements related to information security and cloud computing, such as ISO 27001, CSA, NIST 800-53, PCI DSS, or SOC2.	Serves as the SME analyzing user needs to determine functional requirements that apply to cloud-based services or solutions. Works with engineers and technical analysts to incorporate functional requirements into new or existing systems. May remain involved through system design and implementation.

Title	Education/Experience	Functional Responsibility
Cloud Subject Matter Expert III	Bachelors and 15 Years in the industry, with at least 3 Years of solution development and application, software architecture, and cloud experience. Proficient understanding and experience in working with key cloud technologies and processes. Experience with NIST/FedRAMP security controls and design/ architecture/implementation/ migration/testing/assessing of AWS, Azure, or similar in applying Federal requirements to implement cloud solutions. Familiarity with industry standards, guidelines, and regulatory/ compliance requirements related to information security and cloud computing, such as ISO 27001, CSA, NIST 800-53, PCI DSS, or SOC2.	Provides technical management and direction for problem definition, analysis, and requirements development and implementation for complex systems in the subject area. Recommends and advises on system improvements, optimization, and maintenance in Information systems architecture, automation, telecommunications, networking, communication protocols, software, electronic mail (email), Modeling and Simulation (M&S), or data storage and retrieval.
Cloud Subject Matter Expert II	Bachelors and 12 Years in the industry, with 8 of those years directly related to solution development and application, software architecture, and cloud experience. Proficient understanding and experience in working with key cloud technologies and processes. Experience with NIST/FedRAMP security controls and design/ architecture/implementation/ migration/testing/assessing of AWS, Azure, or similar in applying Federal requirements to implement cloud solutions Familiarity with industry standards, guidelines, and regulatory/ compliance requirements related to information security and cloud computing such as ISO 27001, CSA, NIST 800-53, PCI DSS, or SOC2.	Defines problems and analyzes and develops plans and requirements in a subject area for complex systems. Coordinates and manages preparation of analyses, evaluations, and recommendations for proper implementation of programs and system specifications in information systems architecture, automation, telecommunications, networking, communication protocols, software, email, M&S, or data storage and retrieval.
Cloud Subject Matter Expert I	Bachelors and 8 Years in the industry, with 2 of those years related to solution development and application, software architecture, and cloud experience. Proficient understanding and experience in working with key cloud technologies and processes. Experience with NIST/FedRAMP security controls and design/ architecture/implementation/	Defines problems and analyzes and develops plans and requirements in a subject area for complex systems. Coordinates and manages preparation of analyses, evaluations, and recommendations for proper implementation of programs and system specifications in information systems architecture, automation, telecommunications, networking, communication protocols, software, email, M&S, or data storage and retrieval.

Title	Education/Experience	Functional Responsibility
	migration/testing/assessing of AWS, Azure, or similar in applying Federal requirements to implement cloud solutions. Familiarity with industry standards, guidelines, and regulatory/ compliance requirements related to information security and cloud computing such as ISO 27001, CSA, NIST 800-53, PCI DSS, or SOC2.	
Chief Cloud Software Engineer	Masters and 12 Years of applicable experience in systems or data architecture, application development, as well as DevSecOps best practices. Knowledge of application containerization technologies, such as Docker and Kubernetes. Deep knowledge of cloud architecture and services, understanding of microservices and functions as a service, virtual cloud infrastructure, proficiency in commercial cloud services like network, virtual machines, cloud storage, load- balancing and cloud platform services, as well as cloud supported databases. Broad knowledge of architecture and software solutions in the cloud and experience with embedded environments to cloud connectivity.	Researches, designs, codes, and tests new cloud solutions. Works with product development, IT, and device technology team members on integration of new cloud solutions and Proof of Concept (POC) software and hardware. Drafts requirements, test cases, and test plans for new software and cloud solutions. Works with vendors on cloud solutions; cloud architecture; and design, integration, and implementation of cloud-related technologies. Shares knowledge with others to increase the overall capability of the team. Clearly documents and communicates design decisions, roadmaps, and software platform recommendations to internal stakeholders.
Senior Cloud Software Engineer	Masters and 10 Years of applicable experience in systems or data architecture, application development, as well as DevSecOps best practices. Knowledge of application containerization technologies, such as Docker and Kubernetes.	Leads a medium-to-large team designing, implementing, and integrating software or independently performs highly complex software development tasks. Works with product development, IT, and device technology team members on integration of new cloud solutions and POC software and hardware. Drafts requirements, test cases, and test plans for new software and cloud solutions. Works with vendors on cloud solutions; cloud architecture; and design, integration, and implementation of cloud-related technologies. Shares knowledge with others to increase the overall capability of the team. Clearly documents and communicates design decisions, roadmaps, and software platform recommendations to internal stakeholders.
Cloud Software Engineer III	Bachelors and 6 Years of applicable experience in software development/ engineering, computer science, computer engineering, mathematics, or a related discipline. Knowledge of application containerization	Leads team designing, implementing, and integrating software; or independently performs complex software development tasks designing, implementing, and integrating software; or independently performs highly complex software development tasks. Works with product development, IT, and device technology team members on integration of new cloud solutions

Title	Education/Experience	Functional Responsibility
	technologies, such as Docker and Kubernetes.	and POC software and hardware. Drafts requirements, test cases, and test plans for new software and cloud solutions. Works with vendors on cloud solutions; cloud architecture; and design, integration, and implementation of cloud-related technologies. Shares knowledge with others to increase the overall capability of the team. Clearly documents and communicates design decisions, roadmaps, and software platform recommendations to internal stakeholders.
Cloud Software Engineer II	Bachelors and 3 Years of applicable experience in software development/ engineering, computer science, computer engineering, mathematics, or a related discipline.	Leads software design, implementation, and integration tasks in a software development effort, designing, implementing, and integrating software or independently performs highly complex software development tasks. Works with vendors on cloud solutions; cloud architecture; and design, integration, and implementation of cloud-related technologies.
Cloud Software Engineer I	Bachelors and 1 Year of applicable experience in software development/ engineering, computer science, computer engineering, mathematics, or a related discipline.	Performs software design, implementation, and integration tasks in a software development effort. Works with vendors on cloud solutions; cloud architecture; and design, integration, and implementation of cloud-related technologies.
Associate Cloud Software Engineer	Bachelors	Performs software design, implementation, and integration tasks as directed. Works with vendors on cloud solutions; cloud architecture; and design, integration, and implementation of cloud-related technologies.
Chief Cloud Programmer	Bachelors and 10 Years of applicable experience in software development/ engineering, computer science, computer engineering, mathematics, or a related discipline. Knowledge of application containerization technologies, such as Docker and Kubernetes. Deep knowledge of cloud architecture and services; understanding of microservices and functions as a service and virtual cloud infrastructure; and proficiency in commercial cloud services like network, virtual machines, cloud storage, load-balancing, and cloud platform services, as well as cloud-supported databases.	Leads large or complex programming efforts. Writes specifications, work statements, and proposals; designs and develops data requirements documentation; and provides methodologies for evaluating moderately complex tasks. Researches, designs, codes, and tests new cloud solutions. Works with product development, IT, and device technology team members on integration of new cloud solutions and POC software and hardware. Drafts requirements, test cases, and test plans for new software and cloud solutions. Works with vendors on cloud solutions; cloud architecture; and design, integration, and implementation of cloud-related technologies. Shares knowledge with others to increase the overall capability of the team. Clearly documents and communicates design decisions, roadmaps, and software platform recommendations to internal stakeholders.
Senior Cloud Programmer	Bachelors and 7 Years of applicable experience in software development/ engineering, computer science, computer engineering, mathematics, or a related discipline.	Performs general programming support to implement corrections or enhancements to application software. Writes specifications, work statements, and proposals; designs and develops data requirements documentation; and provides methodologies for evaluating moderately complex tasks. Researches,

Title	Education/Experience	Functional Responsibility
		designs, codes, and tests new cloud solutions. Works with product development, IT, and device technology team members on integration of new cloud solutions and POC software and hardware. Drafts requirements, test cases, and test plans for new software and cloud solutions. Works with vendors on cloud solutions; cloud architecture; and design, integration, and implementation of cloud-related technologies. Shares knowledge with others to increase the overall capability of the team. Clearly documents and communicates design decisions, roadmaps, and software platform recommendations to internal stakeholders.
Cloud Programmer	Bachelors and 4 Years of applicable experience in software development/ engineering, computer science, computer engineering, mathematics, or a related discipline.	Performs general programming to implement corrections or enhancements to application software. Writes specifications, work statements, and proposals; designs and develops data requirements documentation; and provides methodologies for evaluating moderately complex tasks. Works with vendors on cloud solutions, cloud architecture, and design integration and implementation of cloud-related technologies.
Junior Cloud Programmer	Bachelors	Performs basic programming as directed.
Cloud Database Specialist III	Bachelors and 5 Years of applicable experience managing large cloud-based systems and applications.	Serves as a team lead providing all activities related to the administration of cloud-hosted and/or cloud-native (Platform as a Service (PaaS)) databases. Able to communicate with management, technicians, and end users to evaluate need prior to development of an automated solution. Prepares detailed reports, which might include system requirements such as concurrent usage factors, data storage requirements, and response rates; and discuss procedures for processing data through the use of database management systems (DBMSs), including relational 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 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 back-end programming languages (e.g., SQL). Performs

Title	Education/Experience	Functional Responsibility
		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. Evaluates database design tradeoffs, impacts on user expectations, performance levels, and space allocation requirements.
Cloud Database Specialist II	Bachelors and 3 Years of applicable experience managing large cloud-based systems and applications.	Serves as a task lead providing all activities related to the administration of cloud-hosted and/or cloud-native (PaaS) databases. Able to communicate with management, technicians, and end users to evaluate need prior to development of an automated solution. Prepares detailed reports, which might include system requirements such as concurrent usage factors, data storage requirements, and response rates; and discuss procedures for processing data through the use of DBMSs, including relational 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 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 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. Evaluates database design tradeoffs, impacts on user expectations, performance levels, and space allocation requirements.
Cloud Database Specialist I	Bachelors and 1 Year of applicable experience performing related duties on large cloud-based systems and applications.	Provides all activities related to the administration of cloud-hosted and/or cloud-native (PaaS) databases. Able to communicate with management, technicians, and end users to evaluate need prior to development of an automated solution. Prepares detailed reports, which might include system requirements such as concurrent usage factors, data storage requirements, and response rates; and discuss procedures for processing data through the use of DBMSs, including relational databases. Projects long range requirements for database administration and design in conjunction with other managers in the information

Title	Education/Experience	Functional Responsibility
		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 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 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. Evaluates database design tradeoffs, impacts on user expectations, performance levels, and space allocation requirements.
Chief Cloud Operations Systems Specialist	Masters and 10 Years of applicable experience, with at least 3 Years managing large cloud-based systems and applications.	Technical leader and manager for multiple tasks in operations systems discipline and related areas (requirements and operations analysis, system vulnerability analysis, development of system plans and procedures, design of backup systems and Command and Control (C2) systems to ensure Continuity of Operations (COOP) and continuity of Government, program support, and test and evaluation). Independently performs exceptionally complex tasks in operations systems discipline or related areas. Develops and documents the framework for technical standards within the cloud platform. Engages with customers to understand business and systems requirements, advises on platform and tools, and solutions and oversees the implementation of end-to-end solutions within a large and diverse IT environment. Designs and defines cloud system architecture, including the integration of multiple platforms, operating systems, and applications. Coordinates with other IT teams in the environment to bring about technical transformation and adoption of cloud platform. Keeps abreast of cloud computing trends and emerging technologies.
Senior Cloud Operations Systems Specialist	Masters and 7 Years of applicable experience, with at least 3 Years managing large cloud-based systems and applications.	Leads a medium-to-large team performing tasking in cloud-based operations, including systems discipline areas such as requirements and operations analysis, system vulnerability analysis, system plan and procedure development, design of backup systems

Title	Education/Experience	Functional Responsibility
		and C2 systems to ensure COOP and continuity of Government, program support, system documentation, and cybersecurity.
Cloud Operations Systems Specialist III	Bachelors and 5 Years of applicable experience managing large cloud-based systems and applications.	Leads a several-member team performing tasking in cloud-based operations, including systems discipline areas such as requirements and operations analysis, system vulnerability analysis, system plan and procedure development, design of backup systems and C2 systems to ensure COOP and continuity of Government, program support, system documentation, and cybersecurity.
Cloud Operations Systems Specialist II	Bachelors and 3 Years of applicable experience managing large cloud-based systems and applications.	Lead for tasking in cloud-based operations, including systems discipline areas such as requirements and operations analysis, system vulnerability analysis, system plan and procedure development, design of backup systems and C2 systems to ensure COOP and continuity of Government, program support, system documentation, and cybersecurity.
Cloud Operations Systems Specialist I	Bachelors and 1 Year of applicable experience managing large cloud-based systems and applications.	Performs tasking in cloud-based operations, including systems discipline areas such as requirements and operations analysis, system vulnerability analysis, system plan and procedure development, design of backup systems and C2 systems to ensure COOP and continuity of Government, program support, system documentation, and cybersecurity.
Associate Cloud Operations Systems Specialist	Bachelors	Performs tasking in cloud-based operations systems discipline areas (requirements and operations analysis, system vulnerability analysis, system plan and procedure development, design of backup systems and C2 systems to ensure COOP and continuity of Government, program support, system documentation, and test and evaluation) as directed.
Cloud Cyber Security Analyst III	Bachelors and 5 Years of applicable experience managing large cloud-based systems and applications. Experience with conducting assessment and verification of compliance NIST/FedRAMP security controls. Experience preparing for and conducting command cyber readiness inspections/ audits. Experience in lifecycle management and mitigation of security/ cyber-related incidents. Experience implementing and managing a patch and vulnerability management and reporting program. Minimum of Department of Defense (DoD) 8570/8140 Information Assurance Management (IAM) Level 3 certification.	Leads and directs a team performing tasks to ensure that the architecture and design of cloud-hosted DoD information systems are functional and secure. Conducts strategic planning and recommends implementation strategies. Advises and assists Government on security and privacy policy, trusted product assessment, enterprise security engineering, secure cloud systems management, penetration and exploitation, insider threat analysis and protection, cyber situation awareness, attack sensing and warning, secure wireless networking and mobile computing, secure operating systems, secure workstation, secure data management, secure web technology, secure protocols, and authentication. Provides security subject matter expertise at all engineering, change, configuration control, or equivalent meetings. Assesses threats to the environment. Provides inputs on the adequacy of security designs and architectures.

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Title	Education/Experience	Functional Responsibility
		Participates in risk assessment during the certification and accreditation process. As needed, designs and develops Information Assurance (IA) or IA-enabled products, interface specifications, and approaches to secure the environment.
Cloud Cyber Security Analyst II	Bachelors and 3 Years of applicable experience managing large cloud-based systems and applications. Experience with conducting assessment and verification of compliance with NIST/FedRAMP security controls. Experience preparing for and conducting command cyber readiness inspections/ audits. Experience in lifecycle management and mitigation of security/ cyber-related incidents. Experience implementing and managing a patch and vulnerability management and reporting program. Minimum of DoD 8570/8140 IAM Level 2 certification.	Serves as lead for tasks to ensure the architecture and design of cloud-hosted DoD information systems are functional and secure. Conducts strategic planning and recommends implementation strategies. Advises and assists Government on security and privacy policy, trusted product assessment, enterprise security engineering, secure cloud systems management, penetration and exploitation, insider threat analysis and protection, cyber situation awareness, attack sensing and warning, secure wireless networking and mobile computing, secure operating systems, secure workstation, secure data management, secure web technology, secure protocols, and authentication. Provides security subject matter expertise at all engineering, change, configuration control, or equivalent meetings. Assesses threats to the environment. Provides inputs on the adequacy of security designs and architectures. Participates in risk assessment during the certification and accreditation process. As needed, designs and develops IA or IA-enabled products, interface specifications, and approaches to secure the environment.
Cloud Cyber Security Analyst I	Bachelors and 1 Year of applicable experience performing related duties on large cloud-based systems and applications. Experience with conducting assessment and verification of compliance with NIST/FedRAMP security controls. Experience preparing for and conducting command cyber readiness inspections/ audits. Experience in lifecycle management and mitigation of security/ cyber-related incidents. Experience implementing and managing a patch and vulnerability management and reporting program. Minimum of DoD 8570/8140 IAM Level 1 certification.	Ensures that the architecture and design of cloud-hosted DoD information systems are functional and secure. Conducts strategic planning and recommends implementation strategies. Advises and assists Government on security and privacy policy, trusted product assessment, enterprise security engineering, secure cloud systems management, penetration and exploitation, insider threat analysis and protection, cyber situation awareness, attack sensing and warning, secure wireless networking and mobile computing, secure operating systems, secure workstation, secure data management, secure web technology, secure protocols, and authentication. Provides security subject matter expertise at all engineering, change, configuration control, or equivalent meetings. Assesses threats to the environment. Provides inputs on the adequacy of security designs and architectures. Participates in risk assessment during the certification and accreditation process. As needed, designs and develops IA or IA-enabled products, interface

Title	Education/Experience	Functional Responsibility
		specifications, and approaches to secure the environment.
Cloud Computer Based Training Specialist**	Bachelors and 4 Years of applicable experience developing and providing technical and end-user training on cloud computing services and application software.	Conducts research to develop and present training courses and appropriate training documentation and handouts.

5.1.2 Earth Observation Solutions (SIN 541370GEO)

Provides geospatial earth observation technologies, products, and services to include, but not limited to ground, satellite and aerial based sensor data and imagery; worldwide digital transmission, internet, data, and video services and products through various networks, platforms, and applications. Offerings include global coverage, imagery, analysis, as a service, change detection, human geography, observation as a service, archive storage and distribution, monitoring, basemaps (mosaics), and earth observation solutions for accurate, mission critical information for uses to include, but not limited to, environmental, agriculture, meteorology, forestry, fish & wildlife habitats, disaster response and recovery, defense, maritime, mapping, humanitarian support, transportation, and public safety.

Title	Education/Experience	Functional Responsibility
Program Planning and Control Analyst 1	Bachelors or Equivalent and 5 Years Experience	Works with the Business Manager and team to successfully satisfy programmatic and financial organization objectives. Ensures program costs are collected correctly by maintaining active charge numbers, monitoring actual charges, and processing transfers when appropriate. Measures performance against established budgets and analyze variances. Maintains project tracking spreadsheets and related documentation. Monitors funding status, providing reliable and timely notification of funding status with line item detail. Prepares financial Contract Data Requirements Lists (CDRLs) for programs and ensures contractual requirements are met and customer financial deliverables are accurate and on time. Reviews and approves invoices and monitors billing status and unbilled issues. Analyzes revenue and profit risks and opportunities on an ongoing basis. Assists in preparing Basis of Estimates (BOEs), Rough Order of Magnitude (ROM) Cost Estimates, and Project Estimates at Completion (EACs). Supports audits of financial information by internal and external auditors.
Program Planning and Control Analyst 2	Bachelors or Equivalent and 10 Years Experience	Works with the Business Manager and team to successfully satisfy programmatic and financial organization objectives. Ensures program costs are collected correctly by maintaining active charge numbers, monitoring actual charges, and processing transfers when appropriate. Measures performance against established budgets and analyze variances. Maintains project tracking spreadsheets and related documentation. Monitors funding status, providing reliable and timely notification of funding status with line item detail. Prepares financial CDRLs for programs and ensures contractual requirements are met and Customer financial deliverables are accurate and on time. Reviews and approves invoices and monitors billing status and unbilled issues. Analyzes revenue and profit risks and opportunities on an ongoing basis. Assists in preparing BOEs, ROM Cost Estimates, and Project EACs.

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Title	Education/Experience	Functional Responsibility
		Supports audits of financial information by internal and external auditors.
Programmer Analyst 1	Bachelors or Equivalent and 3 Years Experience	Designs and develops user interfaces to Internet/intranet applications by setting expectations and features priorities throughout the development lifecycle; determining design methodologies and tool sets; completing programming using languages and software products; and designing and conducting tests.
Programmer Analyst 2	Bachelors or Equivalent and 5 Years Experience	Responsible for engineering large complex computer systems and/or networks. Applies theories and principles of science or mathematics to the design of hardware, operating systems, networks, and processes to solve technical problems. Systems may involve multiple protocols and interfaces, satellite communications, and digital or fiber optic networks. Plans the design or redesign of systems, management, and coordination. Tests and analyzes all elements of the network facilities, including power, software, communications devices, lines, modems, and terminals. Ensures the overall integration of the enterprise network and monitors/ controls the performance and status of the network resources. Utilizes software and hardware tools to identify and diagnose highly complex problems and factors affecting network performance. Maintains technical currency and conducts product reviews to determine which best meet client needs. Provides guidance and direction to network support technicians.
Programmer Analyst 3	Bachelors or Equivalent and 7 Years Experience	Responsible for engineering large complex computer systems and/or networks. Applies theories and principles of science or mathematics to the design of hardware, operating systems, networks, and processes to solve technical problems. Systems may involve multiple protocols and interfaces, satellite communications, and digital or fiber optic networks. Plans the design or redesign of systems, management, and coordination. Tests and analyzes all elements of the network facilities, including power, software, communications devices, lines, modems, and terminals. Ensures the overall integration of the enterprise network and monitors/controls the performance and status of the network resources. Utilizes software and hardware tools to identify and diagnose highly complex problems and factors affecting network performance. Maintains technical currency and conducts product reviews to determine which best meet client needs. Provides guidance and direction to network support technicians.

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Title	Education/Experience	Functional Responsibility
Production Manager 1	Bachelors or Equivalent and 3 Years Experience	Provides administrative-type support to technical and management-level personnel. This includes, but is not limited to, documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, and office relocation planning, etc. Specializes in coordinating and planning office administration and support. Reports directly to a client, usually at the client location, to support its operations as required. Understands and provides documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, and event planning and administration.
Production Manager 2	Bachelors or Equivalent and 5 Years Experience	Provides administrative-type support to technical and management-level personnel. This includes, but is not limited to, documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, and office relocation planning, etc. Specializes in coordinating and planning office administration and support. Reports directly to a client, usually at the client location, to support its operations as required. Understands and provides documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, and event planning and administration.
Quality Assurance Manager 1	Bachelors or Equivalent and 3 Years Experience	Establishes and maintains a process for evaluating systems and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the project lifecycle. Conducts formal and informal reviews at pre-determined points throughout the development lifecycle. Provides technical and administrative direction for personnel performing systems development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure adherence to Government standards/requirements, and for progress in accordance with schedules. Coordinates with the Project Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end-user representatives.

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Title	Education/Experience	Functional Responsibility
Quality Assurance Manager 2	Bachelors or Equivalent and 5 Years Experience	Establishes and maintains a process for evaluating systems and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the project lifecycle. Conducts formal and informal reviews at pre-determined points throughout the development lifecycle. Provides technical and administrative direction for personnel performing systems development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure adherence to Government standards/requirements, and for progress in accordance with schedules. Coordinates with the Project Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end-user representatives.
Geospatial Specialist 1	Bachelors or Equivalent	Analyzes geographic information about the earth's surface and the objects found on it, as well as providing technical and analytical support to address issues such as environmental management, exploration, mining, etc. Duties may include compiling geographic data from a variety of sources, including censuses, field observation, satellite imagery, aerial photographs, and existing maps, as well as analyzing spatial data for geographic statistics to incorporate into documents and reports. Works on day-to-day objectives with limited impact beyond the scope of own work area/ project team. Works under supervision on less complex projects/ assignments. Solves simple, routine technical problems following established procedures and policies. Develops products, solutions, and processes using basic principles, theories, and concepts within own technical specialty. Requires basic knowledge of and ability to apply principles, theories, and concepts of narrow technical domain.
Geospatial Specialist 2	Bachelors or Equivalent and 3 Years Experience	Analyzes geographic information about the earth's surface and the objects found on it, as well as providing technical and analytical support to address issues such as environmental management, exploration, mining, etc. Duties may include compiling geographic data from a variety of sources, including censuses, field observation, satellite imagery, aerial photographs, and existing maps, as well as analyzing spatial data for geographic statistics to incorporate into documents and reports. Works to achieve day-to-day objectives with moderate

Title	Education/Experience	Functional Responsibility
		impact on the area/project team. Works independently on larger, moderately complex projects/assignments. May assist other technical staff with tasks and assignments. Addresses somewhat complex technical issues/problems using internal best practices and through collaboration with colleagues. Develops solutions to technical problems that require depth of technical knowledge but are typically limited in complexity. Requires working knowledge of and ability to apply standards, principles, theories, concepts, and techniques of technical domain.
Geospatial Analyst 1	Bachelors or Equivalent and 5 Years Experience	Analyzes geographic information about the earth's surface and the objects found on it, as well as providing technical and analytical support to address issues such as environmental management, exploration, mining, etc. Duties may include compiling geographic data from a variety of sources, including censuses, field observation, satellite imagery, aerial photographs, and existing maps, as well as analyzing spatial data for geographic statistics to incorporate into documents and reports. Works independently to achieve day-to-day objectives with significant impact on operational results or project deliverables. Responsible for entire projects or processes within a technical area. Typically responsible for coaching and reviewing the work of lower level technical staff. Develops technical solutions that require collaboration with internal experts and deep analyses and understanding of impact on end-product/solution. Develops solutions to technical problems and issues that are unclear and require deep technical knowledge. Requires deep understanding of and ability to apply principles, theories, and concepts of technical domain, as well as broad understanding of other related specialty areas.
Geospatial Analyst 2	Bachelors or Equivalent and 7 Years Experience	Analyzes geographic information about the earth's surface and the objects found on it, as well as providing technical and analytical support to address issues such as environmental management, exploration, mining, etc. Duties may include compiling geographic data from a variety of sources, including censuses, field observation, satellite imagery, aerial photographs, and existing maps, as well as analyzing spatial data for geographic statistics to incorporate into documents and reports. Works to achieve key project/program objectives and deliverables. Responsible for entire projects or processes spanning multiple technical areas. Manages large projects or processes with moderate

Title	Education/Experience	Functional Responsibility
		impact on the achievement of sub-family results. Develops solutions to complex technical issues and problems that impact multiple areas or disciplines. Regularly employs ingenuity and creativity to develop new technical solutions and systems to achieve functional objectives. Requires expert knowledge of and ability to apply advanced technical principles, theories, and concepts.
Geospatial Analyst 3	Bachelors or Equivalent and 10 Years Experience	Analyzes geographic information about the earth's surface and the objects found on it, as well as providing technical and analytical support to address issues such as environmental management, exploration, mining, etc. Duties may include compiling geographic data from a variety of sources, including censuses, field observation, satellite imagery, aerial photographs, and existing maps, as well as analyzing spatial data for geographic statistics to incorporate into documents and reports. Influences development of solutions that impact strategic project/program goals and business results. Recommends and develops new technical solutions, products, and/or standards in support of functions strategy and operations. Leads and manages works of other technical staff having significant impact on project results/outputs. Resolves highly complex problems using significant application of technical knowledge, conceptualizing, reasoning, and interpretation. Develops solutions that are highly innovative and achieved through research and integration of best practices. Has in-depth understanding of technical principles, theories, and concepts and their application across a range of programs. Serves as a subject matter expert within technical domain area.
Database Analyst 1	Bachelors or Equivalent	Responsible for modifying any existing database software and maintaining the integrity and performance of organic databases and ensuring that data is stored securely and optimally. Informs end users of changes in databases and trains them to use systems. Works with Geospatial Information System (GIS) software to generate and maintain data and/or maps. Researches, analyzes, and integrates data to determine how to effectively display data using GIS.
Database Analyst 2	Bachelors or Equivalent and 3 Years Experience	Responsible for evaluating database software purchases, supervising the modification of any existing database software, maintaining the integrity and performance of organic databases, and guaranteeing that data is stored securely and optimally. Informs end users of changes in databases and trains them to use systems. Works with GIS software to generate and maintain data and/or maps. Leads a team in

Title	Education/Experience	Functional Responsibility
		researching, analyzing, and integrating data to determine how to effectively display data using GIS. Performs managerial functions such as conducting project planning, providing guidance and discipline to their team as needed, and providing consult with clients and users to determine their requirements or to troubleshoot issues.
Database Analyst 3	Bachelors or Equivalent and 5 Years Experience	Analyzes geographic information about the earth's surface and the objects found on it, as well as providing technical and analytical support to address issues such as environmental management, exploration, mining, etc. Duties may include compiling geographic data from a variety of sources, including censuses, field observation, satellite imagery, aerial photographs, and existing maps, as well as analyzing spatial data for geographic statistics to incorporate into documents and reports. Provides measurable input to new products, processes, or standards in operational plans to implement organizational strategies. May manage certain processes or projects within a defined budget set by management. Problems and issues faced are unclear and may require understanding of broader set of issues and may be difficult. Problems typically involve multiple requirements or customers. Manages a small to mid-sized team consisting of experienced professionals. Leads, directs, and reviews the work of team exercising latitude and independence in their assignments. Requires practical knowledge in leading and managing the execution of processes, projects, and tactics within one area. Typically has advanced knowledge and skills within a specific technical or professional discipline with understanding of the impact of work on other areas of the organization.
Information Assurance Security Specialist (IAS) 1	Bachelors or Equivalent	Ensures that the architecture and design of DoD information systems are functional and secure. Conducts strategic planning and recommends implementation strategies. Advises and assists Government on security and privacy policy, trusted product assessment, enterprise security engineering, secure systems management, penetration and exploitation, insider threat analysis and protection, cyber situation awareness, attack sensing and warning, secure wireless networking and mobile computing, secure operating systems, secure workstation, secure data management, secure web technology, secure protocols, and authentication. Provides security subject matter expertise at all engineering, change, configuration control, or equivalent meetings. Assesses threats to the

Title	Education/Experience	Functional Responsibility
		environment. Provides inputs on the adequacy of security designs and architectures. Participates in risk assessment during the certification and accreditation process. As needed, designs and develops Information Assurance (IA) or IA-enabled products, interface specifications, and approaches to secure the environment. Experience preparing for and conducting command cyber readiness inspections/audits. Experience in lifecycle management and mitigation of security/cyber-related incidents. Experience implementing and managing a patch and vulnerability management and reporting program.
Information Assurance Security Specialist (IAS) 2	Bachelors or Equivalent and 5 Years Experience	Ensures that the architecture and design of DoD information systems are functional and secure. Conducts strategic planning and recommends implementation strategies. Advises and assists Government on security and privacy policy, trusted product assessment, enterprise security engineering, secure systems management, penetration and exploitation, insider threat analysis and protection, cyber situation awareness, attack sensing and warning, secure wireless networking and mobile computing, secure operating systems, secure workstation, secure data management, secure web technology, secure protocols, and authentication. Provides security subject matter expertise at all engineering, change, configuration control, or equivalent meetings. Assesses threats to the environment. Provides inputs on the adequacy of security designs and architectures. Participates in risk assessment during the certification and accreditation process. As needed, designs and develops Information Assurance (IA) or IA-enabled products, interface specifications, and approaches to secure the environment. Experience preparing for and conducting command cyber readiness inspections/audits. Experience in lifecycle management and mitigation of security/cyber-related incidents. Experience implementing and managing a patch and vulnerability management and reporting program.
Information Assurance Security Specialist (IAS) 3	Bachelors or Equivalent and 7 Years Experience	Ensures that the architecture and design of DoD information systems are functional and secure. Conducts strategic planning and recommends implementation strategies. Advises and assists Government on security and privacy policy, trusted product assessment, enterprise security engineering, secure systems management, penetration and exploitation, insider threat analysis and protection, cyber situation awareness, attack sensing and

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Title	Education/Experience	Functional Responsibility
		warning, secure wireless networking and mobile computing, secure operating systems, secure workstation, secure data management, secure web technology, secure protocols, and authentication. Provides security subject matter expertise at all engineering, change, configuration control, or equivalent meetings. Assesses threats to the environment. Provides inputs on the adequacy of security designs and architectures. Participates in risk assessment during the certification and accreditation process. As needed, designs and develops Information Assurance (IA) or IA-enabled products, interface specifications, and approaches to secure the environment. Experience preparing for and conducting command cyber readiness inspections/audits. Experience in lifecycle management and mitigation of security/cyber-related incidents. Experience implementing and managing a patch and vulnerability management and reporting program.
Program Manager 1	Bachelors or Equivalent and 7 Years Experience	Directs the performance of a variety of highly technical projects, which may be organized by technology, program, or client. Oversees the technology development and/or application enterprise and multi-agency geospatial project design, marketing, and resource allocation within the program client base. Program areas typically include engineering, integration, test, systems analysis, and quality assurance, etc. Responsible for the effective management of funds and personnel and accountable for the quality and timely delivery of all contractual items. Operates within client guidance, contractual limitations, and Company business and policy directives. Serves as focal point-of-contact with the client regarding program activities. Ensures that all required resources are available for program implementation. Maintains the development and execution of business opportunities based on broad, general guidance.
Program Manager 2	Bachelors or Equivalent and 12 Years Experience	Directs the performance of a variety of highly technical related projects, which may be organized by technology, program, or client. Oversees the technology development and/or application, marketing, and resource allocation within program client base. Program areas typically represent more than three functional areas that may include engineering, GIS and geospatial, systems analysis, quality control, and administration. Responsible for the effective management of funds and personnel and accountable for the quality and timely delivery of all contractual items. Operates

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Title	Education/Experience	Functional Responsibility
		within client guidance, contractual limitations, and Company business and policy directives. Serves as focal point-of-contact with client regarding program activities. Ensures that all required resources, including manpower, production standards, computer time, and facilities, are available for program implementation. Manages program consisting of multiple projects, including project identification, design, development, and delivery. Maintains the development and execution of business opportunities based on broad, general guidance. Confers with Project Manager to provide technical advice and to assist with problem resolution. Responsible for marketing new technology and follow-on business acquisitions.
Project Manager 1	Bachelors or Equivalent and 5 Years Experience	Oversees financial management and administrative activities such as budgeting, manpower resource planning, and financial reporting. Principal duties and responsibilities include performing complex evaluations of existing procedures, processes, techniques, models, and/or systems related to managing problems or contractual issues that require a report and recommended solutions. Develops work breakdown structures and prepares charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff.
Project Manager 2	Bachelors or Equivalent and 7 Years Experience	Oversees financial management and administrative activities, such as budgeting, manpower resource planning, and financial reporting. Principal duties and responsibilities include performing complex evaluations of existing procedures, processes, techniques, models, and/or systems related to managing problems or contractual issues that require a report and recommended solutions. Develops work breakdown structures and prepares charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff.
Project Manager 3	Bachelors or Equivalent and 10 Years Experience	Oversees financial management and administrative activities, such as budgeting, manpower resource planning, and financial reporting. Principal duties and responsibilities include performing complex evaluations of existing procedures, processes, techniques, models, and/or systems related to managing problems or contractual issues that require a report and recommended solutions. Develops work breakdown structures and prepares charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff.

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Title	Education/Experience	Functional Responsibility
Senior Graphic Illustrator/Artist	Bachelors or Equivalent and 3 Years Experience	Communicates and presents ideas to their clients or managers about the project through a combination of art and technology to create visually communicative designs. Traditional forms of art such as painting and sketching may be employed in creating designs, but much of the work in modern graphic design is performed using computers and image editing software.
Subject Matter Expert 1	Bachelors or Equivalent and 5 Years Experience	Expert in single or multiple technical disciplines. Provides expert guidance and insight into specific technologies and their application, as well as independently performs a variety of system design and integration tasks where a specific subject matter expertise is necessary. Plans and performs research, design assessment, development, integration, and other assignments in a specific technical area. Supervises a broad team of systems engineers. Responsible for highly complex technical/engineering areas.
Subject Matter Expert 2	Bachelors or Equivalent and 10 Years Experience	Expert in single or multiple technical disciplines. Provides expert guidance and insight into specific technologies and their application, as well as independently performs a variety of system design and integration tasks where a specific subject matter expertise is necessary. Plans and performs research, design assessment, development, integration, and other assignments in a specific technical area. Supervises a broad team of systems engineers. Responsible for highly complex technical/engineering areas.
Geospatial Systems Engineer 1	Bachelors or Equivalent and 3 Years Experience	Performs systems engineering planning, information security planning, performance management, capacity planning, testing and validation, risk assessment, benchmarking, information engineering, and security impact analysis. Responsible for the development and staffing of a systems engineering or security management plan. Analyzes and develops technical documentation detailing the integration and system performance or information security. May analyze security implications of authentication and authorization of Cloud-based services spanning all Delivery Models (Software as a Service (SaaS), Platform as a Service (PaaS), and Infrastructure as a Service (IaaS)). May analyze security implications of transitioning from IPv4 to IPv6.
Geospatial Systems Engineer 2	Bachelors or Equivalent and 5 Years Experience	Performs systems engineering planning, information security planning, performance management, capacity planning, testing and validation, risk assessment, benchmarking, information engineering, and security impact analysis.

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Title	Education/Experience	Functional Responsibility
		Responsible for the development and staffing of a systems engineering or security management plan. Analyzes and develops technical documentation detailing the integration and system performance or information security. May analyze security implications of authentication and authorization of Cloud-based services spanning all Delivery Models (Software as a Service (SaaS), Platform as a Service (PaaS), and Infrastructure as a Service (IaaS)). May analyze security implications of transitioning from IPv4 to IPv6.
Geospatial Systems Engineer 3	Bachelors or Equivalent and 10 Years Experience	Performs systems engineering planning, information security planning, performance management, capacity planning, testing and validation, risk assessment, benchmarking, information engineering, and security impact analysis. Responsible for the development and staffing of a systems engineering or security management plan. Analyzes and develops technical documentation detailing the integration and system performance or information security. May analyze security implications of authentication and authorization of Cloud-based services spanning all Delivery Models (Software as a Service (SaaS), Platform as a Service (PaaS), and Infrastructure as a Service (IaaS)). May analyze security implications of transitioning from IPv4 to IPv6.
Geospatial Scientist Data Architect	Bachelors or Equivalent and 10 Years Experience	Provides primary support to ensure data is inventoried, described, standardized, and useful to mission need. Interfaces with Standards work for Linked data and ontologies. Uses cases for context and aligns to best practices in community. Expands metadata for data inventory and standardizes according to industry best practices. Prepares reports and data artifacts. Incorporates conceptual data views and flows.
Senior Technical Writer/ Documentation Specialist**	Bachelors or Equivalent and 7 Years Experience	Collects and organizes information required for preparation of user manuals, training materials, installation guides, proposals, and other reports and deliverables. May have experience in Information Security. Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents or information security-related documents.

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5.1.2.1 Equivalency Table for SIN 541370GEO

Educational Requirement	Equivalent Related Work Experience
High School/GED	None
Associate Degree	4 Years
Bachelors Degree	6 Years
Masters Degree	9 Years

5.2 IT SERVICES

5.2.1 Highly Adaptive Cybersecurity Services (SIN 54151HACS)

Includes a wide range of fields such as, the seven-step Risk Management Framework services, information assurance, virus detection, zero trust architecture, network management, situational awareness and incident response, secure web hosting, backups, security services and Security Operations Center (SOC) services. HACS vendors are cataloged under the 6 subgroups of High Value Asset Assessments; Risk and Vulnerability Assessments, Cyber Hunt, Incident Response, Penetration Testing, and Incident Handling and Event Management (IHEM).

Title	Education/Experience	Functional Responsibility
Engineer Level 1 - Cyber	Bachelors in a Technical Discipline or Equivalent	Entry level contributor. Works on cyber of limited scope. Follows specific, outlined, and detailed procedures. Exercises limited latitude and independent judgment. Work is closely managed. Sample tasking may include one or more of the following activities: Intakes incident reports and updates stakeholders. Provides technical support on the analysis of post event network security logs. Correlates IP address related events with specific systems within the network infrastructure. Configures and tests new security tools.
Engineering Level 2 - Cyber	Bachelors in a Technical Discipline or Equivalent and 2 Years Experience	Individual cyber contributor who works with minimum supervision. Applies cyber technical subject matter expertise and is able to understand specific needs or requirements to apply specific skills. Able to resolve an assortment of moderately complex cyber problems. Uses judgment within defined practices and procedures. Drafts technical memos or analytical White Papers. Normally receives direction in complex cyber activities, but must be capable of sustained independent activity in more routine matters. Sample tasking may include one or more of the following activities: Provides detailed analysis of post event network security logs and authors finding reports. Specifies, configures and tests new security tools. Evaluates products and systems for security vulnerabilities. Proactively performs penetration testing of systems.
Engineering Level 3 - Cyber	Bachelors in a Technical Discipline or Equivalent and 4 Years Experience	Functional Responsibilities: Individual contributor with a broad technical background in cyber. Able to resolve a diverse range of complex cyber problems. Works with minimum guidance and direction. Drafts technical memos or analytical White Papers involving the cyber area. Exhibits initiative and judgment and has latitude in carrying out cyber assignments. May provide technical direction to other technical employees. Sample tasking may include one or more of the following activities: Implements standards for computer operations that are consistent with

Title	Education/Experience	Functional Responsibility
		documented cyber policies. Coordinates the overall response to computer and network security incidents. Participates in recommending and implementing a course of action.
Engineering Level 4 - Cyber	Bachelors in a Technical Discipline or Equivalent and 6 Years Experience	Functional Responsibilities: Individual contributor with comprehensive knowledge in cyber. Able to execute highly complex or specialized cyber projects. Demonstrates exceptional capabilities and provides technical leadership in resolving complex problems that require the frequent use of creativity in cyber. Authors technical memos or analytical White Papers related to specific cyber projects. Uses judgment within broadly defined cyber policies and practices. Work requires a high level of initiative and judgment in cyber. Sample tasking may include one or more of the following activities: Designs, configures and troubleshoots complex cyber security systems. Architects security solutions for a specified network. Stays apprised of future direction and trends associated with product types and software that are part of the overall system. Understands the related current threat environment from insiders and individual hackers.
Engineering Level 5 - Cyber	Bachelors in a Technical Discipline or Equivalent and 8 Years Experience	Individual contributor with comprehensive knowledge in cyber along with multiple other technical areas. Able to execute highly complex or specialized cyber projects. Demonstrates exceptional capabilities and provides technical leadership in resolving complex problems that require the frequent use of creativity in cyber. Authors technical memos or analytical White Papers related to specific projects in cyber. Uses judgment within broadly defined policies and practices in cyber. Work requires a high level of initiative and judgment. Sample tasking may include one or more of the following activities: Architects security solutions for a specified network. Serves as a subject matter expert on the enterprise's security policies and standards. Leads the analysis of complex security incidents. Leads the overall short-term incident response, as well as recommends long-term adjustments to the systems. Understands the related current threat environment posed by capable adversaries including nation states.

5.2.1.1 Equivalency Table for SIN 54151HACS

Educational Requirement	Equivalent Related Work Experience
High School/GED	None
Associate Degree	4 Years
Bachelors Degree	6 Years
Masters Degree	9 Years

5.2.2 Health Information Technology Services (SIN 54151HEAL)

Includes a wide range of Health IT services to include connected health, electronic health records, health information exchanges, health analytics, personal health information management, innovative Health IT solutions, health informatics, emerging Health IT research, and other Health IT services.

Title	Education/Experience	Functional Responsibility
Health IT Program Manager II	Bachelors and 15 Years in a related field with supervisory or management experience	Plans, organizes, and directs all health IT project activities. Ensures that project goals and objectives are met within contract terms and conditions. Interacts with client management and is adept in oral and written communication.
Health IT Project Manager	Bachelors and 8 Years in a related field with supervisory or managerial experience	Accountable for all aspects of health IT project performance. Provides overall direction to all project activities and interactions with clients. Demonstrates oral and written communication skills.
Health IT Subject Matter Expert II	Bachelors and 10 Years in the industry, eight of which directly relate to the required area of expertise	Defines problems and analyzes and develops plans and requirements in the health area for complex systems. Coordinates and manages preparation of analyses, evaluations, and recommendations for proper implementation of programs and system specifications in IS architecture, automation, telecommunications, networking, communication protocols, software, email, M&S, or data storage and retrieval, etc.
Health IT Subject Matter Expert I	Bachelors and 7 Years in the industry, of which four directly relate to the required area of expertise	Defines problems and analyzes and develops plans and requirements in the health area for complex systems. Coordinates and manages preparation of analyses, evaluations, and recommendations for proper implementation of programs and system specifications in IS architecture, automation, telecommunications, networking, communication protocols, software, email, M&S, and data storage and retrieval, etc.
Health IT Chief Scientist	Bachelors and 10 Years Experience	Develops simulation models, ISs, or satellite, sonar, or electronic warfare systems; computer-based performance analysis techniques; or provides top-level assessment reviews involving resolution of complex engineering problems in the health area.
Health IT Senior Scientist	Bachelors and 7 Years Experience	Leads a medium-to-large team performing tasking in the health discipline and related areas, or independently performs highly complex tasks in the health discipline or related areas.
Health IT Chief Engineer	Bachelors or Equivalent and 10 Years Experience	Leads and manages multiple technical tasks in the health discipline and related areas. Independently performs exceptionally complex tasks in the health discipline or related areas.
Health IT Systems Engineer III	Bachelors and 6 Years Experience	Commensurate with experience and education requirements, defines and executes health IT project systems engineering activities that may consist of systems planning, performance management, capacity planning, testing and validation,

Title	Education/Experience	Functional Responsibility
		benchmarking, information engineering, and systems engineering plan development and staffing.
Health IT Systems Engineer II	Bachelors and 3 Years Experience	Commensurate with experience and education requirements, define and execute health IT project systems engineering activities that may consist of systems planning, performance management, capacity planning, testing and validation, benchmarking, information engineering, and systems engineering plan development and staffing.
Health IT Systems Engineer I	Bachelors or Equivalent and 1 Year Experience	Performs health IT systems engineering activities as directed.
Health IT Senior Software Engineer	Bachelors or Equivalent and 10 Years Experience	Leads a medium-to-large team designing, implementing, and integrating software or independently performs highly complex software development tasks in the health area.
Health IT Software Engineer II	Bachelors or Equivalent and 3 Years Experience	Leads software design, implementation, and integration tasks in a health software development effort.
Health IT Chief Programmer	Bachelors or Equivalent and 10 Years Experience	Leads large or complex programming efforts in the health area. Requires the ability to write specifications, work statements and proposals; design and develop data requirements documentation; and provide methodologies for evaluating moderately complex tasks.
Health IT Senior Programmer	Bachelors or Equivalent and 7 Years Experience	Commensurate with experience and education requirements, performs general programming support to implement corrections or enhancements to application software in the health area. Requires the ability to write specifications, work statements, and proposals; design and develop data requirements documentation; and provide methodologies for evaluating moderately complex tasks in the health area.
Health IT Programmer	Bachelors or Equivalent and 4 Years Experience	Commensurate with experience and education requirements, performs general programming to implement corrections or enhancements to application software in the health area. Requires the ability to write specifications, work statements, and proposals; design and develop data requirements documentation; and provide methodologies for evaluating moderately complex tasks in the health area.
Health IT Junior Programmer	Bachelors or Equivalent	Performs basic programming as directed in the health area.
Health IT Computer Operator**	High School and 2 Years Experience in operation of mainframe or mini-computers	Runs diagnostics on computer hardware, assigns and manages passwords, performs computer network administration, and loads application programs on desktop computers in the health area.
Health IT Computer Technician	Bachelors or Equivalent and 4 Years Experience	Creates and modifies new and existing systems and software for health electronics system installation logistical support or system industrial support.

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Title	Education/Experience	Functional Responsibility
Health IT Senior Analyst	Bachelors or Equivalent and 7 Years Experience	Leads a medium-to-large team performing tasking in the health discipline and related areas (operations analysis, T&E/IV&V, CM, DM, QA, technical documentation, program support, etc.) or independently performs highly complex tasks in the health discipline or related areas.
Health IT Analyst III	Bachelors or Equivalent and 5 Years Experience	Leads a several-member team performing tasking in the health discipline (operations analysis, T&E/IV&V. CM, DM, QA, technical documentation, program support, etc.) or independently performs complex tasks in the health discipline.
Health IT Analyst II**	Bachelors or Equivalent and 3 Years Experience	Leads tasking in the health discipline (operations analysis, T&E/IV&V. CM, DM, QA, technical documentation, program support, etc.); independently performs tasks in the health discipline.
Health IT Analyst I**	Bachelors or Equivalent and 1 Year Experience	Performs tasking in the health discipline (operations analysis, T&E/IV&V. CM, DM, QA, technical documentation, program support, etc.) in an overall effort.
Health IT Operations Systems Specialist III	Bachelors or Equivalent and 5 Years Experience	Leads a several member team performing tasking in health operations systems discipline areas (requirements and operations analysis; system vulnerability analysis; system plan and procedure development; design of back-up systems and C2 systems to ensure COOP and continuity of government; program support, system documentation, T&E, etc.) Independently performs complex tasks in operations systems discipline.
Health IT Operations Systems Specialist II	Bachelors or Equivalent and 3 Years Experience	Lead for tasking in health operations systems discipline areas (requirements and operations analysis; system vulnerability analysis; system plan and procedure development; design of back-up systems and C2 systems to ensure COOP and continuity of government; program support; system documentation; T&E, etc.) Independently performs tasks in operations systems discipline.
Health IT Operations Systems Specialist I	Bachelors or Equivalent and 1 Year Experience	Performs tasking in health operations systems discipline areas (requirements and operations analysis; system vulnerability analysis; system plan and procedure development; design of back-up systems and C2 systems to ensure COOP and continuity of government; program support; system documentation; T&E, etc.) in an overall effort.
Health IT Associate Operations Systems Specialist**	Associates or Equivalent	Performs tasking in health operations systems discipline areas (requirements and operations analysis; system vulnerability analysis; system plan and procedure development; design of back-up systems and C2 systems to ensure COOP and continuity of government; program support; system documentation; T&E, etc.) as directed.

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Title	Education/Experience	Functional Responsibility
Health IT System Administrator**	Bachelors or Equivalent and 1 Year Experience	Provides Tier 2 on-site systems administration support to local customers at assigned Medical Training Facilities (MTFs). Support includes, but not limited to, receiving trouble tickets, analyzing issues, developing/implementing solutions, escalating issues and tracking customer service to completion for all service requests. Technical support for communications may include installing, maintaining and troubleshooting desktop hardware, software including web-based applications, and peripherals associated with Medical Information Systems. Ensures HIPAA compliance.
Health IT Trainer**	Bachelors or Equivalent and 3 Years Experience	Prepares for and conducts training on Clinical Information Systems or IT certifications needed for Health IT specialists to obtain necessary certification to perform duties on DoD Networks. Training may be classroom, virtual, both on-site or on-line.
Health IT Web Developer	Bachelors or Equivalent and 1 Year Experience	Works with health business units to create Web front-end user interface to new or existing databases using a combination of HTML, SQL, C, VB or other languages to make business or clinical applications accessible.
Computer/Statistical Assistant**	Bachelors or Equivalent and 1 Year Experience	Provides routine analysis and interpretation of data, as well as data entry, coding, and transcription. Develops presentation graphics; enters definitions of variables for survey questionnaires and surveillance forms, including variable names, range labels, default values, and question strings. Assists with development of analysis files for SAS datasets including creation of format libraries, entering titles for tables, and entering previously defined program statements. Assists with setting up spreadsheets including entering column and row titles, defining cell formats, in other software packages. Performs scanning operations including setup, managing, indexing and book marking. Provides database development and tracking of information, updating and maintenance of systems for recording and tracking information. Entering previously defined formulas, and exporting results for use.
Public Health Analyst II	Bachelors or Equivalent and 5 Years Experience	Commensurate with experience and education requirements, oversees and develops data management systems, including computer programs to monitor data quality; communicates with project areas regarding study activities and protocols; analyzes data for reports, presentations and publications; assists in the review of study data for data quality; organizes study files, including data and correspondence files; performs scientific, medical and research literature searches in fields including but not limited to Behavioral and Social Sciences, Epidemiology, and Laboratory and prepares slides for scientific presentations; provides analytic support to

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Title	Education/Experience	Functional Responsibility
		multi-disciplinary teams in order to accomplish public health research and program goals.
Public Health Analyst I	Bachelors or Equivalent and 2 Years Experience	Commensurate with experience and education requirements, oversees and develops data management systems, including computer programs to monitor data quality; communicates with project areas regarding study activities and protocols; analyzes data for reports, presentations and publications; assists in the review of study data for data quality; organizes study files, including data and correspondence files; performs scientific, medical and research literature searches in fields including but not limited to Behavioral and Social Sciences, Epidemiology, and Laboratory and prepares slides for scientific presentations; provides analytic support to multi-disciplinary teams in order to accomplish public health research and program goals.
Scientific Data Analyst	Bachelors or Equivalent	Provides high level expertise in applicable health disciplines to collect, abstract, code, analyze, or interpret scientific data contained within information systems and databases related to public health.
Technical Information Specialist	Bachelors or Equivalent and 2 Years Experience	Performs technical information services by analyzing, summarizing, and coding the intellectual content of scientific, medical, technological, or other specialized information related to developing or maintaining scientific information systems, including acquisition, analysis of subject content of the documents acquired, indexing and preparation of abstracts or extracts. Develops thesauri, list of descriptions, subject heading lists, etc. Analyzes questions from users and performs literature searches; prepares replies in the form of documents, bibliographies, or specific answers to query. Directs, administers, or coordinates technical information services related to information systems. Work may include the special techniques, methods, and devices of a semi- or fully-automated documentation system.
Data Analyst III	Bachelors or Equivalent and 7 Years Experience	Provides high-level expertise in information modeling, requirement analysis and facilitation using methodologies such as Integrated DEFinition (IDEF) or related techniques. Performs analysis to develop fully attributed logical and physical information (data) and business process models following IDEF methodologies. Gather requirements using facilitation techniques in order to collect and define data. Processes requirements necessary to support and manage the gathering/dissemination of data and business process requirements. Use information gathered to develop database specifications. Designs relational database schemas to support large-scale, mid-tier clients/server, or web-based applications.

Title	Education/Experience	Functional Responsibility
		Provides technical guidance in software engineering techniques and automated support tools. Applies an enterprise- wide set of disciplines for the planning, analysis, design and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise.
Data Analyst II	Bachelors or Equivalent and 5 Years Experience	Provides mid-level expertise in information modeling, requirement analysis and facilitation using methodologies such as IDEF or related techniques. Performs analysis to develop fully attributed logical and physical information (data) and business process models following IDEF methodologies. Gather requirements using JAD facilitation techniques in order to collect and define data. Processes requirements necessary to support client/server or web-based applications. Uses modeling tools and repositories to effectively and efficiently define data and business process requirements. Designs relational database schemas for large- scale client/server or web-based applications that reside on database management system. Performs work that is reviewed in timely intervals as defined by the senior data analyst. Provides deliverables within the time frames defined by appropriate personnel and reviews to ensure time frames and quality standards are met.
Data Analyst I	Bachelors or Equivalent and 3 Years Experience	Provides entry level expertise in information modeling, requirement analysis and facilitation using methodologies such as IDEF or related techniques. Performs analysis to develop fully attributed logical information (data) and business process models following IDEF methodologies. Perform logical database designs (5-7 entities) to support the development of database schemas necessary to support small applications that reside on database management systems. Prepare deliverables in an iterative fashion that are reviewed until production ready and provided within the time frames defined by appropriate personnel.

5.2.3 Information Technology Professional Services (SIN 54151S)

IT Professional Services and/or labor categories for database planning and design; systems analysis, integration, and design; programming, conversion and implementation support; network services, data/records management, and testing.

Title	Education/Experience	Functional Responsibility
Program Manager III	Bachelors or Equivalent and 20 Years in a related field with supervisory or managerial experience	Plans, organizes, and directs all project activities. Ensures that project goals and objectives are met within contract terms and conditions. Interacts with client management and is adept in oral and written communication.
Program Manager II	Bachelors or Equivalent and 15 Years in a related field with supervisory or managerial experience	Plans, organizes, and directs all project activities. Ensures that project goals and objectives are met within contract terms and conditions. Interacts with client management and is adept in oral and written communication.
Program Manager I	Bachelors or Equivalent and 10 Years in a related field with supervisory or managerial experience	Plans, organizes, and directs all project activities. Ensures that project goals and objectives are met within contract terms and conditions. Interacts with client management and is adept in oral and written communication.
Project Manager	Bachelors or Equivalent and 8 Years in a related field with supervisory or managerial experience	Accountable for all aspects of project performance. Provides overall direction to all project activities and interactions with clients. Demonstrates oral and written communication skills.
Consultant Expert	Bachelors or Equivalent; recognized for industry or subject achievements and technical expertise	Develops and applies advanced methods, theories, and research techniques in investigating and solving complex concept, planning, design, or implementation problems. Recognized for achievements and technical subject expertise.
Technical Expert	Masters or Equivalent and 15 Years in the industry as a recognized technical expert on the subject	Serves as senior technical architect or advisor for strategies for designing and implementing complex systems involving information processing, communications, and networking. Knowledgeable in state-of-the-art or emerging technologies and methodologies.
Functional Expert	Bachelors or Equivalent and 15 Years experience and recognized as a functional expert on the subject	Serves as the subject-matter expert (SME) who analyzes user needs to determine functional requirements that apply to automatic data processing (ADP) equipment or solutions. Works with engineers and technical analysts to incorporate functional requirements into new or existing systems. May remain involved through system design and implementation.
Subject Matter Expert III	Bachelors or Equivalent and 15 Years in the industry, 10 of which directly relate to the required area of expertise	Provides technical management and direction for problem definition, analysis, and requirements development and implementation for complex systems in the subject area. Recommends and advises on system improvements, optimization, and maintenance in Information Systems (IS) architecture,

Title	Education/Experience	Functional Responsibility
		automation, telecommunications, networking, communication protocols, software, electronic mail (email), modeling and simulation (M&S), or data storage and retrieval, etc.
Subject Matter Expert II	Bachelors or Equivalent and 12 Years in the industry, 8 of which directly relate to the required area of expertise	Defines problems and analyzes and develops plans and requirements in a subject area for complex systems. Coordinates and manages preparation of analyses, evaluations, and recommendations for proper implementation of programs and system specifications in IS architecture, automation, telecommunications, networking, communication protocols, software, email, M&S, or data storage and retrieval, etc.
Subject Matter Expert I	Bachelors or Equivalent and 8 Years in the industry, of which 4 directly relate to the required area of expertise	Defines problems and analyzes and develops plans and requirements in a subject area for complex systems. Coordinates and manages preparation of analyses, evaluations, and recommendations for proper implementation of programs and system specifications in IS architecture, automation, telecommunications, networking, communication protocols, software, email, M&S, and data storage and retrieval, etc.
Chief Scientist	Masters or Equivalent and 12 Years applicable experience	Develops simulation models, ISs, or satellite, sonar, or electronic warfare systems; computer-based performance analysis techniques; or provides top-level assessment reviews involving resolution of complex engineering problems.
Senior Scientist	Masters or Equivalent and 10 Years in the industry	Leads a medium-to-large team performing tasking in a discipline and related areas, or independently performs highly complex tasks in the discipline or related areas.
Scientist III	Bachelors or Equivalent and 6 Years applicable experience	Leads a several-member team performing tasking in a discipline or independently performs complex tasks in the discipline.
Scientist II	Bachelors or Equivalent and 3 Years applicable experience	Leads tasking in a discipline within an overall effort; independently performs tasks in a discipline.
Scientist I	Bachelors or Equivalent and 1 Year of applicable experience	Performs tasking in a discipline within an overall effort.
Chief Engineer	Masters or Equivalent and 12 Years applicable experience	Leads and manages multiple technical tasks in a discipline and related areas. Independently performs exceptionally complex tasks in a discipline or related areas.
Senior Engineer	Masters or Equivalent and 10 Years applicable experience	Leads a medium-to-large team performing tasking in a discipline and related areas, or independently performs highly complex tasks in a discipline or related areas.
Engineer III	Bachelors or Equivalent and 6 Years of applicable experience	Leads a several-member team designing, implementing, and integrating in a discipline or independently performs complex engineering analysis tasks in a discipline.

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Title	Education/Experience	Functional Responsibility
Engineer II	Bachelors or Equivalent and 3 Years of applicable experience	Leads design, implementation, and integration tasks in a discipline within an overall effort. Independently performs tasks in a discipline..
Engineer I	Bachelors or Equivalent and 1 Year of applicable experience	Performs tasking in a discipline within an overall effort.
Associate Engineer	Bachelors or Equivalent	Performs tasking in a discipline as directed.
Chief Systems Engineer	Masters or Equivalent and 12 Years applicable experience	Plans, coordinates, and manages engineering projects. Leads definition and execution of project systems engineering activities. Provides comprehensive definition of all system development aspects from mission needs analysis to verification of system performance.
Senior Systems Engineer	Masters or Equivalent and 10 Years applicable experience	Plans, coordinates, and manages engineering projects. Provides comprehensive definition of all system development aspects from mission needs analysis to system performance verification.
Systems Engineer III	Bachelors or Equivalent and 6 Years applicable experience	Defines and executes project systems engineering activities that may consist of systems planning, performance management, capacity planning, testing and validation, benchmarking, information engineering, and systems engineering plan development and staffing.
Systems Engineer II	Bachelors or Equivalent and 3 Years applicable experience	Define and execute project systems engineering activities that may consist of systems planning, performance management, capacity planning, testing and validation, benchmarking, information engineering, and systems engineering plan development and staffing.
Systems Engineer I	Bachelors or Equivalent and 1 Year of experience	Performs systems engineering activities as directed.
Associate Systems Engineer	Bachelors or Equivalent	Performs systems engineering activities as directed.
Chief Software Engineer	Masters or Equivalent and 12 Years applicable experience	Leads and manages multiple technical tasks designing, implementing, and integrating software or independently performs exceptionally complex software development tasks.
Senior Software Engineer	Masters or Equivalent and 10 Years applicable experience	Leads a medium-to-large team designing, implementing, and integrating software or independently performs highly complex software development tasks.
Software Engineer III	Bachelors or Equivalent and 6 Year of applicable experience	Leads team designing, implementing, and integrating software or independently performs complex software development tasks.
Software Engineer II	Bachelors or Equivalent and 3 Year of applicable experience	Leads software design, implementation, and integration tasks in a software development effort.
Software Engineer I	Bachelors or Equivalent and 1 Year of applicable experience	Performs software design, implementation, and integration tasks in a software development effort.
Associate Software Engineer	Bachelors or Equivalent	Performs software design, implementation, and integration tasks as directed.

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Title	Education/Experience	Functional Responsibility
Design Engineer	Bachelors or Equivalent and 6 Years in the industry	Communications Design Engineer: Performs communication systems design and analyses, EMC analyses using scale models, and on-site systems test and evaluation (T&E). Capable of analyzing equipment operations performance specifications, schematic diagrams, drawings and manuals; developing and executing test plans and procedures; and analyzing test results and recommending corrective actions. EMC Design Engineer: Lead design and implementation of shipboard EMI reduction techniques. Requires experience in state-of-the-art measurement techniques, analysis of radiation hazards to personnel, fuel, and ordnance; and on-site investigations, evaluations, and analyses. Electronic Design Warfare Engineer: Leads design, testing, integration, and EMC/EMI evaluation of electronic warfare (EW) systems and associated antennas. Mechanical Design Engineer: Leads design, structural analysis, and testing of hardware platforms and their electrical, electronic, hydraulic, and mechanical systems. Logistics Design Engineer: Leads logistics management, logistics support, and logistics document preparation. Requires experience developing Integrated Logistic Support Plans (ILSPs), Operational Logistics Support Summaries (OLSSs), and a working knowledge of Military Standard (MIL-STD) 1369 and MIL-STD-1388/1A.
Senior Practicing Engineer	Bachelors or Equivalent and 4 Years relevant experience	Senior Practicing Communications Engineer: Installs, documents, repairs, troubleshoots, and designs corrective actions for and tests electronic systems. Requires communications system analysis and testing experience. Senior Practicing EMC Engineer: Performs surveys, tests, analyses, and designs corrective actions. Familiarity with EMI control specifications and standards is mandatory. Requires experience in preparation, review, and modification of EMC/EMI reduction documentation and technical data; and EMC/EMI test plan and report preparation and review. Senior Practicing Mechanical Engineer: Creates mechanical designs, tests, designs corrective actions, and develops hardware manufacturing and assembly instructions. Senior Practicing EW Engineer: Performs EW operation, maintenance, and testing; designs corrective actions; and analyzes data. Requires experience in analysis and problem elimination in EW systems. Senior Practicing Quality Assurance (QA) Engineer:

Title	Education/Experience	Functional Responsibility
		Performs QA review and general engineering on electrical, electronic, and mechanical equipment, and designs corrective actions. Requires experience developing QA/Quality Control manuals, QA management at various levels, and documenting and updating QA equipment.
Practicing Engineer**	Associates or Equivalent and 4 Years relevant experience	Practicing Communications Engineer: Tests, repairs, installs, and prepares engineering documentation for communications hardware. Requires experience testing communications systems and installing corrective action fixes. Analyzes communications systems and tests for proper systems operations. Practicing EMC Engineer: Performs EMC surveys, tests, analyses, and corrective actions. Requires experience with EMI control specifications and standards; preparation, review, and modification of ECM/EMI reduction documentation and technical data. Practicing EW Engineer: Performs EW operation, maintenance, testing, and data analysis.
Associate Practicing Engineer**	Associates or Equivalent and 2 Years of relevant experience	Performs practicing engineering tasking as directed.
Chief Programmer	Bachelors or Equivalent and 10 Years relevant experience	Leads large or complex programming efforts. Requires the ability to write specifications, work statements and proposals; design and develop data requirements documentation; and provide methodologies for evaluating moderately complex tasks.
Senior Programmer	Bachelors or Equivalent and 7 Years relevant experience	Performs general programming support to implement corrections or enhancements to application software. Requires the ability to write specifications, work statements, and proposals; design and develop data requirements documentation; and provide methodologies for evaluating moderately complex tasks.
Programmer	Bachelors or Equivalent and 4 Years relevant experience	Performs general programming to implement corrections or enhancements to application software. Requires the ability to write specifications, work statements, and proposals; design and develop data requirements documentation; and provide methodologies for evaluating moderately complex tasks.
Junior Programmer	Bachelors or Equivalent	Performs basic programming as directed.
Computer Operator**	High School or Equivalent and 2 Years of experience in operation of mainframe or mini-computers	Runs diagnostics on computer hardware, assigns and manages passwords, performs computer network administration, and loads application programs on desktop computers.
Computer Technician	Bachelors or Equivalent and 4 Years of experience performing programming, logistics support, and industrial support for shipboard systems	Creates and modifies new and existing systems and software for shipboard electronics system installation logistical support or shipboard system industrial support.

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Title	Education/Experience	Functional Responsibility
Chief Analyst	Masters or Equivalent and 10 Years applicable experience	Technical leader and manager for multiple tasks in a discipline and related areas (operations analysis, T&E/independent verification and validation (IV&V). CM, data management (DM), QA, technical documentation, program support, etc.) or independently performs exceptionally complex tasks in a discipline or related areas.
Senior Analyst	Masters or Equivalent and 7 Years applicable experience	Leads a medium-to-large team performing tasking in a discipline and related areas (operations analysis, T&E/IV&V, CM, DM, QA, technical documentation, program support, etc.) or independently performs highly complex tasks in a discipline or related areas.
Analyst III	Bachelors or Equivalent and 5 Years applicable experience	Leads a several-member team performing tasking in a discipline (operations analysis, T&E/IV&V. CM, DM, QA, technical documentation, program support, etc.) or independently performs complex tasks in a discipline.
Analyst II**	Bachelors or Equivalent and 3 Years applicable experience	Leads tasking in a discipline (operations analysis, T&E/IV&V. CM, DM, QA, technical documentation, program support, etc.); independently performs tasks in a discipline.
Analyst I**	Bachelors or Equivalent and 1 Year of applicable experience	Performs tasking in a discipline (operations analysis, T&E/IV&V. CM, DM, QA, technical documentation, program support, etc.) in an overall effort.
Chief Operations Systems Specialist	Masters or Equivalent and 10 Years applicable experience	Technical leader and manager for multiple tasks in operations systems discipline and related areas (requirements and operations analysis; system vulnerability analysis; development of system plans and procedures; design of back-up systems and command and control (C2) systems to ensure continuity of operations (COOP) and continuity of government; program support; T&E, etc.) Independently performs exceptionally complex tasks in operations systems discipline or related areas.
Senior Operations Systems Specialist	Masters or Equivalent and 7 Years applicable experience	Leads a medium-to-large team performing tasking in operations systems discipline and related areas (requirements and operations analysis; system vulnerability analysis; system plan and procedure development; design of back-up systems and C2 systems to ensure COOP and continuity of government; program support; system documentation, T&E, etc.) Independently performs exceptionally complex tasks in operations systems discipline or related areas.
Operations Systems Specialist III	Bachelors or Equivalent and 5 Years of applicable experience	Leads a several member team performing tasking in operations systems discipline areas (requirements and operations analysis; system vulnerability analysis; system plan and procedure development; design of back-up systems and C2 systems to ensure COOP and continuity of government; program support, system

Title	Education/Experience	Functional Responsibility
		documentation, T&E, etc.) Independently performs complex tasks in operations systems discipline.
Operations Systems Specialist II	Bachelors or Equivalent and 3 Years of applicable experience	Lead for tasking in operations systems discipline areas (requirements and operations analysis; system vulnerability analysis; system plan and procedure development; design of back-up systems and C2 systems to ensure COOP and continuity of government; program support; system documentation; T&E, etc.) Independently performs tasks in operations systems discipline.
Operations Systems Specialist I	Bachelors or Equivalent and 1 Year of applicable experience	Performs tasking in operations systems discipline areas (requirements and operations analysis; system vulnerability analysis; system plan and procedure development; design of back-up systems and C2 systems to ensure COOP and continuity of government; program support; system documentation; T&E, etc.) in an overall effort
Associate Operations Systems Specialist	Bachelors or Equivalent	Performs tasking in operations systems discipline areas (requirements and operations analysis; system vulnerability analysis; system plan and procedure development; design of back-up systems and C2 systems to ensure COOP and continuity of government; program support; system documentation; T&E, etc.) as directed.
Senior Logistics Specialist	Bachelors or Equivalent and 6 Years relevant experience and experience with MIL-STD- 1369 and MIL-STD-1388/1	Performs logistics analyses; level of repair analyses, integrated logistic support planning, and other ILS-related documentation.
Logistics Specialist**	Associates or Equivalent and 4 Years relevant experience with experience with MIL-STD- 1369 and MIL-STD-1388/1	Performs logistics analyses, level of repair analyses, integrated logistic support planning, and other ILS documentation.
Associate Logistics Specialist**	Associates or Equivalent and 1 Year of relevant experience	Performs logistics support as directed.
Senior Graphics Illustrator/Artist	Associates or completion of technical school program in related area or 5 Years applicable experience	Creates graphic designs, artwork, and documentation layout, for on- line, interactive, and Internet documents. Demonstrates creativity and resourcefulness and regularly uses independent judgment interacting with customers and staff. Uses available software tools to resolve complex design problems.
Graphic Illustrator/Artist**	Associates or completion of technical school program in related area or 2 Years applicable experience	Creates graphic designs, artwork, and documentation layout, for online, interactive, and Internet documents.
Senior CAD Operator	Associates or Equivalent and 6 Years relevant experience with DoDD 1000 and DoD-STD- 100	Develops design and layout of systems, units, or components to carry out design concepts and requirements.
CAD Operator**	Associates or Equivalent and 3 Years relevant experience, including DoDD-1000 and DoD-STD-100	Develops design and layout of systems, units, or components to carry out design concepts and requirements.
Associate CAD Operator**	Associates or Equivalent	Provides CAD Operator tasking as directed.

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Title	Education/Experience	Functional Responsibility
Computer Based Training Specialist**	Bachelors or Equivalent and 4 Years relevant experience developing and providing technical and end-user training on computer hardware and application software	Conducts research to develop and present training courses and appropriate training documentation and handouts.
Assembler**	High School or Equivalent and 2 Years relevant experience, including soldering	Assembles electro-mechanical parts per fabrication or assembly drawings.
Technical Support IV**	High School or Equivalent and 7 Years applicable experience	Provides technical support in data management, document control, computer support, project control, and other support areas as required.
Technical Support III**	High School or Equivalent and 5 Years applicable experience	Provides technical support as required in data management, document control, computer support, project control, and other related areas.
Technical Support II**	High School or Equivalent and 3 Years applicable experience	Provides technical support as required in data management, document control, computer support, project control, and other related areas.
Technical Support I**	High School or Equivalent	Provides technical support as required in data management, document control, computer support, project control, and other related areas.
Senior Electronics Technician	High School or Equivalent and 15 years applicable experience	Leads multiple tasks performing fabrication, integration, T&E of electronic and electro-mechanical systems. Plans and leads installation, troubleshooting, and test efforts at field and shipboard sites. Plans and supervises operator/maintenance training during installations and site visits.
Electronics Technician III**	High School or Equivalent and 10 Years applicable experience	Leads a several-member team in fabrication, integration, T&E of electronic and electro-mechanical systems. Leads installation, troubleshooting, and test efforts at field and shipboard sites. Plans and supervises operator/maintenance training during installations and site visits.
Electronics Technician II**	High School or Equivalent and 6 Years applicable experience	Leads fabrication, integration, T&E tasks for electronic and electro- mechanical systems. Performs installation, troubleshooting, and testing at field and shipboard sites.
Electronics Technician I**	High School or Equivalent and 4 Years applicable experience	Performs fabrication, integration, T&E tasks for electronic and electro-mechanical systems. Installs, troubleshoots, and tests at field and shipboard sites
Associate Electronics Technician**	High School or Equivalent and 6 Months applicable experience or appropriate technical training	Performs fabrication, integration, T&E tasks for electronic and electro- mechanical systems as supervisor directs.
Senior Technical Writer**	Associates or Equivalent and 6 Years of relevant experience	Writes, edits, and rewrites technical material. Prepares user guides and other technical documentation for presentations.
Technical Writer**	Associates or Equivalent and 2 Years of relevant experience	Writes, edits, and rewrites technical material. Prepares user guides and other technical documentation for presentations.
Technical Typist/Word Processor**	High School or Equivalent and 2 Years relevant experience including technical and scientific notation	Prepares various documents including text, tables, and matrices. Helps with other tasking as directed.

Title	Education/Experience	Functional Responsibility
Administrative Assistant IV**	High School or Equivalent and 9 Years relevant experience with word processing, spreadsheet, and presentation software familiarity	Provides administrative project support for program management, project control, report generation, scheduling, financial management, and security. Exercises judgment in completing tasking, and works independently.
Administrative Assistant III**	High School or Equivalent and 6 Years relevant experience with word processing, spreadsheet, and presentation software familiarity	Provides administrative project support for program management, project control, report generation, scheduling, financial management, and security. Exercises judgment in completing tasking, and works independently.
Administrative Assistant II**	High School or Equivalent and 3 Years relevant experience with word processing, spreadsheet, and presentation software familiarity	Provides administrative project support for program management, project control, report generation, scheduling, financial management, and security. Exercises judgment in completing tasking, and works somewhat independently.
Administrative Assistant I**	High School or Equivalent	Provides administrative project support for program management, project control, report generation, scheduling, financial management, and security. Exercises judgment in completing tasking, and works somewhat independently.

5.2.3.1 Equivalency Table for SIN 54151S

Educational Requirement	Equivalent Related Work Experience
High School/GED	None
Associates Degree	4 Years
Bachelors Degree	6 Years
Masters Degree	9 Years

5.3 FINANCIAL MANAGEMENT SERVICES

5.3.1 Financial Management (FM) Quality Service Management Office (QSMO) Core FM Solutions (SIN 518210FM)

Includes Core Financial Management Solutions (Core FS) and Financial Management (FM) services and solutions that are complementary to or augment Core FS and/or support agency modernizations. Offerings include financial management software suites in a cloud environment; services, applications, and modules that help agencies adopt FM QSMO solutions; and IT professional services and/or labor categories, software, cloud computing and IT training that support FM QSMO adoption.

Title	Education/Experience	Functional Responsibility
FM QSMO Program Manager I	Bachelors or Equivalent and 10 Years Experience	Plans, organizes, and directs all project activities. Ensures that project goals and objectives are met within contract terms and conditions. Interacts with client management and is adept in oral and written communication.
FM QSMO Program Manager II	Bachelors or Equivalent and 15 Years Experience	Plans, organizes, and directs all project activities. Ensures that project goals and objectives are met within contract terms and conditions. Interacts with client management and is adept in oral and written communication.
FM QSMO Program Manager III	Bachelors or Equivalent and 20 Years Experience	Plans, organizes, and directs all project activities. Ensures that project goals and objectives are met within contract terms and conditions. Interacts with client management and is adept in oral and written communication.
FM QSMO Project Manager I	Bachelors or Equivalent and 5 Years Experience	Full range of project management skills to include project planning, schedule development, costing, resource management, project analysis and reporting and execution. Management or technical leadership demonstrating business acumen, writing skills, project and team management, and interpersonal skills with team members and clients.
FM QSMO Project Manager II	Bachelors or Equivalent and 8 Years Experience	Full range of project management skills to include project planning, schedule development, costing, resource management, project analysis and reporting and execution. Management or technical leadership demonstrating business acumen, writing skills, project and team management, and interpersonal skills with team members and clients.
FM QSMO Project Manager III	Bachelors or Equivalent and 10 Years Experience	Full range of project management skills to include project planning, schedule development, costing, resource management, project analysis and reporting and execution. Management or technical leadership demonstrating business acumen, writing skills, project and team management, and interpersonal skills with team members and clients.
FM QSMO Release Manager I	Bachelors or Equivalent and 8 Years Experience	Full range of system management skills to include recommendations and guidance related to releases, development environments and integration of all

Title	Education/Experience	Functional Responsibility
		customer activities. Management or technical leadership demonstrating business acumen, writing skills, project and team management, and interpersonal skills with team members and clients.
FM QSMO Release Manager II	Bachelors or Equivalent and 10 Years Experience	Full range of system management skills to include recommendations and guidance related to releases, development environments and integration of all customer activities. Management or technical leadership demonstrating business acumen, writing skills, project and team management, and interpersonal skills with team members and clients.
FM QSMO Consultant Expert	Bachelors or Equivalent and 5 Years Experience	Develops and applies advanced methods, theories, and research techniques in investigating and solving complex concept, planning, design, or implementation problems. Recognized for achievements and technical subject expertise.
FM QSMO Technical Consultant I	Bachelors or Equivalent and 1 Year Experience	Serves as technical architect or advisor for strategies for designing and implementing complex systems involving information processing, communications, and networking. Knowledgeable in state-of-the-art or emerging technologies and methodologies.
FM QSMO Technical Consultant II	Bachelors or Equivalent and 3 Years Experience	Serves as technical architect or advisor for strategies for designing and implementing complex systems involving information processing, communications, and networking. Knowledgeable in state-of-the-art or emerging technologies and methodologies.
FM QSMO Technical Consultant III	Bachelors or Equivalent and 5 Years Experience	Serves as technical architect or advisor for strategies for designing and implementing complex systems involving information processing, communications, and networking. Knowledgeable in state-of-the-art or emerging technologies and methodologies.
FM QSMO Technical Consultant IV	Bachelors or Equivalent and 8 Years Experience	Serves as technical architect or advisor for strategies for designing and implementing complex systems involving information processing, communications, and networking. Knowledgeable in state-of-the-art or emerging technologies and methodologies.
FM QSMO Technical Consultant V	Bachelors or Equivalent and 10 Years Experience	Serves as technical architect or advisor for strategies for designing and implementing complex systems involving information processing, communications, and networking. Knowledgeable in state-of-the-art or emerging technologies and methodologies.
FM QSMO Technical Expert	Bachelors or Equivalent and 15 Years Experience	Serves as senior technical architect or advisor for strategies for designing and implementing complex systems involving information processing, communications, and networking. Knowledgeable in state-of-the-art or emerging technologies and methodologies.
FM QSMO Functional Consultant I	Bachelors or Equivalent and 1 Year Experience	Serves as the subject-matter expert (SME) who analyzes user needs to determine functional requirements that apply to automatic data processing (ADP) equipment or solutions. Works with engineers

Title	Education/Experience	Functional Responsibility
		and technical analysts to incorporate functional requirements into new or existing systems. May remain involved through system design and implementation.
FM QSMO Functional Consultant II	Bachelors or Equivalent and 3 Years Experience	Serves as the subject-matter expert (SME) who analyzes user needs to determine functional requirements that apply to automatic data processing (ADP) equipment or solutions. Works with engineers and technical analysts to incorporate functional requirements into new or existing systems. May remain involved through system design and implementation.
FM QSMO Functional Consultant III	Bachelors or Equivalent and 5 Years Experience	Serves as the subject-matter expert (SME) who analyzes user needs to determine functional requirements that apply to automatic data processing (ADP) equipment or solutions. Works with engineers and technical analysts to incorporate functional requirements into new or existing systems. May remain involved through system design and implementation.
FM QSMO Functional Consultant IV	Bachelors or Equivalent and 8 Years Experience	Serves as the subject-matter expert (SME) who analyzes user needs to determine functional requirements that apply to automatic data processing (ADP) equipment or solutions. Works with engineers and technical analysts to incorporate functional requirements into new or existing systems. May remain involved through system design and implementation.
FM QSMO Functional Consultant V	Bachelors or Equivalent and 10 Years Experience	Serves as the subject-matter expert (SME) who analyzes user needs to determine functional requirements that apply to automatic data processing (ADP) equipment or solutions. Works with engineers and technical analysts to incorporate functional requirements into new or existing systems. May remain involved through system design and implementation.
FM QSMO Functional Expert	Bachelors or Equivalent and 15 Years Experience	Serves as the subject-matter expert (SME) who analyzes user needs to determine functional requirements that apply to automatic data processing (ADP) equipment or solutions. Works with engineers and technical analysts to incorporate functional requirements into new or existing systems. May remain involved through system design and implementation.
FM QSMO Subject Matter Expert I	Bachelors or Equivalent and 8 Years Experience	Defines problems and analyzes and develops plans and requirements in a subject area for complex systems. Coordinates and manages preparation of analyses, evaluations, and recommendations for proper implementation of programs and system specifications in IS architecture, automation, telecommunications, networking, communication

Title	Education/Experience	Functional Responsibility
		protocols, software, email, M&S, and data storage and retrieval, etc.
FM QSMO Subject Matter Expert II	Bachelors or Equivalent and 12 Years Experience	Provides technical management and direction for problem definition, analysis, and requirements development and implementation for complex systems in the subject area. Recommends and advises on system improvements, optimization, and maintenance in Information Systems (IS) architecture, automation, telecommunications, networking, communication protocols, software, electronic mail (email), modeling and simulation (M&S), or data storage and retrieval, etc.
FM QSMO Subject Matter Expert III	Bachelors or Equivalent and 15 Years Experience	Provides technical management and direction for problem definition, analysis, and requirements development and implementation for complex systems in the subject area. Recommends and advises on system improvements, optimization, and maintenance in Information Systems (IS) architecture, automation, telecommunications, networking, communication protocols, software, electronic mail (email), modeling and simulation (M&S), or data storage and retrieval, etc. Demonstrated experience in sizing infrastructure and resolving networking problem. Create and maintain the overall technical architecture for IT systems, ensuring scalability, performance, and security. Position requires a well-balanced combination of systems administration and software development experience, as well as business sense, writing, hardware, project and team management, physical plant, and interpersonal skills.
FM QSMO Associate SW Engineer	Bachelors or Equivalent	Performs software design, implementation, and integration tasks as directed.
FM QSMO SW Engineer I	Bachelors or Equivalent and 1 Year Experience	Performs software design, implementation, and integration tasks in a software development effort.
FM QSMO SW Engineer II	Bachelors or Equivalent and 3 Years Experience	Performs software design, implementation, and integration tasks in a software development effort.
FM QSMO SW Engineer III	Bachelors or Equivalent and 6 Years Experience	Leads team designing, implementing, and integrating software or independently performs complex software development tasks.
FM QSMO SW Engineer IV	Bachelors or Equivalent and 10 Years Experience	Leads a medium-to-large team designing, implementing, and integrating software or independently performs highly complex software development tasks.
FM QSMO SW Engineer V	Bachelors or Equivalent and 12 Years Experience	Leads and manages multiple technical tasks designing, implementing, and integrating software or independently performs exceptionally complex software development tasks.
FM QSMO Programmer I	Bachelors or Equivalent and 1 Year Experience	Performs general programming to implement corrections or enhancements to application software. Requires the ability to write specifications, work

Title	Education/Experience	Functional Responsibility
		statements, and proposals; design and develop data requirements documentation; and provide methodologies for evaluating moderately complex tasks.
FM QSMO Programmer II	Bachelors or Equivalent and 3 Years Experience	Performs general programming to implement corrections or enhancements to application software. Requires the ability to write specifications, work statements, and proposals; design and develop data requirements documentation; and provide methodologies for evaluating moderately complex tasks.
FM QSMO Programmer III	Bachelors or Equivalent and 5 Years Experience	Performs general programming to implement corrections or enhancements to application software. Requires the ability to write specifications, work statements, and proposals; design and develop data requirements documentation; and provide methodologies for evaluating moderately complex tasks.
FM QSMO Programmer IV	Bachelors or Equivalent and 8 Years Experience	Performs general programming support to implement corrections or enhancements to application software. Requires the ability to write specifications, work statements, and proposals; design and develop data requirements documentation; and provide methodologies for evaluating moderately complex tasks.
FM QSMO Programmer V	Bachelors or Equivalent and 10 Years Experience	Leads large or complex programming efforts. Requires the ability to write specifications, work statements and proposals; design and develop data requirements documentation; and provide methodologies for evaluating moderately complex tasks.
FM QSMO Computer Operator**	High School and 2 Years Experience	Runs diagnostics on computer hardware, assigns and manages passwords, performs computer network administration, and loads application programs on desktop computers.
FM QSMO Analyst I**	Bachelors or Equivalent and 1 Year Experience	Performs tasking in a discipline (operations analysis, T&E/IV&V. CM, DM, QA, technical documentation, program support, etc.) in an overall effort. Experience may include implementation, facilitation, training, project and/or program management, systems integration, policy planning and execution, process re-engineering, change management, organizational development, advanced analysis, and modeling capabilities. Applies skills and experience, and detailed knowledge of business processes, to implement business solutions independently. Interfaces with the client on a day-to-day basis, serves in a consulting capacity to facilitate the project effort and integration. Supports the completion of project specific tasks within estimated timeframes and budget constraints. Supports presentations and client meetings. Contributes to quality reviews to ensure

Title	Education/Experience	Functional Responsibility
		work complies with specified standards and client requirements.
FM QSMO Analyst II**	Bachelors or Equivalent and 3 Years Experience	Tasking in a discipline (operations analysis, T&E/IV&V. CM, DM, QA, technical documentation, program support, etc.); independently performs tasks in a discipline. Experience may include implementation, facilitation, training, project and/or program management, systems integration, policy planning and execution, process re-engineering, change management, organizational development, advanced analysis, and modeling capabilities. Applies skills and experience, and detailed knowledge of business processes, to implement business solutions independently. Interfaces with the client on a day-to-day basis, serves in a consulting capacity to facilitate the project effort and integration. Supports the completion of project specific tasks within estimated timeframes and budget constraints. Supports presentations and client meetings. Contributes to quality reviews to ensure work complies with specified standards and client requirements.
FM QSMO Analyst III	Bachelors or Equivalent and 5 Years Experience	Leads a several-member team performing tasking in a discipline (operations analysis, T&E/IV&V. CM, DM, QA, technical documentation, program support, etc.) or independently performs complex tasks in a discipline. Experience may include implementation, facilitation, training, project and/or program management, systems integration, policy planning and execution, process re-engineering, change management, organizational development, advanced analysis, and modeling capabilities. Applies skills and experience, and detailed knowledge of business processes, to implement business solutions independently. Interfaces with the client on a day-to-day basis, serves in a consulting capacity to facilitate the project effort and integration. Supports the completion of project specific tasks within estimated timeframes and budget constraints. Supports presentations and client meetings. Contributes to quality reviews to ensure work complies with specified standards and client requirements.
FM QSMO Analyst IV	Bachelors or Equivalent and 7 Years Experience	Leads a medium-to-large team performing tasking in a discipline and related areas (operations analysis, T&E/IV&V, CM, DM, QA, technical documentation, program support, etc.) or independently performs highly complex tasks in a discipline or related areas. Experience may include implementation, facilitation, training, project and/or program management, systems integration, policy planning and execution, process re-engineering, change management,

Title	Education/Experience	Functional Responsibility
		organizational development, advanced analysis, and modeling capabilities. Applies skills and experience, and detailed knowledge of business processes, to implement business solutions independently. Interfaces with the client on a day-to-day basis, serves in a consulting capacity to facilitate the project effort and integration. Supports the completion of project specific tasks within estimated timeframes and budget constraints. Supports presentations and client meetings. Contributes to quality reviews to ensure work complies with specified standards and client requirements.
FM QSMO Analyst V	Bachelors or Equivalent and 10 Years Experience	Technical leader and manager for multiple tasks in a discipline and related areas (operations analysis, T&E/independent verification and validation (IV&V). CM, data management (DM), QA, technical documentation, program support, etc.) or independently performs exceptionally complex tasks in a discipline or related areas. Experience may include implementation, facilitation, training, project and/or program management, systems integration, policy planning and execution, process re-engineering, change management, organizational development, advanced analysis, and modeling capabilities. Applies skills and experience, and detailed knowledge of business processes, to implement business solutions independently. Interfaces with the client on a day-to-day basis, serves in a consulting capacity to facilitate the project effort and integration. Supports the completion of project specific tasks within estimated timeframes and budget constraints. Supports presentations and client meetings. Contributes to quality reviews to ensure work complies with specified standards and client requirements.
FM QSMO Associate Operations Systems Specialist	Bachelors or Equivalent	Member of team who performs tasking in operations systems discipline areas (requirements and operations analysis; system vulnerability analysis; system plan and procedure development; design of back-up systems and C2 systems to ensure COOP and continuity of government; program support, system documentation, T&E, etc.) Independently performs complex tasks in operations systems discipline.
FM QSMO Operations Systems Specialist I	Bachelors or Equivalent and 1 Year Experience	Performs tasking in operations systems discipline areas (requirements and operations analysis; system vulnerability analysis; system plan and procedure development; design of back-up systems and C2 systems to ensure COOP and continuity of government; program support; system documentation; T&E, etc.) in an overall effort.

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Title	Education/Experience	Functional Responsibility
FM QSMO Operations Systems Specialist II	Bachelors or Equivalent and 3 Years Experience	Performs tasking in operations systems discipline areas (requirements and operations analysis; system vulnerability analysis; system plan and procedure development; design of back-up systems and C2 systems to ensure COOP and continuity of government; program support; system documentation; T&E, etc.) in an overall effort.
FM QSMO Operations Systems Specialist III	Bachelors or Equivalent and 5 Years Experience	Leads a several member team or performs tasking in operations systems discipline areas (requirements and operations analysis; system vulnerability analysis; system plan and procedure development; design of back-up systems and C2 systems to ensure COOP and continuity of government; program support, system documentation, T&E, etc.) Independently performs complex tasks in operations systems discipline.
FM QSMO Operations Systems Specialist IV	Bachelors or Equivalent and 7 Years Experience	Leads a medium-to-large team performing tasking in operations systems discipline and related areas (requirements and operations analysis; system vulnerability analysis; system plan and procedure development; design of back-up systems and C2 systems to ensure COOP and continuity of government; program support; system documentation, T&E, etc.) Independently performs exceptionally complex tasks in operations systems discipline or related areas.
FM QSMO Operations Systems Specialist V	Bachelors or Equivalent and 10 Years Experience	Technical leader and manager for multiple tasks in operations systems discipline and related areas (requirements and operations analysis; system vulnerability analysis; development of system plans and procedures; design of back-up systems and command and control (C2) systems to ensure continuity of operations (COOP) and continuity of government; program support; T&E, etc.) Independently performs exceptionally complex tasks in operations systems discipline or related areas.
FM QSMO Training Specialist I	Bachelors or Equivalent and 5 Years Experience	Conducts research to develop and present training courses and appropriate training documentation and handouts. Excellent understanding of tools dependent upon the requirement. High level of organizational skills; effective presentation skills.
FM QSMO Training Specialist II	Bachelors or Equivalent and 8 Years Experience	Conducts research to develop and present training courses and appropriate training documentation and handouts. Excellent understanding of tools dependent upon the requirement. High level of organizational skills; effective presentation skills.
FM QSMO Training Specialist III	Bachelors or Equivalent and 10 Years Experience	Conducts research to develop and present training courses and appropriate training documentation and handouts. Excellent understanding of tools dependent upon the requirement. High level of organizational skills; effective presentation skills.

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Title	Education/Experience	Functional Responsibility
FM QSMO Technical Writer**	Associates or Equivalent and 2 Years Experience	Writes, edits, and rewrites technical material. Prepares user guides and other technical documentation for presentations.
FM QSMO Senior Technical Writer**	Associates or Equivalent and 6 Years Experience	Writes, edits, and rewrites technical material. Prepares user guides and other technical documentation for presentations.
FM QSMO Application Security I	Bachelors or Equivalent and 1 Year Experience	Experience in security design and implementation, maintenance of user profiles and for refining and maintaining user profiles and authorizations, authorization concept (user maintenance/profile maintenance); Experience in registering (defining), changing, and deleting user accounts; assigning users to profiles.
FM QSMO Application Security II	Bachelors or Equivalent and 3 Years Experience	Experience in security design and implementation, maintenance of user profiles and for refining and maintaining user profiles and authorizations, authorization concept (user maintenance/profile maintenance); Experience in registering (defining), changing, and deleting user accounts; assigning users to profiles.
FM QSMO Application Security III	Bachelors or Equivalent and 5 Years Experience	Experience in security design and implementation, maintenance of user profiles and for refining and maintaining user profiles and authorizations, authorization concept (user maintenance/profile maintenance); Experience in registering (defining), changing, and deleting user accounts; assigning users to profiles.
FM QSMO Application Security IV	Bachelors or Equivalent and 8 Years Experience	Experience in security design and implementation, maintenance of user profiles and for refining and maintaining user profiles and authorizations, authorization concept (user maintenance/profile maintenance); Experience in registering (defining), changing, and deleting user accounts; assigning users to profiles.
FM QSMO Application Security V	Bachelors or Equivalent and 10 Years Experience	Experience in security design and implementation, maintenance of user profiles and for refining and maintaining user profiles and authorizations, authorization concept (user maintenance/profile maintenance); Experience in registering (defining), changing, and deleting user accounts; assigning users to profiles.
FM QSMO Data Modeler I	Bachelors or Equivalent and 1 Year Experience	Knowledge and experience in business warehouse reporting tools. Experience in data presentation, organization, modeling, extraction and analysis. Ability to review requirements and work with other functional/technical resources to build reporting solutions to meet requirements.
FM QSMO Data Modeler II	Bachelors or Equivalent and 3 Years Experience	Knowledge and experience in business warehouse reporting tools. Experience in data presentation, organization, modeling, extraction and analysis. Ability to review requirements and work with other

Title	Education/Experience	Functional Responsibility
		functional/technical resources to build reporting solutions to meet requirements.
FM QSMO Data Modeler III	Bachelors or Equivalent and 5 Years Experience	Knowledge and experience in business warehouse reporting tools. Experience in data presentation, organization, modeling, extraction and analysis. Ability to review requirements and work with other functional/technical resources to build reporting solutions to meet requirements.
FM QSMO Data Modeler IV	Bachelors or Equivalent and 8 Years Experience	Knowledge and experience in business warehouse reporting tools. Experience in data presentation, organization, modeling, extraction and analysis. Ability to review requirements and work with other functional/technical resources to build reporting solutions to meet requirements.
FM QSMO Data Modeler V	Bachelors or Equivalent and 10 Years Experience	Knowledge and experience in business warehouse reporting tools. Experience in data presentation, organization, modeling, extraction and analysis. Ability to review requirements and work with other functional/technical resources to build reporting solutions to meet requirements.
FM QSMO Product Expert	Bachelors or Equivalent and 10 Years Experience	Contributes to consulting projects by analyzing client's business processes. Moves logically and creatively from facts to conclusions. Performs configuration and assists clients in testing cycles. Assists the client in knowledge transfer. Primary responsibility is preparation and contribution to the process design workshops, provide directions to the consultants and configure the system, demonstrate and gain acceptance from the customer. Deploy consultants in the technical preparation of BPP's, Test scenarios, End-User documentation, and User Manuals. Sets priorities appropriately and ensures that work outputs are timely and of the highest quality. Leads the execution of assigned project tasks in areas of demonstrated competence. This includes facilitating meetings/task groups, tracking and influencing task group progress, tracking project deliverables, etc. Is a key client contact and will exercise authority appropriate to particular client requests commensurate with client expectations of decision making and consistent with policies and practices.
FM QSMO Principal Product Expert	Bachelors or Equivalent and 12 Years Experience	Experience in more than one implementation or Product-related implementation, possible project management experience, possible mastery of architecture/functional core or Product competencies and a recognized expert in more than one area while being a resource to other consultants in all defined areas of expertise with a high proficiency. Can work independently in assigned core competencies. May also act in team leadership role or project management role.

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Title	Education/Experience	Functional Responsibility
FM QSMO Agile Coach	Bachelors or Equivalent and 4 Years Experience	Guides and supports organizations, teams, and individuals in adopting and improving Agile methodologies and practices. Deep knowledge of Agile frameworks (e.g., Scrum, Kanban, XP) and their practical application. Collaborate with leadership to align Agile initiatives with business goals and strategies.
FM QSMO Help Desk Specialist	Bachelors or Equivalent and 12 Years Experience	Responsible for providing second-tier support to end-users for PC, server, mainframe applications, and hardware. Handles problems that the first-tier of help desk support is unable to resolve. May interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems. Maintains currency and highest level of technical skill in field of expertise.
FM QSMO Senior Cyber Expert	Bachelors or Equivalent and 7 Years Experience	Subject Matter Expert for leading the execution of advanced and automated cyber operations for systems and applications to meet contract performance requirements. Key Cyber Lead responsible for conducting and completing Enterprise Security Risk Assessments, Technical Risk Assessments, Cloud Security Assessments, and others, which are based on industry-leading cybersecurity frameworks (e.g., National Institute of Standards and Technology (NIST) Cybersecurity Framework, International Organization for Standardization (ISO) 27001/2, Technology Readiness Assessment (TRA) Guidelines). Develops short- and long-term security roadmaps for client facing engagements. SME for a number of Security engagements that will require input for secure architecture and Incident Response.
FM QSMO Administrative Assistant I**	High School	Provides administrative and project support as directed.
FM QSMO Administrative Assistant II**	High School or Equivalent and 3 Years Experience	Provides administrative project support for program management, project control, report generation, scheduling, financial management, and security. Exercises judgment in completing tasking, and works somewhat independently.
FM QSMO Administrative Assistant III**	High School or Equivalent and 6 Years Experience	Provides administrative project support for program management, project control, report generation, scheduling, financial management, and security. Exercises judgment in completing tasking, and works independently.
FM QSMO Administrative Assistant IV**	Bachelors or Equivalent and 9 Years Experience	Provides administrative project support for program management, project control, report generation, scheduling, financial management, and security.

Title	Education/Experience	Functional Responsibility
		Exercises judgment in completing tasking, and works independently.
FM QSMO Job Scheduling Specialist I**	Bachelors or Equivalent	Experience required in: large scale ERP environment (financial system preferred); batch job scheduling; batch processing failure investigation, coordination, and resolution; process automation, requirements gathering, processing coordination with customers, interface design/support, testing support including stress and volume testing and documenting batch job processing. Required knowledge: open systems scheduling, ERP batch environment.
FM QSMO Job Scheduling Specialist II**	Bachelors or Equivalent and 3 Years Experience	Experience required in: large scale ERP environment (financial system preferred); batch job scheduling; batch processing failure investigation, coordination, and resolution; process automation, requirements gathering, processing coordination with customers, interface design/support, testing support including stress and volume testing and documenting batch job processing. Required knowledge: open systems scheduling, ERP batch environment.
FM QSMO Job Scheduling Specialist III	Bachelors or Equivalent and 5 Years Experience	Experience required in: large scale ERP environment (financial system preferred); batch job scheduling; batch processing failure investigation, coordination, and resolution; process automation, requirements gathering, processing coordination with customers, interface design/support, testing support including stress and volume testing and documenting batch job processing. Required knowledge: open systems scheduling, ERP batch environment.
FM QSMO Job Scheduling Specialist IV	Bachelors or Equivalent and 8 Years Experience	Experience required in: large scale ERP environment (financial system preferred); batch job scheduling; batch processing failure investigation, coordination, and resolution; process automation, requirements gathering, processing coordination with customers, interface design/support, testing support including stress and volume testing and documenting batch job processing. Required knowledge: open systems scheduling, ERP batch environment.
FM QSMO Job Scheduling Specialist V	Bachelors or Equivalent and 10 Years Experience	Experience required in: large scale ERP environment (financial system preferred); batch job scheduling; batch processing failure investigation, coordination, and resolution; process automation, requirements gathering, processing coordination with customers, interface design/support, testing support including stress and volume testing and documenting batch job processing. Required knowledge: open systems scheduling, ERP batch environment.
FM QSMO System Administrator - Testing I	Bachelors or Equivalent and 1 Year Experience	Experience in: building and maintaining automated testing infrastructure ; developing and updating Stress & Volume testing or functional scenarios and business process in-scope to meet the data volumes; and

Title	Education/Experience	Functional Responsibility
		updating and maintaining Stress and functional scripts for required components. Knowledge of and experience in test data creation and business process testing; Knowledge of and experience in testing automation and test scripts creation.
FM QSMO System Administrator - Testing II	Bachelors or Equivalent and 3 Years Experience	Experience in: building and maintaining automated testing infrastructure ; developing and updating Stress & Volume testing or functional scenarios and business process in-scope to meet the data volumes; and updating and maintaining Stress and functional scripts for required components. Knowledge of and experience in test data creation and business process testing; Knowledge of and experience in testing automation and test scripts creation.
FM QSMO System Administrator - Testing III	Bachelors or Equivalent and 5 Years Experience	Experience in: building and maintaining automated testing infrastructure ; developing and updating Stress & Volume testing or functional scenarios and business process in-scope to meet the data volumes; and updating and maintaining Stress and functional scripts for required components. Knowledge of and experience in test data creation and business process testing; Knowledge of and experience in testing automation and test scripts creation.
FM QSMO System Administrator - Testing IV	Bachelors or Equivalent and 8 Years Experience	Experience in: building and maintaining automated testing infrastructure ; developing and updating Stress & Volume testing or functional scenarios and business process in-scope to meet the data volumes; and updating and maintaining Stress and functional scripts for required components. Knowledge of and experience in test data creation and business process testing; Knowledge of and experience in testing automation and test scripts creation.
FM QSMO System Administrator - Testing V	Bachelors or Equivalent and 10 Years Experience	Experience in: building and maintaining automated testing infrastructure ; developing and updating Stress & Volume testing or functional scenarios and business process in-scope to meet the data volumes; and updating and maintaining Stress and functional scripts for required components. Knowledge of and experience in test data creation and business process testing; Knowledge of and experience in testing automation and test scripts creation.
FM QSMO Technical Administrator I	Bachelors or Equivalent and 1 Year Experience	Manage a system or application serving as the day-to-day primary administrator performing all technical and/or functional work including design, development, configuration, and end user support. Requires experience supporting the relevant system or application.
FM QSMO Technical Administrator II	Bachelors or Equivalent and 3 Years Experience	Manage a system or application serving as the day-to-day primary administrator performing all technical and/or functional work including design, development, configuration, and end user support. Requires

Title	Education/Experience	Functional Responsibility
		experience supporting the relevant system or application.
FM QSMO Technical Administrator III	Bachelors or Equivalent and 5 Years Experience	Manage a system or application serving as the day-to-day primary administrator performing all technical and/or functional work including design, development, configuration, and end user support. Requires experience supporting the relevant system or application.
FM QSMO Technical Administrator IV	Bachelors or Equivalent and 8 Years Experience	Manage a system or application serving as the day-to-day primary administrator performing all technical and/or functional work including design, development, configuration, and end user support. Requires experience supporting the relevant system or application.
FM QSMO Technical Administrator V	Bachelors or Equivalent and 10 Years Experience	Manage a system or application serving as the day-to-day primary administrator performing all technical and/or functional work including design, development, configuration, and end user support. Requires experience supporting the relevant system or application.
FM QSMO Junior Programmer	Bachelors or Equivalent	Performs basic programming as directed.
FM QSMO Systems Engineer II	Bachelors or Equivalent and 3 Years Experience	Defines and executes project systems engineering activities that may consist of systems planning, performance management, capacity planning, testing and validation, benchmarking, information engineering, and systems engineering plan development and staffing.
FM QSMO Systems Engineer III	Bachelors or Equivalent and 6 Years Experience	Defines and executes project systems engineering activities that may consist of systems planning, performance management, capacity planning, testing and validation, benchmarking, information engineering, and systems engineering plan development and staffing.
FM QSMO Technical Support I**	High School	Provides technical support as required in data management, document control, computer support, project control, and other related areas.

5.3.1.1 Equivalency Table for SIN 518210FM

Educational Requirement	Equivalent Related Work Experience
High School	High School Diploma or Equivalent and 3 Years relevant experience with word processing, spreadsheet, and presentation software familiarity
Associates Degree	3 Years work experience in lieu of Bachelors Degree
Bachelors Degree	5 Years work experience in lieu of Bachelors Degree

5.4 RECORDS MANAGEMENT

5.4.1 Physical Records Management Services (SIN 493110RM)

Includes capabilities to manage the movement, manipulation, archiving, security, and management of physical records, including any ancillary supplies and/or services necessary to provide a total physical records management solution.

Title	Education/Experience	Functional Responsibility
PHYSICAL RECORDS PROGRAM MANAGER	Bachelors and 12 Years Experience	Responsible for the performance of a relatively significant program or multiple smaller programs in accordance with contract requirements and company policies, procedures and guidelines. Responsible for the employment, training, coaching, mentoring, motivation, discipline and performance evaluation of assigned employees. Defines, acquires, and allocates budget, staff, and other resources necessary to accomplish the goals and/or objectives of the program group/function. Provides thought leadership to project analyses and process improvement activities. Also responsible for acquiring follow-on business associated with assigned programs and for supporting new business development by leading proposals.
PHYSICAL RECORDS PROJECT MANAGER 2	Bachelors and 4 Years Experience	Serves as the client's primary point of contact for all support for a small to medium project. Will have frequent contact with the client, other parties to the project, and CACI management for the purpose of communicating status of the project throughout its life cycle. Responsible for planning and managing all support for the project including monitoring work flow, progress reporting, identifying and assigning staff, budget development and tracking, coordinating technical/data processing support, and obtaining other required resources. Performs an active quality assurance role to ensure high quality work is delivered on time. Ensures that proper security is maintained overall project materials, in accordance with client security procedures. Coordinates with other Contractor components to deliver project support.
PHYSICAL RECORDS PROJECT MANAGER 3	Bachelors and 6 Years Experience	Responsible for the performance of multiple projects or a definable portion of a larger program in accordance with contract requirements and company policies, procedures and guidelines. Directs and coordinates all support resources for the performance of project assignments and activities. In addition, may also be responsible for providing day-to-day project management support including monitoring work flow, progress reporting, identifying and assigning staff, budget development and tracking, coordinating technical/data processing

Title	Education/Experience	Functional Responsibility
		support, and obtaining other required resources for one or more specific cases, investigations or small projects. Consults with the client staff concerning overall operations, scheduling, work assignments, staffing, progress reporting, security, etc. Responsible for overall quality assurance and timeliness of delivery for all work performed, and for performing overall coordinating functions with other Contractor components. Also responsible for acquiring follow-on business associated with assigned projects and for supporting new business development by leading relatively small proposals or assisting with major proposals.
PHYSICAL RECORDS TASK SUPERVISOR 1	Bachelors and 2 Years Experience	Responsible for the coordination and supervision of a specific non-technical task or function. Ensures all activities are carried out in accordance with project commitments or specific objectives. Position typically supervises between 2 and 10 employees. Responsible for day-to-day coordination and administration of tasks by ensuring quality and productivity standards are maintained while meeting client schedules and contract requirements. Performs quality control spot-checking as necessary to ensure that work is of high quality. Troubleshoots task issues. Coordinates with other contract and subcontract personnel to ensure work moves smoothly from one functional area to another. Works with the Project Manager and/or client to prepare work schedules and man-hour estimates. Ensures proper training of subordinates. Maintains record of changes in instructions and ensures all team members are informed of changes. Assigns and reviews subordinates' performance including preparation of employee performance evaluations. Ensures completion of administrative reporting, e.g., timecards, daily statistics, logs, and task narratives. Responds to client requests and questions. Assists with writing manuals and other documentation. Responsible for status and task management reports for area of responsibility. Sets up and manages project facilities as dictated by workload requirements.
PHYSICAL RECORDS TASK SUPERVISOR 2	Bachelors and 3 Years Experience	Responsible for the coordination and supervision of a major non-technical task area or function. Ensures all activities are carried out in accordance with project commitments or specific objectives. Position typically supervises 10 to 30 employees which may include clerical staff and first line supervisors. Responsible for day-to-day coordination and administration of tasks by ensuring quality and productivity standards are

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Title	Education/Experience	Functional Responsibility
		maintained while meeting client schedules and contract requirements. Coordinates with other contract and subcontract personnel to ensure work moves smoothly from one functional area to another. Works with Project Manager and/or client to prepare work schedules and man-hour estimates. Ensures proper training of subordinates. Maintains record of changes in instructions and ensures all team members are informed of changes. Assigns and reviews subordinates' performance including preparation of employee performance evaluations. Ensures completion of administrative reporting, e.g., timecards, daily statistics, logs, and task narratives. May require frequent contact with the client's staff and other parties involved with the project, as well as with other Contractor components. Assists with writing manuals and other documentation. Responsible for status and task management reports for area of responsibility. Sets up and manages project facilities as dictated by workload requirements. Works under the direction of a Project Manager.
PHYSICAL RECORDS FUNCTIONAL ANALYST 1	Bachelors	Under immediate supervision, analyzes factors and components of systems to recommend and institute changes to increase efficiency. Plans studies of work problems and procedures, such as organizational changes, communication, information flow, integrated production methods, or cost analysis. Assists in gathering information from users and defining issues in order to design systems and procedures for process improvement. Performs systematic review of selected functions to determine application and design of systems or models. Utilizes mathematical models and management plans. Specifies manipulative and computational methods of formulation and uses data processing for solving equations, programming and processing. Prepares charts and diagrams to assist in problem analysis and submits recommendations for solutions. Writes specification manuals and user documentation for client or user personnel. Assists more senior level Functional Analysts in program design and analysis.
PHYSICAL RECORDS DATABASE ANALYST 1	Bachelors	Assists in administering database organizations, standards, controls, procedures, and documentation. Provides entry level technical consulting in the definition, design, and creation of a database environment. Assists in the design and definition of basic databases, access methods, access time, device allocation, validation checks, organization, protection and security, documentation

Title	Education/Experience	Functional Responsibility
		and statistical methods. Develops expertise in use of automated tools for database design and implementation. Assists in the design and maintenance of logical and physical data models (relational & dimensional), data dictionary and database volumetrics. Works to define basic file organization, indexing methods, and security procedures for specific user applications. Maintains database dictionaries, monitors standards and procedures and integration of systems through database design under close supervision. Maintains accurate and up-to-date knowledge of database information and requirements for maximizing database potential. Helps to provide assistance to various clients as required for database design, implementation, and troubleshooting. Maintains standards and documentation. Assists senior database analyst staff in the identification and resolution of production and/or applications. Assists in analysis and design activities associated with the development and maintenance of the database.
PHYSICAL RECORDS SYSTEMS ADMINISTRATOR 1**	Bachelors and 2 Years Experience	Reports to more senior Contractor technical or project management staff and coordinates activities with the client's technical staff. Responsible for the operation and maintenance of IT systems set up by or for the client to provide automated document management, records management and/or litigation support data processing resources to specific projects. Responsible for keeping the systems and services up and running; monitoring, analyzing and optimizing server and system performance, including making recommendations for improving performance; performing scheduled system backups; assigning user IDs and passwords; allocating and tracking disk space; providing consulting support and advice to, and coordinating with, IT users responsible for specific applications/databases on the servers; identifying and ordering needed supplies, hardware, software and accessories; and performing hardware and software upgrades. Implements and enforces system, facility, and data security measures, including resources and procedures for disaster recovery. Administers not only hardware and operating system software, but also database and other applications software. Coordinates with the client technical staff on all these issues, and coordinates as well as with the client office automation network administration staff on issues having to do with client office automation networks. Reports on progress. Develops tools for

Title	Education/Experience	Functional Responsibility
		system-wide use in developing applications. Prepares system documentation.
PHYSICAL RECORDS SYSTEMS ADMINISTRATOR 3	Bachelors and 3 Years Experience	With a wide range of knowledge, maintains data files and control procedures for a complex system of networked computers or for a single group of microcomputers linked to a host workstation, or mainframe. Responsible for the operation and maintenance of IT systems set up by or for the client to provide automated document management, records management and/or litigation support data processing resources to specific projects. Responsible for keeping the systems and services up and running; monitoring, analyzing and optimizing server and system performance, including making recommendations for improving performance; performing scheduled system backups; assigning user IDs and passwords; allocating and tracking disk space; providing consulting support and advice to, and coordinating with, IT users responsible for specific applications/databases on the servers; identifying and ordering needed supplies, hardware, software and accessories; and performing hardware and software upgrades. Implements and enforces system, facility, and data security measures, including resources and procedures for disaster recovery. Administers not only hardware and operating system software, but also database and other applications software. Coordinates with the client technical staff on all these issues, and coordinates as well as with the client office automation network administration staff on issues having to do with client office automation networks. Reports on progress. Develops tools for system-wide use in developing applications. Prepares system documentation. May have some supervisory responsibilities overall system objectives. Responsible for the operation and maintenance of IT systems and facilities set up by and for the client to provide automated document management, records management and/or litigation support data processing resources to specific projects. May be responsible for establishing systems and facilities. For existing systems and facilities, responsible for keeping the systems running; monitoring, analyzing and optimizing system performance, including making recommendations for improving performance; performing scheduled system backups; assigning user IDs and passwords; allocating and tracking disk space; providing consulting support and advice to, and coordinating

Title	Education/Experience	Functional Responsibility
		with IT users responsible for specific applications/databases on the servers; identifying and ordering needed supplies, hardware, software and accessories; and performing hardware and software upgrades. Implements and enforces system, facility, and data security measures, including resources and procedures for disaster recovery. Administers not only hardware and operating system software, but also database and other applications software. Coordinates with the client technical staff on all these issues, and coordinates as well as with the client office automation network administration staff on issues having to do with the network itself. Supervises and manages subordinate staff. Reports on progress. Develops tools for system-wide use in developing applications; prepares system documentation.
PHYSICAL RECORDS SYSTEMS ANALYST**	Bachelors and 3 Years Experience	Work directly with client staff or under the direction of the Contractor's IT Manager, Systems Manager, or Senior Systems Analyst. Defines system and project requirements. Designs entire systems to meet defined requirements based on information gathered from the client staff. Works out the details of functional and design requirements, systems design, programming specifications, data elements, data validation specifications, data capture mechanisms, and data conversion procedures through discussions with client staff and own superiors. Translates the functional requirements into systems designs suitable for development of appropriate computer programs. Tests software, including preparation and use of sample data for testing purposes. Makes presentations of findings, recommendations, and specifications in formal reports and in oral presentations. Develops systems documentation required in the task orders. Consults with client staff and with other Contractor staff to assure understanding of task objectives; identifies problems and suggests improvements. Provides technical expertise, direction and supervision to lower level personnel. May sometimes function as a technical supervisor or team leader for a project. Reports on progress to client staff and to superiors. Provides user and technical documentation and training for systems developed.
PHYSICAL RECORDS SENIOR SYSTEMS ANALYST	Bachelors and 5 Years Experience	Usually works under the direction of the Contractor IT Manager, the Systems Manager or a senior Project Manager. Consults with necessary client staff as to system requirements and proposed technical approach to data processing needs.

Title	Education/Experience	Functional Responsibility
		Determines system and project requirements based on information gathered from such consultations. Designs entire system to meet those requirements based on definition of system requirements. On smaller projects, may perform entire range of technical support, including data file conversions, program validations and testing, etc. Performs systems evaluations. Makes presentations of findings, recommendations, and specifications in formal reports and in oral presentations. Consults with client management regarding task orders, scheduling of work, personnel assignments, priorities and progress reporting; plans, staffs, schedules and develops cost estimates for work to be performed under task orders. Reports on contract and task order progress. Directs and supervises personnel assigned to perform on task orders, ensuring conformance to work standards and ensuring that the technical design conforms to functional requirements. Ensures successful completion of work, timeliness of deliverables, and quality control. Prepares system/technical documentation. Works under configuration management plan. Performs and supervises the technical aspects of the tasks. Organizes and conducts user training sessions. Prepares training material and training manuals.
PHYSICAL RECORDS USER SUPPORT PROGRAM MANAGER	Bachelors and 2 Years Experience	Serves as Senior Contractor responsible for designing, implementing, and overseeing end-user support for a large organizational component employing a broad spectrum of applications and hardware. Responsible for designing, directing, and evaluating the effectiveness of the entire program. Oversees all aspects of user and system documentation, training, communications, budgeting and staffing. Proactively seeks improvements to products, technologies, and approaches, and independently provides recommendations to client managers on the best ways to make applications available, and on which packages might be best suited for particular needs or the existing technical environment. Works extensively and directly with client managers, clients, IT personnel, and support staff. Requires at least seven years of experience in providing direct support to end users of computer applications, of which at least three years were spent supervising a team providing such support. Must have experience actually setting up an end user support program. Must be an expert user of the applications supported; must have in-depth knowledge of the

Title	Education/Experience	Functional Responsibility
		network, telecommunications, and operating systems environment being supported.
PHYSICAL RECORDS SYSTEMS MANAGER	Bachelors and 3 Years Experience	Serves as the technical manager responsible for all technical aspects of very large projects, particularly those with unique and/or complex requirements in the area of document management, records management or litigation support systems. For example, for reasons of security, or location, or because of specialized software requirements or telecommunications access needs, some projects may require establishing a separate, dedicated local area network, with a dedicated database server. Other projects may require setting up a large number of specialized databases, or customized applications for analyzing project data, and an IT support staff dedicated to the maintenance of these systems. In such instances, the client may order the services of a Systems Manager to manage all of the IT resources for the project, from hardware and software, to staffing, to coordination and interconnection with other, already existing systems. The Systems Manager must take a very proactive, leadership role in managing the IT aspects of the project, including actively coordinating with a variety of client representatives, other contractors, and other project and Contractor components, anticipating problems, hiring and training staff, etc. Manages user help desk support, system and user documentation, system and user training. Oversees development of configuration management, risk analysis, and disaster recovery solutions. Ensures that system and data security are adequately implemented and enforced. Consults with the client regarding scheduling of work, personnel assignments, priorities and progress reporting; plans, staffs, schedules, and develops cost estimates for work to be performed; reports on progress. Directs and supervises staff; ensures conformance to functional requirements, technical design, and work standards; ensures successful completion of work, timeliness of deliverables, and quality control. Requires at least five years of experience including line management experience.
PHYSICAL RECORDS TECHNICAL ANALYST	Bachelors and 5 Years Experience	The Technical Analyst is a very senior IT professional with outstanding or unique skills and analytic abilities, particularly with respect to specific application software, operating systems, or technologies in the area of document management, records management or litigation support systems. The Technical Analyst consults with the Contractor and client management to identify systems

Title	Education/Experience	Functional Responsibility
		requirements and make recommendations for technical solutions to systems problems; manages a systems project through all phases including applications development, applications maintenance, systems documentation, quality assurance and user support; provides technical advice, supervision, and guidance to the IT team; evaluates programs in terms of efficiency, effectiveness, quality and interoperability with client systems; evaluates and develops systems software and hardware requirements along with short and long range planning, including systems integration solutions and telecommunications requirements; translates advanced concepts into practical and effective solutions using structured techniques to define requirements; develops feasible alternatives and estimates costs of implementation. Makes presentations of findings, recommendations, and specifications in formal reports and oral presentations to a variety of audiences, including non-technical personnel. May be required to perform supervisory or managerial duties.
PHYSICAL RECORDS TECHNICAL WRITER**	Bachelors and 2 Years Experience	Develops detailed user guides, reference manuals, program maintenance manuals, document coding manuals, and other forms of documentation for specific databases and application systems. Has a firm and detailed understanding of the systems being described. Reviews and tests databases and application systems for ease of use, consistency, accuracy and responsiveness. Coordinates and organizes material gathered from other members of the technical staff and makes necessary changes in format as appropriate. Creates technical materials and documentation, and edits them for grammar, organization, and clarity. Prepares and edits technical graphical presentation materials for both technical and non-technical personnel. Interprets technical documentation standards and prepares documentation accordingly. In conjunction with technical or management experts, writes requested studies such as requirements analyses, risk analyses, technology assessments, strategic and tactical planning, market surveys, budget reviews, etc. Prepares materials for use in training sessions and seminars. Provides oral and written status reports.
PHYSICAL RECORDS LITIGATION SUPPORT SPECIALIST 4 (Supervisory Paralegal)	3 Years Experience	Directs and supervises the work of Paralegals and other support staff, particularly on major litigation support efforts, such as large legal research projects, or major in-courtroom support. Monitors work and reports on progress; responsible for ensuring that

Title	Education/Experience	Functional Responsibility
		work meets contract and attorney requirements and is delivered on time. Troubleshoots and performs quality control spot-checks. Must be able to formulate administrative and technical procedures for getting the work done. May have significant contact with client managers, trial attorneys and staff, client staff, and opposing counsel. Performs complex legal and factual research. Designs and develops systems and procedures for tracking, controlling, and managing case files, exhibits, and other case-specific materials. Assists trial staff in coordination with expert witnesses and litigation consultants. Arranges for access to appropriate libraries and other legal research facilities. Coordinates with other Contractor support components, including IT support staff, in order to accomplish work.
PHYSICAL RECORDS DATA ENTRY OPERATOR 1**	High School	Under supervision, enters, transcribes, and verifies a variety of alphanumeric data onto an on-line, batch mode, or personal computer system. Assignments are generally routine in nature and work parameters are typically well defined. Maintains files, records, and chronologies of entry activities. Produces output on magnetic tape, diskettes, or other media. Backs up files. Tracks documents received and chronologies of entry activities.
PHYSICAL RECORDS DATA ENTRY OPERATOR, LEAD**	High School	Coordinates lower level clerks activities, such as entering, transcribing, and verifying alphanumeric data onto an on-line, batch mode, or personal computer system. Assignments are somewhat complex in nature and work parameters are usually well defined. Assists in designing and implementing data entry programs. Maintains files, records, and chronologies of entry activities. Produces output on magnetic tape, diskettes, or other media.
PHYSICAL RECORDS RECEPTIONIST**	High School	Operates multiple-call telephone switchboard console and directs calls to appropriate person or department. Must have sufficient knowledge of business to direct caller. Greets visitors, vendors, customers, job applicants, and other visitors, and ensures that they are escorted to the proper office. Maintains pertinent telephone and visitor records. May perform various clerical tasks, light typing, or related duties as assigned. Requires at least one year of word processing experience using basic tools like Microsoft Office; able to type at a minimum rate of 65 words per minute with a high level of accuracy. Excellent oral and written communication skills required.

Title	Education/Experience	Functional Responsibility
PHYSICAL RECORDS SCANNING/MICROFILM SPECIALIST 2**	High School and 2 Years Experience	Operates digital image scanning equipment to capture images and generate associated OCR text. Follows established scanning and quality control procedures in producing digital files in specified format for further processing. May be required to prepare documents for scanning (including determining logical breaks and unitization of hard copy documents) by disassembling prior to scanning and reassembling afterward. May be required to record file level information and physical attachment information during the scanning process. Must be able to set up, operate and perform routine maintenance on relevant equipment. Maintains scanning and task logs as well as equipment maintenance logs.
PHYSICAL RECORDS DOCUMENT CONTROL SPECIALIST**	High School and 1 Year Experience	This position is responsible for the assisting in the development, inventory, storage, distribution and destruction of documents as required under set practices and assists in the administration of the Records Management System. Processes and fills requests for documents, which includes pulling orders, checking quantity, packaging for shipment to area offices and delivering to employees. Creates and updates documents by using computer design software. Knowledge of computer software required. Ability to communicate in an effective and professional manner with internal and external contacts.
PHYSICAL RECORDS LITIGATION SUPPORT SPECIALIST 1 (Paralegal)**	High School and 1 Year Experience	Works under the direction of a Litigation Support Specialist 2, 3, 4 or 5, Task Supervisor, or Project Manager. Compiles, prepares, and summarizes relevant materials for use by attorneys in discovery and in preparation of motions, briefs and other legal documents following established guidelines. Summarizes depositions and other transcripts. Maintains case files. Performs simple legal research. Indexes, tracks and controls exhibits and other materials at depositions and at trial. Assists attorneys in the courtroom. Prepares exhibit cross-references. Reviews documents for relevance and privilege according to established guidelines and criteria. Performs initial compilation of documents for FOIA or production requests, Congressional hearings, etc. An equivalent level of legal training may be substituted. At least one year of litigation paralegal experience required; trial experience very helpful. Must have basic legal knowledge, including knowledge of standard legal citation to cite check legal motions and memorandum and must have sufficient experience with legal research tools such as LEXIS and Westlaw to perform basic legal research. Basic familiarity with

Title	Education/Experience	Functional Responsibility
		Electronically Stored Information (ESI) tools and knowledge of e-discovery procedures and resources required.
PHYSICAL RECORDS LITIGATION SUPPORT SPECIALIST 2 (Senior Paralegal)**	High School and 2 Years Experience	Works under the direction of a Task Supervisor, or Project Manager. Work products are reviewed prior to submission; however, often develops these products with minimal direct supervision other than written guidelines. In addition to functions performed by a Litigation Support Specialist 1 as described above, performs moderately complex legal research. Synopsizes transcripts of hearings and oral arguments for attorney use. Reviews case related materials and identifies potentially conflicting statements or areas requiring further investigation. Writes preliminary drafts of simple legal memoranda and correspondence. Requires paralegal certificate. An equivalent level of legal training may be substituted. At least two years of litigation paralegal experience required. Must have hands-on familiarity with a variety of computer applications, including word processing, databases (such as document review and file management systems), spreadsheets, imaging, and hardware systems. Hands-on familiarity with Electronically Stored Information (ESI) tools and knowledge of e-discovery procedures and resources required.
PHYSICAL RECORDS SENIOR WORD PROCESSOR**	High School	Types, edits, corrects, etc. documents, charts, tables, etc. as required. Proofreads, edits, and corrects OCRed text files. Responsible for routine file maintenance, including maintaining backup copies of original files, as well as working files. Performs quality control over own work and work of peers. Organizes and maintains correspondence files. Works fairly independently - does not require constant, close supervision. Requires at least two years of word processing experience including one year in a similar office automation environment. Must be able to type at a minimum rate of 65 wpm with an accuracy rate of 95%.
PHYSICAL RECORDS WORD PROCESSOR**	High School	Types, edits, corrects, etc. documents, charts, tables, etc. as required. Proofreads, edits, and corrects OCRed text files. Responsible for routine file maintenance, including maintaining backup copies of original files, as well as working files. Performs quality control over own work and work of peers. Organizes and maintains correspondence files. Performs simple maintenance on office machines such as copiers and fax machines. Answers phones. Works fairly independently - does not require constant, close supervision. Requires at least one year of word processing experience in a similar

Title	Education/Experience	Functional Responsibility
		office automation environment. Must be able to type at a minimum rate of 65 wpm with an accuracy rate of 95%.
PHYSICAL RECORDS DOCUMENT CODER**	High School	Extracts bibliographic and/or subjective information from documents, invoices, phone records or other source material and records the extracted information onto a DCF or directly inputs the information into a data entry screen. Requires High School diploma or GED certificate, Undergraduate degree preferred. Entry level position, no experience required. Must have demonstrated ability to analyze documents to extract appropriate level of information. Must have typing skills and familiarity with office automation systems, especially data entry programs. Must be able to pay attention to detail; and must understand oral and written instructions, and follow instructions explicitly and consistently.
PHYSICAL RECORDS DOCUMENT MANAGEMENT ANALYST**	Bachelors and 1 Year Experience	Reports to Task Supervisor, or Project Manager; works with minimal supervision. In addition to performing functions of Document Management Technician as described below, performs moderately complex document management or litigation support tasks, including, for example, detailed review and analysis of project materials in a broad range of subject matters such as financial records or health care materials; detailed indexing of project files, drafting procedures for accomplishing support assignments; document acquisition related tasks; screening for privilege documents; conducting database searches; and performing e-Discovery culling. Proofreads and edits deliverable products. Sometimes serves as "team leader" for larger group of Document Management Technicians and clerical support staff. Requires one year of experience on major litigation support/document management project or an Undergraduate degree. Certain assignments may require experience or substantial undergraduate coursework in, for example, finance/accounting, health care, or substantial experience in the legal environment or in information technology. Must have excellent writing skills and oral communication capabilities.
PHYSICAL RECORDS DOCUMENT MANAGEMENT TECHNICIAN**	Bachelors and 1 Year Experience	Under the direction of a Task Supervisor or Document Management Analyst, performs the following tasks while complying with established procedures for filing, retrieving, and copying project file materials: creating compilations of documents such as witness binders; preparing deposition and trial exhibits; entering data on-line to various file tracking databases; proofreading, editing, and correcting OCRed text files; retrieving and blowing back documents from

Title	Education/Experience	Functional Responsibility
		microfilm and digital image media; tabbing, numbering, labeling, and assembling documents; filling out log sheets and reporting on progress and performing quality control on the work of peers in all of these areas. Prepares documents for image scanning; performs other document acquisition related activities, including document screening, and phrase labeling of files to be filmed or scanned; and performs simple database searches. Must have typing/keyboarding skills and good communication skills.
PHYSICAL RECORDS PROGRAMMER ANALYST 1**	Bachelors and 1 Year Experience	Usually works under the direction of more senior Contractor IT staff on a particular application. Develops, modifies, and maintains complex programs to support litigation or document management environment applications, such as databases, associated management systems, and analytical systems. Translates program requirements into program code. Tests, debugs and refines programs to process data in accordance with specified requirements; revises programs to increase efficiency and reduce operating time. Develops data entry screens and other user interfaces; develops and implements standardized reports, and creates and generates specialized and ad hoc reports as required. Loads data files into databases following appropriate edit and pre-processor steps and routines. Performs database backups. Provides oral and written status reports to the Project Manager and/or more senior IT staff. Documents programs and system logic. Develops documents and executes archival procedures. Provides oral and written status reports to more senior IT staff. Provides end user and technical documentation and training for all systems developed. At least two years of overall programming experience will generally be expected, including experience with large-scale database management systems
PHYSICAL RECORDS PROGRAMMER ANALYST 2**	Bachelors and 2 Years Experience	Usually works under the direction of a more senior Contractor IT person. As an expert programmer, independently develops, modifies, and maintains complex programs to support litigation or document management environment applications, such as databases, associated management systems, and analytical systems. Translates program requirements into program code. Tests, debugs and refines programs to process data in accordance with written specifications. Revises programs to increase efficiency and reduce operating time. Develops data entry screens and other user interfaces. Develops and implements standardized reports, and creates and generates specialized and ad hoc reports as required.

Title	Education/Experience	Functional Responsibility
		Loads data files into databases following appropriate edit and pre-processor steps and routines; performs database backups. Provides oral and written status reports to the Project Manager and/or more senior IT staff. Provides technical direction and supervision to other programmers. Develops end user and technical documentation and provides training for all systems developed.
PHYSICAL RECORDS DATA ENTRY TECHNICIAN**	High School and 1 Year Experience	Enters data into a variety of computer systems. Enters data in prescribed format for subsequent processing. Reviews error messages and makes corrections during data entry. Maintains operating records. Logs and controls documents. Requires one to two years of general data entry experience to include experience operating an alphanumeric keyboard. Experience in a litigation support environment preferred.
PHYSICAL RECORDS SCANNER OPERATOR – CFE/NO EQUIPMENT**	High School and 1 Year Experience	Operates digital image scanning equipment to capture images and generate associated OCR text. Under this CLIN, user equipment and supplies are supplied by the client. Follows established scanning and quality control procedures in producing digital files in specified format for further processing. May be required to prepare documents for scanning (including determining logical breaks and unitization of hard copy documents) by disassembling prior to scanning and reassembling afterward. May be required to record file-level information and physical attachment information during the scanning process. Must be able to set up, operate and perform routine maintenance on relevant equipment. Maintains scanning and task logs as well as equipment maintenance logs.
PHYSICAL RECORDS HELP DESK SUPERVISOR/SENIOR USER TRAINER**	Bachelors and 2 Years Experience	Supervises staff of Help Desk and User Trainer Specialists who provide help desk and on-site support to end users. Assists in setting up and operating end-user support program for major applications in support of specific projects. Sets up overall user training programs, particularly for complex applications such as groupware and workflow packages which require active on-going training and support to ensure that they are being used effectively, and also for litigation support and office automation applications. Sets up facilities and procedures to ensure responsive support. Trains staff and sets up help desk staffing schedules. Organizes, prepares, schedules and conducts training sessions. Training will most often be user-level training for specific databases or specific software packages, including word processing and other office automation packages, but may

Title	Education/Experience	Functional Responsibility
		sometimes also include team building training, contract/document center orientations, etc. Audience may include attorneys, paralegals, client agency staff, and/or other Contractor employees. Prepares training approach and materials. Arranges for use of training facilities, for access to appropriate applications, etc. Oversees and supervises help desk operations, including answering and responding to user phone calls, installing and troubleshooting litigation support packages on user desktops, and coordinating support with office automation support contractors and staff.
PHYSICAL RECORDS USER TRAINER/SR USER SUPPORT SPECIALIST**	Bachelors and 2 Years Experience	Usually reports to Help Desk Supervisor/Senior User Trainer. Assists in setting up and operating end user support program for major applications in support of specific projects. Sets up overall user training programs, particularly for complex applications such as groupware and workflow packages which require active on-going training and support to ensure that they are being used effectively, but also for litigation support and office automation applications. Develops training course outlines and agendas. Establishes training facilities and schedules. May supervise work of teams of user support staff, such as help desk staff. Organizes, prepares, schedules and conducts training sessions. Training will most often be user-level training for specific databases or specific software packages, including word processing and other office automation packages, but may sometimes also include team building training, contract/document center orientations, etc. Audience may include attorneys, paralegals, client agency staff, and/or other Contractor employees. Prepares training approach and materials. Arranges for use of training facilities, for access to appropriate applications, etc. Performs help desk functions - answering and responding to user phone calls; installing and troubleshooting litigation support packages on user desktops; and coordinating support with office automation support contractors and staff.
PHYSICAL RECORDS HELP DESK/USER SUPPORT SPECIALIST**	Bachelors and 1 Year Experience	Usually supervised by Help Desk Supervisor. Provides telephone help desk and on-site support to end users. Applications supported will be chiefly litigation support applications, but may also include other office applications such as word processing, spreadsheet, presentation, and graphics packages. Provides assistance in using hardware and software. Performs help desk functions, such as answering and responding to user phone calls. Assists users in constructing simple queries and reports and helps

Title	Education/Experience	Functional Responsibility
		solve routine problems related to accessing databases. Installs and troubleshoots litigation support packages on user desktops. Provides basic and advanced training in database access and usage. Organizes, prepares, schedules, and conducts training sessions. Training will most often be user level training for specific databases or specific software packages, including word processing and other office automation packages. Audience may include attorneys, paralegals, client agency staff, and/or other Contractor employees. Prepares training approach and materials. Arranges for use of training facilities, for access to appropriate applications, etc. Experience providing direct end-user support for the applications being supported, including both telephone support and on-site assistance to users. Certain applications may require certification by the software provider. Prior teaching/training experience involving computer applications, preferably database, imaging, or other automated litigation support applications strongly preferred.
PHYSICAL RECORDS SUPERVISORY/ CLERICAL**	High School	Directs and supervises clerical staff in performing support functions such as photocopying, courier/delivery services, document retrieval, faxing information, etc. Performs quality control and ensures timely delivery of all specified deliverables. Tracks progress of all clerical activities and reports status to appropriate Contractor manager. Arranges routine and emergency service and maintenance of office equipment. Oversees the organization and maintenance of correspondence files. Ability to operate a variety of office equipment, including PCs, printers, photocopiers, scanners, telephone systems, fax machines, numbering and binding equipment, etc. required. Must have typing/keyboarding skills and good communication skills. Attention to detail very important. Ability to work well in a team environment and ability to read and follow instructions very important.
PHYSICAL RECORDS CLERICAL**	High School	Under the supervision of a Task Supervisor, performs routine document support functions such as photocopying; delivering items; generating blowback; assembling notebooks, including pulling file copies of documents, tabbing binders, numbering, binding, labeling, re-filing documents and shelving; packing boxes and preparing them for shipment; Bates stamping; ordering supplies; retrieving case materials; completing log sheets; answering phones; logging messages; faxing information, etc. Prepares documents for

Title	Education/Experience	Functional Responsibility
		imaging/scanning. Assembles/disassembles documents as required, taking care to ensure that original documents are reassembled exactly to their original state. Maintains inventory/control records. Performs simple typing assignments using word processing equipment. Ability to operate a variety of office equipment, including PCs, printers, photocopiers, scanners, telephone systems, fax machines, numbering and binding equipment, etc. required. Must have typing/keyboarding skills and good communication skills.
PHYSICAL RECORDS DOCUMENT MANAGEMENT ANALYST II**	Bachelors	Under the direction of a Task Supervisor, performs the following tasks while complying with established procedures for: filing, retrieving, and copying case file materials; creating witness binders; preparing deposition and trial exhibits; entering data on-line to case files and other databases; proofreading, editing, correcting OCRed text files; retrieving and blowing back documents from microfilm and digital image media; tabbing, numbering, labeling, assembling documents; filling out log sheets and reporting on task progress; and performing quality control on the work of peers in all of these areas. Prepares documents for image scanning; performs other document collection related activities, including document screening, and labeling of files to be scanned. Performs simple database searches. Ability to perform detailed work consistently, accurately, and under pressure extremely important. Must be able to understand task, task objectives, and the context of the task in the litigation support effort as a whole. Must have typing/keyboarding skills and good communication skills.

5.4.2 Electronics Records Management Solutions (SIN 518210ERM)

Electronic Records Management Solutions provide a comprehensive capability to solve the complex challenges posed by the movement, manipulation, archiving, security, and management of electronic records. The vendor provides professional management and administrative support personnel with the necessary skills to perform effective records management services for both classified and/or unclassified records. The services are provided using either Government or vendor equipment and facilities or a combination of both. The objective of electronic records management services is to permit the access, maintenance, control, storage, disposition, and transfer of electronic records. Includes any ancillary supplies and/or services necessary to provide a total electronic records management solution.

Title	Education/Experience	Functional Responsibility
ELECTRONIC RECORDS PROGRAM MANAGER	Bachelors and 12 Years Experience	Responsible for the performance of a relatively significant program or multiple smaller programs in accordance with contract requirements and company policies, procedures and guidelines. Responsible for the employment, training, coaching, mentoring, motivation, discipline and performance evaluation of assigned employees. Defines, acquires, and allocates budget, staff, and other resources necessary to accomplish the goals and/or objectives of the program group/function. Provides thought leadership to project analyses and process improvement activities. Also responsible for acquiring follow-on business associated with assigned programs and for supporting new business development by leading proposals.
ELECTRONIC RECORDS PROJECT MANAGER 2	Bachelors and 4 Years Experience	Serves as the client's primary point of contact for all support for a small to medium project. Will have frequent contact with the client, other parties to the project, and CACI management for the purpose of communicating status of the project throughout its life cycle. Responsible for planning and managing all support for the project including monitoring work flow, progress reporting, identifying and assigning staff, budget development and tracking, coordinating technical/data processing support, and obtaining other required resources. Performs an active quality assurance role to ensure high quality work is delivered on time. Ensures that proper security is maintained overall project materials, in accordance with client security procedures. Coordinates with other Contractor components to deliver project support.
ELECTRONIC RECORDS PROJECT MANAGER 3	Bachelors and 6 Years Experience	Responsible for the performance of multiple projects or a definable portion of a larger program in accordance with contract requirements and company policies, procedures and guidelines. Directs and coordinates all support resources for the performance of project assignments and activities.

Title	Education/Experience	Functional Responsibility
		In addition, may also be responsible for providing day-to-day project management support including monitoring work flow, progress reporting, identifying and assigning staff, budget development and tracking, coordinating technical/data processing support, and obtaining other required resources for one or more specific cases, investigations or small projects. Consults with the client staff concerning overall operations, scheduling, work assignments, staffing, progress reporting, security, etc. Responsible for overall quality assurance and timeliness of delivery for all work performed, and for performing overall coordinating functions with other Contractor components. Also responsible for acquiring follow-on business associated with assigned projects and for supporting new business development by leading relatively small proposals or assisting with major proposals.
ELECTRONIC RECORDS TASK SUPERVISOR 1	Bachelors and 2 Years Experience	Responsible for the coordination and supervision of a specific non-technical task or function. Ensures all activities are carried out in accordance with project commitments or specific objectives. Position typically supervises between 2 and 10 employees. Responsible for day-to-day coordination and administration of tasks by ensuring quality and productivity standards are maintained while meeting client schedules and contract requirements. Performs quality control spot-checking as necessary to ensure that work is of high quality. Troubleshoots task issues. Coordinates with other contract and subcontract personnel to ensure work moves smoothly from one functional area to another. Works with the Project Manager and/or client to prepare work schedules and man-hour estimates. Ensures proper training of subordinates. Maintains record of changes in instructions and ensures all team members are informed of changes. Assigns and reviews subordinates' performance including preparation of employee performance evaluations. Ensures completion of administrative reporting, e.g., timecards, daily statistics, logs, and task narratives. Responds to client requests and questions. Assists with writing manuals and other documentation. Responsible for status and task management reports for area of responsibility. Sets up and manages project facilities as dictated by workload requirements.
ELECTRONIC RECORDS TASK SUPERVISOR 2	Bachelors and 3 Years Experience	Responsible for the coordination and supervision of a major non-technical task area or function. Ensures all activities are carried out in accordance with project commitments or specific objectives.

Title	Education/Experience	Functional Responsibility
		Position typically supervises 10 to 30 employees which may include clerical staff and first line supervisors. Responsible for day-to- day coordination and administration of tasks by ensuring quality and productivity standards are maintained while meeting client schedules and contract requirements. Coordinates with other contract and subcontract personnel to ensure work moves smoothly from one functional area to another. Works with Project Manager and/or client to prepare work schedules and man-hour estimates. Ensures proper training of subordinates. Maintains record of changes in instructions and ensures all team members are informed of changes. Assigns and reviews subordinates' performance including preparation of employee performance evaluations. Ensures completion of administrative reporting, e.g., timecards, daily statistics, logs, and task narratives. May require frequent contact with the client's staff and other parties involved with the project, as well as with other Contractor components. Assists with writing manuals and other documentation. Responsible for status and task management reports for area of responsibility. Sets up and manages project facilities as dictated by workload requirements. Works under the direction of a Project Manager.
ELECTRONIC RECORDS FUNCTIONAL ANALYST 1	Bachelors	Under immediate supervision, analyzes factors and components of systems to recommend and institute changes to increase efficiency. Plans studies of work problems and procedures, such as organizational changes, communication, information flow, integrated production methods, or cost analysis. Assists in gathering information from users and defining issues in order to design systems and procedures for process improvement. Performs systematic review of selected functions to determine application and design of systems or models. Utilizes mathematical models and management plans. Specifies manipulative and computational methods of formulation and uses data processing for solving equations, programming and processing. Prepares charts and diagrams to assist in problem analysis and submits recommendations for solutions. Writes specification manuals and user documentation for client or user personnel. Assists more senior level Functional Analysts in program design and analysis.
ELECTRONIC RECORDS DATABASE ANALYST 1	Bachelors	Assists in administering database organizations, standards, controls, procedures, and documentation. Provides entry level technical

Title	Education/Experience	Functional Responsibility
		consulting in the definition, design, and creation of a database environment. Assists in the design and definition of basic databases, access methods, access time, device allocation, validation checks, organization, protection and security, documentation and statistical methods. Develops expertise in use of automated tools for database design and implementation. Assists in the design and maintenance of logical and physical data models (relational & dimensional), data dictionary and database volumetrics. Works to define basic file organization, indexing methods, and security procedures for specific user applications. Maintains database dictionaries, monitors standards and procedures and integration of systems through database design under close supervision. Maintains accurate and up-to-date knowledge of database information and requirements for maximizing database potential. Helps to provide assistance to various clients as required for database design, implementation, and troubleshooting. Maintains standards and documentation. Assists senior database analyst staff in the identification and resolution of production and/or applications. Assists in analysis and design activities associated with the development and maintenance of the database.
ELECTRONIC RECORDS SYSTEMS ADMINISTRATOR 1**	Bachelors and 2 Years Experience	Reports to more senior Contractor technical or project management staff and coordinates activities with the client's technical staff. Responsible for the operation and maintenance of IT systems set up by or for the client to provide automated document management, records management and/or litigation support data processing resources to specific projects. Responsible for keeping the systems and services up and running; monitoring, analyzing and optimizing server and system performance, including making recommendations for improving performance; performing scheduled system backups; assigning user IDs and passwords; allocating and tracking disk space; providing consulting support and advice to, and coordinating with, IT users responsible for specific applications/databases on the servers; identifying and ordering needed supplies, hardware, software and accessories; and performing hardware and software upgrades. Implements and enforces system, facility, and data security measures, including resources and procedures for disaster recovery. Administers not only hardware and operating system software, but also database and other applications software. Coordinates with the client technical staff on all

Title	Education/Experience	Functional Responsibility
		these issues, and coordinates as well as with the client office automation network administration staff on issues having to do with client office automation networks. Reports on progress. Develops tools for system-wide use in developing applications. Prepares system documentation.
ELECTRONIC RECORDS SYSTEMS ADMINISTRATOR 3	Bachelors and 3 Years Experience	With a wide range of knowledge, maintains data files and control procedures for a complex system of networked computers or for a single group of microcomputers linked to a host workstation, or mainframe. Responsible for the operation and maintenance of IT systems set up by or for the client to provide automated document management, records management and/or litigation support data processing resources to specific projects. Responsible for keeping the systems and services up and running; monitoring, analyzing and optimizing server and system performance, including making recommendations for improving performance; performing scheduled system backups; assigning user IDs and passwords; allocating and tracking disk space; providing consulting support and advice to, and coordinating with, IT users responsible for specific applications/databases on the servers; identifying and ordering needed supplies, hardware, software and accessories; and performing hardware and software upgrades. Implements and enforces system, facility, and data security measures, including resources and procedures for disaster recovery. Administers not only hardware and operating system software, but also database and other applications software. Coordinates with the client technical staff on all these issues, and coordinates as well as with the client office automation network administration staff on issues having to do with client office automation networks. Reports on progress. Develops tools for system-wide use in developing applications. Prepares system documentation. May have some supervisory responsibilities overall system objectives. Responsible for the operation and maintenance of IT systems and facilities set up by and for the client to provide automated document management, records management and/or litigation support data processing resources to specific projects. May be responsible for establishing systems and facilities. For existing systems and facilities, responsible for keeping the systems running; monitoring, analyzing and optimizing system performance, including making recommendations for improving

Title	Education/Experience	Functional Responsibility
		performance; performing scheduled system backups; assigning user IDs and passwords; allocating and tracking disk space; providing consulting support and advice to, and coordinating with IT users responsible for specific applications/databases on the servers; identifying and ordering needed supplies, hardware, software and accessories; and performing hardware and software upgrades. Implements and enforces system, facility, and data security measures, including resources and procedures for disaster recovery. Administers not only hardware and operating system software, but also database and other applications software. Coordinates with the client technical staff on all these issues, and coordinates as well as with the client office automation network administration staff on issues having to do with the network itself. Supervises and manages subordinate staff. Reports on progress. Develops tools for system-wide use in developing applications; prepares system documentation.
ELECTRONIC RECORDS SYSTEMS ANALYST**	Bachelors and 3 Years Experience	Work directly with client staff or under the direction of the Contractor's IT Manager, Systems Manager, or Senior Systems Analyst. Defines system and project requirements. Designs entire systems to meet defined requirements based on information gathered from the client staff. Works out the details of functional and design requirements, systems design, programming specifications, data elements, data validation specifications, data capture mechanisms, and data conversion procedures through discussions with client staff and own superiors. Translates the functional requirements into systems designs suitable for development of appropriate computer programs. Tests software, including preparation and use of sample data for testing purposes. Makes presentations of findings, recommendations, and specifications in formal reports and in oral presentations. Develops systems documentation required in the task orders. Consults with client staff and with other Contractor staff to assure understanding of task objectives; identifies problems and suggests improvements. Provides technical expertise, direction and supervision to lower level personnel. May sometimes function as a technical supervisor or team leader for a project. Reports on progress to client staff and to superiors. Provides user and technical documentation and training for systems developed.

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Title	Education/Experience	Functional Responsibility
ELECTRONIC RECORDS SENIOR SYSTEMS ANALYST	Bachelors and 5 Years Experience	Usually works under the direction of the Contractor IT Manager, the Systems Manager or a senior Project Manager. Consults with necessary client staff as to system requirements and proposed technical approach to data processing needs. Determines system and project requirements based on information gathered from such consultations. Designs entire system to meet those requirements based on definition of system requirements. On smaller projects, may perform entire range of technical support, including data file conversions, program validations and testing, etc. Performs systems evaluations. Makes presentations of findings, recommendations, and specifications in formal reports and in oral presentations. Consults with client management regarding task orders, scheduling of work, personnel assignments, priorities and progress reporting; plans, staffs, schedules and develops cost estimates for work to be performed under task orders. Reports on contract and task order progress. Directs and supervises personnel assigned to perform on task orders, ensuring conformance to work standards and ensuring that the technical design conforms to functional requirements. Ensures successful completion of work, timeliness of deliverables, and quality control. Prepares system/technical documentation. Works under configuration management plan. Performs and supervises the technical aspects of the tasks. Organizes and conducts user training sessions. Prepares training material and training manuals.
ELECTRONIC RECORDS USER SUPPORT PROGRAM MANAGER	Bachelors and 2 Years Experience	Serves as Senior Contractor responsible for designing, implementing, and overseeing end-user support for a large organizational component employing a broad spectrum of applications and hardware. Responsible for designing, directing, and evaluating the effectiveness of the entire program. Oversees all aspects of user and system documentation, training, communications, budgeting and staffing. Proactively seeks improvements to products, technologies, and approaches, and independently provides recommendations to client managers on the best ways to make applications available, and on which packages might be best suited for particular needs or the existing technical environment. Works extensively and directly with client managers, clients, IT personnel, and support staff. Requires at least seven years of experience in providing direct support to end users of computer applications, of which at least three years were spent supervising a

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Title	Education/Experience	Functional Responsibility
		team providing such support. Must have experience actually setting up an end user support program. Must be an expert user of the applications supported; must have in-depth knowledge of the network, telecommunications, and operating systems environment being supported.
ELECTRONIC RECORDS SYSTEMS MANAGER	Bachelors and 3 Years Experience	Serves as the technical manager responsible for all technical aspects of very large projects, particularly those with unique and/or complex requirements in the area of document management, records management or litigation support systems. For example, for reasons of security, or location, or because of specialized software requirements or telecommunications access needs, some projects may require establishing a separate, dedicated local area network, with a dedicated database server. Other projects may require setting up a large number of specialized databases, or customized applications for analyzing project data, and an IT support staff dedicated to the maintenance of these systems. In such instances, the client may order the services of a Systems Manager to manage all of the IT resources for the project, from hardware and software, to staffing, to coordination and interconnection with other, already existing systems. The Systems Manager must take a very proactive, leadership role in managing the IT aspects of the project, including actively coordinating with a variety of client representatives, other contractors, and other project and Contractor components, anticipating problems, hiring and training staff, etc. Manages user help desk support, system and user documentation, system and user training. Oversees development of configuration management, risk analysis, and disaster recovery solutions. Ensures that system and data security are adequately implemented and enforced. Consults with the client regarding scheduling of work, personnel assignments, priorities and progress reporting; plans, staffs, schedules, and develops cost estimates for work to be performed; reports on progress. Directs and supervises staff; ensures conformance to functional requirements, technical design, and work standards; ensures successful completion of work, timeliness of deliverables, and quality control. Requires at least five years of experience including line management experience.
ELECTRONIC RECORDS TECHNICAL ANALYST	Bachelors and 5 Years Experience	The Technical Analyst is a very senior IT professional with outstanding or unique skills and analytic abilities, particularly with respect to specific application software, operating systems, or

Title	Education/Experience	Functional Responsibility
		technologies in the area of document management, records management or litigation support systems. The Technical Analyst consults with the Contractor and client management to identify systems requirements and make recommendations for technical solutions to systems problems; manages a systems project through all phases including applications development, applications maintenance, systems documentation, quality assurance and user support; provides technical advice, supervision, and guidance to the IT team; evaluates programs in terms of efficiency, effectiveness, quality and interoperability with client systems; evaluates and develops systems software and hardware requirements along with short and long range planning, including systems integration solutions and telecommunications requirements; translates advanced concepts into practical and effective solutions using structured techniques to define requirements; develops feasible alternatives and estimates costs of implementation. Makes presentations of findings, recommendations, and specifications in formal reports and oral presentations to a variety of audiences, including non-technical personnel. May be required to perform supervisory or managerial duties.
ELECTRONIC RECORDS FORENSIC ANALYST 1	Bachelors and 4 Years Experience	Under limited supervision, provides forensic data acquisition, non-forensic collection/capture of electronically stored information (ESI), keyword/Boolean string searching, data extraction, and seizure of Windows-based desktop/laptop computer systems, servers to include File Shares, mobile devices, and related digital storage media, documentation and reporting, and expert witness testimony for investigations and litigations. Responsible for planning, organizing, and conducting forensic and non-forensic data collections and processing on Windows and MAC-based desktop/laptop computer systems, servers to include File Shares, mobile devices, and related digital storage media. Responsible for managing digital forensics examinations through the entire lifecycle (case planning, intake, acquisition, examination, presentation and disposition). Uses knowledge and experience of a wide variety of advanced computer technologies and forensic theories to conduct forensic examinations with the goal of developing forensically sound evidence. Operates at a journeyman/mid-level, applying industry accepted digital forensics principles in acquiring, collecting, preserving, and processing

Title	Education/Experience	Functional Responsibility
		structured and unstructured data per established procedures and protocols.
ELECTRONIC RECORDS FORENSIC ANALYST 2	Bachelors and 7 Years Experience	May supervise a team of digital forensic analysts. Duties include: case assignment, case management, scene management, and other similar duties of a first line supervisor. Provides forensic data acquisition; non-forensic collection/capture of electronically stored information (ESI) from various file structures and sources; full forensic examination/analysis; data recovery, and seizure of Windows- and MAC-based desktop/laptop computer systems, servers to include Exchange and Files Shares, mobile devices, and related digital storage media; documentation and reporting; and expert witness testimony for investigations and litigations. As a digital forensics expert, serves as a source of technical counsel and advice for forensic collection/processing activities. Responsible for managing digital forensics examinations through the entire lifecycle (case planning, intake, acquisition, examination, presentation and disposition). Uses knowledge and experience of a wide variety of advanced computer technologies and forensic theories to conduct forensic examinations and analysis with the goal of developing forensically sound evidence.
ELECTRONIC RECORDS TECHNICAL WRITER**	Bachelors and 2 Years Experience	Develops detailed user guides, reference manuals, program maintenance manuals, document coding manuals, and other forms of documentation for specific databases and application systems. Has a firm and detailed understanding of the systems being described. Reviews and tests databases and application systems for ease of use, consistency, accuracy and responsiveness. Coordinates and organizes material gathered from other members of the technical staff and makes necessary changes in format as appropriate. Creates technical materials and documentation, and edits them for grammar, organization, and clarity. Prepares and edits technical graphical presentation materials for both technical and non-technical personnel. Interprets technical documentation standards and prepares documentation accordingly. In conjunction with technical or management experts, writes requested studies such as requirements analyses, risk analyses, technology assessments, strategic and tactical planning, market surveys, budget reviews, etc. Prepares materials for use in training sessions and seminars. Provides oral and written status reports.

Title	Education/Experience	Functional Responsibility
ELECTRONIC RECORDS LITIGATION SUPPORT SPECIALIST 4 (Supervisory Paralegal)	3 Years Experience	Directs and supervises the work of Paralegals and other support staff, particularly on major litigation support efforts, such as large legal research projects, or major in-courtroom support. Monitors work and reports on progress; responsible for ensuring that work meets contract and attorney requirements and is delivered on time. Troubleshoots and performs quality control spot-checks. Must be able to formulate administrative and technical procedures for getting the work done. May have significant contact with client managers, trial attorneys and staff, client staff, and opposing counsel. Performs complex legal and factual research. Designs and develops systems and procedures for tracking, controlling, and managing case files, exhibits, and other case-specific materials. Assists trial staff in coordination with expert witnesses and litigation consultants. Arranges for access to appropriate libraries and other legal research facilities. Coordinates with other Contractor support components, including IT support staff, in order to accomplish work.
ELECTRONIC RECORDS AUDITOR 1	Masters and 3 Years Experience	Responsible for assisting with financial and compliance audit investigations for contract projects. Performs audit tasks in accordance with specific audit programs and sometimes under the direct supervision of a higher-level auditor. Performs analysis of corporate financial and operating statements, records and other information in order to arrive at results in accordance with the stated objectives of the audit investigation; prepares interim and final oral and written reports to the client on the progress, status, and results of audit investigations; makes recommendations to client based on audit results. Provides direction, supervision and guidance to more junior Financial Analysts working on the same audit investigations. Requires a thorough knowledge of generally accepted accounting principles and generally accepted auditing standards as well as a working knowledge of appropriate accounting and financial analysis ADP systems and applications.
ELECTRONIC RECORDS AUDITOR 2	Masters and 5 Years Experience	Based on discussions with the client, plans, implements and oversees large and complex auditing investigations as required in support of a project. Directs, provides guidance and advice, and reviews the work product of more junior Auditors and Financial Analysts to ensure that it meets the stated objectives of audit investigations. Reports to the client as required on the status of audit investigations; prepares interim and final written

Title	Education/Experience	Functional Responsibility
		reports and recommendations based on the results of audit investigations. Reviews and analyzes financial and operating statements, records and other information in order to arrive at results and conclusions in accordance with the stated objectives of audit investigations. Requires a thorough knowledge of generally accepted accounting principles and generally accepted auditing standards as well as a working knowledge of appropriate accounting and financial analysis ADP systems and applications.
ELECTRONIC RECORDS TRIAL CONSULTANT/ GRAPHICS SPECIALIST	Bachelors and 3 Years Experience	Serves a senior level individual, with substantial, very specialized expertise, who can provide innovative, case- specific solutions. Consults with the trial team, including attorneys, paralegals, and expert witnesses to conceptualize and develop strategies, appropriate graphics and other media for presenting evidence at trial or at hearings, including oversize charts for display in the courtroom, computer-generated graphics for projection or display on computer monitors, animations, simulations, multi-media slide shows, audio and video clips, etc. Recommends effective presentation formats, color schemes, scripting, and sequencing. Oversees and coordinates production of highly technical and complex items such as computer simulations and animations which require a production studio. Requires demonstrated ability to recommend and produce high-quality graphics and other presentation media, using computer tools and other professional graphics and multi-media development tools. Must be fully trained in the tools used. Must have demonstrated ability to evaluate the effectiveness of graphic and multi-media presentations, and to make constructive suggestions for improving. Must be able to understand the attorneys' needs and arguments to be supported by the graphic materials, and be able to translate that understanding into effective media presentations. Must have outstanding oral communications skills for discussing case and exhibits with the trial team, including expert witnesses.
ELECTRONIC RECORDS COURTROOM PRESENTATION SPECIALIST	Bachelors	Works with the trial team, including expert witnesses, to develop plans for trial or hearings using a courtroom presentation system. Prepares exhibit images for particular uses such as zooming in on or highlighting a particular paragraph, or setting up two exhibits side by side on the screen. Develops simple graphic images/exhibits using standard off-the-shelf software packages. Advises attorneys on the effectiveness of certain exhibits or

Title	Education/Experience	Functional Responsibility
		sequences of exhibits. Is responsible for the smooth operation of the presentation system in the courtroom. Digitizes audio and video clips. Synchronizes clips with written transcripts. Needs to be a "jack-of- all-trades" capable of performing all trial and courtroom support functions, including equipment set up and troubleshooting, scripting, advising on graphics presentations, and courtroom operation of equipment. Requires demonstrated ability to work effectively with a trial team through the entire pretrial and trial cycle, identifying and scanning exhibits, scripting with the attorneys, setting up the courtroom, and operating and troubleshooting the system in the courtroom. Must be thoroughly familiar with standard courtroom presentation packages such as Trial Director and Sanction. Must have excellent oral communication skills. Must be able to work effectively as a team member in an extremely pressured environment. Must be able to travel for long periods of time. Must be able to work long hours for an extended period of time. Trial experience required. Other automated litigation support experience valued.
ELECTRONIC RECORDS FORENSIC TECHNICIAN	Bachelors and 1 Year Experience	Responsible for acquiring, preserving, analyzing and producing digital evidence. Duties include assisting investigators, attorneys, and users with the seizure and securing of digital evidence; providing expert guidance on the extraction, transfer, and storage of electronic data so as to preserve the integrity of the evidence; documenting. the chain of custody; and assisting forensic experts and attorneys in preparing reports and other written material concerning the production, analyses, and preservation of electronic evidence. Must be able to communicate clearly with both technical and non-technical parties and be able to communicate technical details to non- technical parties in a clear and concise manner.
ELECTRONIC RECORDS LITIGATION SUPPORT SPECIALIST 5 (LAW CLERK 2)**	Masters and 2 Years Experience	Works under the direction of a Supervisory Paralegal, Project Manager or other senior manager performing complex legal research; preparing draft legal documents, such as motions, briefs, memoranda of law, etc.; reviewing documents for relevance and privilege; and assisting attorneys with all phases of litigation. Acts independently and/or as a team leader on larger projects. Responsibilities may include acting as primary interface with trial attorneys, experts, and other client staff.
ELECTRONIC RECORDS FRAUD ANALYST	Bachelors and 2 Years Experience	Under the direction of a Fraud Examiner, assists in obtaining documents and other information related to cases. Performs research to locate potential witnesses. Conducts in-house, telephone and

Title	Education/Experience	Functional Responsibility
		database research; manages case file. Reports to Fraud Examiner on progress. Assists in the preparation of interim and final reports and recommendations. Requires experience in document analysis, particularly in relation to fraud cases.
ELECTRONIC RECORDS E-DISCOVERY PROJECT COORDINATOR	Bachelors and 5 Years Experience	This is a senior level position responsible for coordinating all technical aspects and assisting with strategic and legal aspects for all assigned projects and matters involving electronic discovery. Serves as the primary point of contact throughout the discovery lifecycle, applying in-depth knowledge and experience to provide expert consultation and advice on technology and best practices. Consults with case teams to effectively develop and apply technical strategies, requirements and goals in order to develop and implement project plans, including data collection, processing, document production and trial. Acts as the primary point of contact and liaison for electronic discovery issues between the legal team and the contractor(s) to ensure proper communication between the parties. Advises the legal team on technology options to respond to specific discovery needs including but not limited to recommendations for products to perform early case assessment, document search, and document reviews in the most efficient, timely, and cost effective manner. Participates in legal proceedings, i.e. 26(f) conferences, prepares affidavits, and testifies as to the defensibility of the government's e-discovery process. Ensures standard procedures for electronic discovery and litigation support projects are consistently applied across the life of the case.
ELECTRONIC RECORDS DATA ENTRY OPERATOR 1**	High School	Under supervision, enters, transcribes, and verifies a variety of alphanumeric data onto an on-line, batch mode, or personal computer system. Assignments are generally routine in nature and work parameters are typically well defined. Maintains files, records, and chronologies of entry activities. Produces output on magnetic tape, diskettes, or other media. Backs up files. Tracks documents received and chronologies of entry activities.
ELECTRONIC RECORDS DATA ENTRY OPERATOR, LEAD**	High School	Coordinates lower level clerks activities, such as entering, transcribing, and verifying alphanumeric data onto an on-line, batch mode, or personal computer system. Assignments are somewhat complex in nature and work parameters are usually well defined. Assists in designing and implementing data entry programs. Maintains files, records, and

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Title	Education/Experience	Functional Responsibility
		chronologies of entry activities. Produces output on magnetic tape, diskettes, or other media.
ELECTRONIC RECORDS RECEPTIONIST**	High School	Operates multiple-call telephone switchboard console and directs calls to appropriate person or department. Must have sufficient knowledge of business to direct caller. Greets visitors, vendors, customers, job applicants, and other visitors, and ensures that they are escorted to the proper office. Maintains pertinent telephone and visitor records. May perform various clerical tasks, light typing, or related duties as assigned. Requires at least one year of word processing experience using basic tools like Microsoft Office; able to type at a minimum rate of 65 words per minute with a high level of accuracy. Excellent oral and written communication skills required.
ELECTRONIC RECORDS SCANNING/MICROFILM SPECIALIST 2**	High School and 2 Years Experience	Operates digital image scanning equipment to capture images and generate associated OCR text. Follows established scanning and quality control procedures in producing digital files in specified format for further processing. May be required to prepare documents for scanning (including determining logical breaks and unitization of hard copy documents) by disassembling prior to scanning and reassembling afterward. May be required to record file level information and physical attachment information during the scanning process. Must be able to set up, operate and perform routine maintenance on relevant equipment. Maintains scanning and task logs as well as equipment maintenance logs.
ELECTRONIC RECORDS DOCUMENT CONTROL SPECIALIST**	High School and 1 Year Experience	This position is responsible for the assisting in the development, inventory, storage, distribution and destruction of documents as required under set practices and assists in the administration of the Records Management System. Processes and fills requests for documents, which includes pulling orders, checking quantity, packaging for shipment to area offices and delivering to employees. Creates and updates documents by using computer design software. Knowledge of computer software required. Ability to communicate in an effective and professional manner with internal and external contacts.
ELECTRONIC RECORDS LITIGATION SUPPORT SPECIALIST 1 (Paralegal)**	High School and 1 Year Experience	Works under the direction of a Litigation Support Specialist 2, 3, 4 or 5, Task Supervisor, or Project Manager. Compiles, prepares, and summarizes relevant materials for use by attorneys in discovery and in preparation of motions, briefs and other legal documents following established guidelines. Summarizes depositions and other transcripts.

Title	Education/Experience	Functional Responsibility
		Maintains case files. Performs simple legal research. Indexes, tracks and controls exhibits and other materials at depositions and at trial. Assists attorneys in the courtroom. Prepares exhibit cross-references. Reviews documents for relevance and privilege according to established guidelines and criteria. Performs initial compilation of documents for FOIA or production requests, Congressional hearings, etc. An equivalent level of legal training may be substituted. At least one year of litigation paralegal experience required; trial experience very helpful. Must have basic legal knowledge, including knowledge of standard legal citation to cite check legal motions and memorandum and must have sufficient experience with legal research tools such as LEXIS and Westlaw to perform basic legal research. Basic familiarity with Electronically Stored Information (ESI) tools and knowledge of e-discovery procedures and resources required.
ELECTRONIC RECORDS LITIGATION SUPPORT SPECIALIST 2 (Senior Paralegal)**	High School and 2 Years Experience	Works under the direction of a Task Supervisor, or Project Manager. Work products are reviewed prior to submission; however, often develops these products with minimal direct supervision other than written guidelines. In addition to functions performed by a Litigation Support Specialist 1 as described above, performs moderately complex legal research. Synopsizes transcripts of hearings and oral arguments for attorney use. Reviews case related materials and identifies potentially conflicting statements or areas requiring further investigation. Writes preliminary drafts of simple legal memoranda and correspondence. Requires paralegal certificate. An equivalent level of legal training may be substituted. At least two years of litigation paralegal experience required. Must have hands-on familiarity with a variety of computer applications, including word processing, databases (such as document review and file management systems), spreadsheets, imaging, and hardware systems. Hands-on familiarity with Electronically Stored Information (ESI) tools and knowledge of e-discovery procedures and resources required.
ELECTRONIC RECORDS LITIGATION SUPPORT SPECIALIST 3 (Law Clerk 1)**	Masters and 2 Years Experience	Works under the direction of a Litigation Support Specialist 4 or a Project Manager. Performs complex legal research for the trial staff. Assists in preparing draft legal documents, such as motions, briefs, memoranda of law, etc. Screens documents for privilege. Assists attorneys with all phases of litigation. Requires Law degree, or having completed at least one year of study at an ABA-accredited law school. Requires sound working knowledge of

Title	Education/Experience	Functional Responsibility
		federal and state court systems, legal research procedures, and legal research resources. Requires excellent written and oral communication skills and thorough knowledge of standard legal research tools such as LEXIS and Westlaw. Must have hands-on familiarity with a variety of computer applications, including word processing, databases (such as document review and file management systems), spreadsheets, and imaging. Also requires hands-on familiarity with ESI tools and knowledge of e-Discovery procedures and resources.
ELECTRONIC RECORDS SENIOR WORD PROCESSOR**	High School	Types, edits, corrects, etc. documents, charts, tables, etc. as required. Proofreads, edits, and corrects OCRed text files. Responsible for routine file maintenance, including maintaining backup copies of original files, as well as working files. Performs quality control over own work and work of peers. Organizes and maintains correspondence files. Works fairly independently - does not require constant, close supervision. Requires at least two years of word processing experience including one year in a similar office automation environment. Must be able to type at a minimum rate of 65 wpm with an accuracy rate of 95%.
ELECTRONIC RECORDS WORD PROCESSOR**	High School	Types, edits, corrects, etc. documents, charts, tables, etc. as required. Proofreads, edits, and corrects OCRed text files. Responsible for routine file maintenance, including maintaining backup copies of original files, as well as working files. Performs quality control over own work and work of peers. Organizes and maintains correspondence files. Performs simple maintenance on office machines such as copiers and fax machines. Answers phones. Works fairly independently - does not require constant, close supervision. Requires at least one year of word processing experience in a similar office automation environment. Must be able to type at a minimum rate of 65 wpm with an accuracy rate of 95%.
ELECTRONIC RECORDS DOCUMENT CODER**	High School	Extracts bibliographic and/or subjective information from documents, invoices, phone records or other source material and records the extracted information onto a DCF or directly inputs the information into a data entry screen. Requires High School diploma or GED certificate, Undergraduate degree preferred. Entry level position, no experience required. Must have demonstrated ability to analyze documents to extract appropriate level of information. Must have typing skills and familiarity with office automation systems, especially data entry programs. Must be able to pay attention to detail; and

Title	Education/Experience	Functional Responsibility
		must understand oral and written instructions, and follow instructions explicitly and consistently.
ELECTRONIC RECORDS DOCUMENT MANAGEMENT ANALYST**	Bachelors and 1 Year Experience	Reports to Task Supervisor, or Project Manager; works with minimal supervision. In addition to performing functions of Document Management Technician as described below, performs moderately complex document management or litigation support tasks, including, for example, detailed review and analysis of project materials in a broad range of subject matters such as financial records or health care materials; detailed indexing of project files, drafting procedures for accomplishing support assignments; document acquisition related tasks; screening for privilege documents; conducting database searches; and performing e-Discovery culling. Proofreads and edits deliverable products. Sometimes serves as "team leader" for larger group of Document Management Technicians and clerical support staff. Requires one year of experience on major litigation support/document management project or an Undergraduate degree. Certain assignments may require experience or substantial undergraduate coursework in, for example, finance/accounting, health care, or substantial experience in the legal environment or in information technology. Must have excellent writing skills and oral communication capabilities.
ELECTRONIC RECORDS DOCUMENT MANAGEMENT TECHNICIAN**	Bachelors and 1 Year Experience	Under the direction of a Task Supervisor or Document Management Analyst, performs the following tasks while complying with established procedures for filing, retrieving, and copying project file materials: creating compilations of documents such as witness binders; preparing deposition and trial exhibits; entering data on-line to various file tracking databases; proofreading, editing, and correcting OCRed text files; retrieving and blowing back documents from microfilm and digital image media; tabbing, numbering, labeling, and assembling documents; filling out log sheets and reporting on progress and performing quality control on the work of peers in all of these areas. Prepares documents for image scanning; performs other document acquisition related activities, including document screening, and phrase labeling of files to be filmed or scanned; and performs simple database searches. Must have typing/keyboarding skills and good communication skills.
ELECTRONIC RECORDS ELECTRONIC FILES SPECIALIST**	High School and 1 Year Experience	This is an entry-level position operating under the direction of more senior Contractor IT staff. Provides hands- on file manipulation, loading, and conversion services. Creates and modifies files for

Title	Education/Experience	Functional Responsibility
		upload into COTS products and performs individual file conversion in support of electronic file processing. Will be required to develop, evaluate and modify methodologies and procedures for manipulating files for use with COTS products and litigation support applications. Must be able to ensure the accuracy of data loading, manipulation, and conversion by performing and documenting quality and accuracy checks.
ELECTRONIC RECORDS PROGRAMMER ANALYST 1**	Bachelors and 1 Year Experience	Usually works under the direction of more senior Contractor IT staff on a particular application. Develops, modifies, and maintains complex programs to support litigation or document management environment applications, such as databases, associated management systems, and analytical systems. Translates program requirements into program code. Tests, debugs and refines programs to process data in accordance with specified requirements; revises programs to increase efficiency and reduce operating time. Develops data entry screens and other user interfaces; develops and implements standardized reports, and creates and generates specialized and ad hoc reports as required. Loads data files into databases following appropriate edit and pre-processor steps and routines. Performs database backups. Provides oral and written status reports to the Project Manager and/or more senior IT staff. Documents programs and system logic. Develops documents and executes archival procedures. Provides oral and written status reports to more senior IT staff. Provides end user and technical documentation and training for all systems developed. At least two years of overall programming experience will generally be expected, including experience with large-scale database management systems.
ELECTRONIC RECORDS PROGRAMMER ANALYST 2**	Bachelors and 2 Years Experience	Usually works under the direction of a more senior Contractor IT person. As an expert programmer, independently develops, modifies, and maintains complex programs to support litigation or document management environment applications, such as databases, associated management systems, and analytical systems. Translates program requirements into program code. Tests, debugs and refines programs to process data in accordance with written specifications. Revises programs to increase efficiency and reduce operating time. Develops data entry screens and other user interfaces. Develops and implements standardized reports, and creates and generates specialized and ad hoc reports as

Title	Education/Experience	Functional Responsibility
		required. Loads data files into databases following appropriate edit and pre-processor steps and routines; performs database backups. Provides oral and written status reports to the Project Manager and/or more senior IT staff. Provides technical direction and supervision to other programmers. Develops end user and technical documentation and provides training for all systems developed.
ELECTRONIC RECORDS DATA ENTRY TECHNICIAN**	High School and 1 Year Experience	Enters data into a variety of computer systems. Enters data in prescribed format for subsequent processing. Reviews error messages and makes corrections during data entry. Maintains operating records. Logs and controls documents. Requires one to two years of general data entry experience to include experience operating an alphanumeric keyboard. Experience in a litigation support environment preferred.
ELECTRONIC RECORDS ACCOUNTING TECHNICIAN**	Bachelors and 2 Years Experience	Reviews and analyzes financial data, documents and manual or automated accounting systems. Works under the supervision of an auditor or financial analyst. Duties may require periods of travel. Requires a two-year degree in accounting or four-year degree in a related field (finance, business, banking, or economics) with 30 credit hours in accounting. With the client's approval, relevant financial and accounting experience performing technical level duties in accounting, banking, or finance for corporations or non-profit organizations may be substituted for the education and credit requirements.
ELECTRONIC RECORDS SCANNER OPERATOR – CFE/NO EQUIPMENT**	High School and 1 Year Experience	Operates digital image scanning equipment to capture images and generate associated OCR text. Under this CLIN, user equipment and supplies are supplied by the client. Follows established scanning and quality control procedures in producing digital files in specified format for further processing. May be required to prepare documents for scanning (including determining logical breaks and unitization of hard copy documents) by disassembling prior to scanning and reassembling afterward. May be required to record file-level information and physical attachment information during the scanning process. Must be able to set up, operate and perform routine maintenance on relevant equipment. Maintains scanning and task logs as well as equipment maintenance logs.
ELECTRONIC RECORDS HELP DESK SUPERVISOR/ SENIOR USER TRAINER**	Bachelors and 2 Years Experience	Supervises staff of Help Desk and User Trainer Specialists who provide help desk and on-site support to end users. Assists in setting up and operating end-user support program for major applications in support of specific projects. Sets up

Title	Education/Experience	Functional Responsibility
		overall user training programs, particularly for complex applications such as groupware and workflow packages which require active on-going training and support to ensure that they are being used effectively, and also for litigation support and office automation applications. Sets up facilities and procedures to ensure responsive support. Trains staff and sets up help desk staffing schedules. Organizes, prepares, schedules and conducts training sessions. Training will most often be user-level training for specific databases or specific software packages, including word processing and other office automation packages, but may sometimes also include team building training, contract/document center orientations, etc. Audience may include attorneys, paralegals, client agency staff, and/or other Contractor employees. Prepares training approach and materials. Arranges for use of training facilities, for access to appropriate applications, etc. Oversees and supervises help desk operations, including answering and responding to user phone calls, installing and troubleshooting litigation support packages on user desktops, and coordinating support with office automation support contractors and staff.
ELECTRONIC RECORDS USER TRAINER/SR USER SUPPORT SPECIALIST**	Bachelors and 2 Years Experience	Usually reports to Help Desk Supervisor/Senior User Trainer. Assists in setting up and operating end user support program for major applications in support of specific projects. Sets up overall user training programs, particularly for complex applications such as groupware and workflow packages which require active on-going training and support to ensure that they are being used effectively, but also for litigation support and office automation applications. Develops training course outlines and agendas. Establishes training facilities and schedules. May supervise work of teams of user support staff, such as help desk staff. Organizes, prepares, schedules and conducts training sessions. Training will most often be user-level training for specific databases or specific software packages, including word processing and other office automation packages, but may sometimes also include team building training, contract/document center orientations, etc. Audience may include attorneys, paralegals, client agency staff, and/or other Contractor employees. Prepares training approach and materials. Arranges for use of training facilities, for access to appropriate applications, etc. Performs help desk functions - answering and responding to user phone calls; installing and troubleshooting litigation support

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Title	Education/Experience	Functional Responsibility
		packages on user desktops; and coordinating support with office automation support contractors and staff.
ELECTRONIC RECORDS HELP DESK/USER SUPPORT SPECIALIST**	Bachelors and 1 Year Experience	Usually supervised by Help Desk Supervisor. Provides telephone help desk and on-site support to end users. Applications supported will be chiefly litigation support applications, but may also include other office applications such as word processing, spreadsheet, presentation, and graphics packages. Provides assistance in using hardware and software. Performs help desk functions, such as answering and responding to user phone calls. Assists users in constructing simple queries and reports and helps solve routine problems related to accessing databases. Installs and troubleshoots litigation support packages on user desktops. Provides basic and advanced training in database access and usage. Organizes, prepares, schedules, and conducts training sessions. Training will most often be user level training for specific databases or specific software packages, including word processing and other office automation packages. Audience may include attorneys, paralegals, client agency staff, and/or other Contractor employees. Prepares training approach and materials. Arranges for use of training facilities, for access to appropriate applications, etc. Experience providing direct end-user support for the applications being supported, including both telephone support and on-site assistance to users. Certain applications may require certification by the software provider. Prior teaching/training experience involving computer applications, preferably database, imaging, or other automated litigation support applications strongly preferred.
ELECTRONIC RECORDS SUPERVISORY/CLERICAL**	High School	Directs and supervises clerical staff in performing support functions such as photocopying, courier/delivery services, document retrieval, faxing information, etc. Performs quality control and ensures timely delivery of all specified deliverables. Tracks progress of all clerical activities and reports status to appropriate Contractor manager. Arranges routine and emergency service and maintenance of office equipment. Oversees the organization and maintenance of correspondence files. Ability to operate a variety of office equipment, including PCs, printers, photocopiers, scanners, telephone systems, fax machines, numbering and binding equipment, etc. required. Must have typing/keyboarding skills and good communication skills. Attention to detail very important. Ability to

Title	Education/Experience	Functional Responsibility
		work well in a team environment and ability to read and follow instructions very important.
ELECTRONIC RECORDS CLERICAL**	High School	Under the supervision of a Task Supervisor, performs routine document support functions such as photocopying; delivering items; generating blowback; assembling notebooks, including pulling file copies of documents, tabbing binders, numbering, binding, labeling, re-filing documents and shelving; packing boxes and preparing them for shipment; Bates stamping; ordering supplies; retrieving case materials; completing log sheets; answering phones; logging messages; faxing information, etc. Prepares documents for imaging/scanning. Assembles/disassembles documents as required, taking care to ensure that original documents are reassembled exactly to their original state. Maintains inventory/control records. Performs simple typing assignments using word processing equipment. Ability to operate a variety of office equipment, including PCs, printers, photocopiers, scanners, telephone systems, fax machines, numbering and binding equipment, etc. required. Must have typing/keyboarding skills and good communication skills.
ELECTRONIC RECORDS DOCUMENT MANAGEMENT ANALYST II**	Bachelors	Under the direction of a Task Supervisor, performs the following tasks while complying with established procedures for: filing, retrieving, and copying case file materials; creating witness binders; preparing deposition and trial exhibits; entering data on-line to case files and other databases; proofreading, editing, correcting OCRed text files; retrieving and blowing back documents from microfilm and digital image media; tabbing, numbering, labeling, assembling documents; filling out log sheets and reporting on task progress; and performing quality control on the work of peers in all of these areas. Prepares documents for image scanning; performs other document collection related activities, including document screening, and labeling of files to be scanned. Performs simple database searches. Ability to perform detailed work consistently, accurately, and under pressure extremely important. Must be able to understand task, task objectives, and the context of the task in the litigation support effort as a whole. Must have typing/keyboarding skills and good communication skills.
ELECTRONIC RECORDS SENIOR ELECTRONIC FILES SPECIALIST**	Bachelors and 3 Years Experience	Responsible for supporting the e-Discovery needs of attorneys and support staff and implementing the client's best practices related to e-Discovery and data workflow. Provides hands-on file manipulation, loading, and conversion services. Creates and

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Title	Education/Experience	Functional Responsibility
		modifies files for upload, typically into COTS products, and performs individual file conversion in support of electronic file processing. Develops, evaluates and modifies methodologies and procedures for manipulating files for use with COTS products and litigation support applications. Performs quality assurance of all electronic files processing (EFP) services. Responsible for ensuring that incoming productions are made pursuant to the applicable ESI specifications and when deficiencies are found, provides EFP Manager with detailed notice of deficiencies. Recommends process improvement to ensure high quality, timely and cost-effective methods are utilized. Requires knowledge of litigation discovery process, and the EDRM workflow, and at least three years' experience performing e-Discovery roles such as EFP, image and data file conversion, data culling using review tools, quality assurance, database loads and retrieval, and forensic analysis. Requires working knowledge of personal computers, including Windows 10, document review software, and encryption methods. Experience with software used in the litigation support environment such as Concordance, Summation, ICONECT, Relativity, and MS Office Suite is valued.

5.5 DOCUMENT SERVICES

5.5.1 Document Conversion and Digitization Services (SIN 518210DC)

Includes scanning of the original document's text and images, converting the information to digital data, transferring the data to a new media file, and formatting the information for use in a document imaging and storage system. Customized coding and indexing options are also available as part of the document conversion process.

Title	Education/Experience	Functional Responsibility
DOCUMENT CONVERSION PROGRAM MANAGER	Bachelors and 12 Years Experience	Responsible for the performance of a relatively significant program or multiple smaller programs in accordance with contract requirements and company policies, procedures and guidelines. Responsible for the employment, training, coaching, mentoring, motivation, discipline and performance evaluation of assigned employees. Defines, acquires, and allocates budget, staff, and other resources necessary to accomplish the goals and/or objectives of the program group/function. Provides thought leadership to project analyses and process improvement activities. Also responsible for acquiring follow-on business associated with assigned programs and for supporting new business development by leading proposals.
DOCUMENT CONVERSION PROJECT MANAGER 2	Bachelors and 4 Years Experience	Serves as the client's primary point of contact for all support for a small to medium project. Will have frequent contact with the client, other parties to the project, and CACI management for the purpose of communicating status of the project throughout its life cycle. Responsible for planning and managing all support for the project including monitoring work flow, progress reporting, identifying and assigning staff, budget development and tracking, coordinating technical/data processing support, and obtaining other required resources. Performs an active quality assurance role to ensure high quality work is delivered on time. Ensures that proper security is maintained overall project materials, in accordance with client security procedures. Coordinates with other Contractor components to deliver project support.
DOCUMENT CONVERSION PROJECT MANAGER 3	Bachelors and 6 Years Experience	Responsible for the performance of multiple projects or a definable portion of a larger program in accordance with contract requirements and company policies, procedures and guidelines. Directs and coordinates all support resources for the performance of project assignments and activities. In addition, may also be responsible for providing day-to-day project management support including monitoring work flow, progress reporting, identifying and assigning staff, budget development and

Title	Education/Experience	Functional Responsibility
		tracking, coordinating technical/data processing support, and obtaining other required resources for one or more specific cases, investigations or small projects. Consults with the client staff concerning overall operations, scheduling, work assignments, staffing, progress reporting, security, etc. Responsible for overall quality assurance and timeliness of delivery for all work performed, and for performing overall coordinating functions with other Contractor components. Also responsible for acquiring follow-on business associated with assigned projects and for supporting new business development by leading relatively small proposals or assisting with major proposals
DOCUMENT CONVERSION TASK SUPERVISOR 1	Bachelors and 2 Years Experience	Responsible for the coordination and supervision of a specific non-technical task or function. Ensures all activities are carried out in accordance with project commitments or specific objectives. Position typically supervises between 2 and 10 employees. Responsible for day-to-day coordination and administration of tasks by ensuring quality and productivity standards are maintained while meeting client schedules and contract requirements. Performs quality control spot-checking as necessary to ensure that work is of high quality. Troubleshoots task issues. Coordinates with other contract and subcontract personnel to ensure work moves smoothly from one functional area to another. Works with the Project Manager and/or client to prepare work schedules and man-hour estimates. Ensures proper training of subordinates. Maintains record of changes in instructions and ensures all team members are informed of changes. Assigns and reviews subordinates' performance including preparation of employee performance evaluations. Ensures completion of administrative reporting, e.g., timecards, daily statistics, logs, and task narratives. Responds to client requests and questions. Assists with writing manuals and other documentation. Responsible for status and task management reports for area of responsibility. Sets up and manages project facilities as dictated by workload requirements.
DOCUMENT CONVERSION TASK SUPERVISOR 2	Bachelors and 3 Years Experience	Responsible for the coordination and supervision of a major non-technical task area or function. Ensures all activities are carried out in accordance with project commitments or specific objectives. Position typically supervises 10 to 30 employees which may include clerical staff and first line supervisors. Responsible for day-to-day coordination and administration of tasks by ensuring quality and productivity standards are maintained while meeting client schedules and

Title	Education/Experience	Functional Responsibility
		contract requirements. Coordinates with other contract and subcontract personnel to ensure work moves smoothly from one functional area to another. Works with Project Manager and/or client to prepare work schedules and man-hour estimates. Ensures proper training of subordinates. Maintains record of changes in instructions and ensures all team members are informed of changes. Assigns and reviews subordinates' performance including preparation of employee performance evaluations. Ensures completion of administrative reporting, e.g., timecards, daily statistics, logs, and task narratives. May require frequent contact with the client's staff and other parties involved with the project, as well as with other Contractor components. Assists with writing manuals and other documentation. Responsible for status and task management reports for area of responsibility. Sets up and manages project facilities as dictated by workload requirements. Works under the direction of a Project Manager.
DOCUMENT CONVERSION FUNCTIONAL ANALYST 1	Bachelors	Under immediate supervision, analyzes factors and components of systems to recommend and institute changes to increase efficiency. Plans studies of work problems and procedures, such as organizational changes, communication, information flow, integrated production methods, or cost analysis. Assists in gathering information from users and defining issues in order to design systems and procedures for process improvement. Performs systematic review of selected functions to determine application and design of systems or models. Utilizes mathematical models and management plans. Specifies manipulative and computational methods of formulation and uses data processing for solving equations, programming and processing. Prepares charts and diagrams to assist in problem analysis and submits recommendations for solutions. Writes specification manuals and user documentation for client or user personnel. Assists more senior level Functional Analysts in program design and analysis.
DOCUMENT CONVERSION DATABASE ANALYST 1	Bachelors	Assists in administering database organizations, standards, controls, procedures, and documentation. Provides entry level technical consulting in the definition, design, and creation of a database environment. Assists in the design and definition of basic databases, access methods, access time, device allocation, validation checks, organization, protection and security, documentation and statistical methods. Develops expertise in use

Title	Education/Experience	Functional Responsibility
		of automated tools for database design and implementation. Assists in the design and maintenance of logical and physical data models (relational & dimensional), data dictionary and database volumetrics. Works to define basic file organization, indexing methods, and security procedures for specific user applications. Maintains database dictionaries, monitors standards and procedures and integration of systems through database design under close supervision. Maintains accurate and up-to-date knowledge of database information and requirements for maximizing database potential. Helps to provide assistance to various clients as required for database design, implementation, and troubleshooting. Maintains standards and documentation. Assists senior database analyst staff in the identification and resolution of production and/or applications. Assists in analysis and design activities associated with the development and maintenance of the database.
DOCUMENT CONVERSION SYSTEMS ADMINISTRATOR 1**	Bachelors and 2 Years Experience	Reports to more senior Contractor technical or project management staff and coordinates activities with the client's technical staff. Responsible for the operation and maintenance of IT systems set up by or for the client to provide automated document management, records management and/or litigation support data processing resources to specific projects. Responsible for keeping the systems and services up and running; monitoring, analyzing and optimizing server and system performance, including making recommendations for improving performance; performing scheduled system backups; assigning user IDs and passwords; allocating and tracking disk space; providing consulting support and advice to, and coordinating with, IT users responsible for specific applications/databases on the servers; identifying and ordering needed supplies, hardware, software and accessories; and performing hardware and software upgrades. Implements and enforces system, facility, and data security measures, including resources and procedures for disaster recovery. Administers not only hardware and operating system software, but also database and other applications software. Coordinates with the client technical staff on all these issues, and coordinates as well as with the client office automation network administration staff on issues having to do with client office automation networks. Reports on progress. Develops tools for system-wide use in developing applications. Prepares system documentation.

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Title	Education/Experience	Functional Responsibility
DOCUMENT CONVERSION SYSTEMS ADMINISTRATOR 3	Bachelors and 3 Years Experience	Reports to more senior Contractor technical or project management staff and coordinates activities with the client's technical staff. Responsible for the operation and maintenance of IT systems set up by or for the client to provide automated document management, records management and/or litigation support data processing resources to specific projects. Responsible for keeping the systems and services up and running; monitoring, analyzing and optimizing server and system performance, including making recommendations for improving performance; performing scheduled system backups; assigning user IDs and passwords; allocating and tracking disk space; providing consulting support and advice to, and coordinating with, IT users responsible for specific applications/databases on the servers; identifying and ordering needed supplies, hardware, software and accessories; and performing hardware and software upgrades. Implements and enforces system, facility, and data security measures, including resources and procedures for disaster recovery. Administers not only hardware and operating system software, but also database and other applications software. Coordinates with the client technical staff on all these issues, and coordinates as well as with the client office automation network administration staff on issues having to do with client office automation networks. Reports on progress. Develops tools for system-wide use in developing applications. Prepares system documentation.
DOCUMENT CONVERSION SYSTEMS ANALYST**	Bachelors and 3 Years Experience	Work directly with client staff or under the direction of the Contractor's IT Manager, Systems Manager, or Senior Systems Analyst. Defines system and project requirements. Designs entire systems to meet defined requirements based on information gathered from the client staff. Works out the details of functional and design requirements, systems design, programming specifications, data elements, data validation specifications, data capture mechanisms, and data conversion procedures through discussions with client staff and own superiors. Translates the functional requirements into systems designs suitable for development of appropriate computer programs. Tests software, including preparation and use of sample data for testing purposes. Makes presentations of findings, recommendations, and specifications in formal reports and in oral presentations. Develops systems documentation required in the task orders. Consults with client staff and with other Contractor

Title	Education/Experience	Functional Responsibility
		staff to assure understanding of task objectives; identifies problems and suggests improvements. Provides technical expertise, direction and supervision to lower level personnel. May sometimes function as a technical supervisor or team leader for a project. Reports on progress to client staff and to superiors. Provides user and technical documentation and training for systems developed.
DOCUMENT CONVERSION SENIOR SYSTEMS ANALYST	Bachelors and 5 Years Experience	Usually works under the direction of the Contractor IT Manager, the Systems Manager or a senior Project Manager. Consults with necessary client staff as to system requirements and proposed technical approach to data processing needs. Determines system and project requirements based on information gathered from such consultations. Designs entire system to meet those requirements based on definition of system requirements. On smaller projects, may perform entire range of technical support, including data file conversions, program validations and testing, etc. Performs systems evaluations. Makes presentations of findings, recommendations, and specifications in formal reports and in oral presentations. Consults with client management regarding task orders, scheduling of work, personnel assignments, priorities and progress reporting; plans, staffs, schedules and develops cost estimates for work to be performed under task orders. Reports on contract and task order progress. Directs and supervises personnel assigned to perform on task orders, ensuring conformance to work standards and ensuring that the technical design conforms to functional requirements. Ensures successful completion of work, timeliness of deliverables, and quality control. Prepares system/technical documentation. Works under configuration management plan. Performs and supervises the technical aspects of the tasks. Organizes and conducts user training sessions. Prepares training material and training manuals.
DOCUMENT CONVERSION USER SUPPORT PROGRAM MANAGER	Bachelors and 2 Years Experience	Serves as Senior Contractor responsible for designing, implementing, and overseeing end-user support for a large organizational component employing a broad spectrum of applications and hardware. Responsible for designing, directing, and evaluating the effectiveness of the entire program. Oversees all aspects of user and system documentation, training, communications, budgeting and staffing. Proactively seeks improvements to products, technologies, and approaches, and independently provides

Title	Education/Experience	Functional Responsibility
		recommendations to client managers on the best ways to make applications available, and on which packages might be best suited for particular needs or the existing technical environment. Works extensively and directly with client managers, clients, IT personnel, and support staff. Requires at least seven years of experience in providing direct support to end users of computer applications, of which at least three years were spent supervising a team providing such support. Must have experience actually setting up an end user support program. Must be an expert user of the applications supported; must have in-depth knowledge of the network, telecommunications, and operating systems environment being supported.
DOCUMENT CONVERSION SYSTEMS MANAGER	Bachelors and 3 Years Experience	Serves as the technical manager responsible for all technical aspects of very large projects, particularly those with unique and/or complex requirements in the area of document management, records management or litigation support systems. For example, for reasons of security, or location, or because of specialized software requirements or telecommunications access needs, some projects may require establishing a separate, dedicated local area network, with a dedicated database server. Other projects may require setting up a large number of specialized databases, or customized applications for analyzing project data, and an IT support staff dedicated to the maintenance of these systems. In such instances, the client may order the services of a Systems Manager to manage all of the IT resources for the project, from hardware and software, to staffing, to coordination and interconnection with other, already existing systems. The Systems Manager must take a very proactive, leadership role in managing the IT aspects of the project, including actively coordinating with a variety of client representatives, other contractors, and other project and Contractor components, anticipating problems, hiring and training staff, etc. Manages user help desk support, system and user documentation, system and user training. Oversees development of configuration management, risk analysis, and disaster recovery solutions. Ensures that system and data security are adequately implemented and enforced. Consults with the client regarding scheduling of work, personnel assignments, priorities and progress reporting; plans, staffs, schedules, and develops cost estimates for work to be performed; reports on progress. Directs and supervises staff; ensures

Title	Education/Experience	Functional Responsibility
		conformance to functional requirements, technical design, and work standards; ensures successful completion of work, timeliness of deliverables, and quality control. Requires at least five years of experience including line management experience.
DOCUMENT CONVERSION TECHNICAL ANALYST	Bachelors and 5 Years Experience	The Technical Analyst is a very senior IT professional with outstanding or unique skills and analytic abilities, particularly with respect to specific application software, operating systems, or technologies in the area of document management, records management or litigation support systems. The Technical Analyst consults with the Contractor and client management to identify systems requirements and make recommendations for technical solutions to systems problems; manages a systems project through all phases including applications development, applications maintenance, systems documentation, quality assurance and user support; provides technical advice, supervision, and guidance to the IT team; evaluates programs in terms of efficiency, effectiveness, quality and interoperability with client systems; evaluates and develops systems software and hardware requirements along with short and long range planning, including systems integration solutions and telecommunications requirements; translates advanced concepts into practical and effective solutions using structured techniques to define requirements; develops feasible alternatives and estimates costs of implementation. Makes presentations of findings, recommendations, and specifications in formal reports and oral presentations to a variety of audiences, including non-technical personnel. May be required to perform supervisory or managerial duties.
DOCUMENT CONVERSION FORENSIC ANALYST 1	Bachelors and 4 Years Experience	Under limited supervision, provides forensic data acquisition, non-forensic collection/capture of electronically stored information (ESI), keyword/Boolean string searching, data extraction, and seizure of Windows-based desktop/laptop computer systems, servers to include File Shares, mobile devices, and related digital storage media, documentation and reporting, and expert witness testimony for investigations and litigations. Responsible for planning, organizing, and conducting forensic and non-forensic data collections and processing on Windows and MAC-based desktop/laptop computer systems, servers to include File Shares, mobile devices, and related digital storage media. Responsible for managing digital forensics examinations through the entire

Title	Education/Experience	Functional Responsibility
		lifecycle (case planning, intake, acquisition, examination, presentation and disposition). Uses knowledge and experience of a wide variety of advanced computer technologies and forensic theories to conduct forensic examinations with the goal of developing forensically sound evidence. Operates at a journeyman/mid-level, applying industry accepted digital forensics principles in acquiring, collecting, preserving, and processing structured and unstructured data per established procedures and protocols.
DOCUMENT CONVERSION FORENSIC ANALYST 2	Bachelors and 7 Years Experience	May supervise a team of digital forensic analysts. Duties include: case assignment, case management, scene management, and other similar duties of a first line supervisor. Provides forensic data acquisition; non-forensic collection/capture of electronically stored information (ESI) from various file structures and sources; full forensic examination/analysis; data recovery, and seizure of Windows- and MAC-based desktop/laptop computer systems, servers to include Exchange and Files Shares, mobile devices, and related digital storage media; documentation and reporting; and expert witness testimony for investigations and litigations. As a digital forensics expert, serves as a source of technical counsel and advice for forensic collection/processing activities. Responsible for managing digital forensics examinations through the entire lifecycle (case planning, intake, acquisition, examination, presentation and disposition). Uses knowledge and experience of a wide variety of advanced computer technologies and forensic theories to conduct forensic examinations and analysis with the goal of developing forensically sound evidence.
DOCUMENT CONVERSION TECHNICAL WRITER**	Bachelors and 2 Years Experience	Develops detailed user guides, reference manuals, program maintenance manuals, document coding manuals, and other forms of documentation for specific databases and application systems. Has a firm and detailed understanding of the systems being described. Reviews and tests databases and application systems for ease of use, consistency, accuracy and responsiveness. Coordinates and organizes material gathered from other members of the technical staff and makes necessary changes in format as appropriate. Creates technical materials and documentation, and edits them for grammar, organization, and clarity. Prepares and edits technical graphical presentation materials for both technical and non-technical personnel. Interprets technical documentation standards and prepares

Title	Education/Experience	Functional Responsibility
		documentation accordingly. In conjunction with technical or management experts, writes requested studies such as requirements analyses, risk analyses, technology assessments, strategic and tactical planning, market surveys, budget reviews, etc. Prepares materials for use in training sessions and seminars. Provides oral and written status reports.
DOCUMENT CONVERSION LITIGATION SUPPORT SPECIALIST 4 (Supervisory Paralegal)	3 Years Experience	Directs and supervises the work of Paralegals and other support staff, particularly on major litigation support efforts, such as large legal research projects, or major in-courtroom support. Monitors work and reports on progress; responsible for ensuring that work meets contract and attorney requirements and is delivered on time. Troubleshoots and performs quality control spot-checks. Must be able to formulate administrative and technical procedures for getting the work done. May have significant contact with client managers, trial attorneys and staff, client staff, and opposing counsel. Performs complex legal and factual research. Designs and develops systems and procedures for tracking, controlling, and managing case files, exhibits, and other case-specific materials. Assists trial staff in coordination with expert witnesses and litigation consultants. Arranges for access to appropriate libraries and other legal research facilities. Coordinates with other Contractor support components, including IT support staff, in order to accomplish work.
DOCUMENT CONVERSION AUDITOR 1	Masters and 3 Years Experience	Responsible for assisting with financial and compliance audit investigations for contract projects. Performs audit tasks in accordance with specific audit programs and sometimes under the direct supervision of a higher-level auditor. Performs analysis of corporate financial and operating statements, records and other information in order to arrive at results in accordance with the stated objectives of the audit investigation; prepares interim and final oral and written reports to the client on the progress, status, and results of audit investigations; makes recommendations to client based on audit results. Provides direction, supervision and guidance to more junior Financial Analysts working on the same audit investigations. Requires a thorough knowledge of generally accepted accounting principles and generally accepted auditing standards as well as a working knowledge of appropriate accounting and financial analysis ADP systems and applications.

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Title	Education/Experience	Functional Responsibility
DOCUMENT CONVERSION AUDITOR 2	Masters and 5 Years Experience	Based on discussions with the client, plans, implements and oversees large and complex auditing investigations as required in support of a project. Directs, provides guidance and advice, and reviews the work product of more junior Auditors and Financial Analysts to ensure that it meets the stated objectives of audit investigations. Reports to the client as required on the status of audit investigations; prepares interim and final written reports and recommendations based on the results of audit investigations. Reviews and analyzes financial and operating statements, records and other information in order to arrive at results and conclusions in accordance with the stated objectives of audit investigations. Requires a thorough knowledge of generally accepted accounting principles and generally accepted auditing standards as well as a working knowledge of appropriate accounting and financial analysis ADP systems and applications.
DOCUMENT CONVERSION TRIAL CONSULTANT/GRAPHICS SPECIALIST	Bachelors and 3 Years Experience	Serves a senior level individual, with substantial, very specialized expertise, who can provide innovative, case- specific solutions. Consults with the trial team, including attorneys, paralegals, and expert witnesses to conceptualize and develop strategies, appropriate graphics and other media for presenting evidence at trial or at hearings, including oversize charts for display in the courtroom, computer-generated graphics for projection or display on computer monitors, animations, simulations, multi-media slide shows, audio and video clips, etc. Recommends effective presentation formats, color schemes, scripting, and sequencing. Oversees and coordinates production of highly technical and complex items such as computer simulations and animations which require a production studio. Requires demonstrated ability to recommend and produce high-quality graphics and other presentation media, using computer tools and other professional graphics and multi-media development tools. Must be fully trained in the tools used. Must have demonstrated ability to evaluate the effectiveness of graphic and multi-media presentations, and to make constructive suggestions for improving. Must be able to understand the attorneys' needs and arguments to be supported by the graphic materials, and be able to translate that understanding into effective media presentations. Must have outstanding oral communications skills for discussing case and exhibits with the trial team, including expert witnesses.

Title	Education/Experience	Functional Responsibility
DOCUMENT CONVERSION COURTROOM PRESENTATION SPECIALIST	Bachelors	Works with the trial team, including expert witnesses, to develop plans for trial or hearings using a courtroom presentation system. Prepares exhibit images for particular uses such as zooming in on or highlighting a particular paragraph, or setting up two exhibits side by side on the screen. Develops simple graphic images/exhibits using standard off-the-shelf software packages. Advises attorneys on the effectiveness of certain exhibits or sequences of exhibits. Is responsible for the smooth operation of the presentation system in the courtroom. Digitizes audio and video clips. Synchronizes clips with written transcripts. Needs to be a "jack-of-all-trades" capable of performing all trial and courtroom support functions, including equipment set up and troubleshooting, scripting, advising on graphics presentations, and courtroom operation of equipment. Requires demonstrated ability to work effectively with a trial team through the entire pretrial and trial cycle, identifying and scanning exhibits, scripting with the attorneys, setting up the courtroom, and operating and troubleshooting the system in the courtroom. Must be thoroughly familiar with standard courtroom presentation packages such as Trial Director and Sanction. Must have excellent oral communication skills. Must be able to work effectively as a team member in an extremely pressured environment. Must be able to travel for long periods of time. Must be able to work long hours for an extended period of time. Trial experience required. Other automated litigation support experience valued.
DOCUMENT CONVERSION FORENSIC TECHNICIAN	Bachelors and 1 Year Experience	Responsible for acquiring, preserving, analyzing and producing digital evidence. Duties include assisting investigators, attorneys, and users with the seizure and securing of digital evidence; providing expert guidance on the extraction, transfer, and storage of electronic data so as to preserve the integrity of the evidence; documenting. the chain of custody; and assisting forensic experts and attorneys in preparing reports and other written material concerning the production, analyses, and preservation of electronic evidence. Must be able to communicate clearly with both technical and non-technical parties and be able to communicate technical details to non- technical parties in a clear and concise manner.
DOCUMENT CONVERSION LITIGATION SUPPORT SPECIALIST 5 (LAW CLERK 2)**	Masters and 2 Years Experience	Works under the direction of a Supervisory Paralegal, Project Manager or other senior manager performing complex legal research; preparing draft legal documents, such as motions, briefs, memoranda of law, etc.; reviewing documents for

Title	Education/Experience	Functional Responsibility
		relevance and privilege; and assisting attorneys with all phases of litigation. Acts independently and/or as a team leader on larger projects. Responsibilities may include acting as primary interface with trial attorneys, experts, and other client staff.
DOCUMENT CONVERSION FRAUD ANALYST	Bachelors and 2 Years Experience	Under the direction of a Fraud Examiner, assists in obtaining documents and other information related to cases. Performs research to locate potential witnesses. Conducts in-house, telephone and database research; manages case file. Reports to Fraud Examiner on progress. Assists in the preparation of interim and final reports and recommendations. Requires experience in document analysis, particularly in relation to fraud cases.
DOCUMENT CONVERSION E-DISCOVERY PROJECT COORDINATOR	Bachelors and 5 Years Experience	This is a senior level position responsible for coordinating all technical aspects and assisting with strategic and legal aspects for all assigned projects and matters involving electronic discovery. Serves as the primary point of contact throughout the discovery lifecycle, applying in-depth knowledge and experience to provide expert consultation and advice on technology and best practices. Consults with case teams to effectively develop and apply technical strategies, requirements and goals in order to develop and implement project plans, including data collection, processing, document production and trial. Acts as the primary point of contact and liaison for electronic discovery issues between the legal team and the contractor(s) to ensure proper communication between the parties. Advises the legal team on technology options to respond to specific discovery needs including but not limited to recommendations for products to perform early case assessment, document search, and document reviews in the most efficient, timely, and cost effective manner. Participates in legal proceedings, i.e. 26(f) conferences, prepares affidavits, and testifies as to the defensibility of the government's e-discovery process. Ensures standard procedures for electronic discovery and litigation support projects are consistently applied across the life of the case.
DOCUMENT CONVERSION DATA ENTRY OPERATOR 1**	High School	Under supervision, enters, transcribes, and verifies a variety of alphanumeric data onto an on-line, batch mode, or personal computer system. Assignments are generally routine in nature and work parameters are typically well defined. Maintains files, records, and chronologies of entry activities. Produces output on magnetic tape, diskettes, or other media. Backs up files. Tracks

Title	Education/Experience	Functional Responsibility
		documents received and chronologies of entry activities.
DOCUMENT CONVERSION DATA ENTRY OPERATOR, LEAD**	High School	Coordinates lower level clerks activities, such as entering, transcribing, and verifying alphanumeric data onto an on-line, batch mode, or personal computer system. Assignments are somewhat complex in nature and work parameters are usually well defined. Assists in designing and implementing data entry programs. Maintains files, records, and chronologies of entry activities. Produces output on magnetic tape, diskettes, or other media.
DOCUMENT CONVERSION RECEPTIONIST**	High School	Operates multiple-call telephone switchboard console and directs calls to appropriate person or department. Must have sufficient knowledge of business to direct caller. Greets visitors, vendors, customers, job applicants, and other visitors, and ensures that they are escorted to the proper office. Maintains pertinent telephone and visitor records. May perform various clerical tasks, light typing, or related duties as assigned. Requires at least one year of word processing experience using basic tools like Microsoft Office; able to type at a minimum rate of 65 words per minute with a high level of accuracy. Excellent oral and written communication skills required.
DOCUMENT CONVERSION SCANNING/MICROFILM SPECIALIST 2**	High School and 2 Years Experience	Operates digital image scanning equipment to capture images and generate associated OCR text. Follows established scanning and quality control procedures in producing digital files in specified format for further processing. May be required to prepare documents for scanning (including determining logical breaks and unitization of hard copy documents) by disassembling prior to scanning and reassembling afterward. May be required to record file level information and physical attachment information during the scanning process. Must be able to set up, operate and perform routine maintenance on relevant equipment. Maintains scanning and task logs as well as equipment maintenance logs.
DOCUMENT CONVERSION DOCUMENT CONTROL SPECIALIST**	High School and 1 Year Experience	This position is responsible for the assisting in the development, inventory, storage, distribution and destruction of documents as required under set practices and assists in the administration of the Records Management System. Processes and fills requests for documents, which includes pulling orders, checking quantity, packaging for shipment to area offices and delivering to employees. Creates and updates documents by using computer design software. Knowledge of computer software required. Ability to communicate in an effective and

Title	Education/Experience	Functional Responsibility
		professional manner with internal and external contacts.
DOCUMENT CONVERSION LITIGATION SUPPORT SPECIALIST 1 (Paralegal)**	High School and 1 Year Experience	Works under the direction of a Litigation Support Specialist 2, 3, 4 or 5, Task Supervisor, or Project Manager. Compiles, prepares, and summarizes relevant materials for use by attorneys in discovery and in preparation of motions, briefs and other legal documents following established guidelines. Summarizes depositions and other transcripts. Maintains case files. Performs simple legal research. Indexes, tracks and controls exhibits and other materials at depositions and at trial. Assists attorneys in the courtroom. Prepares exhibit cross-references. Reviews documents for relevance and privilege according to established guidelines and criteria. Performs initial compilation of documents for FOIA or production requests, Congressional hearings, etc. An equivalent level of legal training may be substituted. At least one year of litigation paralegal experience required; trial experience very helpful. Must have basic legal knowledge, including knowledge of standard legal citation to cite check legal motions and memorandum and must have sufficient experience with legal research tools such as LEXIS and Westlaw to perform basic legal research. Basic familiarity with Electronically Stored Information (ESI) tools and knowledge of e-discovery procedures and resources required.
DOCUMENT CONVERSION LITIGATION SUPPORT SPECIALIST 2 (Senior Paralegal)**	High School and 2 Years Experience	Works under the direction of a Task Supervisor, or Project Manager. Work products are reviewed prior to submission; however, often develops these products with minimal direct supervision other than written guidelines. In addition to functions performed by a Litigation Support Specialist 1 as described above, performs moderately complex legal research. Synopsizes transcripts of hearings and oral arguments for attorney use. Reviews case related materials and identifies potentially conflicting statements or areas requiring further investigation. Writes preliminary drafts of simple legal memoranda and correspondence. Requires paralegal certificate. An equivalent level of legal training may be substituted. At least two years of litigation paralegal experience required. Must have hands-on familiarity with a variety of computer applications, including word processing, databases (such as document review and file management systems), spreadsheets, imaging, and hardware systems. Hands-on familiarity with Electronically Stored Information (ESI) tools and knowledge of e-discovery procedures and resources required.

Title	Education/Experience	Functional Responsibility
DOCUMENT CONVERSION LITIGATION SUPPORT SPECIALIST 3 (Law Clerk 1)**	Masters and 2 Years Experience	Works under the direction of a Litigation Support Specialist 4 or a Project Manager. Performs complex legal research for the trial staff. Assists in preparing draft legal documents, such as motions, briefs, memoranda of law, etc. Screens documents for privilege. Assists attorneys with all phases of litigation. Requires Law degree, or having completed at least one year of study at an ABA-accredited law school. Requires sound working knowledge of federal and state court systems, legal research procedures, and legal research resources. Requires excellent written and oral communication skills and thorough knowledge of standard legal research tools such as LEXIS and Westlaw. Must have hands-on familiarity with a variety of computer applications, including word processing, databases (such as document review and file management systems), spreadsheets, and imaging. Also requires hands-on familiarity with ESI tools and knowledge of e-Discovery procedures and resources.
DOCUMENT CONVERSION SENIOR WORD PROCESSOR**	High School	Types, edits, corrects, etc. documents, charts, tables, etc. as required. Proofreads, edits, and corrects OCRed text files. Responsible for routine file maintenance, including maintaining backup copies of original files, as well as working files. Performs quality control over own work and work of peers. Organizes and maintains correspondence files. Works fairly independently - does not require constant, close supervision. Requires at least two years of word processing experience including one year in a similar office automation environment. Must be able to type at a minimum rate of 65 wpm with an accuracy rate of 95%.
DOCUMENT CONVERSION WORD PROCESSOR**	High School	Types, edits, corrects, etc. documents, charts, tables, etc. as required. Proofreads, edits, and corrects OCRed text files. Responsible for routine file maintenance, including maintaining backup copies of original files, as well as working files. Performs quality control over own work and work of peers. Organizes and maintains correspondence files. Performs simple maintenance on office machines such as copiers and fax machines. Answers phones. Works fairly independently - does not require constant, close supervision. Requires at least one year of word processing experience in a similar office automation environment. Must be able to type at a minimum rate of 65 wpm with an accuracy rate of 95%.
DOCUMENT CONVERSION DOCUMENT CODER**	High School	Extracts bibliographic and/or subjective information from documents, invoices, phone records or other source material and records the extracted

Title	Education/Experience	Functional Responsibility
		information onto a DCF or directly inputs the information into a data entry screen. Requires High School diploma or GED certificate, Undergraduate degree preferred. Entry level position, no experience required. Must have demonstrated ability to analyze documents to extract appropriate level of information. Must have typing skills and familiarity with office automation systems, especially data entry programs. Must be able to pay attention to detail; and must understand oral and written instructions, and follow instructions explicitly and consistently.
DOCUMENT CONVERSION DOCUMENT MANAGEMENT ANALYST**	Bachelors and 1 Year Experience	Reports to Task Supervisor, or Project Manager; works with minimal supervision. In addition to performing functions of Document Management Technician as described below, performs moderately complex document management or litigation support tasks, including, for example, detailed review and analysis of project materials in a broad range of subject matters such as financial records or health care materials; detailed indexing of project files, drafting procedures for accomplishing support assignments; document acquisition related tasks; screening for privilege documents; conducting database searches; and performing e-Discovery culling. Proofreads and edits deliverable products. Sometimes serves as "team leader" for larger group of Document Management Technicians and clerical support staff. Requires one year of experience on major litigation support/document management project or an Undergraduate degree. Certain assignments may require experience or substantial undergraduate coursework in, for example, finance/accounting, health care, or substantial experience in the legal environment or in information technology. Must have excellent writing skills and oral communication capabilities.
DOCUMENT CONVERSION DOCUMENT MANAGEMENT TECHNICIAN**	Bachelors and 1 Year Experience	Under the direction of a Task Supervisor or Document Management Analyst, performs the following tasks while complying with established procedures for filing, retrieving, and copying project file materials: creating compilations of documents such as witness binders; preparing deposition and trial exhibits; entering data on-line to various file tracking databases; proofreading, editing, and correcting OCRed text files; retrieving and blowing back documents from microfilm and digital image media; tabbing, numbering, labeling, and assembling documents; filling out log sheets and reporting on progress and performing quality control on the work of peers in all of these areas. Prepares documents for image scanning; performs other

Title	Education/Experience	Functional Responsibility
		document acquisition related activities, including document screening, and phrase labeling of files to be filmed or scanned; and performs simple database searches. Must have typing/keyboarding skills and good communication skills.
DOCUMENT CONVERSION ELECTRONIC FILES SPECIALIST**	High School and 1 Year Experience	This is an entry-level position operating under the direction of more senior Contractor IT staff. Provides hands- on file manipulation, loading, and conversion services. Creates and modifies files for upload into COTS products and performs individual file conversion in support of electronic file processing. Will be required to develop, evaluate and modify methodologies and procedures for manipulating files for use with COTS products and litigation support applications. Must be able to ensure the accuracy of data loading, manipulation, and conversion by performing and documenting quality and accuracy checks.
DOCUMENT CONVERSION PROGRAMMER ANALYST 1**	Bachelors and 1 Year Experience	Usually works under the direction of more senior Contractor IT staff on a particular application. Develops, modifies, and maintains complex programs to support litigation or document management environment applications, such as databases, associated management systems, and analytical systems. Translates program requirements into program code. Tests, debugs and refines programs to process data in accordance with specified requirements; revises programs to increase efficiency and reduce operating time. Develops data entry screens and other user interfaces; develops and implements standardized reports, and creates and generates specialized and ad hoc reports as required. Loads data files into databases following appropriate edit and pre-processor steps and routines. Performs database backups. Provides oral and written status reports to the Project Manager and/or more senior IT staff. Documents programs and system logic. Develops documents and executes archival procedures. Provides oral and written status reports to more senior IT staff. Provides end user and technical documentation and training for all systems developed. At least two years of overall programming experience will generally be expected, including experience with large-scale database management systems
DOCUMENT CONVERSION PROGRAMMER ANALYST 2**	Bachelors and 2 Years Experience	Usually works under the direction of a more senior Contractor IT person. As an expert programmer, independently develops, modifies, and maintains complex programs to support litigation or document management environment applications, such as

Title	Education/Experience	Functional Responsibility
		databases, associated management systems, and analytical systems. Translates program requirements into program code. Tests, debugs and refines programs to process data in accordance with written specifications. Revises programs to increase efficiency and reduce operating time. Develops data entry screens and other user interfaces. Develops and implements standardized reports, and creates and generates specialized and ad hoc reports as required. Loads data files into databases following appropriate edit and pre-processor steps and routines; performs database backups. Provides oral and written status reports to the Project Manager and/or more senior IT staff. Provides technical direction and supervision to other programmers. Develops end user and technical documentation and provides training for all systems developed.
DOCUMENT CONVERSION DATA ENTRY TECHNICIAN**	High School and 1 Year Experience	Enters data into a variety of computer systems. Enters data in prescribed format for subsequent processing. Reviews error messages and makes corrections during data entry. Maintains operating records. Logs and controls documents. Requires one to two years of general data entry experience to include experience operating an alphanumeric keyboard. Experience in a litigation support environment preferred.
DOCUMENT CONVERSION ACCOUNTING TECHNICIAN**	Bachelors and 2 Years Experience	Reviews and analyzes financial data, documents and manual or automated accounting systems. Works under the supervision of an auditor or financial analyst. Duties may require periods of travel. Requires a two-year degree in accounting or four-year degree in a related field (finance, business, banking, or economics) with 30 credit hours in accounting. With the client's approval, relevant financial and accounting experience performing technical level duties in accounting, banking, or finance for corporations or non-profit organizations may be substituted for the education and credit requirements.
DOCUMENT CONVERSION SCANNER OPERATOR – CFE/NO EQUIPMENT**	High School and 1 Year Experience	Operates digital image scanning equipment to capture images and generate associated OCR text. Under this CLIN, user equipment and supplies are supplied by the client. Follows established scanning and quality control procedures in producing digital files in specified format for further processing. May be required to prepare documents for scanning (including determining logical breaks and unitization of hard copy documents) by disassembling prior to scanning and reassembling afterward. May be required to record file-level information and physical attachment information during the scanning process.

Title	Education/Experience	Functional Responsibility
		Must be able to set up, operate and perform routine maintenance on relevant equipment. Maintains scanning and task logs as well as equipment maintenance logs.
DOCUMENT CONVERSION HELP DESK SUPERVISOR/SENIOR USER TRAINER**	Bachelors and 2 Years Experience	Supervises staff of Help Desk and User Trainer Specialists who provide help desk and on-site support to end users. Assists in setting up and operating end-user support program for major applications in support of specific projects. Sets up overall user training programs, particularly for complex applications such as groupware and workflow packages which require active on-going training and support to ensure that they are being used effectively, and also for litigation support and office automation applications. Sets up facilities and procedures to ensure responsive support. Trains staff and sets up help desk staffing schedules. Organizes, prepares, schedules and conducts training sessions. Training will most often be user-level training for specific databases or specific software packages, including word processing and other office automation packages, but may sometimes also include team building training, contract/document center orientations, etc. Audience may include attorneys, paralegals, client agency staff, and/or other Contractor employees. Prepares training approach and materials. Arranges for use of training facilities, for access to appropriate applications, etc. Oversees and supervises help desk operations, including answering and responding to user phone calls, installing and troubleshooting litigation support packages on user desktops, and coordinating support with office automation support contractors and staff.
DOCUMENT CONVERSION USER TRAINER/SR USER SUPPORT SPECIALIST**	Bachelors and 2 Years Experience	Usually reports to Help Desk Supervisor/Senior User Trainer. Assists in setting up and operating end user support program for major applications in support of specific projects. Sets up overall user training programs, particularly for complex applications such as groupware and workflow packages which require active on-going training and support to ensure that they are being used effectively, but also for litigation support and office automation applications. Develops training course outlines and agendas. Establishes training facilities and schedules. May supervise work of teams of user support staff, such as help desk staff. Organizes, prepares, schedules and conducts training sessions. Training will most often be user-level training for specific databases or specific software packages, including word processing and other office automation packages,

Title	Education/Experience	Functional Responsibility
		but may sometimes also include team building training, contract/document center orientations, etc. Audience may include attorneys, paralegals, client agency staff, and/or other Contractor employees. Prepares training approach and materials. Arranges for use of training facilities, for access to appropriate applications, etc. Performs help desk functions - answering and responding to user phone calls; installing and troubleshooting litigation support packages on user desktops; and coordinating support with office automation support contractors and staff.
DOCUMENT CONVERSION HELP DESK/USER SUPPORT SPECIALIST**	Bachelors and 1 Year Experience	Usually supervised by Help Desk Supervisor. Provides telephone help desk and on-site support to end users. Applications supported will be chiefly litigation support applications, but may also include other office applications such as word processing, spreadsheet, presentation, and graphics packages. Provides assistance in using hardware and software. Performs help desk functions, such as answering and responding to user phone calls. Assists users in constructing simple queries and reports and helps solve routine problems related to accessing databases. Installs and troubleshoots litigation support packages on user desktops. Provides basic and advanced training in database access and usage. Organizes, prepares, schedules, and conducts training sessions. Training will most often be user level training for specific databases or specific software packages, including word processing and other office automation packages. Audience may include attorneys, paralegals, client agency staff, and/or other Contractor employees. Prepares training approach and materials. Arranges for use of training facilities, for access to appropriate applications, etc. Experience providing direct end-user support for the applications being supported, including both telephone support and on-site assistance to users. Certain applications may require certification by the software provider. Prior teaching/training experience involving computer applications, preferably database, imaging, or other automated litigation support applications strongly preferred.
DOCUMENT CONVERSION SUPERVISORY/CLERICAL**	High School	Directs and supervises clerical staff in performing support functions such as photocopying, courier/delivery services, document retrieval, faxing information, etc. Performs quality control and ensures timely delivery of all specified deliverables. Tracks progress of all clerical activities and reports status to appropriate Contractor manager. Arranges

Title	Education/Experience	Functional Responsibility
		routine and emergency service and maintenance of office equipment. Oversees the organization and maintenance of correspondence files. Ability to operate a variety of office equipment, including PCs, printers, photocopiers, scanners, telephone systems, fax machines, numbering and binding equipment, etc. required. Must have typing/keyboarding skills and good communication skills. Attention to detail very important. Ability to work well in a team environment and ability to read and follow instructions very important.
DOCUMENT CONVERSION CLERICAL**	High School	Under the supervision of a Task Supervisor, performs routine document support functions such as photocopying; delivering items; generating blowback; assembling notebooks, including pulling file copies of documents, tabbing binders, numbering, binding, labeling, re-filing documents and shelving; packing boxes and preparing them for shipment; Bates stamping; ordering supplies; retrieving case materials; completing log sheets; answering phones; logging messages; faxing information, etc. Prepares documents for imaging/scanning. Assembles/disassembles documents as required, taking care to ensure that original documents are reassembled exactly to their original state. Maintains inventory/control records. Performs simple typing assignments using word processing equipment. Ability to operate a variety of office equipment, including PCs, printers, photocopiers, scanners, telephone systems, fax machines, numbering and binding equipment, etc. required. Must have typing/keyboarding skills and good communication skills.
DOCUMENT CONVERSION DOCUMENT MANAGEMENT ANALYST II**	Bachelors	Under the direction of a Task Supervisor, performs the following tasks while complying with established procedures for: filing, retrieving, and copying case file materials; creating witness binders; preparing deposition and trial exhibits; entering data on-line to case files and other databases; proofreading, editing, correcting OCRed text files; retrieving and blowing back documents from microfilm and digital image media; tabbing, numbering, labeling, assembling documents; filling out log sheets and reporting on task progress; and performing quality control on the work of peers in all of these areas. Prepares documents for image scanning; performs other document collection related activities, including document screening, and labeling of files to be scanned. Performs simple database searches. Ability to perform detailed work consistently, accurately, and under pressure extremely important.

Title	Education/Experience	Functional Responsibility
		Must be able to understand task, task objectives, and the context of the task in the litigation support effort as a whole. Must have typing/keyboarding skills and good communication skills.
DOCUMENT CONVERSION SENIOR ELECTRONIC FILES SPECIALIST**	Bachelors and 3 Years Experience	Responsible for supporting the e-Discovery needs of attorneys and support staff and implementing the client's best practices related to e-Discovery and data workflow. Provides hands-on file manipulation, loading, and conversion services. Creates and modifies files for upload, typically into COTS products, and performs individual file conversion in support of electronic file processing. Develops, evaluates and modifies methodologies and procedures for manipulating files for use with COTS products and litigation support applications. Performs quality assurance of all electronic files processing (EFP) services. Responsible for ensuring that incoming productions are made pursuant to the applicable ESI specifications and when deficiencies are found, provides EFP Manager with detailed notice of deficiencies. Recommends process improvement to ensure high quality, timely and cost-effective methods are utilized. Requires knowledge of litigation discovery process, and the EDRM workflow, and at least three years' experience performing e-Discovery roles such as EFP, image and data file conversion, data culling using review tools, quality assurance, database loads and retrieval, and forensic analysis. Requires working knowledge of personal computers, including Windows 10, document review software, and encryption methods. Experience with software used in the litigation support environment such as Concordance, Summation, ICONECT, Relativity, and MS Office Suite is valued.

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5.5.2 Litigation Support Services (SIN 541611LIT)

Includes a wide range of services and products that aid customers in searching and retrieving, obtaining, organizing, analyzing and presenting evidence or materials for legal matters. Services, products and solutions include, but are not limited to: eDiscovery, Freedom of Information Act (FOIA) request, legal hold, document acquisition, document preparation and organization, data extraction from forensic images, document analysis, technical support, and project management. Includes any supplies and/or services necessary to provide a total litigation support solution.

Title	Education/Experience	Functional Responsibility
LITIGATION SUPPORT PROGRAM MANAGER	Bachelors and 12 Years Experience	Responsible for the performance of a relatively significant program or multiple smaller programs in accordance with contract requirements and company policies, procedures and guidelines. Responsible for the employment, training, coaching, mentoring, motivation, discipline and performance evaluation of assigned employees. Defines, acquires, and allocates budget, staff, and other resources necessary to accomplish the goals and/or objectives of the program group/function. Provides thought leadership to project analyses and process improvement activities. Also responsible for acquiring follow-on business associated with assigned programs and for supporting new business development by leading proposals.
LITIGATION SUPPORT PROJECT MANAGER 2	Bachelors and 4 Years Experience	Serves as the client's primary point of contact for all support for a small to medium project. Will have frequent contact with the client, other parties to the project, and CACI management for the purpose of communicating status of the project throughout its life cycle. Responsible for planning and managing all support for the project including monitoring work flow, progress reporting, identifying and assigning staff, budget development and tracking, coordinating technical/data processing support, and obtaining other required resources. Performs an active quality assurance role to ensure high quality work is delivered on time. Ensures that proper security is maintained overall project materials, in accordance with client security procedures. Coordinates with other Contractor components to deliver project support.
LITIGATION SUPPORT PROJECT MANAGER 3	Bachelors and 6 Years Experience	Responsible for the performance of multiple projects or a definable portion of a larger program in accordance with contract requirements and company policies, procedures and guidelines. Directs and coordinates all support resources for the performance of project assignments and activities. In addition, may also be responsible for providing day-to-day project management support including monitoring work flow, progress reporting, identifying

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Title	Education/Experience	Functional Responsibility
		and assigning staff, budget development and tracking, coordinating technical/data processing support, and obtaining other required resources for one or more specific cases, investigations or small projects. Consults with the client staff concerning overall operations, scheduling, work assignments, staffing, progress reporting, security, etc. Responsible for overall quality assurance and timeliness of delivery for all work performed, and for performing overall coordinating functions with other Contractor components. Also responsible for acquiring follow-on business associated with assigned projects and for supporting new business development by leading relatively small proposals or assisting with major proposals.
LITIGATION SUPPORT TASK SUPERVISOR 1	Bachelors and 2 Years Experience	Responsible for the coordination and supervision of a specific non-technical task or function. Ensures all activities are carried out in accordance with project commitments or specific objectives. Position typically supervises between 2 and 10 employees. Responsible for day-to-day coordination and administration of tasks by ensuring quality and productivity standards are maintained while meeting client schedules and contract requirements. Performs quality control spot-checking as necessary to ensure that work is of high quality. Troubleshoots task issues. Coordinates with other contract and subcontract personnel to ensure work moves smoothly from one functional area to another. Works with the Project Manager and/or client to prepare work schedules and man-hour estimates. Ensures proper training of subordinates. Maintains record of changes in instructions and ensures all team members are informed of changes. Assigns and reviews subordinates' performance including preparation of employee performance evaluations. Ensures completion of administrative reporting, e.g., timecards, daily statistics, logs, and task narratives. Responds to client requests and questions. Assists with writing manuals and other documentation. Responsible for status and task management reports for area of responsibility. Sets up and manages project facilities as dictated by workload requirements.
LITIGATION SUPPORT TASK SUPERVISOR 2	Bachelors and 3 Years Experience	Responsible for the coordination and supervision of a major non-technical task area or function. Ensures all activities are carried out in accordance with project commitments or specific objectives. Position typically supervises 10 to 30 employees which may include clerical staff and first line supervisors. Responsible for day-to- day

Title	Education/Experience	Functional Responsibility
		coordination and administration of tasks by ensuring quality and productivity standards are maintained while meeting client schedules and contract requirements. Coordinates with other contract and subcontract personnel to ensure work moves smoothly from one functional area to another. Works with Project Manager and/or client to prepare work schedules and man-hour estimates. Ensures proper training of subordinates. Maintains record of changes in instructions and ensures all team members are informed of changes. Assigns and reviews subordinates' performance including preparation of employee performance evaluations. Ensures completion of administrative reporting, e.g., timecards, daily statistics, logs, and task narratives. May require frequent contact with the client's staff and other parties involved with the project, as well as with other Contractor components. Assists with writing manuals and other documentation. Responsible for status and task management reports for area of responsibility. Sets up and manages project facilities as dictated by workload requirements. Works under the direction of a Project Manager.
LITIGATION SUPPORT FUNCTIONAL ANALYST 1	Bachelors	Under immediate supervision, analyzes factors and components of systems to recommend and institute changes to increase efficiency. Plans studies of work problems and procedures, such as organizational changes, communication, information flow, integrated production methods, or cost analysis. Assists in gathering information from users and defining issues in order to design systems and procedures for process improvement. Performs systematic review of selected functions to determine application and design of systems or models. Utilizes mathematical models and management plans. Specifies manipulative and computational methods of formulation and uses data processing for solving equations, programming and processing. Prepares charts and diagrams to assist in problem analysis and submits recommendations for solutions. Writes specification manuals and user documentation for client or user personnel. Assists more senior level Functional Analysts in program design and analysis.
LITIGATION SUPPORT DATABASE ANALYST 1	Bachelors	Assists in administering database organizations, standards, controls, procedures, and documentation. Provides entry level technical consulting in the definition, design, and creation of a database environment. Assists in the design and definition of basic databases, access methods,

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Title	Education/Experience	Functional Responsibility
		access time, device allocation, validation checks, organization, protection and security, documentation and statistical methods. Develops expertise in use of automated tools for database design and implementation. Assists in the design and maintenance of logical and physical data models (relational & dimensional), data dictionary and database volumetrics. Works to define basic file organization, indexing methods, and security procedures for specific user applications. Maintains database dictionaries, monitors standards and procedures and integration of systems through database design under close supervision. Maintains accurate and up-to-date knowledge of database information and requirements for maximizing database potential. Helps to provide assistance to various clients as required for database design, implementation, and troubleshooting. Maintains standards and documentation. Assists senior database analyst staff in the identification and resolution of production and/or applications. Assists in analysis and design activities associated with the development and maintenance of the database.
LITIGATION SUPPORT SYSTEMS ADMINISTRATOR 1**	Bachelors and 2 Years Experience	Reports to more senior Contractor technical or project management staff and coordinates activities with the client's technical staff. Responsible for the operation and maintenance of IT systems set up by or for the client to provide automated document management, records management and/or litigation support data processing resources to specific projects. Responsible for keeping the systems and services up and running; monitoring, analyzing and optimizing server and system performance, including making recommendations for improving performance; performing scheduled system backups; assigning user IDs and passwords; allocating and tracking disk space; providing consulting support and advice to, and coordinating with, IT users responsible for specific applications/databases on the servers; identifying and ordering needed supplies, hardware, software and accessories; and performing hardware and software upgrades. Implements and enforces system, facility, and data security measures, including resources and procedures for disaster recovery. Administers not only hardware and operating system software, but also database and other applications software. Coordinates with the client technical staff on all these issues, and coordinates as well as with the client office automation network administration staff on issues having to do with client office automation

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Title	Education/Experience	Functional Responsibility
		networks. Reports on progress. Develops tools for system-wide use in developing applications. Prepares system documentation.
LITIGATION SUPPORT SYSTEMS ADMINISTRATOR 3	Bachelors and 3 Years Experience	Reports to more senior Contractor technical or project management staff and coordinates activities with the client's technical staff. Responsible for the operation and maintenance of IT systems set up by or for the client to provide automated document management, records management and/or litigation support data processing resources to specific projects. Responsible for keeping the systems and services up and running; monitoring, analyzing and optimizing server and system performance, including making recommendations for improving performance; performing scheduled system backups; assigning user IDs and passwords; allocating and tracking disk space; providing consulting support and advice to, and coordinating with, IT users responsible for specific applications/databases on the servers; identifying and ordering needed supplies, hardware, software and accessories; and performing hardware and software upgrades. Implements and enforces system, facility, and data security measures, including resources and procedures for disaster recovery. Administers not only hardware and operating system software, but also database and other applications software. Coordinates with the client technical staff on all these issues, and coordinates as well as with the client office automation network administration staff on issues having to do with client office automation networks. Reports on progress. Develops tools for system-wide use in developing applications. Prepares system documentation.
LITIGATION SUPPORT SYSTEMS ANALYST**	Bachelors and 3 Years Experience	Work directly with client staff or under the direction of the Contractor's IT Manager, Systems Manager, or Senior Systems Analyst. Defines system and project requirements. Designs entire systems to meet defined requirements based on information gathered from the client staff. Works out the details of functional and design requirements, systems design, programming specifications, data elements, data validation specifications, data capture mechanisms, and data conversion procedures through discussions with client staff and own superiors. Translates the functional requirements into systems designs suitable for development of appropriate computer programs. Tests software, including preparation and use of sample data for testing purposes. Makes presentations of findings, recommendations, and specifications in formal

Title	Education/Experience	Functional Responsibility
		reports and in oral presentations. Develops systems documentation required in the task orders. Consults with client staff and with other Contractor staff to assure understanding of task objectives; identifies problems and suggests improvements. Provides technical expertise, direction and supervision to lower level personnel. May sometimes function as a technical supervisor or team leader for a project. Reports on progress to client staff and to superiors. Provides user and technical documentation and training for systems developed.
LITIGATION SUPPORT SENIOR SYSTEMS ANALYST	Bachelors and 5 Years Experience	Usually works under the direction of the Contractor IT Manager, the Systems Manager or a senior Project Manager. Consults with necessary client staff as to system requirements and proposed technical approach to data processing needs. Determines system and project requirements based on information gathered from such consultations. Designs entire system to meet those requirements based on definition of system requirements. On smaller projects, may perform entire range of technical support, including data file conversions, program validations and testing, etc. Performs systems evaluations. Makes presentations of findings, recommendations, and specifications in formal reports and in oral presentations. Consults with client management regarding task orders, scheduling of work, personnel assignments, priorities and progress reporting; plans, staffs, schedules and develops cost estimates for work to be performed under task orders. Reports on contract and task order progress. Directs and supervises personnel assigned to perform on task orders, ensuring conformance to work standards and ensuring that the technical design conforms to functional requirements. Ensures successful completion of work, timeliness of deliverables, and quality control. Prepares system/technical documentation. Works under configuration management plan. Performs and supervises the technical aspects of the tasks. Organizes and conducts user training sessions. Prepares training material and training manuals.
LITIGATION SUPPORT USER SUPPORT PROGRAM MANAGER	Bachelors and 2 Years Experience	Serves as Senior Contractor responsible for designing, implementing, and overseeing end-user support for a large organizational component employing a broad spectrum of applications and hardware. Responsible for designing, directing, and evaluating the effectiveness of the entire program. Oversees all aspects of user and system documentation, training, communications,

Title	Education/Experience	Functional Responsibility
		budgeting and staffing. Proactively seeks improvements to products, technologies, and approaches, and independently provides recommendations to client managers on the best ways to make applications available, and on which packages might be best suited for particular needs or the existing technical environment. Works extensively and directly with client managers, clients, IT personnel, and support staff. Requires at least seven years of experience in providing direct support to end users of computer applications, of which at least three years were spent supervising a team providing such support. Must have experience actually setting up an end user support program. Must be an expert user of the applications supported; must have in-depth knowledge of the network, telecommunications, and operating systems environment being supported.
LITIGATION SUPPORT SYSTEMS MANAGER	Bachelors and 3 Years Experience	Serves as the technical manager responsible for all technical aspects of very large projects, particularly those with unique and/or complex requirements in the area of document management, records management or litigation support systems. For example, for reasons of security, or location, or because of specialized software requirements or telecommunications access needs, some projects may require establishing a separate, dedicated local area network, with a dedicated database server. Other projects may require setting up a large number of specialized databases, or customized applications for analyzing project data, and an IT support staff dedicated to the maintenance of these systems. In such instances, the client may order the services of a Systems Manager to manage all of the IT resources for the project, from hardware and software, to staffing, to coordination and interconnection with other, already existing systems. The Systems Manager must take a very proactive, leadership role in managing the IT aspects of the project, including actively coordinating with a variety of client representatives, other contractors, and other project and Contractor components, anticipating problems, hiring and training staff, etc. Manages user help desk support, system and user documentation, system and user training. Oversees development of configuration management, risk analysis, and disaster recovery solutions. Ensures that system and data security are adequately implemented and enforced. Consults with the client regarding scheduling of work, personnel assignments, priorities and progress reporting;

Title	Education/Experience	Functional Responsibility
		plans, staffs, schedules, and develops cost estimates for work to be performed; reports on progress. Directs and supervises staff; ensures conformance to functional requirements, technical design, and work standards; ensures successful completion of work, timeliness of deliverables, and quality control. Requires at least five years of experience including line management experience.
LITIGATION SUPPORT TECHNICAL ANALYST	Bachelors and 5 Years Experience	The Technical Analyst is a very senior IT professional with outstanding or unique skills and analytic abilities, particularly with respect to specific application software, operating systems, or technologies in the area of document management, records management or litigation support systems. The Technical Analyst consults with the Contractor and client management to identify systems requirements and make recommendations for technical solutions to systems problems; manages a systems project through all phases including applications development, applications maintenance, systems documentation, quality assurance and user support; provides technical advice, supervision, and guidance to the IT team; evaluates programs in terms of efficiency, effectiveness, quality and interoperability with client systems; evaluates and develops systems software and hardware requirements along with short and long range planning, including systems integration solutions and telecommunications requirements; translates advanced concepts into practical and effective solutions using structured techniques to define requirements; develops feasible alternatives and estimates costs of implementation. Makes presentations of findings, recommendations, and specifications in formal reports and oral presentations to a variety of audiences, including non-technical personnel. May be required to perform supervisory or managerial duties.
LITIGATION SUPPORT FORENSIC ANALYST 1	Bachelors and 4 Years Experience	Under limited supervision, provides forensic data acquisition, non-forensic collection/capture of electronically stored information (ESI), keyword/Boolean string searching, data extraction, and seizure of Windows-based desktop/laptop computer systems, servers to include File Shares, mobile devices, and related digital storage media, documentation and reporting, and expert witness testimony for investigations and litigations. Responsible for planning, organizing, and conducting forensic and non-forensic data collections and processing on Windows and MAC-based desktop/laptop computer systems, servers to

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Title	Education/Experience	Functional Responsibility
		include File Shares, mobile devices, and related digital storage media. Responsible for managing digital forensics examinations through the entire lifecycle (case planning, intake, acquisition, examination, presentation and disposition). Uses knowledge and experience of a wide variety of advanced computer technologies and forensic theories to conduct forensic examinations with the goal of developing forensically sound evidence. Operates at a journeyman/mid-level, applying industry accepted digital forensics principles in acquiring, collecting, preserving, and processing structured and unstructured data per established procedures and protocols.
LITIGATION SUPPORT FORENSIC ANALYST 2	Bachelors and 7 Years Experience	May supervise a team of digital forensic analysts. Duties include: case assignment, case management, scene management, and other similar duties of a first line supervisor. Provides forensic data acquisition; non-forensic collection/capture of electronically stored information (ESI) from various file structures and sources; full forensic examination/analysis; data recovery, and seizure of Windows- and MAC-based desktop/laptop computer systems, servers to include Exchange and Files Shares, mobile devices, and related digital storage media; documentation and reporting; and expert witness testimony for investigations and litigations. As a digital forensics expert, serves as a source of technical counsel and advice for forensic collection/processing activities. Responsible for managing digital forensics examinations through the entire lifecycle (case planning, intake, acquisition, examination, presentation and disposition). Uses knowledge and experience of a wide variety of advanced computer technologies and forensic theories to conduct forensic examinations and analysis with the goal of developing forensically sound evidence.
LITIGATION SUPPORT TECHNICAL WRITER**	Bachelors and 2 Years Experience	Develops detailed user guides, reference manuals, program maintenance manuals, document coding manuals, and other forms of documentation for specific databases and application systems. Has a firm and detailed understanding of the systems being described. Reviews and tests databases and application systems for ease of use, consistency, accuracy and responsiveness. Coordinates and organizes material gathered from other members of the technical staff and makes necessary changes in format as appropriate. Creates technical materials and documentation, and edits them for grammar, organization, and clarity. Prepares and edits

Title	Education/Experience	Functional Responsibility
		technical graphical presentation materials for both technical and non-technical personnel. Interprets technical documentation standards and prepares documentation accordingly. In conjunction with technical or management experts, writes requested studies such as requirements analyses, risk analyses, technology assessments, strategic and tactical planning, market surveys, budget reviews, etc. Prepares materials for use in training sessions and seminars. Provides oral and written status reports.
LITIGATION SUPPORT SPECIALIST 4 (Supervisory Paralegal)	3 Years Experience	Directs and supervises the work of Paralegals and other support staff, particularly on major litigation support efforts, such as large legal research projects, or major in-courtroom support. Monitors work and reports on progress; responsible for ensuring that work meets contract and attorney requirements and is delivered on time. Troubleshoots and performs quality control spot-checks. Must be able to formulate administrative and technical procedures for getting the work done. May have significant contact with client managers, trial attorneys and staff, client staff, and opposing counsel. Performs complex legal and factual research. Designs and develops systems and procedures for tracking, controlling, and managing case files, exhibits, and other case-specific materials. Assists trial staff in coordination with expert witnesses and litigation consultants. Arranges for access to appropriate libraries and other legal research facilities. Coordinates with other Contractor support components, including IT support staff, in order to accomplish work.
LITIGATION SUPPORT AUDITOR 1	Masters and 3 Years Experience	Responsible for assisting with financial and compliance audit investigations for contract projects. Performs audit tasks in accordance with specific audit programs and sometimes under the direct supervision of a higher-level auditor. Performs analysis of corporate financial and operating statements, records and other information in order to arrive at results in accordance with the stated objectives of the audit investigation; prepares interim and final oral and written reports to the client on the progress, status, and results of audit investigations; makes recommendations to client based on audit results. Provides direction, supervision and guidance to more junior Financial Analysts working on the same audit investigations. Requires a thorough knowledge of generally accepted accounting principles and generally accepted auditing standards as well as a working

Title	Education/Experience	Functional Responsibility
		knowledge of appropriate accounting and financial analysis ADP systems and applications.
LITIGATION SUPPORT AUDITOR 2	Masters and 5 Years Experience	Based on discussions with the client, plans, implements and oversees large and complex auditing investigations as required in support of a project. Directs, provides guidance and advice, and reviews the work product of more junior Auditors and Financial Analysts to ensure that it meets the stated objectives of audit investigations. Reports to the client as required on the status of audit investigations; prepares interim and final written reports and recommendations based on the results of audit investigations. Reviews and analyzes financial and operating statements, records and other information in order to arrive at results and conclusions in accordance with the stated objectives of audit investigations. Requires a thorough knowledge of generally accepted accounting principles and generally accepted auditing standards as well as a working knowledge of appropriate accounting and financial analysis ADP systems and applications.
LITIGATION SUPPORT TRIAL CONSULTANT/GRAPHICS SPECIALIST	Bachelors and 3 Years Experience	Serves a senior level individual, with substantial, very specialized expertise, who can provide innovative, case-specific solutions. Consults with the trial team, including attorneys, paralegals, and expert witnesses to conceptualize and develop strategies, appropriate graphics and other media for presenting evidence at trial or at hearings, including oversize charts for display in the courtroom, computer-generated graphics for projection or display on computer monitors, animations, simulations, multi-media slide shows, audio and video clips, etc. Recommends effective presentation formats, color schemes, scripting, and sequencing. Oversees and coordinates production of highly technical and complex items such as computer simulations and animations which require a production studio. Requires demonstrated ability to recommend and produce high-quality graphics and other presentation media, using computer tools and other professional graphics and multi-media development tools. Must be fully trained in the tools used. Must have demonstrated ability to evaluate the effectiveness of graphic and multi-media presentations, and to make constructive suggestions for improving. Must be able to understand the attorneys' needs and arguments to be supported by the graphic materials, and be able to translate that understanding into effective media presentations. Must have outstanding oral communications skills

Title	Education/Experience	Functional Responsibility
		for discussing case and exhibits with the trial team, including expert witnesses.
LITIGATION SUPPORT COURTROOM PRESENTATION SPECIALIST	Bachelors	Works with the trial team, including expert witnesses, to develop plans for trial or hearings using a courtroom presentation system. Prepares exhibit images for particular uses such as zooming in on or highlighting a particular paragraph, or setting up two exhibits side by side on the screen. Develops simple graphic images/exhibits using standard off-the-shelf software packages. Advises attorneys on the effectiveness of certain exhibits or sequences of exhibits. Is responsible for the smooth operation of the presentation system in the courtroom. Digitizes audio and video clips. Synchronizes clips with written transcripts. Needs to be a "jack-of- all-trades" capable of performing all trial and courtroom support functions, including equipment set up and troubleshooting, scripting, advising on graphics presentations, and courtroom operation of equipment. Requires demonstrated ability to work effectively with a trial team through the entire pretrial and trial cycle, identifying and scanning exhibits, scripting with the attorneys, setting up the courtroom, and operating and troubleshooting the system in the courtroom. Must be thoroughly familiar with standard courtroom presentation packages such as Trial Director and Sanction. Must have excellent oral communication skills. Must be able to work effectively as a team member in an extremely pressured environment. Must be able to travel for long periods of time. Must be able to work long hours for an extended period of time. Trial experience required. Other automated litigation support experience valued.
LITIGATION SUPPORT FORENSIC TECHNICIAN	Bachelors and 1 Year Experience	Responsible for acquiring, preserving, analyzing and producing digital evidence. Duties include assisting investigators, attorneys, and users with the seizure and securing of digital evidence; providing expert guidance on the extraction, transfer, and storage of electronic data so as to preserve the integrity of the evidence; documenting. the chain of custody; and assisting forensic experts and attorneys in preparing reports and other written material concerning the production, analyses, and preservation of electronic evidence. Must be able to communicate clearly with both technical and non-technical parties and be able to communicate technical details to non- technical parties in a clear and concise manner.
LITIGATION SUPPORT SPECIALIST 5 (LAW CLERK 2)**	Masters and 2 Years Experience	Works under the direction of a Supervisory Paralegal, Project Manager or other senior manager performing complex legal research; preparing draft

Title	Education/Experience	Functional Responsibility
		legal documents, such as motions, briefs, memoranda of law, etc.; reviewing documents for relevance and privilege; and assisting attorneys with all phases of litigation. Acts independently and/or as a team leader on larger projects. Responsibilities may include acting as primary interface with trial attorneys, experts, and other client staff.
LITIGATION SUPPORT FRAUD ANALYST	Bachelors and 2 Years Experience	Under the direction of a Fraud Examiner, assists in obtaining documents and other information related to cases. Performs research to locate potential witnesses. Conducts in-house, telephone and database research; manages case file. Reports to Fraud Examiner on progress. Assists in the preparation of interim and final reports and recommendations. Requires experience in document analysis, particularly in relation to fraud cases
LITIGATION SUPPORT E-DISCOVERY PROJECT COORDINATOR	Bachelors and 5 Years Experience	This is a senior level position responsible for coordinating all technical aspects and assisting with strategic and legal aspects for all assigned projects and matters involving electronic discovery. Serves as the primary point of contact throughout the discovery lifecycle, applying in-depth knowledge and experience to provide expert consultation and advice on technology and best practices. Consults with case teams to effectively develop and apply technical strategies, requirements and goals in order to develop and implement project plans, including data collection, processing, document production and trial. Acts as the primary point of contact and liaison for electronic discovery issues between the legal team and the contractor(s) to ensure proper communication between the parties. Advises the legal team on technology options to respond to specific discovery needs including but not limited to recommendations for products to perform early case assessment, document search, and document reviews in the most efficient, timely, and cost effective manner. Participates in legal proceedings, i.e. 26(f) conferences, prepares affidavits, and testifies as to the defensibility of the government's e-discovery process. Ensures standard procedures for electronic discovery and litigation support projects are consistently applied across the life of the case.
LITIGATION SUPPORT DATA ENTRY OPERATOR 1**	High School	Under supervision, enters, transcribes, and verifies a variety of alphanumeric data onto an on-line, batch mode, or personal computer system. Assignments are generally routine in nature and work parameters are typically well defined. Maintains files, records, and chronologies of entry activities. Produces output on magnetic tape,

Title	Education/Experience	Functional Responsibility
		diskettes, or other media. Backs up files. Tracks documents received and chronologies of entry activities.
LITIGATION SUPPORT DATA ENTRY OPERATOR, LEAD**	High School	Coordinates lower level clerks activities, such as entering, transcribing, and verifying alphanumeric data onto an on-line, batch mode, or personal computer system. Assignments are somewhat complex in nature and work parameters are usually well defined. Assists in designing and implementing data entry programs. Maintains files, records, and chronologies of entry activities. Produces output on magnetic tape, diskettes, or other media.
LITIGATION SUPPORT RECEPTIONIST**	High School	Operates multiple-call telephone switchboard console and directs calls to appropriate person or department. Must have sufficient knowledge of business to direct caller. Greets visitors, vendors, customers, job applicants, and other visitors, and ensures that they are escorted to the proper office. Maintains pertinent telephone and visitor records. May perform various clerical tasks, light typing, or related duties as assigned. Requires at least one year of word processing experience using basic tools like Microsoft Office; able to type at a minimum rate of 65 words per minute with a high level of accuracy. Excellent oral and written communication skills required.
LITIGATION SUPPORT SCANNING/MICROFILM SPECIALIST 2**	High School and 2 Year Experience	Operates digital image scanning equipment to capture images and generate associated OCR text. Follows established scanning and quality control procedures in producing digital files in specified format for further processing. May be required to prepare documents for scanning (including determining logical breaks and unitization of hard copy documents) by disassembling prior to scanning and reassembling afterward. May be required to record file level information and physical attachment information during the scanning process. Must be able to set up, operate and perform routine maintenance on relevant equipment. Maintains scanning and task logs as well as equipment maintenance logs.
LITIGATION SUPPORT DOCUMENT CONTROL SPECIALIST**	High School and 1 Year Experience	This position is responsible for the assisting in the development, inventory, storage, distribution and destruction of documents as required under set practices and assists in the administration of the Records Management System. Processes and fills requests for documents, which includes pulling orders, checking quantity, packaging for shipment to area offices and delivering to employees. Creates and updates documents by using computer design software. Knowledge of computer software

Title	Education/Experience	Functional Responsibility
		required. Ability to communicate in an effective and professional manner with internal and external contacts.
LITIGATION SUPPORT SPECIALIST 1 (Paralegal)**	High School and 1 Year Experience	Works under the direction of a Litigation Support Specialist 2, 3, 4 or 5, Task Supervisor, or Project Manager. Compiles, prepares, and summarizes relevant materials for use by attorneys in discovery and in preparation of motions, briefs and other legal documents following established guidelines. Summarizes depositions and other transcripts. Maintains case files. Performs simple legal research. Indexes, tracks and controls exhibits and other materials at depositions and at trial. Assists attorneys in the courtroom. Prepares exhibit cross-references. Reviews documents for relevance and privilege according to established guidelines and criteria. Performs initial compilation of documents for FOIA or production requests, Congressional hearings, etc. An equivalent level of legal training may be substituted. At least one year of litigation paralegal experience required; trial experience very helpful. Must have basic legal knowledge, including knowledge of standard legal citation to cite check legal motions and memorandum and must have sufficient experience with legal research tools such as LEXIS and Westlaw to perform basic legal research. Basic familiarity with Electronically Stored Information (ESI) tools and knowledge of e-discovery procedures and resources required.
LITIGATION SUPPORT SPECIALIST 2 (Senior Paralegal)**	High School and 2 Year Experience	Works under the direction of a Task Supervisor, or Project Manager. Work products are reviewed prior to submission; however, often develops these products with minimal direct supervision other than written guidelines. In addition to functions performed by a Litigation Support Specialist 1 as described above, performs moderately complex legal research. Synopsizes transcripts of hearings and oral arguments for attorney use. Reviews case related materials and identifies potentially conflicting statements or areas requiring further investigation. Writes preliminary drafts of simple legal memoranda and correspondence. Requires paralegal certificate. An equivalent level of legal training may be substituted. At least two years of litigation paralegal experience required. Must have hands-on familiarity with a variety of computer applications, including word processing, databases (such as document review and file management systems), spreadsheets, imaging, and hardware systems. Hands-on familiarity with Electronically

Title	Education/Experience	Functional Responsibility
		Stored Information (ESI) tools and knowledge of e-discovery procedures and resources required.
LITIGATION SUPPORT SPECIALIST 3 (Law Clerk 1)**	Masters and 2 Years Experience	Works under the direction of a Litigation Support Specialist 4 or a Project Manager. Performs complex legal research for the trial staff. Assists in preparing draft legal documents, such as motions, briefs, memoranda of law, etc. Screens documents for privilege. Assists attorneys with all phases of litigation. Requires Law degree, or having completed at least one year of study at an ABA-accredited law school. Requires sound working knowledge of federal and state court systems, legal research procedures, and legal research resources. Requires excellent written and oral communication skills and thorough knowledge of standard legal research tools such as LEXIS and Westlaw. Must have hands-on familiarity with a variety of computer applications, including word processing, databases (such as document review and file management systems), spreadsheets, and imaging. Also requires hands-on familiarity with ESI tools and knowledge of e-Discovery procedures and resources.
LITIGATION SUPPORT SENIOR WORD PROCESSOR**	High School	Types, edits, corrects, etc. documents, charts, tables, etc. as required. Proofreads, edits, and corrects OCRed text files. Responsible for routine file maintenance, including maintaining backup copies of original files, as well as working files. Performs quality control over own work and work of peers. Organizes and maintains correspondence files. Works fairly independently - does not require constant, close supervision. Requires at least two years of word processing experience including one year in a similar office automation environment. Must be able to type at a minimum rate of 65 wpm with an accuracy rate of 95%.
LITIGATION SUPPORT WORD PROCESSOR**	High School	Types, edits, corrects, etc. documents, charts, tables, etc. as required. Proofreads, edits, and corrects OCRed text files. Responsible for routine file maintenance, including maintaining backup copies of original files, as well as working files. Performs quality control over own work and work of peers. Organizes and maintains correspondence files. Performs simple maintenance on office machines such as copiers and fax machines. Answers phones. Works fairly independently - does not require constant, close supervision. Requires at least one year of word processing experience in a similar office automation environment. Must be able to type at a minimum rate of 65 wpm with an accuracy rate of 95%.

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Title	Education/Experience	Functional Responsibility
LITIGATION SUPPORT DOCUMENT CODER**	High School	Extracts bibliographic and/or subjective information from documents, invoices, phone records or other source material and records the extracted information onto a DCF or directly inputs the information into a data entry screen. Requires High School diploma or GED certificate, Undergraduate degree preferred. Entry level position, no experience required. Must have demonstrated ability to analyze documents to extract appropriate level of information. Must have typing skills and familiarity with office automation systems, especially data entry programs. Must be able to pay attention to detail; and must understand oral and written instructions, and follow instructions explicitly and consistently.
LITIGATION SUPPORT DOCUMENT MANAGEMENT ANALYST**	Bachelors and 1 Year Experience	Reports to Task Supervisor, or Project Manager; works with minimal supervision. In addition to performing functions of Document Management Technician as described below, performs moderately complex document management or litigation support tasks, including, for example, detailed review and analysis of project materials in a broad range of subject matters such as financial records or health care materials; detailed indexing of project files, drafting procedures for accomplishing support assignments; document acquisition related tasks; screening for privilege documents; conducting database searches; and performing e-Discovery culling. Proofreads and edits deliverable products. Sometimes serves as "team leader" for larger group of Document Management Technicians and clerical support staff. Requires one year of experience on major litigation support/document management project or an Undergraduate degree. Certain assignments may require experience or substantial undergraduate coursework in, for example, finance/accounting, health care, or substantial experience in the legal environment or in information technology. Must have excellent writing skills and oral communication capabilities.
LITIGATION SUPPORT DOCUMENT MANAGEMENT TECHNICIAN**	Bachelors and 1 Year Experience	Under the direction of a Task Supervisor or Document Management Analyst, performs the following tasks while complying with established procedures for filing, retrieving, and copying project file materials: creating compilations of documents such as witness binders; preparing deposition and trial exhibits; entering data on-line to various file tracking databases; proofreading, editing, and correcting OCRed text files; retrieving and blowing back documents from microfilm and digital image media; tabbing, numbering, labeling, and assembling documents; filling out log sheets and

Title	Education/Experience	Functional Responsibility
		reporting on progress and performing quality control on the work of peers in all of these areas. Prepares documents for image scanning; performs other document acquisition related activities, including document screening, and phrase labeling of files to be filmed or scanned; and performs simple database searches. Must have typing/keyboarding skills and good communication skills.
LITIGATION SUPPORT ELECTRONIC FILES SPECIALIST**	High School and 1 Year Experience	This is an entry-level position operating under the direction of more senior Contractor IT staff. Provides hands- on file manipulation, loading, and conversion services. Creates and modifies files for upload into COTS products and performs individual file conversion in support of electronic file processing. Will be required to develop, evaluate and modify methodologies and procedures for manipulating files for use with COTS products and litigation support applications. Must be able to ensure the accuracy of data loading, manipulation, and conversion by performing and documenting quality and accuracy checks.
LITIGATION SUPPORT PROGRAMMER ANALYST 1**	Bachelors and 1 Year Experience	Usually works under the direction of more senior Contractor IT staff on a particular application. Develops, modifies, and maintains complex programs to support litigation or document management environment applications, such as databases, associated management systems, and analytical systems. Translates program requirements into program code. Tests, debugs and refines programs to process data in accordance with specified requirements; revises programs to increase efficiency and reduce operating time. Develops data entry screens and other user interfaces; develops and implements standardized reports, and creates and generates specialized and ad hoc reports as required. Loads data files into databases following appropriate edit and pre-processor steps and routines. Performs database backups. Provides oral and written status reports to the Project Manager and/or more senior IT staff. Documents programs and system logic. Develops documents and executes archival procedures. Provides oral and written status reports to more senior IT staff. Provides end user and technical documentation and training for all systems developed. At least two years of overall programming experience will generally be expected, including experience with large-scale database management systems.

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Title	Education/Experience	Functional Responsibility
LITIGATION SUPPORT PROGRAMMER ANALYST 2**	Bachelors and 2 Years Experience	Usually works under the direction of a more senior Contractor IT person. As an expert programmer, independently develops, modifies, and maintains complex programs to support litigation or document management environment applications, such as databases, associated management systems, and analytical systems. Translates program requirements into program code. Tests, debugs and refines programs to process data in accordance with written specifications. Revises programs to increase efficiency and reduce operating time. Develops data entry screens and other user interfaces. Develops and implements standardized reports, and creates and generates specialized and ad hoc reports as required. Loads data files into databases following appropriate edit and pre-processor steps and routines; performs database backups. Provides oral and written status reports to the Project Manager and/or more senior IT staff. Provides technical direction and supervision to other programmers. Develops end user and technical documentation and provides training for all systems developed.
LITIGATION SUPPORT DATA ENTRY TECHNICIAN**	High School and 1 Year Experience	Enters data into a variety of computer systems. Enters data in prescribed format for subsequent processing. Reviews error messages and makes corrections during data entry. Maintains operating records. Logs and controls documents. Requires one to two years of general data entry experience to include experience operating an alphanumeric keyboard. Experience in a litigation support environment preferred.
LITIGATION SUPPORT ACCOUNTING TECHNICIAN**	Bachelors and 2 Years Experience	Reviews and analyzes financial data, documents and manual or automated accounting systems. Works under the supervision of an auditor or financial analyst. Duties may require periods of travel. Requires a two-year degree in accounting or four-year degree in a related field (finance, business, banking, or economics) with 30 credit hours in accounting. With the client's approval, relevant financial and accounting experience performing technical level duties in accounting, banking, or finance for corporations or non-profit organizations may be substituted for the education and credit requirements.
LITIGATION SUPPORT SCANNER OPERATOR – CFE/NO EQUIPMENT**	High School and 1 Year Experience	Operates digital image scanning equipment to capture images and generate associated OCR text. Under this CLIN, user equipment and supplies are supplied by the client. Follows established scanning and quality control procedures in producing digital files in specified format for further processing. May be required to prepare documents for scanning

Title	Education/Experience	Functional Responsibility
		(including determining logical breaks and unitization of hard copy documents) by disassembling prior to scanning and reassembling afterward. May be required to record file-level information and physical attachment information during the scanning process. Must be able to set up, operate and perform routine maintenance on relevant equipment. Maintains scanning and task logs as well as equipment maintenance logs.
LITIGATION SUPPORT HELP DESK SUPERVISOR/SENIOR USER TRAINER**	Bachelors and 2 Years Experience	Supervises staff of Help Desk and User Trainer Specialists who provide help desk and on-site support to end users. Assists in setting up and operating end-user support program for major applications in support of specific projects. Sets up overall user training programs, particularly for complex applications such as groupware and workflow packages which require active on-going training and support to ensure that they are being used effectively, and also for litigation support and office automation applications. Sets up facilities and procedures to ensure responsive support. Trains staff and sets up help desk staffing schedules. Organizes, prepares, schedules and conducts training sessions. Training will most often be user-level training for specific databases or specific software packages, including word processing and other office automation packages, but may sometimes also include team building training, contract/document center orientations, etc. Audience may include attorneys, paralegals, client agency staff, and/or other Contractor employees. Prepares training approach and materials. Arranges for use of training facilities, for access to appropriate applications, etc. Oversees and supervises help desk operations, including answering and responding to user phone calls, installing and troubleshooting litigation support packages on user desktops, and coordinating support with office automation support contractors and staff.
LITIGATION SUPPORT USER TRAINER/SR USER SUPPORT SPECIALIST**	Bachelors and 2 Years Experience	Usually reports to Help Desk Supervisor/Senior User Trainer. Assists in setting up and operating end user support program for major applications in support of specific projects. Sets up overall user training programs, particularly for complex applications such as groupware and workflow packages which require active on-going training and support to ensure that they are being used effectively, but also for litigation support and office automation applications. Develops training course outlines and agendas. Establishes training facilities and schedules. May supervise work of teams of user support staff, such

Title	Education/Experience	Functional Responsibility
		as help desk staff. Organizes, prepares, schedules and conducts training sessions. Training will most often be user-level training for specific databases or specific software packages, including word processing and other office automation packages, but may sometimes also include team building training, contract/document center orientations, etc. Audience may include attorneys, paralegals, client agency staff, and/or other Contractor employees. Prepares training approach and materials. Arranges for use of training facilities, for access to appropriate applications, etc. Performs help desk functions - answering and responding to user phone calls; installing and troubleshooting litigation support packages on user desktops; and coordinating support with office automation support contractors and staff.
LITIGATION SUPPORT HELP DESK/USER SUPPORT SPECIALIST **	Bachelors and 1 Year Experience	Usually supervised by Help Desk Supervisor. Provides telephone help desk and on-site support to end users. Applications supported will be chiefly litigation support applications, but may also include other office applications such as word processing, spreadsheet, presentation, and graphics packages. Provides assistance in using hardware and software. Performs help desk functions, such as answering and responding to user phone calls. Assists users in constructing simple queries and reports and helps solve routine problems related to accessing databases. Installs and troubleshoots litigation support packages on user desktops. Provides basic and advanced training in database access and usage. Organizes, prepares, schedules, and conducts training sessions. Training will most often be user level training for specific databases or specific software packages, including word processing and other office automation packages. Audience may include attorneys, paralegals, client agency staff, and/or other Contractor employees. Prepares training approach and materials. Arranges for use of training facilities, for access to appropriate applications, etc. Experience providing direct end-user support for the applications being supported, including both telephone support and on-site assistance to users. Certain applications may require certification by the software provider. Prior teaching/training experience involving computer applications, preferably database, imaging, or other automated litigation support applications strongly preferred.

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Title	Education/Experience	Functional Responsibility
LITIGATION SUPPORT SUPERVISORY/ CLERICAL**	High School	Directs and supervises clerical staff in performing support functions such as photocopying, courier/delivery services, document retrieval, faxing information, etc. Performs quality control and ensures timely delivery of all specified deliverables. Tracks progress of all clerical activities and reports status to appropriate Contractor manager. Arranges routine and emergency service and maintenance of office equipment. Oversees the organization and maintenance of correspondence files. Ability to operate a variety of office equipment, including PCs, printers, photocopiers, scanners, telephone systems, fax machines, numbering and binding equipment, etc. required. Must have typing/keyboarding skills and good communication skills. Attention to detail very important. Ability to work well in a team environment and ability to read and follow instructions very important.
LITIGATION SUPPORT CLERICAL**	High School	Under the supervision of a Task Supervisor, performs routine document support functions such as photocopying; delivering items; generating blowback; assembling notebooks, including pulling file copies of documents, tabbing binders, numbering, binding, labeling, re-filing documents and shelving; packing boxes and preparing them for shipment; Bates stamping; ordering supplies; retrieving case materials; completing log sheets; answering phones; logging messages; faxing information, etc. Prepares documents for imaging/scanning. Assembles/disassembles documents as required, taking care to ensure that original documents are reassembled exactly to their original state. Maintains inventory/control records. Performs simple typing assignments using word processing equipment. Ability to operate a variety of office equipment, including PCs, printers, photocopiers, scanners, telephone systems, fax machines, numbering and binding equipment, etc. required. Must have typing/keyboarding skills and good communication skills.
LITIGATION SUPPORT DOCUMENT MANAGEMENT ANALYST II**	Bachelors	Under the direction of a Task Supervisor, performs the following tasks while complying with established procedures for: filing, retrieving, and copying case file materials; creating witness binders; preparing deposition and trial exhibits; entering data on-line to case files and other databases; proofreading, editing, correcting OCRed text files; retrieving and blowing back documents from microfilm and digital image media; tabbing, numbering, labeling, assembling documents; filling out log sheets and reporting on task progress; and performing quality

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Title	Education/Experience	Functional Responsibility
		control on the work of peers in all of these areas. Prepares documents for image scanning; performs other document collection related activities, including document screening, and labeling of files to be scanned. Performs simple database searches. Ability to perform detailed work consistently, accurately, and under pressure extremely important. Must be able to understand task, task objectives, and the context of the task in the litigation support effort as a whole. Must have typing/keyboarding skills and good communication skills.
LITIGATION SUPPORT SENIOR ELECTRONIC FILES SPECIALIST**	Bachelors and 3 Years Experience	Responsible for supporting the e-Discovery needs of attorneys and support staff and implementing the client's best practices related to e-Discovery and data workflow. Provides hands-on file manipulation, loading, and conversion services. Creates and modifies files for upload, typically into COTS products, and performs individual file conversion in support of electronic file processing. Develops, evaluates and modifies methodologies and procedures for manipulating files for use with COTS products and litigation support applications. Performs quality assurance of all electronic files processing (EFP) services. Responsible for ensuring that incoming productions are made pursuant to the applicable ESI specifications and when deficiencies are found, provides EFP Manager with detailed notice of deficiencies. Recommends process improvement to ensure high quality, timely and cost-effective methods are utilized. Requires knowledge of litigation discovery process, and the EDRM workflow, and at least three years' experience performing e-Discovery roles such as EFP, image and data file conversion, data culling using review tools, quality assurance, database loads and retrieval, and forensic analysis. Requires working knowledge of personal computers, including Windows 10, document review software, and encryption methods. Experience with software used in the litigation support environment such as Concordance, Summation, ICONECT, Relativity, and MS Office Suite is valued.