GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE

AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG / PRICELIST

TECHNOLOGY SCHEDULE PRICELIST

SPECIAL ITEM NUMBER 54151S

INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

www.gsaadvantage.gov

MULTIPLE AWARD SCHEDULE (MAS) CONTRACT NUMBER: 47QTCA22D00DR

THE **VENTURA** GROUP, INC.

The Ventura Group, Inc.

20110 Ashbrook Place, Suite 120
Ashburn, VA 20147

Phone Number: 703-208-3303 - **Fax**: 703-208-3305
Email: gsa70@theventuragroup.com
www.theventuragroup.com

Contract Number:

47QTCA22D00DR

Period Covered by Contract:
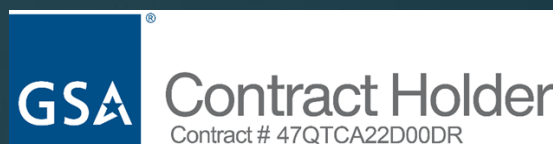September 28, 2022, through September 27, 2027

Business Size:
Small, Service-Disabled Veteran-Owned Small Business
Women-Owned Small Business (WOSB)
SBA Certified Small Disadvantaged Business

Pricelist current through Modification # A815 Effective September 28, 2022

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at fss.gsa.gov. Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system.

The Internet address for GSA Advantage!® is GSAAdvantage.gov

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INFORMATION FOR ORDERING OFFICES

1. **Awarded SIN(s)**:   54151S

    Contract Number: 47QTCA22D00DR

    Contract Period: September 28, 2022 – September 27, 2027

    Contractor's Name: The Ventura Group, Inc. (Ventura, Inc.)

    Contractor's Address: 20110 Ashbrook Place
    Suite 120
    Ashburn, VA 20147

    Office Telephone: (703) 208-3303

    Fax Number: (703) 208-3305

    Business Size: Small Business

    SAM Unique Entity ID: CLDLCCLLFKL4

    Data Universal Numbering Systems (DUNS): 92-7301168

    1.a   Awarded Special Item Number(s) with appropriate cross-reference to item descriptions and awarded price(s).
    54151S Information Technology Professional Services
    Order-Level Materials (OLM) OLMs are supplies and/or services acquired to support an individual task or delivery order placed.

    1.b   Identification of the lowest priced model number and lowest unit price for that model for each Special Item Number awarded in the contract. The government price is based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price: **Services rates are listed on page 10 of this Price List.**

    1.c   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: **See pages 10-25 of this price list for labor category descriptions.**

2. **Maximum Order**: The Maximum Order value for the following Special Item Numbers (SINs) is $500,000: **Special Item Number** 54151S - Information Technology (IT) Professional Services.

3. **Minimum Order**: $100.00

4. **Geographic Scope of Contract**: Geographic Scope of Contract will be domestic delivery only.

5. **Point of Production**: 20110 Ashbrook Place, Suite 120, Ashburn, VA 20147

6. **Basic Discounts**: Have been deducted.

7. **Quality Discounts**: None Offered.

8. **Prompt Payment Terms**: 1% 10 Days, Net 30 from receipt of invoice.

9.a **Government Purchase Cards**: Notification that Government purchase cards are accepted **at or below** the micro-purchase threshold.

9.b **Government Purchase Cards**: Notification that Government purchase cards are accepted **above** the micro-purchase threshold.

10. **Foreign Items**: N/A

11. **Delivery**:

11. a **Time of Delivery:** 30 Days

11. b **Expedited Delivery**: Contact The Ventura Group, Inc.

11. c **Overnight and 2-Day Delivery**: Contact The Ventura Group, Inc.

11. d **Urgent Requirements**: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within three workdays after receipt (telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed under the agreed-upon accelerated delivery time

frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. **FOB Points**: Destination.

13. **Ordering**:

13. a **Ordering Address**:
The Ventura Group, Inc.
20110 Ashbrook Place
Suite 120
Ashburn, VA 20147

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

   a. FAR 8.405-1 Ordering procedures for supplies and services not requiring a statement of work.

   b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

14. **Payment Address**:
The Ventura Group, Inc.
20110 Ashbrook Place
Suite 120
Ashburn, VA 20147

15. **Warranty Provision**: N/A

16. **Export Packaging Charges**: N/A

17. **Terms and Conditions of Government Purchase Card Acceptance**: N/A

18. **Terms and Conditions of rental, maintenance, and repair:** N/A

19. **Terms and Conditions of installation:** N/A

20. **Terms and Conditions of repair parts indicating date of parts price lists and any discounts from list prices**: N/A

20. a   Terms and Conditions for any other Services: N/A

21.   List of service and distribution points: N/A

22.   List of participating dealers: N/A

23.   Preventive maintenance: N/A

24.a   Special attributes such as environmental attributes: N/A

24.b   Section 508 Compliance:

1. Section 508 compliance information on the supplies and services in this contract are available at the following web address (URL): http://www.theventuragroup.com

2. The EIT standards can be found at: www.Section508.gov/.

25.   SAM Unique Entity ID: CLDLCCLLFKL4

26.   Data Universal Number System (DUNS) Number: 92-7301168

27.   The Ventura Group, Inc. is registered with the System for Award Management (SAM). Cage Code: 1PSN2

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

1. **SCOPE**
   a. The prices, terms, and conditions stated under Special Item Number 54151S Information Technology Professional Services IT Services are within the scope of this Information Technology Schedule.
   b. The Contractor shall provide services at the Contractor's facility as agreed to by the Contractor and the ordering activity.

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

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

4. **PERFORMANCE OF SERVICE**
   a. The Contractor shall commence the performance of services on the date

agreed to by the Contractor and the ordering activity.

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

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

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

5.   **STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

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

1.   Cancel the stop-work order; or

2.   Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

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

1.   The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

2.   The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

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

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

6. INSPECTION SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS-- COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS, COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE CONTRACTOR

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

An "Organizational conflict of interest" exists when the nature of the work to

be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor's or its affiliates' objectivity in performing contract work.

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

11.   INVOICES

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

12.   PAYMENTS

For Firm-Fixed-Price orders, the ordering activity shall pay the Contractor, upon submitting proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and- Materials/Labor-Hour Proposal Requirements— Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

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

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

1. The offeror;
2. Subcontractors; and/or
3. Divisions, subsidiaries, or affiliates of the offeror under common control.

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

14. INCIDENTAL SUPPORT COSTS
Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity by the guidelines outlined in the FAR.

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

16. DESCRIPTION OF IT SERVICES AND PRICING
See Labor Category Descriptions that follow.

For additional information, contact **Eduardo Pasquier** at (703) 439-8276.

THE VENTURA GROUP, INC.
AWARDED LABOR CATEGORY RATES

Labor Category	9/28/2022 - 9/27/2023	9/28/2023 - 9/27/2024	9/28/2024 - 9/27/2025	9/28/2025 - 9/27/2026	9/28/2026 - 9/27/2027
Administrative Personnel	$52.81	$54.29	$55.81	$57.37	$58.98
Application Developer I	$79.35	$81.57	$83.85	$86.20	$88.61
Application Developer II	$95.69	$98.37	$101.12	$103.95	$106.86
Application Developer III	$110.86	$113.96	$117.15	$120.43	$123.80
Application Developer IV	$157.53	$161.94	$166.47	$171.13	$175.92
Business Analyst I	$72.35	$74.38	$76.46	$78.60	$80.80
Business Analyst II	$112.01	$115.15	$118.37	$121.68	$125.09
C & A Consultant	$144.06	$148.09	$152.24	$156.50	$160.88
Configuration Manager	$72.35	$74.38	$76.46	$78.60	$80.80
Data Architect I	$116.69	$119.96	$123.32	$126.77	$130.32
Data Architect II	$134.20	$137.96	$141.82	$145.79	$149.87
Database Administrator II	$110.86	$113.96	$117.15	$120.43	$123.80
Database Administrator III	$128.36	$131.95	$135.64	$139.44	$143.34
Enterprise Architect/Engineer	$216.73	$222.80	$229.04	$235.45	$242.04
Help Desk Technician I	$46.68	$47.99	$49.33	$50.71	$52.13
Help Desk Technician II	$64.18	$65.98	$67.83	$69.73	$71.68
Information Assurance Engineer	$128.36	$131.95	$135.64	$139.44	$143.34
IT Specialist II	$146.35	$150.45	$154.66	$158.99	$163.44
IT Subject Matter Expert	$209.40	$215.26	$221.29	$227.49	$233.86
Media Specialist	$93.35	$95.96	$98.65	$101.41	$104.25
Network Engineer II	$116.69	$119.96	$123.32	$126.77	$130.32
Network Engineer III	$155.30	$159.65	$164.12	$168.72	$173.44
Project Assistant	$75.85	$77.97	$80.15	$82.39	$84.70
Project Manager I	$120.92	$124.31	$127.79	$131.37	$135.05
Project Manager III	$182.11	$187.21	$192.45	$197.84	$203.38
Quality Assurance Specialist	$87.51	$89.96	$92.48	$95.07	$97.73
Reports Developer	$95.69	$98.37	$101.12	$103.95	$106.86

Labor Category	9/28/2022 - 9/27/2023	9/28/2023 - 9/27/2024	9/28/2024 - 9/27/2025	9/28/2025 - 9/27/2026	9/28/2026 - 9/27/2027
Research Analyst	$58.13	$59.76	$61.43	$63.15	$64.92
Security Consultant I	$127.77	$131.35	$135.03	$138.81	$142.70
Security Consultant II	$173.53	$178.39	$183.38	$188.51	$193.79
SharePoint Administrator	$64.18	$65.98	$67.83	$69.73	$71.68
Software Engineer/Analyst	$91.76	$94.33	$96.97	$99.69	$102.48
System Administrator I	$98.07	$100.82	$103.64	$106.54	$109.52
System Administrator II	$115.49	$118.72	$122.04	$125.46	$128.97
System Administrator III	$157.81	$162.23	$166.77	$171.44	$176.24
Systems Architect	$187.88	$193.14	$198.55	$204.11	$209.83
System Engineer	$89.06	$91.55	$94.11	$96.75	$99.46
Technical Specialist	$122.46	$125.89	$129.41	$133.03	$136.75
Technical Writer	$103.85	$106.76	$109.75	$112.82	$115.98
Training Specialist	$106.18	$109.15	$112.21	$115.35	$118.58
User Support Administrator	$56.79	$58.38	$60.01	$61.69	$63.42
Web Designer	$93.35	$95.96	$98.65	$101.41	$104.25

THE VENTURA GROUP, INC.
LABOR CATEGORY DESCRIPTIONS

The Ventura Group, Inc. (Ventura) offers the following Information Technology Professional Services under the SIN 54151S. Listed below is a description of each of the categories of professional services provided by Ventura:

Job Title: Administrative Personnel
Functional Responsibility:
- Provides various administrative and clerical duties necessary to run large or multiple projects efficiently.
- Serves as an information manager for the project team, plans, schedules meetings and appointments, organizes and maintains paper and electronic files, conducts research and drafts, and releases professional correspondence.
- May assists with training and workforce development.

Minimum Education and Experience:
- Requires an associate degree and seven (7) or more years of related experience.
- A bachelor's degree may be substituted for two (2) years of related experience.
- Three (3) years of related experience may be substituted for an associate degree.

Job Title: Application Developer I
Functional Responsibilities:
- Applies expertise on multiple complex work assignments.
- Designs, develop, enhances, debugs, and implements software.
- Troubleshoots production problems related to software applications.
- Consults with project teams and end-users to identify application requirements.
- Assists in the evaluation and recommendation of application software packages, application integration, and testing tools.
- Prepares and provides software-related documentation.

Relative experience and knowledge required in:
- Operational Systems
- Programming languages such as:
  - C++
  - VB.Net
  - ASP.Net

Minimum Education and Experience:
- Requires an associate degree in Computer Science, Business, or a related discipline.
- A minimum of two (2) years of related experience.
- Three (3) years of related experience may be substituted for an associate degree.

Job Title: Application Developer II
Functional Responsibilities:
- Possesses and applies comprehensive knowledge across critical tasks and high-impact assignments.
- Plans and leads major technology assignments.
- Evaluates performance results and recommend significant changes affecting short-term project growth and success.
- Functions technically as an expert across multiple project assignments.
- Designs and development of software products or significant enhancements to existing software.
- Defines and addresses problems of systems integration, compatibility, and multiple platforms.
- Consults with project teams and end-users to identify application requirements.
- Performs feasibility analysis on future projects.
- Assists in the evaluation and recommendation of application software packages, application integration, and testing tools.
- Acts as team leader on projects and provides status reports for ongoing work.

Relative experience and knowledge required in:
- Operational Systems
- Programming languages such as:
  - C++
  - VB.Net
  - ASP.Net

Minimum Education and Experience: Requires a bachelor's degree in Computer Science, Business, or a related discipline and a minimum of four (4) years of experience in software development. Six (6) years of related experience may be substituted for a bachelor's degree.

Job Title: Application Developer III
Functional Responsibilities:
- Provides technical/management leadership on major tasks or technology assignments.
- Establishes goals and plans that meet project objectives. Has domain and expert technical knowledge.
- Directs and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met.
- Interactions involve client negotiations and interfacing with senior management.
- Decision-making and domain knowledge may have a critical impact on overall project implementation.

- Engages in researches, tests, builds, and integrates enhancements or new products based on client requirements.
- Coordinates conversion and integration of projects.
- Designs and develops new major software products or significant improvements to existing software.
- Prepares and provides software-related documentation.
- Provides status reports of all ongoing work and coordinates and addresses systems integration, compatibility on multiple platforms.
- Consults with project teams and end-users to identify application requirements.
- Assists in the evaluation and recommendation of application software packages, application integration, and testing tools.
- Assigns and checks the work of all software developers.
- Facilitates change control, problem management, and communication among programmers and analysts.
- Possesses and applies expertise on multiple complex work assignments.
- Acts as team leader on projects.

Relative experience and knowledge required in:
- Operational Systems
- Programming languages, such as:
  - C++
  - VB.Net
  - ASP.Net

Minimum Education and Experience:
- Requires a bachelor's degree in Computer Science, Business, or a related discipline.
- A minimum of six (6) years of experience in software development.
- Six (6) years of related experience may be substituted for a bachelor's degree.

Job Title: Application Developer IV
Functional Responsibilities:
- Provides technical/management leadership on major tasks or technology assignments.
- Establishes goals and plans that meet project objectives.
- Has domain and expert technical knowledge.
- Directs and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met.
- Negotiates with clients and interfaces with senior management.
- Facilitates change control, problem management, and communication among programmers and analysts.
- Possesses and applies expertise on multiple complex work assignments.
- Acts as team leader on projects.

- Maintains and provides ongoing functional improvements to a web-based authoring tools application.

Significant knowledge required in:

- Operational Systems
- Programming languages, such as:
  - C++
  - VB.Net
  - ASP.Net
  - IIS
  - SQL-Server
  - DHTML
  - JavaScript
  - CSS
  - XML
  - ASP.Net

Minimum Education and Experience:

- Requires a bachelor's degree in Computer Science, Business, or a related discipline
- A minimum of eight (8) years of professional experience is required.
- Six (6) years of related experience may be substituted for a bachelor's degree.

Job Title: Business Analyst I

Functional Responsibilities:

- Critically evaluate information gathered from multiple sources, reconcile conflicts, decompose high-level information into details, abstract from low-level information to a general understanding, and distinguish user requests.
- Design and re-engineer existing systems.
- Write, or assist in the writing of functional requirements, user cases, GUI mockups, and screen and interface designs.
- Successfully engage in multiple initiatives.
- Serve as the conduit between the customer community and the software development team through which requirements flow.
- Relative experience and knowledge of product management skills.
- Understanding of how to interpret customer business needs and translate them into applications and operational requirements.
- Possess excellent verbal and written communication skills and the ability to interact professionally with a diverse group, including managers, clients, and other members of the development team.

Minimum Education and Experience:

- Requires a bachelor's degree in Computer Science, Business, or a related discipline.
- A minimum of six (6) years of professional experience working as a business analyst.

- Six (6) years of related experience may be substituted for a bachelor's degree.

Job Title: Business Analyst II
Functional Responsibilities:
- Documents requirements, defines scope, objectives, and business justifications.
- Formulates executive summaries and project charters.
- Writes requirements and specifications of software applications.
- Handles multiple projects and serves as an advisor for lower-level IT Business staff.
- Builds user-requirements traceability matrix.
- Serves as primary contact and technical advisor to clients and provides collaborative leadership.
- Follows established architecture standards, as well as software development and project management lifecycle.
- Participate, represent, guide, and provide critical analysis expertise to the group and lead group discussions and collaborative efforts to define and develop user requirements.
- Ability to take ownership of assigned tasks and appropriately prioritize.
- Must display initiative, ability to work independently, and be able to use independent judgment.
- Must display the highest level of critical thinking to weigh alternatives and present consistent solutions with the business strategy.
- Relative experience in and knowledge of product management skills, including a thorough understanding of how to interpret customer business needs and translate them into an application and operational requirement.
- Possess excellent verbal and written communication skills and the ability to interact professionally with a diverse group, including managers, clients, and other members of the development team.
- Proven extensive technical knowledge of information technology field and computer systems required.

Minimum Education and Experience:
- Requires a bachelor's degree in Computer Science, Business, or a related discipline.
- A minimum of eight (8) years of experience as an IT Business Analyst or Project Analyst or in a related area.
- Six (6) years of related experience may be substituted for a bachelor's degree.

Job Title: Certifications and Accreditation Consultant
Functional Responsibility:
- Certifies, accredits, and evaluates information systems and operating procedures.
- Assesses business risks and evaluates the effectiveness of controls at the network,

operating system, database, and application level.
- Documents business and systems processes/dataflows, evaluates, identifies internal control points or deficiencies/opportunities for improvement, executes audit procedures, analyzes and reports results.
- Tests all internally developed systems/software to ensure compliance with minimum company standards and requirements.
- Creates and maintains project test plans.
- Ensures that all internally developed software is free from defects and meets or exceeds end-user requirements.
- May be responsible for testing third-party software and services to ensure that company standards and end-user requirements are met.

Minimum Education and Experience:
- Requires a bachelor's degree in Computer Science, Information Systems, or other related disciplines.
- Requires seven (7) to ten (10) years of related experience.
- Two (2) years of related experience may be substituted for a master's degree.
- Six (6) years of related experience may be substituted for a bachelor's degree.
- Certifications preferred:
  - Software Test Engineer (CSTE)
  - Quality Analyst (CQA) preferred.

Job Title: Configuration Manager
Functional Responsibilities:
- Provides technical and management leadership on major tasks or technology assignments.
- Establishes goals and plans that meet project objectives.
- Possesses domain and expert technical knowledge.
- Directs and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met.
- Interactions involve client negotiations and interfacing with senior management.
- Decision-making and domain knowledge may have a critical impact on overall project implementation.
- Possesses and applies expertise on multiple complex work assignments.
- Assignments may be broad, requiring originality and innovation in determining how to accomplish tasks.
- Operates with appreciable latitude in developing methodology and presenting solutions to problems.
- Contributes to deliverables and performance metrics where applicable.
- Ensures that adequate and appropriate planning is provided to direct building architects and planners in building communications spaces and media pathways that

meet industry standards.
- Develops, operates, and maintains voice, wireless, video, and data communications systems.
- Provides complex engineering or analytical tasks and activities associated with technical areas within the communications function.
- Relative experience in and knowledge of technical direction and engineering knowledge for communications activities, including planning, designing, developing, testing, installing, and maintaining large communications networks required.

Minimum Education and Experience:
- Requires a bachelor's degree in Computer Science, Business, or a related discipline.
- A minimum of four (4) years of professional experience.
- Six (6) years of related experience may be substituted for a bachelor's degree.

Job Title: Data Architect I
Functional Responsibilities:
- Provides technical and management leadership on major tasks or technology assignments.
- Establishes goals and plans that meet project objectives.
- Possesses domain and expert technical knowledge.
- Directs and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met. Interactions involve client negotiations and interfacing with senior management.
- Decision-making and domain knowledge may have a critical impact on overall project implementation.
- Formulates and defines system scope and objectives.
- Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and desired results.
- Prepares detailed specifications for programs.
- Assists in the design, development, testing, implementation, and documentation of new software and enhancements of existing applications.
- Works with project managers, developers, and end-users to ensure application designs meet business requirements.
- Formulates and defines specifications for complex operating software programming applications or modifies and maintains existing applications using engineering releases and utilities from the manufacturer.
- Designs, codes, tests, debugs, and documents applications.
- Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical and scientific software packages.
- Assists in all phases of software systems programming applications.

- Evaluates new and existing software products.
- Relative experience in analyzing systems, infrastructure, and communication architectures to develop network engineering designs.

Minimum Education and Experience:
- Requires a bachelor's degree in Computer Science, Business, or a related discipline.
- A minimum of two (2) years of general experience.
- Sic (6) years of related experience may be substituted for a bachelor's degree.

Job Title: Data Architect II
Functional Responsibilities:
- Possesses and applies comprehensive knowledge across critical tasks and high-impact assignments.
- Plans and leads major technology assignments.
- Evaluates performance results and recommend significant changes affecting short-term project growth and success.
- Functions as a technical expert across multiple project assignments.
- Designs and builds relational databases.
- Performs data access analysis design and archive/recovery design and implementation.
- Develops strategies for data acquisitions, archive recovery, and implementation of a database.
- Works in a data warehouse environment, including data design, database architecture, and metadata repository creation.
- Translates business needs into long-term architecture solutions.
- Defines, designs, and builds dimensional databases.
- Develops data warehousing blueprints, evaluating hardware and software platforms, and integrating systems.
- Reviews and develops object and data models and the metadata repository to structure the data for better management and quicker access.
- Relative experiences in providing advanced technical support in the research, experimentation, business analysis, and use of systems technology, including architecture, integration capabilities, and database management required.

Minimum Education and Experience:
- Requires a bachelor's degree in Computer Science, Business, or a related discipline.
- A minimum of four (4) years of general experience.
- Six (6) years of related experience may be substituted for a bachelor's degree.

Job Title: Database Administrator II
Functional Responsibilities:

- Possesses and applies comprehensive knowledge across critical tasks and high-impact assignments.
- Plans and leads major technology assignments.
- Evaluates performance results and recommend significant changes affecting short-term project growth and success.
- Functions as a technical expert across multiple project assignments.
- Provides all activities related to the administration of computerized databases.
- Projects long-range requirements for database administration and design in conjunction with other managers in the information systems function.
- Designs and maintains databases in a client/server environment.
- Conducts quality control and auditing of databases in a client/server environment to ensure the correct and appropriate use of data.
- Advises users on access to various client/server databases.
- Applies knowledge and experience with database technologies, development methodologies, and front-end back-end programming languages.
- Performs database programming and supports systems design.

Significant knowledge required in:
- Operational Systems
- Programming languages such as:
    - C++
    - VB.NET
    - ASP.NET
    - XML
    - SQL or PowerBuilder
    - SQL Server

Minimum Education/Experience:
- Requires a bachelor's degree in Computer Science, Business, or a related discipline.
- A minimum of five (5) years of general experience.
- Six (6) years of related experience may be substituted for a bachelor's degree.

Job Title: Database Administrator III
Functional Responsibilities:
- Provides technical and management leadership on major tasks or technology assignments.
- Establishes goals and plans that meet project objectives.
- Has domain and expert technical knowledge.
- Interactions involve client negotiations and interfacing with senior management.
- Decision-making and domain knowledge may have a critical impact on overall project implementation.
- Will be responsible for creating, maintaining, troubleshooting, and performance-

tuning of databases.
- Performs database programming and supports systems design.
- Prepares and provides status reports on ongoing work and necessary documentation.

Significant knowledge required in:
- Operational Systems
- Programming languages such as:
  - C++
  - VB.NET
  - ASP.NET
  - XML
  - SQL or PowerBuilder
  - SQL Server.

Minimum Education/Experience:
- Requires a bachelor's degree in Computer Science, Business, or a related discipline.
- A minimum of eight (8) years of general professional experience.
- Six (6) years of related experience may be substituted for a bachelor's degree.

Job Title: Enterprise Architect/Engineer
Functional Responsibility:
- Plans, develops, and administers policies covering several broad functional areas or key contracts.
- Oversees the staff and senior-level professionals.
- Plans, designs, and engineers' life cycle voice, data, and video solutions for local, wide, and enterprise area network solutions, including the development, integration, implementations, testing, and monitoring of policies and procedures.
- Analyzes areas of concern, confer with research personnel to clarify and resolve problems, presents feasible alternatives and recommendations based on thorough research and analyses.
- Consults with engineering personnel and prepares design modifications.
- Conducts interviews with subject matter experts to retrieve essential information
- Uses computer-assisted design software to perform engineering and design tasks.
- Evaluates engineering test results for practical application.
- Collects, compiles and assembles data for financial and analytical documents and reports.

Minimum Education and Experience:
- Requires a master's degree or a bachelor's degree with ten (10) years of relevant experience.
- Requires ten (10) years of management experience or an equivalent combination of education and experience.

Job Title: Help Desk Technician I
Functional Responsibilities:
- Applies fundamental concepts, processes, practices, and procedures on technical assignments.
- Performs work that requires practical experience and training.
- Possesses and applies expertise on multiple complex work assignments.
- Assignments may be broad, requiring originality and innovation in determining how to accomplish tasks.
- Operates with appreciable latitude in developing methodology and presenting solutions to problems.
- Contributes to deliverables and performance metrics where applicable.
- Responds to and diagnoses problems through discussion with users.
- Ensures a timely process through which problems are controlled.
- Includes problem recognition, research, isolation, resolution, and follow-up steps.
- Provides support to end-users on a variety of issues.
- Identifies, researches, and resolves technical problems.
- Responds to telephone calls, emails, and personnel requests for technical support.
- Documents, tracks, and monitors the problem to ensure a timely resolution.
- Provides second-tier support to end-users for either PC, server, applications or hardware.
- Interact with network services, software systems engineering, and applications development to restore service and identify and correct core problems.
- Simulates or recreates user problems to resolve operating difficulties.
- Recommends systems modifications to reduce user problems.

Minimum Education and Experience:
- Requires a bachelor's degree in Computer Science, Business, or a related discipline.
- A minimum of 2 years of general experience.
- Six (6) years of related experience may be substituted for a bachelor's degree.

Job Title: Help Desk Technician II
Functional Responsibilities:
- Possesses and applies comprehensive knowledge across critical tasks and high-impact assignments.
- Evaluates performance results and recommend major changes affecting short-term project growth and success.
- Functions as a technical expert across multiple project assignments.
- Responds to and diagnoses problems through discussion with users.
- Ensures a timely process through which problems are controlled.

- Includes problem recognition, research, isolation, resolution, and follow-up steps.
- Supervises operation of help desk and serves as the focal point for customer concerns.
- Provides support to end-users on a variety of issues.
- Identifies, researches, and resolves technical problems.
- Responds to telephone calls, emails, and personnel requests for technical support.
- Documents, tracks, and monitors the problem to ensure a timely resolution.
- Provides second-tier support to end-users for either PC, server, applications or hardware.
- Interact with network services, software systems engineering, and applications development to restore service and identify and correct core problems.
- Simulates or recreates user problems to resolve operating difficulties.
- Recommends systems modifications to reduce user problems.
- Relative experience in planning and leading major technology assignments, administering networks, servers, workstations, and desktop and video/communications support.

Minimum Education and Experience:
- Requires a bachelor's degree in Computer Science, Business, or a related discipline.
- A minimum of four (4) years of general experience and one (1) year as a Help Desk Technician.
- Six (6) years of related experience may be substituted for a bachelor's degree.

Job Title: Information Assurance Engineer
Functional Responsibilities:
- Provides technical and management leadership on major tasks or technology assignments.
- Plans and leads major technology assignments.
- Functions as a technical expert across multiple project assignments.
- May supervise others.
- Determines enterprise information assurance and security standards.
- Develops and implements information assurance/security standards and procedures.
- Coordinate, develop, and evaluate security programs for an organization.
- Identifies, reports and resolves security violations.
- Establishes and satisfies information assurance and security requirements based upon the analysis of user, policy, regulatory, and resource demands.
- Performs analysis, design, and development of security features for system architectures.
- Analyzes and defines security requirements for computer systems which may include mainframes, workstations, and personal computers.
- Designs, develops, engineers, and implements solutions that meet security

requirements.
- Analyzes general information assurance-related technical problems and provides basic engineering and technical support in solving these problems.
- Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle.
- Ensures that all information systems are functional and secure.

Minimum Education and Experience:
- Requires a bachelor's degree in Computer Science, Business, or a related discipline.
- A minimum of four (4) years of general experience.
- Six (6) years of related experience may be substituted for a bachelor's degree.

Job Title: IT Specialist II
Functional Responsibility:
- Develops plans for analysis and analyzes/evaluates information systems operations.
- Provides technical direction and oversight for the actions of government or contract personnel involved in change management activities.
- Recommend new actions and initiatives to improve utilization.
- Plan, orchestrate and conduct change management and configuration management activities.
- Coordinates with government and contractor key participants in the overall change process.
- Develops, drafts, and reviews records and reports of production, machine malfunctions, and maintenance as well as organizational, procedural, and workflow plans and methods to identify procedural issues and potential information system shortfalls.

Minimum Education and Experience:
- Requires a master's degree with two (2) to four (4) years of experience or a bachelor's degree and eight (8) to ten (10) years of related experience.
- At least two (2) years must be specialized in information technology system assessment and configuration management processes.

Job Title: IT Subject Matter Expert
Functional Responsibility:
- Possesses advanced knowledge of both Information Technology and general project management.
- Responsible for the integration of new or existing technologies into business operations.
- Participates and is responsible for the long-term technical strategy of the organization.

- Develops solutions to specific technical issues.
- Serve as an interface between management and the IT function for specific functional expertise.

Minimum Education and Experience:
- Requires a master's degree and a minimum of twelve (12) years of professional experience or a bachelor's degree and fifteen (15) years of professional experience.

Job Title: Media Specialist

Functional Responsibilities:
- Produces and directs live recording sessions in audio studio to create digital recordings of learning materials.
- Works collaboratively with instructional staff on recording projects and performing media duplication services.
- Positive interpersonal skills and a customer-service orientation, particularly with clients from a wide variety of cultures.
- Relative experience and knowledge of audio production equipment, including current audio recording methods and technologies required.

Minimum Education/Experience:
- Requires a bachelor's degree and a minimum of four (4) years of professional experience in audio production.
- Six (6) years of related experience may be substituted for a bachelor's degree.

Job Title: Network Engineer II

Functional Responsibilities:
- Analyzes network traffic and provides capacity planning solutions.
- Monitors and responds to complex technical control facility hardware and software problems.
- Interfaces with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance.
- Provides assistance and oversight for all information systems operations, including computer and telecommunications/communications operations, data entry, data control, LAN/MAN/WAN administration, operations support, operating systems programming, system security policy procedures, and web strategy and operations.
- Monitors and responds to hardware, software, and network problems.
- Utilizes software and hardware tools and identifies and diagnoses complex problems and factors affecting network performance.
- Troubleshoots network systems when necessary and make improvements to the network.

Minimum Education and Experience:

- Requires a bachelor's degree in Computer Science, Business, or a related discipline.
- A minimum of seven (7) years of application development experience.
- Six (6) years of related experience may be substituted for a bachelor's degree.

Job Title: Network Engineer III
Functional Responsibility:
- Plans, monitors, and evaluates the performance of network systems and makes recommendations for improvement/upgrades.
- Assists in developing technical standards and application interfaces.
- Provides technical assistance and resolution for network problems.
- Provides technical guidance and support to lower-level network engineers.

Minimum Education and Experience:
- Requires a bachelor's degree and ten (10) or more years of information technology engineering experience.
- Six (6) years of related experience may be substituted for a bachelor's degree.

Job Title: Project Assistant
Functional Responsibilities:
- Collects information and compiles it into reports in support of training-related projects.
- Designs and keeps up-to-date databases of information associated with projects, schedules, and costs.
- Provides support to staff as needed, which may include administrative support and customer service support.
- Provide program/project support to technical and administrative staff with demonstrated excellent results.
- Significant, proven experience as a member of a team and a team leader.
- Positive interpersonal skills and a customer-service orientation required.

Minimum Education/Experience:
- Requires a bachelor's degree in Computer Science, Business, or a related discipline.
- A minimum of four (4) years of general professional experience.
- Six (6) years of related experience may be substituted for a bachelor's degree.

Job Title: Project Manager I
Functional Responsibility:
- Assembles project teams, assigns individual responsibilities, develops project schedules, and is responsible for determining and acquiring resources needed.
- Must be familiar with the entire scope and requirements of projects and serves as a

liaison between team members and functional area management requesting projects.

Minimum Education and Experience:

- Requires a bachelor's degree and six (6) or more years of project management experience.
- Ten (10) years of related experience may be substituted for a bachelor's degree.

Job Title: Project Manager III

Functional Responsibility:

- Manages projects with multiple tasks and multi-component project teams or high visibility/high dollar projects.
- Assigns individual and sub team responsibilities.
- Develops integrated project schedules and is responsible for determining and acquiring resources needed.
- Provides management of cost, schedule, and earned value metrics as required by the task.
- Provides oversight for the entire scope and requirements of the project(s) and serves as the liaison between team members and functional area management requesting projects.

Minimum Education and Experience:

- Requires a bachelor's degree and eight (8) or more years of project management experience.
- Ten (10) years of related experience may be substituted for a bachelor's degree.

Job Title: Quality Assurance Specialist

Functional Responsibilities:

- Provides development of Software Quality Assurance Plan and the implementation of procedures that conforms to the requirements of the contract.
- Provides an independent assessment of how the project's software development process is being implemented relative to the defined process and recommends methods to optimize the organization's strategy.
- May be responsible for all activities involving quality assurance and compliance with applicable regulatory requirements.
- Conducts audits and reviews/analyzes data and documentation.
- Develops and implements procedures and test plans for assuring quality in a system development environment that supports large databases and applications.
- Relative experience in and knowledge of designing and building web pages using various graphics software applications, techniques, and tools.
- Provides leadership and design directions.

Minimum Education/Experience:

- Requires a bachelor's degree in Computer Science, Business, or a related discipline.
- A minimum of four (4) years of general professional experience.
- Six (6) years of related experience may be substituted for a bachelor's degree.

Job Title: Reports Developer
Functional Responsibilities:
- Provides technical/management leadership on major tasks or technology assignments.
- Establishes goals and plans that meet project objectives.
- Has domain and expert technical knowledge.
- Troubleshoots production problems related to reports.
- Researches, tests, builds and coordinates the conversion and integration of new reports based on client requirements.
- Designs and develops new reports or significant enhancements to existing reports.
- Addresses problems of systems integration, compatibility, and multiple platforms.
- Consults with project teams and end-users to identify reporting requirements.
- Performs feasibility analysis on potential future projects to management.
- Assists in the evaluation and recommendation of application software packages, application integration, and testing tools.
- Resolves problems with reports and responds to suggestions for improvements and enhancements.
- Designs, develops, enhances, debugs, and implements reports using Crystal Reports (versions 7, 10, and 11) and Business Objects.

Minimum Education and Experience:
- Requires a bachelor's degree in Computer Science, Business, or a related discipline.
- A minimum of four (4) years of experience with Crystal Reports and SQL Server databases.
- Six (6) years of related experience may be substituted for a bachelor's degree.

Job Title: Research Analyst
Functional Responsibility:
- Performs information system and database analyses assessments.
- Conducts preliminary cost-benefit analyses and aligns Information Technology solutions with business initiatives.
- Prepares functional, system, and program specifications using CASE (Computer-Aided Software Engineering).

Minimum Education and Experience:
- Requires an associate degree and four (4) to seven (7) years of related experience, depending on the classification level.

- A bachelor's degree may be substituted for two (2) years of related experience.

Job Title: Security Consultant I
Functional Responsibility:
- Organizes and manages security, disaster recovery, and similar functions related to information systems.
- Ensures that data systems and databases are protected from unauthorized users.
- Organizes the security investigation and implementation of corrective actions.
- Will have zero to three years of experience in the area of specialization.

Minimum Education and Experience:
- Requires a bachelor's degree and five (5) to seven (7) years of computer security experience.
- A master's degree may be substituted for two (2) years of related experience.
- Eight (8) years of related experience may be substituted for a bachelor's degree.

Job Title: Security Consultant II
Functional Responsibility:
- Organizes and manages security, disaster recovery, and similar functions related to the daily operation of information systems.
- Provides technical and business risk policy and compliance analysis in NIAP certification, Technical Vulnerability Assessments, Incident Control and Recovery, design, and implementation of secured services and systems, code audits, and other information assurance services.

Minimum Education and Experience:
- Requires a bachelor's degree and seven (7) to ten (10) years of computer security experience.
- A master's degree may be substituted for two (2) years of related experience.

Job Title: SharePoint Administrator
Functional Responsibilities:
- Formulates/defines system scope and objectives.
- Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and desired results.
- Prepares detailed specifications for programs.
- Assists in the design, development, testing, implementation, and documentation of new software and enhancements of existing applications.
- Works with project managers, developers, and end users to ensure application designs meet business requirements.

- Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer.
- Designs, codes, tests, debugs, and documents those programs.
- Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/ scientific software packages.
- Assists in all phases of software systems programming applications.
- Evaluates new and existing software products.
- Relative experience in and knowledge of SharePoint architect and design.
- Create solutions utilizing Microsoft SharePoint Server 2007 / 2010 / 2013 and SharePoint Online.

Minimum Education and Experience:
- Requires an associate degree in Computer Science, Business, or a related discipline.
- A minimum of two (2) years of general professional experience.
- Three (3) years of related experience may be substituted for an associate degree.

Job Title: Software Engineer/Analyst Level
Functional Responsibility:
- Provides functional and empirical analysis related to the design, development and implementation of software and software operating systems, including, but not limited to, utility software, development software, and diagnostic software.
- Participates in the development of test strategies, devices and systems.

Minimum Education and Experience:
- Requires a bachelor's degree and five (5) to eight (8) years of information technology engineering experience.
- Six (6) years of related experience may be substituted for a bachelor's degree.

Job Title: System Administrator I
Functional Responsibility:
- Administers and controls the activities related to data planning and development.
- Ensures design consistency throughout the entire website and across platforms.
- Evaluates system specifications, input/output processes, and working parameters for hardware/software compatibility.
- Responsible for the establishment of policies and procedures of system management, security, maintenance, and utilization.
- Troubleshoots networking and operating system problems.
- Perform web-related activities and have responsibility for the content and graphical aspects of the website.

- Request, review, and control content of the website, communicate technical requirements to content providers, evaluate and edits new content.
- Work with internal or external counsel to ensure clearance, approval, and authorization issues are resolved before displaying content on the website.
- Assigns personnel to various projects and evaluates their work.
- Ensures long-term requirements of systems operations and administration are included in the overall information systems planning of the organization.

Minimum Education and Experience:
- Requires a bachelor's degree in Computer Science, Information Systems, Engineering, or other related disciplines.
- A minimum of four (4) years of relevant experience.
- General experience will include operations experience on large-scale computer systems or multi-server local area networks.
- Six (6) years of related experience may be substituted for a bachelor's degree.

Job Title: System Administrator II
Functional Responsibility:
- Administers and controls the activities related to data planning and development.
- Ensures design consistency throughout the entire website and across platforms.
- Evaluates system specifications, input/output processes, and working parameters for hardware/software compatibility.
- Responsible for the establishment of policies and procedures on system management, security, maintenance, and utilization.
- Troubleshoots networking and operating system problems.
- Perform web-related activities, have responsibility for the content and graphical aspects of the website, request, review, and control content of the website, communicate technical requirements to content providers, evaluate and edits new content.
- Work with internal or external counsel to ensure clearance, approval, and authorization issues are resolved before displaying content on the site.

Minimum Education and Experience:
- Requires a bachelor's degree in Computer Science, Information Systems, Engineering, or other related disciplines.
- A minimum of six (6) years of relevant experience.
- General experience will include operations experience on large-scale computer systems or multi-server local area networks.
- Eight (8) years of related experience may be substituted for a bachelor's degree.

Job Title: System Administrator III

Functional Responsibility:
- Administers and controls the activities related to data planning and development.
- Ensures design consistency throughout the entire website and across platforms.
- Evaluates system specifications, input/output processes, and working parameters for hardware/software compatibility.
- Responsible for the establishment of policies and procedures on system management, security, maintenance, and utilization.
- Troubleshoots networking and operating system problems.
- Perform web-related activities and have the following responsibilities: web programming (such as MySQL, PHP, ASP, and HTML); review and control the content of the website; communicate technical requirements to content providers; evaluate and edits new content.
- Work with internal or external counsel to ensure clearance, approval, and authorization issues are resolved before displaying content on the site.

Minimum Education and Experience:
- Requires a bachelor's degree in Computer Science, Information Systems, Engineering, or other related disciplines.
- A minimum of eight (8) years of relevant experience.
- General experience will include operations experience on large-scale computer systems or multi-server local area networks.
- Ten (10) years of related experience may be substituted for a bachelor's degree.

Job Title: System Architect
Functional Responsibilities:
- Provides high-level architectural expertise to managers and technical staff.
- Develops architectural products and deliverables for the enterprise and operational business lines.
- Develops strategy of system and the design infrastructure necessary to support that strategy.
- Advises on selection of technological purchases regarding processing, data storage, data access, and applications development.
- Sets standards for the client/server relational database structure for the organization.
- Advises of feasibility of potential future projects to management.
- Designs, develops, enhances, debugs, and implements software.
- Troubleshoots production problems related to software applications.
- Researches, tests, builds, and integrates enhancements or new products based on client requirements.
- Instructs, assigns, directs, and checks the work of other software developers on a development team.

- Facilitates change control, problem management, and communication among programmers and analysts.
- Relative knowledge in design aspects and develops and implements efficient information systems and operations systems in support of network and telecommunications required.

Minimum Education/Experience:
- Requires a bachelor's degree in Computer Science, Business, or a related discipline.
- A minimum of eight (8) years of general experience.
- Ten (10) years of related experience may be substituted for a bachelor's degree.

Job Title: System Engineer
Functional Responsibility:
- Analyzes and evaluates existing or proposed systems and their integration with other existing or proposed systems.
- Designs new computer systems or proposes changes to existing systems to collect and process data, integrate within new operating systems or integrate with new software installations.
- Prepares charts and diagrams to assist in problem analysis and submits recommendations for solution.
- Prepares or supervises the development of detailed program specifications and flowcharts and coordinates systems' installation with the user department and information technology sections and departments.
- Carries out job functions within project-oriented multidisciplinary teams of professionals.
- Supports direct interaction with clients within the context of project progress meetings, design reviews, and project production and deployment.

Minimum Education and Experience:
- Requires a bachelor's degree in Computer Science, Information Systems, Engineering, or other related disciplines.
- A minimum of six (6) years of relevant experience.
- General experience will include operations experience on large-scale computer systems or multi-server local area networks.
- Eight (8) years of related experience may be substituted for a bachelor's degree.

Job Title: Technical Specialist
Functional Responsibility:
- Analyzes and evaluates information systems operations and provides technical direction and recommendations to improve system utilization.
- Monitors system configuration and supports configuration management activities.

- Reviews records and reports of production, machine malfunctions, maintenance, and organizational, procedural, and workflow plans and methods to identify procedural issues and potential information system shortfalls.

Minimum Education and Experience:
- Requires a bachelor's degree and three (3) to five (5) years of related experience, of which at least two (2) years must be specialized in information technology system assessment and configuration management processes.
- Six (6) years of related experience may be substituted for a bachelor's degree.

Job Title: Technical Writer

Functional Responsibilities:
- Provides technical/management leadership on major tasks or technology assignments.
- Establishes goals and plans that meet project objectives.
- Directs and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met.
- Interactions involve client negotiations and interfacing with senior management.
- Decision-making and domain knowledge may have a critical impact on overall project implementation.
- Writes and coordinates the display of graphics and the production of documents.
- Ensures content is of high quality and conforms with standards.
- Relative experience in and knowledge of writing various technical articles, reports, brochures, and manuals for documentation for a wide range of uses.
- Experience must have been acquired in a Windows-based client/server environment.

Minimum Education and Experience:
- Requires a bachelor's degree in Computer Science, Business, or a related discipline.
- A minimum of four (4) years of experience in documentation preparation.
- Six (6) years of related experience may be substituted for a bachelor's degree.
- A high level of knowledge of Microsoft Office applications required.

Job Title: Training Specialist

Functional Responsibilities:
- Provides technical/management leadership on major tasks or technology assignments.
- Establishes goals and plans that meet project objectives.
- Design, develop and deliver multimedia training programs aimed at training foreign language instructors in relevant pedagogical concepts.
- Use of relevant multimedia technologies and digital labs in the development and

delivery of foreign language instruction.
- Develops and delivers lab orientation sessions for instructors and students.
- Conducts needs/audience analyses, develops training objectives, schedules lesson plans, and evaluations, and collaborates on instructional treatment with government program staff.
- Provides necessary and appropriate technical support to language instructors and students using foreign-language and multimedia lab technologies and resources.
- Develops and writes relevant online manuals and training aids.
- Relative experience in developing and delivering technology-based and classroom instruction, teacher training, and associated curricula.
- Prepares training catalogs and course materials.
- Trains personnel by conducting formal classroom courses, workshops, and seminars.

Minimum Education and Experience:
- Requires a bachelor's degree.
- A minimum of four (4) years of experience, including two years of general experience and two (2) years of project-specific expertise.
- Six (6) years of related experience may be substituted for a bachelor's degree.

Job Title: User Support Administrator
Functional Responsibility:
- Responsible for recognizing, researching, isolating, and resolving information systems problems.
- Coordinates referrals to technical, professional, or service personnel for appropriate services, repairs, training, and follow-up.
- Analyzes and evaluates information systems operations and provides technical direction and recommendations to improve utilization.
- Reviews records and reports of production, machine malfunctions, and maintenance as well as organizational, procedural, and workflow plans and methods.

Minimum Education and Experience:
- Requires an associate degree.
- Four (4) to seven (7) years of related experience, depending on the classification level.
- A bachelor's degree may be substituted for two (2) years of related experience.
- Three (3) years of related experience may be substituted for an associate degree.

Job Title: Web Designer
Functional Responsibilities:
- Designs and builds web pages using a variety of graphics software applications, techniques, and tools.

- Designs and develops user interface features, site animation, and special-effects elements.
- Designs the website to support the organization's strategies and goals relative to external communications.
- Prepares and delivers design presentations for senior management.
- Relative experience in and knowledge of designing and building web pages using various graphics software applications, techniques, and tools.

Minimum Education and Experience:

- Requires a bachelor's degree in Computer Science, Business, or a related discipline.
- A minimum of four (4) years of experience designing websites.
- Six (6) years of related experience may be substituted for a bachelor's degree.

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Phone Number: 703-208-3303 - **Fax**: 703-208-3305
Email: gsa70@theventuragroup.com
www.theventuragroup.com

Contract Number:

47QTCA22D00DR

Period Covered by Contract:

September 28, 2022, through September 27, 2027

Business Size:

Small, Service-Disabled Veteran-Owned Small Business
Women-Owned Small Business (WOSB)
SBA Certified Small Disadvantaged Business

Pricelist current through Modification # A815 Effective September 28, 2022

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at fss.gsa.gov. Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system.

The Internet address for GSA Advantage!® is GSAAdvantage.gov

GSA Contract Holder
Contract # 47QTCA22D00DR