

**GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST**

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

**Schedule for Professional Service Schedule
Industrial Group: 00CORP**



Brilliant Corporation

An SBA certified 8(a), Small Disadvantaged Business
DUNS # 134718985, CAGE 463W1, CMMI Level 3, ISO 9001:2008



2012, 2013 Honoree



Point of Contact

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Contract Number:

GS-00F-012BA

Period Covered by Contract:

July 28, 2014 through July 27, 2019

Pricelist current through

Modification #PA-0001, dated July 24, 2014.



Table of Contents

CUSTOMER INFORMATION.....	4
ABOUT BRILLIANT CORPORATION	6
GSA HOURLY RATES.....	7
LABOR CATEGORY DESCRIPTIONS	9



Key Words

Big data, data management, business intelligence, data warehousing, data migration, data consolidation, data analytics, Hadoop, MongoDB, NoSQL, Oracle, SQL Server, DB2, Teradata, structured data, unstructured data, mobile app development, iOS, Android, Windows Mobile, dot NET, .NET, Java, JSP, J2EE, Open Source, LAMP, Linux, Apache, My SQL, PHP, Ruby, Python, business consulting, management consulting, strategic consulting, performance management, project management, program management, new program development, business process design, business process reengineering, re-engineering, process flows, program assessment, organizational assessment, human performance, human resources, HR, goals definition, gap analysis, business systems analysis, planning, business requirements, procurement strategies, RFP development, RFP evaluation, telecommunications consulting, telecommunications cost management, security assessment, disaster recovery, business continuity, asset management, property management, quality management, ISO 9001, CMMI level 3, CMMI 3, change management, conflict resolution, facilitation

NAICS Codes

541511, 541512, 541513, 541519, 541611



CUSTOMER INFORMATION

1. Awarded Special Item Number(s):

SIN	Recovery	SIN Description
874-1	874-1RC	Integrated Consulting Services
C132-51	C132-51RC	Information Technology Professional Services
C132-51 STLOC		Information Technology Professional Services Cooperative Purchasing

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: Not Applicable.

1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education are provided beginning on page 4.

2. Maximum Order: \$1,000,000

3. Minimum Order: \$100

4. Geographic Coverage: Domestic and Overseas

5. Point of Production: N/A

6. Prices Shown Herein are Net (discount deducted)

7. Quantity Discount: 1% for orders greater than \$1,000,000 and
 2% for order greater than \$2,000,000

8. Prompt Payment Terms: Net 30

9. Government Purchase Cards Will Accept

10. Foreign Items: None

11. Time of Delivery: Business Solutions Group, Inc. shall deliver or perform services in accordance with the terms negotiated in an agency's order.

11b. Expedited Delivery: Consult with Contractor

11c. Overnight/2-Day Delivery: Consult with Contractor

11d. Urgent Requirements: Consult with Contractor



12. FOB Point: Destination
13. Ordering Address: Brilliant Corporation
Attn: Sukumar Iyer
1893 Metro Center Drive, Suite 210
Reston, VA 20190
14. Payment Address: Brilliant Corporation
Attn: Sukumar Iyer
1893 Metro Center Drive, Suite 210
Reston, VA 20190
15. Warranty Provisions: Contractor's Standard Warranty
16. Export Packing charges: Not applicable
17. Terms and conditions of Government Purchase Card Acceptance: Contact Brilliant Corporation for terms and conditions of Government Purchase Card acceptance.
18. Terms and conditions of rental, maintenance, and repair: Not applicable
19. Terms and conditions of installation: Not applicable
- 19b. Terms and conditions of repair parts: Not applicable
- 19c. Terms and conditions for any other services: Not applicable
20. List of service and distribution points: Not applicable
21. List of participating dealers: Not applicable
22. Preventive maintenance: Not applicable
23. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: Not applicable
24. Contact Business Solutions Group, Inc. for Section 508 compliance information. The EIT standards can be found at: <http://www.section508.gov>
25. DUNS Number: 134718985
26. Brilliant Corporation is registered in the System for Award Management (SAM) database.



ABOUT BRILLIANT CORPORATION

Brilliant Corporation has an outstanding track record of success and delivering value to **over 16 federal agency clients and 14 commercial clients**. Our service areas include the following:

TECHNOLOGY & BUSINESS SOLUTIONS

- **Big Data Management**
 - Massive data sets integration, Data analytics, Database development
 - Data Warehousing (DW), Business Intelligence (BI)
- **Cloud Solutions Integration** – Planning, Implementation, Operations, Hosting. Brilliant is an Amazon Web Services partner
- **Mobile, Web & Application Development**
 - Mobile Apps – Android, iOS, Windows Mobile, Blackberry
 - Enterprise application development – J2EE / .NET / Open Source, Sharepoint, Enterprise Content Management, Section 508 compliant
 - Rapid iterative development – Agile, Scrum, CMMI
 - Social Media & Rich Internet
- **Business Process re-engineering** to streamline processes / organization / people, better data/systems integration, optimize efficiencies and reduce costs
- **Program / project management and Performance Management**

MISSION SUPPORT SERVICES

- **Records Management** Support Services
- **Administrative, Operational, Business Support Services**
 - Financial services, Loans/Grants, Legal support
 - Admin/Clerical, Management, Program Ops support
 - Acquisitions, procurement, contracts management
- **Property & Asset Management** – transformation, operations, products
- **Staff Augmentation**, Temporary Staffing

THE BRILLIANT PROMISE

Our clients can expect the following when they work with Brilliant -

- **A focus on outstanding quality and delivering value to you** – based on an understanding of what matters to you, how is it contributing to your mission success and how can we deliver a good Return on Investment (ROI).
- **Best people** – Dedicated, professional, friendly and easy to work with. We hire brilliant people, take good care of them, inspire and let them provide excellent outcomes.
- **Trust and integrity** – Establishing a relationship with our clients based on mutual trust and integrity is of paramount importance to us. You can rest assured that you have a reliable and trusted partner in Brilliant.
- **Flexibility in project delivery** – We understand that your needs and goals can change with time, budgets and economics. We will work with you to help manage those changes while staying focused on outcomes.
- **We will get the job done** - Brilliant has a 100% track record of success in delivering client success. We understand that you engage us to get the job done and we will.



GSA HOURLY RATES

The GSA rates below are inclusive of the IFF fee.

SIN	Labor Category	07/28/14 to 07/27/15	07/28/15 to 07/27/16	07/28/16 to 07/27/17	07/28/17 to 07/27/18	07/28/18 to 07/27/19
874-1 C132-51	Project Principal	\$216.55	\$220.66	\$224.85	\$229.13	\$233.48
874-1 C132-51	Program Manager	\$203.50	\$207.37	\$211.31	\$215.32	\$219.41
874-1	Senior Consulting Manager	\$161.67	\$164.74	\$167.87	\$171.06	\$174.31
874-1	Consulting Manager	\$139.90	\$142.55	\$145.26	\$148.02	\$150.83
874-1	Business Functions Consultant	\$119.18	\$121.44	\$123.75	\$126.10	\$128.49
874-1	Business Functions Analyst I	\$87.41	\$89.07	\$90.77	\$92.49	\$94.25
874-1	Administrative Assistant	\$45.88	\$46.75	\$47.64	\$48.54	\$49.46
C132-51	Solution Architect	\$204.03	\$207.90	\$211.85	\$215.88	\$219.98
874-1 C132-51	Project Manager	\$176.06	\$179.40	\$182.81	\$186.28	\$189.82
C132-51	Data Architect	\$168.96	\$172.17	\$175.44	\$178.78	\$182.17
874-1 C132-51	Business Process Re-engineering Specialist	\$137.33	\$139.94	\$142.60	\$145.31	\$148.07
C132-51	Principal Applications developer	\$127.30	\$129.72	\$132.18	\$134.69	\$137.25
C132-51	IT Consultant	\$123.79	\$126.14	\$128.54	\$130.98	\$133.47
C132-51	Sr. Applications Developer	\$122.65	\$124.98	\$127.35	\$129.77	\$132.24
C132-51	Web Applications Developer	\$110.27	\$112.37	\$114.50	\$116.68	\$118.89
C132-51	Applications Developer	\$98.58	\$100.46	\$102.37	\$104.31	\$106.29
C132-51	Sr. Database Management Specialist	\$88.04	\$89.71	\$91.42	\$93.15	\$94.92
874-1 C132-51	Sr. Business Analyst	\$80.24	\$81.76	\$83.32	\$84.90	\$86.51
C132-51	Programmer Analyst	\$78.50	\$79.99	\$81.51	\$83.06	\$84.64
C132-51	Database Management Specialist	\$76.35	\$77.80	\$79.28	\$80.78	\$82.32
874-1 C132-51	Business Analyst	\$72.90	\$74.28	\$75.70	\$77.13	\$78.60
C132-51	Jr. Programmer Analyst	\$65.77	\$67.02	\$68.30	\$69.60	\$70.92
874-1 C132-51	Quality Assurance Specialist	\$62.58	\$63.77	\$64.98	\$66.21	\$67.47
C132-51	Financial Analyst II		\$83.52	\$85.11	\$86.73	\$88.37
C132-51	Financial Systems Analyst I		\$125.83	\$128.22	\$130.66	\$133.14
C132-51	Financial Systems Analyst IV		\$170.08	\$173.32	\$176.61	\$179.96
C132-51	On Site Supervisor		\$66.55	\$67.81	\$69.10	\$70.41
C132-51	Computer Programmer IV		\$81.09	\$82.63	\$84.20	\$85.80
C132-51	Program Analyst I		\$57.09	\$58.17	\$59.28	\$60.40
C132-51	IT Specialist II		\$74.95	\$76.38	\$77.83	\$79.31



SIN	Labor Category	07/28/14 to 07/27/15	07/28/15 to 07/27/16	07/28/16 to 07/27/17	07/28/17 to 07/27/18	07/28/18 to 07/27/19
C132-51	Data Analyst III		\$82.70	\$84.27	\$85.87	\$87.51
C132-51	Technical Specialist I		\$43.67	\$44.50	\$45.34	\$46.20
C132-51	Data Analyst I		\$31.65	\$32.25	\$32.86	\$33.48
C132-51	ETL Developer III		\$119.52	\$121.79	\$124.10	\$126.46
C132-51	ETL Developer IV		\$138.57	\$141.20	\$143.88	\$146.62
C132-51	Metadata Analyst II		\$66.46	\$67.72	\$69.01	\$70.32
C132-51	Metadata Analyst III		\$85.52	\$87.14	\$88.80	\$90.48
C132-51	Subject Matter Expert (SME)		\$305.42	\$311.22	\$317.13	\$323.16

The Service Contract Act (SCA) is applicable to this contract and it includes SCA eligible labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix below. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Administrative Assistant	01311 - Secretary I	05-2013



LABOR CATEGORY DESCRIPTIONS

PROJECT PRINCIPAL

Functional Responsibility: A Project Principal has executive responsibility and management accountability for the execution of client projects and typically oversees multiple projects. A Project Principal sets overall policy and direction for the engagement, communicates with clients and consulting teams to resolve issues, provide Subject Matter Expertise (SME) in one or more areas of their expertise to projects in their functional areas, act as senior client liaison, oversee contract and financial management for one or more engagements.

Minimum/General Experience: Twelve years' experience in delivery of information systems and business transformation projects.

Minimum Education: Bachelor's Degree in associated discipline area.

SOLUTION ARCHITECT

Functional Responsibility: Participates in the design, creation, and maintenance of computerized applications and databases, based on a deep understanding of business transformation and enterprise architecture's role in it.. Responsible for the quality control and auditing of databases to ensure accurate and appropriate use of data. Consults with and advises users on access, works directly with users to resolve data conflicts and inappropriate data usage, and directs the maintenance and use of the enterprise architecture encyclopedia. Consults with programming personnel to resolve system performance issues. Responsible for the installation, maintenance, configuration, and integrity of databases. Implements application enhancements that will improve the reliability and performance of the application. Works with network engineers to schedule installations and upgrades and maintains them in accordance with established IT policies and procedures. Responsible for file maintenance, control, and product support and facilitates change control, problem management, and communication among architects, engineers, and analysts. Establishes and enforces processes to ensure a consistent, well-managed, and well-integrated application infrastructure. Develops appropriate application and process documentation. Expertise with multiple technology stacks, latest evolving technology trends and object modeling methodology.

Minimum/General Experience: Eight years' experience in technology solutions delivery, design & architecture of information systems and business transformation projects.

Minimum Education: Bachelor's Degree in associated discipline area.



IT PROJECT MANAGER

Functional Responsibility: Serves as the project manager for a project, task order or a group of task orders affecting the same common/standard/migration system and shall assist the Program Manager in working with the Government Contracting Officer (CO), the task order-level Task Managers (TMs), Government management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems. Has broad experience and background in the execution and delivery of IT projects.

Minimum/General Experience: Eight years' experience in technology solutions development, delivery of information systems and business transformation projects.

Minimum Education: Bachelor's Degree in associated discipline area.

DATA ARCHITECT

Functional Responsibility: Defines and applies data policies in data discovery, data analysis and data architecture design across the enterprise. Works closely with subject matter experts to uncover, document, validate and model business requirements into specifications used to develop conceptual, logical and physical data structures. Ensures reuse and consistency of use of data across all applications. Monitors the implementation of business rules associated with data as reflected in the metadata.

Minimum/General Experience: Eight years' experience in technology solutions development with emphasis on database development, delivery of information systems and business transformation projects.

Minimum Education: Bachelor's Degree in associated discipline area.

BUSINESS PROCESS RE-ENGINEERING SPECIALIST

Functional Responsibility: Applies process improvement and re-engineering methodologies and principles to conduct process improvement and modernization projects. Responsible for effective transitioning of existing project teams and the facilitation of project teams in the accomplishment of project activities and objectives. Additional duties may include business process and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts.

Minimum/General Experience: Four years' experience in delivery of information systems, business transformation projects and business process redesign.

Minimum Education: Bachelor's Degree in associated discipline area.



PRINCIPAL APPLICATIONS DEVELOPER

Functional Responsibility: Leads a medium to large technical team performing design, implementation, and integration of software or independently performs complex software development tasks. Formulates /defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Also, Designs, codes, test, debugs, and documents those programs. Provides overall guidance for operating systems, such as sophisticated file maintenance routines, large telecommunications networks, various middleware and software programs and applications. Assist all phases of software systems programming applications both custom as well as packaged software. Experienced in a broad range of technologies or specialized in one technology stack. Evaluates new and existing software products.

Minimum/General Experience: Four years' experience in delivery of information systems, business transformation projects and business process redesign.

Minimum Education: Bachelor's Degree in associated discipline area.

IT CONSULTANT

Functional Responsibility: Leads major portions of large or medium projects, and leads small projects autonomously. Provides highly technical and specialized solutions to complex IT problems. Performs analyses and studies and prepares reports; Gathers facts through research, interviewing, surveys, etc. analyzes the client's business, draws conclusions, prepares final reports and gives presentations. Uses in-depth consultative skills and business knowledge to practice business transformation objectives and processes.

Minimum/General Experience: Four years' experience in technology solutions development, delivery of information systems and business transformation projects.

Minimum Education: Bachelor's Degree in associated discipline area.

SENIOR APPLICATIONS DEVELOPER

Functional Responsibility: Leads a small team performing design, implementation, and integration of software or independently performs complex software development tasks. Formulates /defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Also, Designs, codes, test, debugs, and documents those programs. Participate all phases of software systems programming applications. Assist in evaluating new and existing software products.

Minimum/General Experience: Four years' experience in technology solutions development, delivery of information systems and business transformation projects.

Minimum Education: Bachelor's Degree in associated discipline area.



WEB APPLICATIONS DEVELOPER

Functional Responsibility: Provide support to develop Web based applications including on line customer service to transform government agencies to be able to deliver their services on line. Provide support in developing the site concept, interface design, and architecture of the web-site. Provide support for the implementation of interfaces to applications.

Minimum/General Experience: Three years' experience in technology solutions development, delivery of information systems and web applications design and development.

Minimum Education: Bachelor's Degree in associated discipline area.

APPLICATIONS DEVELOPER

Functional Responsibility: Participates in design, implementation, and integration of software or independently performs complex software development tasks. 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, test, debugs, and documents those programs. Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, various middleware and software programs and applications. Assists all phases of software systems programming applications. Evaluates new and existing software products.

Minimum/General Experience: Four years' experience in technology solutions development, delivery of information systems and applications design and development.

Minimum Education: Bachelor's Degree in associated discipline area.

SENIOR DATABASE MANAGEMENT SPECIALIST

Functional Responsibility: Supervises the development of database and data related projects including business requirements, design of logical and physical data models, development of database objects and scripts, testing, deployment and operations. Plans and budgets staff and data base resources. When necessary, reallocates resources to maximize benefits. Prepares and delivers presentations on database management systems (DBMS) concepts. Provides daily supervision and direction to support staff.

Minimum/General Experience: Four years' experience in technology solutions development with emphasis on database development, delivery of information systems and business transformation projects.

Minimum Education: Bachelor's Degree in associated discipline area.



SENIOR BUSINESS ANALYST

Functional Responsibility: Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Performs functional analysis to identify required tasks and their interrelationships. Possesses expert knowledge and experience in the requirements and integration. Works with end-users and developers on implementation and systems integration. Lead development of testing, Quality Assurance processes and requirements traceability. Provides daily supervision and direction to support staff and assist with development of plans and status reports.

Minimum/General Experience: Four years' experience in delivery of technology solutions, information systems and business transformation projects. Experienced in understanding and bridging user community needs with technology solutions.

Minimum Education: Bachelor's Degree in associated discipline area.

PROGRAMMER ANALYST

Functional Responsibility: Assist with Joint Application Development (JAD) sessions with business users to gather and analyze requirements. Develop and document technical requirements from gathered business requirements. Assist with general design and detailed design including user interfaces to meet requirements. Development of code modules, data loading scripts, testing scripts and batch processes.

Minimum/General Experience: Three years' experience participating in delivery of technology solutions, information systems and business transformation projects.

Minimum Education: Associate's Degree in associated discipline area.

DATABASE MANAGEMENT SPECIALIST

Functional Responsibility: Work on the development of database and data related projects including business requirements, design of logical and physical data models, development of database objects and scripts, testing, deployment and operations. Provides highly technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods and security procedures for specific user applications.

Minimum/General Experience: Four years' experience in technology solutions development with emphasis on database development, delivery of information systems and business transformation projects.

Minimum Education: Bachelor's Degree in associated discipline area.



BUSINESS ANALYST

Functional Responsibility: Analyze user needs to determine functional and cross-functional requirements. Handles test scripts and service requirements; works closely with end users on project development and implementation. Analysts should have a working knowledge of relational database environments, structured analysis, data modeling, information engineering, mathematical model building, sampling, and business processes to plan the system. They must be able to specify the inputs to be accessed by the system, design the processing steps, and format the output to meet the users' needs. They also may prepare cost-benefit and return-on-investment analyses to help management decide whether implementing the proposed system will be financially feasible.

Minimum/General Experience: Three years' experience in delivery of technology solutions, information systems and business transformation projects. Experienced in understanding and bridging user community needs with technology solutions.

Minimum Education: Associate's Degree in associated discipline area.

JUNIOR PROGRAMMER ANALYST

Functional Responsibility: Assist with Joint Application Development (JAD) sessions with business users to gather and analyze requirements. Develop and document technical requirements from gathered business requirements. Assist with general design and detailed design including user interfaces to meet requirements. Develop code modules, data loading scripts, testing scripts and batch processes under supervision of senior staff. Assist with the development of detailed technical documentation, technical manuals, end-user training and tier 2 user support.

Minimum/General Experience: Two years participating in delivery of technology solutions, information systems and business transformation projects.

Minimum Education: Associate's Degree in associated discipline area.



QUALITY ASSURANCE SPECIALIST

Functional Responsibility: Assists in the implementation of Quality Assurance processes for correctness, adherence to the design concept and to user standards, review of program documentation to assure Government standards/requirements are adhered to, and for progress in accordance with schedules. Development of test plans, test scripts, testing processes and development of QA documentation. Coordinates with development teams to ensure bug fixes, 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.

Minimum/General Experience: Three years' experience with information systems projects, systems analysis and systems administration in one or more technology stacks.

Minimum Education: Associate's Degree in associated discipline area.

PROGRAM MANAGER

Functional Responsibility: A Program Manager has broad responsibility and management accountability for the execution of client projects. A Program Manager's responsibilities can include one or more of these tasks - applies their experience in planning and managing projects including overall scope, budgets, schedules, sets overall policy for the engagement, communicates with clients and Project Principals to resolve issues, provide Subject Matter Expertise (SME) in one or more areas of their expertise to projects in their functional areas, act as senior client liaison, oversee contract and financial management.

Minimum/General Experience: Ten years' experience.

Minimum Education: Bachelor's Degree in associated discipline area.

SENIOR CONSULTING MANAGER

Functional Responsibility: A Senior Consulting Manager has broad management and consulting experience, specialized functional and business expertise in one or more areas. A Senior Consulting Manager is expected to be able to lead one or more consulting teams, large and complex projects or play the role of Subject Matter Expert (SME) advising and supporting project teams in their area of expertise. A Senior Consulting Manager works with client executives and management to facilitate transformational programs to realize business goals, plan and manage the work of multiple business consulting teams, provide SME inputs and advice to clients and consulting teams, ensure consistency of quality, manage client contracts.

Minimum/General Experience: Eight years' experience.

Minimum Education: Bachelor's Degree in associated discipline area.



CONSULTING MANAGER

Functional Responsibility: A Consulting Manager has broad management and consulting experience, leads the delivery of client solutions and supervises the day to day delivery operations of a team. A Consulting Manager plans and manages the work of business consulting teams, interacts with clients on all project matters, and leads streamlining of business processes and business architecture efforts, participate in quality reviews, develop and execute project budgets.

Minimum/General Experience: Five years' experience.

Minimum Education: Bachelor's Degree in associated discipline area.

BUSINESS FUNCTIONS CONSULTANT

Functional Responsibility: A Business Functions Consultant applies their advanced analytical skills and technical experience to assist in the implementation of business solutions. A Business Functions Consultant supervises other team members or a small team, interacts with clients and leads business process efforts. Tasks include supervision of business analysts and program analysts, lead business process analysis and re-engineering efforts, lead client business and functional requirements sessions, participate in quality reviews, develop and manage team work plans, support project estimation and program management efforts.

Minimum/General Experience: Four years' experience.

Minimum Education: Bachelor's Degree in associated discipline area.

BUSINESS FUNCTIONS ANALYST I

Functional Responsibility: A Business Functions Analyst I applies analytical and technical skills to assist in the implementation of business function solutions. Tasks include analyze & documenting business process flows, business process analysis, business process re-engineering, collecting, documenting and developing business and functional requirements, developing project documentation and program materials, user training, develop communications plans, technical support to technology development teams, provide project and program management support.

Minimum/General Experience: Three years' experience as a Business Analyst.

Minimum Education: Bachelor's Degree in associated discipline area.



ADMINISTRATIVE ASSISTANT

Functional Responsibility: Administrative support to program managers, managers and other staff on the team, document development, document printing/prepping/binding, data entry, filing and file management, ensuring office supplies needed by team are up to date, coordinating time entry by staff, assist with invoice preparation, assist with contract management administrative functions, coordinate organization of meetings and all meeting logistics including food, assist with travel reservations, email management, disseminate information bulletins to staff, assist with accounts receivable and accounts payable functions, assist with new employee packets and on-boarding of new employees including security documentation as needed. Perform other tasks as required by management.

Minimum/General Experience: Two years' experience as Administrative Assistant.

Minimum Education: High School Diploma.

ON-SITE SUPERVISOR:

Functional Responsibility: For Government offices in which Contractor has placed three or more Contractor employees, the On-Site Supervisor serves as a full-time, on-site supervisor who shall also encumber the collateral duty of one of the positions listed below.

Positions:

- Administrative Assistant I
- Administrative Assistant II
- Administrative Assistant III
- Clerk I
- Clerk II
- Clerk III
- Loan Specialist
- PC Network Specialist
- Paralegal II
- Paralegal I
- Loan Specialist
- Loan Processing Assistant
- Financial Analyst
- Computer Programmer II
- Computer Programmer III
- Attorney Advisor
- Financial Systems Analyst I
- Financial Systems Analyst II
- Financial Systems Analyst III
- Financial Systems Analyst IV

Minimum/General Experience: At least two years' experience in one of the positions listed above.

Minimum Education: Bachelors degree from an accredited institution.



IT SPECIALIST II

Functional Responsibility: IT Specialist II provides technical assistance to Agency staff for hardware and software accommodations. The Specialist oversees IT support for the daily operation of all hardware and software, including related peripheral equipment and Local Area Networks. The Specialist shall review the Agency's IT policies and standards to effectively evaluate and safeguard Agency data and computers. The Specialist will advise Agency staff members on new developments in hardware, system software and technical advances to enhance productivity and program reliability.

Minimum/General Experience:

At least three years of specialized experience directly related to use of computer software, equipment and operating systems in an organizational setting; providing IT service and support to supervisors and managers in an office setting; supporting Windows XP computers and systems; providing computer support and technical troubleshooting for multiple PCs on a LAN connected to a WAN.

Minimum Education: High School Diploma.

DATA ANALYST I

Functional Responsibility: Under general supervision, Data Analyst I performs data analysis and prepares supporting documents, diagrams, data, and database specifications for business needs, program functions, and system modification needs through creation and maintenance of Business Requirements. Performs requirements gathering, requirements analysis, and requirements documentation of both IT and business requirements. Works with Agency personnel to translate requirements into functional requirements.

Minimum/General Experience:

Experience, education or training demonstrating a basic knowledge of data processing functions and general management principles that has enabled the Analyst to understand the stages required to automate a work process. Experience may have been gained in work such as computer operator or assistant, computer sales representative, program analyst, or other positions that required the use or adaptation of computer programs and systems.

Minimum Education: High School Diploma.



DATA ANALYST III

Functional Responsibility: Data Analyst III augments existing Agency expertise by developing repeatable processes for data collection and analyses. Using data analysis skills and statistical methodology, Analyst creates reports, performs high-level analyses for strategic projects, and generates projections to rationalize performance target setting. Analyst develops models for assessing impact of recommended improvements, changes, and other trends on overall Agency performance.

Minimum/General Experience: Experience and knowledge of statistical analysis for large data sets, including time series modeling, forecasting, and network analyses. Experience and knowledge of various data visualization methods and techniques including selection of the most meaningful display for particular analyses. Demonstrated experience using MS Excel in statistical application, including lookups and pivot tables. Demonstrated experience with enterprise-level web analytics tools and services.

Minimum Education: Bachelor's Degree in associated discipline area.

PROGRAM ANALYST I

Functional Responsibility: Under direction, Program Analyst I performs support services to include project coordination, evaluations and analyses necessary to facilitate assessing the effectiveness of Agency programs. The Analyst will identify and develop information required for use in the management of Agency programs, including analyzing program requirements, developing reporting, gathering data, performing cost-benefit analysis and documenting systems requirements. In addition, the Analyst will develop conclusions, presentations, and white papers and make recommendations that affect long-range planning and performance.

Minimum/General Experience: Candidate will exhibit proficiency with MS Office tools (Word, PowerPoint, Excel) and strong oral and written communication skills; be accomplished in data management, cost benefit, payback, ROI and other financial reporting as well as dashboard creation and reporting.

Minimum Education: Bachelor's Degree in Business Administration or other related field associated discipline area.



TECHNICAL SPECIALIST I

Functional Responsibility: The Technical Specialist I provides analytic, programmatic and administrative support for Agency programs by recommending, developing and evaluating methodologies for process improvement. Specialist assists Agency technical support team to ensure the maintenance and operation of the online programs for report generation and submission. Specialist designs reports (standard and ad hoc) on the quality or sufficiency of Agency. Specialist assists with the development, implementation and evaluation of various Agency programs and initiatives on an as-needed basis.

Minimum/General Experience: At least two years of experience providing IT support services to supervisors and managers in an office setting.

Minimum Education: Associate's Degree.

FINANCIAL SYSTEMS ANALYST I

Functional Responsibility: The Financial Systems Analyst I participates in design, implementation, and integration of software or independently performs complex software development tasks. A Financial Systems Analyst I formulates /defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. S/he designs, codes, test, debugs and documents those programs. The Financial Systems Analyst I also provides the overall operating system with components such as sophisticated file maintenance routines, large telecommunications networks, various middleware and software programs and applications. S/he also assists all phases of software systems programming applications and evaluates new and existing software products.

Minimum/General Experience: Four years' experience in technology solutions development, delivery of information systems and applications design and development.

Minimum Education:

- Bachelors degree, with 4 years relevant experience
- Masters degree, with 3 years relevant experience
- Doctorate, with 1 years relevant experience



FINANCIAL SYSTEMS ANALYST IV

Functional Responsibility: The Financial Systems Analyst IV leads major portions of large or medium projects, and leads small projects autonomously. Provides highly technical and specialized solutions to complex IT problems. Performs analyses and studies and prepares reports; Gathers facts through research, interviewing, surveys, etc. analyzes the client's business, draws conclusions, prepares final reports and gives presentations. Uses in-depth consultative skills and business knowledge to practice business transformation objectives and processes. Defines and applies data policies in data discovery, data analysis and data architecture design across the enterprise. Works closely with subject matter experts to uncover, document, validate and model business requirements into specifications used to develop conceptual, logical and physical data structures. Ensures reuse and consistency of use of data across all applications. Monitors the implementation of business rules associated with data as reflected in the metadata.

Minimum/General Experience: Eight years experience in technology solutions development with emphasis on database development, information systems and business transformation projects.

Minimum Education: Minimum Bachelor's degree in one of the following disciplines - Information Systems, Computer Science, Project Management, Business Administration, Finance, Economics, Mathematics or Statistics.

FINANCIAL ANALYST II

Functional Responsibility: Independently conducts supervision reviews and enforces actions. Provides operational guidance and assistance to stakeholders (both internal and external). Provides guidance and direction regarding the Agency's policies and procedures, developing and making recommendations for changes and enhancements where necessary. Provides program oversight, and administers management control systems and processes to ensure participants adhere to established Agency policy and procedures. The Analyst conducts oversight activities and carries out policy, program and portfolio analysis of the Agency's financial operations.

Minimum/General Experience: The Financial Analyst II must possess comprehensive knowledge of concepts, principles, theories, and practices of financial structure and business management operations sufficient to serve as an expert in financing and in development of SOPs, procedures, and other types of formal instruction. The Analyst must also have a practical knowledge of accounting and computer systems and be skillful in identifying which data are needed for program development, implementation, direction, management, monitoring and evaluation purposes. In addition to identifying data, Analyst must have the skills needed to develop these data and be able to systematically organize, collate and summarize them into effective reports for management oversight.

Minimum Education: Bachelor's degree in one of the following disciplines - Information Systems, Computer Science, Project Management, Business Administration, Finance, Economics, Mathematics or Statistics.



COMPUTER PROGRAMMER IV

Functional Responsibility: The Computer Programmer IV applies expertise in programming procedures to complex programs; recommends the redesign of programs, investigates and analyzes feasibility and program requirements, and develops programming specifications. Assigned programs typically affect a broad multi-user computer system which meets the data processing needs of a broad area (e.g., manufacturing, logistics planning, finance management, human resources, or material management) or a computer system for a project in engineering, research, accounting, statistics, etc. This Programmer plans the full range of programming actions to produce several interrelated but different products from numerous and diverse data elements, which are usually from different sources; solves difficult programming problems, and uses knowledge of pertinent system software, computer equipment, work processes, regulations, and management practices.

Minimum/General Experience: At least five years of experience demonstrating good judgment in devising program logic and selecting and adapting standard programming procedures.

Minimum Education: Computer programming education, training or certification.

ETL DEVELOPER III

Functional Responsibility: The ETL Developer III is responsible for application design, development and implementation of strategic architecture of the enterprise data warehouse. Applying understanding of methodology, design, specifications, programming, delivery, monitoring, and support standards, Developer will drive specific subject areas from source analysis to ETL loading. Based on engagement in strategic planning activities and research of emerging technology, tools and ETL standards, Developer will perform Administrator tasks to enhance existing data marts or develop new ones.

Minimum/General Experience: Five years of progressive related experience in general application development. Two years designing, developing and maintaining Informatica applications. Two years experience with RDBMS development, SQL skills, and understanding of relational data using a star schema design. Development experience must be full Life Cycle including business requirements gathering, data sourcing, testing/data reconciliation, and deployment with Business Intelligence and Data Warehousing Architecture.

Minimum Education: Bachelor's degree in Computer Science, Engineering, Math or related field.



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Functional Responsibility: The ETL Developer III is responsible for application design, development and implementation of strategic architecture of the enterprise data warehouse. Applying understanding of methodology, design, specifications, programming, delivery, monitoring, and support standards, Developer will drive specific subject areas from source analysis to ETL loading. Based on engagement in strategic planning activities and research of emerging technology, tools and ETL standards, Developer will perform Administrator tasks to enhance existing data marts or develop new ones.

Minimum/General Experience: Five years of progressive related experience in general application development. Three years designing, developing and maintaining Informatica applications. Three years experience with RDBMS development, SQL skills, and understanding of relational data using a star schema design. Development experience must be full Life Cycle including business requirements gathering, data sourcing, testing/data reconciliation, and deployment with Business Intelligence and Data Warehousing Architecture.

Minimum Education: Bachelor's degree in Computer Science, Engineering, Math or related field.

METADATA ANALYST II

Functional Responsibility: The Metadata Analyst II is responsible for the methods and procedures for proper use and maintenance of the metadata environment with primary focus on enabling management, preservation, discovery and re-use of the information resources. Analyst defines strategy, approach, and architecture for metadata solutions, and develops rules and methodologies for data collection and analysis. Analyst coordinates day-to-day metadata processes, data models, and operations in alignment with established goals and deadlines while advising Agency stakeholders of improvements for optimal use of data at various levels for new data sources, workflows, and process flows to ensure stakeholder satisfaction.

Minimum/General Experience: Two years experience in enterprise data projects and in implementing metadata processes and solutions. One year of experience with relational databases and SQL. Solid project management, data modeling and data analysis experience. Strong research, problem solving, interpersonal and communications skills.

Minimum Education: Bachelor's degree in Computer Science, Information Technology or related field with strong business training.



METADATA ANALYST III

Functional Responsibility: The Metadata Analyst II is responsible for the methods and procedures for proper use and maintenance of the metadata environment with primary focus on enabling management, preservation, discovery and re-use of the information resources. Analyst defines strategy, approach, and architecture for metadata solutions, and develops rules and methodologies for data collection and analysis. Analyst coordinates day-to-day metadata processes, data models, and operations in alignment with established goals and deadlines while advising Agency stakeholders of improvements for optimal use of data at various levels for new data sources, workflows, and process flows to ensure stakeholder satisfaction.

Minimum/General Experience: Four years experience in enterprise data projects and in implementing metadata processes and solutions. Two years experience with relational databases and SQL. Solid project management, data modeling and data analysis experience. Strong research, problem solving, interpersonal and communications skills.

Minimum Education: Bachelor's degree in Computer Science, Information Technology or related field with strong business training.

SUBJECT MATTER EXPERT

Functional Responsibility: The Subject Matter Expert (SME) provides expert support of programmatic, budgetary, and administrative processes to include development of recommendations, options, or alternatives for Agency senior management. The SME studies, analyzes, and evaluates new regulations, policies, initiatives, and operational trends to identify issues impacting the Agency program in question. The SME engages in continuous and frequent communication with a broad range of professional contacts in order to analyze, debate, and resolve problems and issues, coordinate projects, or address requests for information and recommendations for process improvement associated with the specified Agency program. The SME provides expertise in the drafting, design, review and implementation of laws and regulations relative to the specified Agency program.

Minimum/General Experience: 8 years' experience. Demonstrated expertise in planning, preparedness and/or response activities in field(s) related to the specified Agency program, including: reviewing and providing recommendations on policies and procedures; working on teams consisting of professional administrative and support personnel; and supporting senior staff in project management and program evaluation.

Minimum Education: Master's degree in field related to specified Agency program.



Experience & Degree Substitution Equivalencies

Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

<u>Equivalent Degree</u>	<u>Experience</u>
Associate's	2 years relevant experience
Bachelor's	Associate's degree + 2 years relevant experience or 4 years relevant experience
Master's	Bachelor's plus 2 years relevant experience or Associate's degree + 4 years relevant experience or 6 years relevant experience
PhD	Master's + 2 years relevant experience, or Bachelor's + 4 years relevant experience or 8 years relevant experience