GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
Authorized Federal Supply Schedule Price List

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

MULTIPLE AWARD SCHEDULE

Federal Supply Group: Office Management, Miscellaneous

Contract Number: GS-03F-097GA

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

Contract Period: September 15, 2017 through September 14, 2022

Price list current as of Modification A812, MAS Consolidation, effective June 30, 2020

Brillient Corporation
1893 Metro Center Drive, Suite 210
Reston, VA 20190
(P) 703-994-4232 (F) 703-793-0660
www.brillient.net
Contract administration contact: contracts@brillient.net

Business Size: Small business

<u>CUSTOMER INFORMATION:</u>

1.   Awarded Special Item Number(s):

SIN	Description
493110RM	Physical Records Management Solutions
518210DC	Document Conversion Services
518210ERM	Electronic Document Conversion Services
561499M	Mail Room Administrative Support Services
OLM	Order Level Materials

1b.   Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: See Page 4.

1c.   Descriptions of all corresponding commercial job titles with experience, functional responsibility and education are provided beginning on Page 6.

2.   Maximum Order: SINs 493110RM, 518210DC, 518210ERM, and 561499M: $1,000,000; SIN OLM: $0

3.   Minimum Order: $100

4.   Geographic Coverage: Domestic and Overseas (FOB Destination)

5.   Point of Production: N/A

6.   Prices Shown Herein are Net (discount deducted)

7.   Quantity Discount: None

8.   Prompt Payment Terms: Net 30

9a.   Government Purchase Cards are accepted below the micro-purchase threshold.

9b.   Government Purchase Cards are accepted above the micro-purchase threshold.

10.   Foreign Items: None

11.   Time of Delivery: Brillient Corporation 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: Brillient Corporation
                                      Attn: GSA Orders
                                        1893 Metro Center Drive, Suite 210
                                        Reston, VA 20190

14. Payment Address: Brillient Corporation
                                        Attn: Accounts Receivable
                                        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 Brillient 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

20. Terms and conditions of repair parts: Not applicable

20a. Terms and conditions for any other services: Not applicable / determined on an order basis

21. List of service and distribution points: Not applicable

22. List of participating dealers: Not applicable

23. Preventive maintenance: Not applicable

24. Special attributes

24a. Special attributes such as environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: Not applicable

24b. Section 508: Contact Brillient Corporation for compliance information. The EIT standards can be found at: http://www.section508.gov

25. DUNS Number: 134718985

26. Brillient Corporation is registered in the System for Award Management (SAM) database.

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GSA Hourly Rates
SINs 493110RM, 518210DC, 518210ERM, 561499M

Labor Category	09/15/17 – 09/14/18	09/15/18 – 09/14/19	09/15/19 – 09/14/20	09/15/20 – 09/14/21	09/15/21 – 09/14/22
Administrative Assistant**	$51.16	$52.18	$53.22	$54.29	$55.37
Driver Courier**	$38.56	$39.33	$40.12	$40.92	$41.74
Forklift**	$35.67	$36.38	$37.11	$37.85	$38.61
General Clerk I**	$29.63	$30.22	$30.83	$31.45	$32.07
General Clerk II**	$33.62	$34.29	$34.98	$35.68	$36.39
General Clerk III**	$40.57	$41.38	$42.21	$43.06	$43.92
Maintenance Clerk**	$36.55	$37.28	$38.03	$38.79	$39.57
Production Control Analyst**	$47.39	$48.33	$49.30	$50.29	$51.29
Program Manager	$135.98	$138.70	$141.47	$144.30	$147.18
Project Manager	$110.19	$112.40	$114.65	$116.94	$119.28
QC Manager	$69.83	$71.23	$72.65	$74.10	$75.59
Safety Manager	$68.26	$69.62	$71.01	$72.43	$73.88
Shipping/Receiving Clerk **	$32.82	$33.48	$34.15	$34.83	$35.53
Supervisor I	$54.11	$55.20	$56.30	$57.43	$58.58
Supervisor II	$62.97	$64.23	$65.51	$66.82	$68.16
Supervisor III	$75.43	$76.94	$78.48	$80.05	$81.65
Trainer**	$43.57	$44.45	$45.33	$46.24	$47.17
Truck Driver**	$38.06	$38.83	$39.60	$40.39	$41.20
IT Business Analyst I	N/A	N/A	$58.94	$60.69	$61.90
IT Business Analyst II	N/A	N/A	$86.23	$88.82	$90.60
IT Business Analyst III	N/A	N/A	$113.56	$116.96	$119.30
IT Business Analyst IV	N/A	N/A	$142.82	$147.10	$150.04
IT Functional Analyst I	N/A	N/A	$58.94	$60.69	$61.90
IT Functional Analyst II	N/A	N/A	$86.09	$88.67	$90.44
IT Functional Analyst III	N/A	N/A	$103.47	$106.56	$108.69
IT Functional Analyst IV	N/A	N/A	$142.84	$147.12	$150.06
ERM Program Manager	N/A	N/A	$207.72	$213.95	$218.23
ERM Project Manager	N/A	N/A	$179.27	$184.65	$188.34

Sr. ERM Program Manager	N/A	N/A	$220.63	$227.25	$231.80
Subject Matter Expert I	N/A	N/A	$126.72	$130.52	$133.13
Subject Matter Expert II	N/A	N/A	$176.43	$181.72	$185.35
Subject Matter Expert III	N/A	N/A	$206.74	$212.94	$217.20
Subject Matter Expert IV	N/A	N/A	$306.35	$315.53	$321.84
Systems Engineer I	N/A	N/A	$83.71	$86.23	$87.95
Systems Engineer II	N/A	N/A	$104.03	$107.15	$109.29
Systems Engineer III	N/A	N/A	$142.87	$147.16	$150.10
Systems Engineer IV	N/A	N/A	$180.44	$185.85	$189.57

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

Labor Category Descriptions
SINs 493110RM, 518210DC, 518210ERM, 561499M

Administrative Assistant III

Functional Responsibility: Under minimal supervision, the Administrative Assistant III performs highly complex clerical, administrative, and secretarial duties to assist senior and professional members of Department or Office. Assists customers and/or employees with difficult and/or complex transactions. Assists customers with regulatory compliance issues. Conducts complex research and processes complex documents in specialty areas. Composes correspondence, reports, memoranda, and other materials requiring independent judgment as to content, accuracy, and completeness. Develops office forms and procedures. Improves and updates filing system. With some supervision, composes letters, reports, newsletters, and other documents. This personnel may create spreadsheets, perform routine bookkeeping tasks, and assemble PowerPoint-based or other formal presentations. May take minutes at meetings. Performs other duties of a similar or related level as necessary or assigned. Uses computer and software applications to accurately type and edit basic correspondence; enter data; retrieve data; search databases; conduct research; create documents; and send emails. Processes various documents, ensuring that all necessary forms are complete and accurate.

Answers and routes telephone calls where they must appropriately greet the caller, assesses the situation, and takes accurate messages. Assists the public and/or employees at front counter; appropriately greets visitors; answers routine questions; locates documents; fills out forms; and makes copies. Displays a clear attitude of customer service. This personnel processes incoming and outgoing mail, prints, copies, assembles, distributes and files documents and maintains files. Schedules appointments and maintains monthly calendar; schedules meetings and meeting rooms. Attends meetings to take and transcribes notes. Maintains supplies and stocks office forms. Interacts with other offices and departments and outside organizations to obtain and provide information. May prepare and arrange for publication of agendas and legal notices. Reviews all work products to ensure highest level of quality.

Minimum Experience: 1 year

Minimum Education: Associate's

Driver Courier

Functional Responsibility: The Driver Courier drives an automobile or light truck to deliver messages, documents, and packages and mails to various businesses or governmental agencies. May perform miscellaneous errands, such as carrying mail to and from the post office and sorting or opening incoming and outgoing mail. May obtain receipts for articles delivered and keep a log of items received and delivered. May deliver items to offices and departments within an establishment.

Minimum Experience: 1 year

Minimum Education: High School

Forklift

Functional Responsibility: The Forklift operates a manually controlled gasoline, electric, or liquid propane gas-powered forklift to transport goods and materials of all kinds within a warehouse or similar establishment. Performs other material handling duties as appropriate.

Minimum Experience: 1 year

Minimum Education: High School

General Clerk I

Functional Responsibility: The General Clerk I follows a number of specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; simple posting to individual accounts; opening mail; running mail through metering machines; and calculating and posting charges to departmental accounts. Little or no subject matter knowledge is required, but the clerk needs to choose the proper procedure for each task. May be responsible for preparing a variety of documents for microfilming and electronic imaging using written guidelines. Must acquire a thorough understanding of the guidelines for processing records, have an eye for detail, and be meticulous in performing all document-related tasks. Must also become familiar with the computer-based tracking systems and the document retrieval and re-filing procedures.

Minimum Experience: 6 months

Minimum Education: High School

General Clerk II

Functional Responsibility: The General Clerk II's work requires a familiarity with the terminology of the office unit. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Refers recognized problems to others. Must have a thorough understanding of the guidelines for processing records, have an eye for detail, and be meticulous in performing all document-related tasks. Must also become familiar with the computer-based tracking systems and the document retrieval and re-filing procedures. Must be able to assist less experienced staff in the performance of office procedures.

Minimum Experience: 3 years

Minimum Education: High School

General Clerk III

Functional Responsibility: The General Clerk III uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers issues to other personnel. Typical duties include: assisting in a variety of administrative matters; preparing reports or other records; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. May also direct lower-level clerks. Must have a thorough understanding of the guidelines for processing records, have an eye for detail, and be meticulous in performing all document-related tasks. Must also be proficient with the computer-based tracking systems and the document retrieval and re-filing procedures. Must be able to assist in training less experienced staff in the performance of office procedures.

Minimum Experience: 3 years

Minimum Education: High School

Maintenance Clerk

Functional Responsibility: The Records Maintenance Clerk provides incoming records processing, electronic control desk, filing and records center processing, and records reconcilement support to the customer. Primary duties include: coding, creating, and maintaining files; maintaining automated records databases in support of the file systems; receiving, verifying, and forwarding of incoming records; verifying and keying of records entries; reconciling; performing maintenance on specific records and ongoing processing of recurring types of records; and provides assistance to customers on an as-requested basis, as determined by the COTR. Must have comprehensive knowledge of Excel and other records- related computer software programs.

Minimum Experience: 2 years

Minimum Education: High School

Production Control Analyst

Functional Responsibility: The Production Control Analyst compiles and records production data for industrial establishments to compare records/reports on volume of production; consumption of material; Quality Control (QC); and other aspects of production. The Production Control Analyst may perform any combination of the following duties: compile and record production data from customer orders; work tickets; and create product specifications and individual worker production sheets following prescribe recording procedures and using different Word processing techniques. This Clerk calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker/department production rates using a computer, calculator, and/or spreadsheet. Additional tasks include: writing production reports based on data complied, tabulated, and computed; following prescribed formats; maintaining files of documents used and prepared; and compiling detailed production sheets of work tickets for use by production workers, as guides in assembly or manufacture of products. This Clerk prepares written work schedules based on established guidelines and priorities, compiles material and supplies, and charts production using chart, graph, or pegboard based on statistics compiled for reference by production/management personnel. This Clerk also sorts and distributes work tickets or material and may compute wages from employee time cards and post-wage data on records used for preparation of payroll.

Minimum Experience: 2 years

Minimum Education: Associate's

Program Manager

Functional Responsibility: Responsible for the performance of a relatively significant non-technical program or multiple smaller non-technical programs with an emphasis on logistics, records management, Human Resources (HR), or other administrative focus in accordance with contract requirements and company policies, procedures, and guidelines. Ensures work procedures and standards improve efficiency and effectiveness of operation. May monitor daily operations. Has budgetary responsibilities, and is responsible for acquiring follow-on business associated with assigned programs and for supporting new Business Development (BD) by managing or leading proposals. Relies on experience and judgment to plan and accomplish goals. Supervises exempt personnel, and may supervisor non-exempt personnel. Provides direction, coaching, and disciplinary actions when required.

Minimum Experience: 10 years

Minimum Education: Bachelor's

Project Manager

Functional Responsibility: The Project Manager (PM) manages the daily operation of support services for an organization. This position oversees clerical, administrative, and logistical support tasks and establishes work procedures and standards to improve efficiency and effectiveness of assigned operations. Responsible for ensuring compliance with established customer standards. The PM may have BD and budgetary responsibilities. Familiar with a variety of the field's concepts, practices, and procedures and completes investigation, reports, and evaluations. Relies on experience and judgment to plan and accomplish goals. Supervises exempt personnel, and may supervisor non-exempt personnel. Provides direction, coaching, and disciplinary actions when required.

Minimum Experience: 5 years

Minimum Education: Bachelor's

QC Manager

Functional Responsibility: The QC Manager supports the daily operation of support services for an organization. This position assists with establishing work procedures and standards to improve efficiency and effectiveness of assigned operations and employs lean processing design models as needed. The QC Manager ensures quality compliance with established client standards and is familiar with a variety of the field's concepts, practices, and procedures. This position designs, studies, and measures the efficiency of specific processes and procedures. The QC Manager completes and analyzes reports and evaluations. This position supervises non-exempt QC personnel and non-exempt Trainer personnel providing direction, coaching, and disciplinary actions when required.

Minimum Experience: 5 years

Minimum Education: Bachelor's

Safety Manager

Functional Responsibility: The Safety Manager manages the daily operation of the Safety Program for the company. This position assists with establishing work procedures and standards to improve efficiency and effectiveness of safety operations. The Safety Manager ensures compliance with all established safety standards.

Minimum Experience: 4 years

Minimum Education: Bachelor's

Shipping/Receiving Clerk

Functional Responsibility: Compares identifying information and counts, weighs, or measures items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders, or other records. Determines method and mode of shipment to customer requirements. Prepares and expedites shipments. Successfully operates equipment to meet safety and productivity requirements. Successful in computer literacy. Must be able to understand quality standards, methods, and reporting as required.

Minimum Experience: 1 month

Minimum Education: High School

Supervisor I

Functional Responsibility: The Supervision I is responsible for managing a work force in any of the business disciplines or document management functions. Frequently provides subject matter or functional area expertise in performing technical tasks in addition to fulfilling their supervisory duties. Formulates and enforces standards, assigns schedules, reviews work production, and supervises personnel.

Minimum Experience: 2 years

Minimum Education: Associate's

Supervisor II

Functional Responsibility: The Supervisor II is responsible for managing a work force in any of the business disciplines or document management functions. Frequently provide subject matter or functional area expertise in performing technical tasks, in addition to fulfilling their supervisory duties. Formulates and enforces standards, assigns schedules, reviews work production, and supervises personnel.

Minimum Experience: 4 years

Minimum Education: Associate's

Supervisor III

Functional Responsibility: The Supervisor III performs as the senior department supervisor, plans, monitors, directs, and executes tasks and records management activities, to include all facets of NRC Retirement activities including Movement, Screening, Preparation, Retirement, and File Redirection.

Minimum Experience: 4 years

Minimum Education: Bachelor's

Trainer

Functional Responsibility: The Trainer tutors students individually or in small groups. Conducts a small amount of formal classroom instruction, provided adequate experience is possessed in the subject being tutored. Does not normally prepare instructional programs or create lesson topic guides, but instead uses existing lesson plans and delivers any formal instruction from existing audio-visual and/or written material prepared by others. May administer examinations or informal tests.

Minimum Experience: 6 months

Minimum Education: High School

Truck Driver

Functional Responsibility: The Truck Driver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses/places of business. Shall also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order.

Minimum Experience: 2 years

Minimum Education: High School

IT Business Analyst I

Functional Responsibility: An Information Technology (IT) Business Analyst I applies analytical and technical skills to assist in the implementation of business function solutions related to records management. Tasks include analyzing and 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; performing user training; developing communications plans; and providing technical support to technology development teams; and general project/program management support.

Minimum Experience: 2 years

Minimum Education: Associate's

IT Business Analyst II

Functional Responsibility: An IT Business Analyst II analyzes user needs to determine functional and cross-functional requirements for records management. 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 (QA) processes, and requirements traceability. Provides daily supervision and direction to support staff and assists with development of plans and status reports.

Minimum Experience: 3 years

Minimum Education: Associate's

IT Business Analyst III

Functional Responsibility: An IT Business Analyst III applies process improvement and re-engineering methodologies and principles to conduct process improvement and modernization projects related to records management. 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. This personnel acts as the key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts.

Minimum Experience: 4 years

Minimum Education: Bachelor's

IT Business Analyst IV

Functional Responsibility: An IT Business Analyst IV leads major portions of IT projects to provide business process reengineering solutions to complex business processes and problems related to records management. Performs analyses and studies and prepares reports; Gathers facts through research, interviewing, surveys, etc.; analyzes the client's business and industry best practices; draws conclusions; prepares final reports; and gives presentations. Uses in-depth consultative skills and business knowledge to practice business transformation objectives and processes. Works closely with Subject Matter Experts (SMEs) to uncover, document, validate, and model business requirements into specifications used to develop conceptual, logical, and physical business data diagrams and 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 Experience: 6 years

Minimum Education: Bachelor's

IT Functional Analyst I

Functional Responsibility: An IT Functional Analyst I assists developers and business users to gather and analyze functional requirements related to records management. Develops and documents technical requirements from gathered business requirements. Assists 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 Experience: 3 years

Minimum Education: Bachelor's

IT Functional Analyst II

Functional Responsibility: An IT Functional Analyst II analyzes user needs to determine functional and cross-functional requirements related to records management. Handles test scripts and service requirements, and 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 Experience: 3 years

Minimum Education: Bachelor's

IT Functional Analyst III
Functional Responsibility: An IT Functional Analyst III leads major portions of large or medium projects, and leads small projects related to records management 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 Experience: 4 years

Minimum Education: Bachelor's

IT Functional Analyst IV
Functional Responsibility: An IT Functional Analyst IV leads major portions of large or medium projects, and leads small projects related to records management 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 SMEs 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 Experience: 6 years

Minimum Education: Bachelor's

ERM Project Manager
Functional Responsibility: Serves as the Project Manager (PM) for a project, Task Order (TO) or a group of TOs related to records management affecting the same common/standard/migration system. The PM

shall assist the Program Manager in working with the Government Contracting Officer (CO); the TO-level Task Managers (TMs); Government management personnel; and customer agency representatives. Under the guidance of the Program Manager, the PM is responsible for the overall management of the specific TOs and insuring that the technical solutions and schedules in the TO are implemented in a timely manner. Performs integration and interface planning. This personnel has broad experience and background in the execution and delivery of IT projects.

Minimum Experience: 8 years

Minimum Education: Bachelor's

Sr. ERM Program Manager

Functional Responsibility: A Sr. Program Manager has executive responsibility and management accountability for the execution of client projects and typically oversees multiple programs related to records management. A Sr. Program Manager sets overall policy and direction for the engagement; communicates with clients and consulting teams to resolve issues; provides Subject Matter Expertise (SME) in one or more areas of their expertise to programs in their functional areas; acts as senior client liaison; oversees contract and financial management for one or more programs.

Minimum Experience: 13 years

Minimum Education: Master's

Subject Matter Expert I

Functional Responsibility: The SME I provides expertise and knowledge in a specific area, such as data science, process engineering, Search Engine Optimization (SEO), or any other area of information technology related to records management. Essential duties include recommending best practices; advising customer in specific area of SME expertise; overseeing the development of technical solutions; reviewing technical documentation; liaising with stakeholders; coordinating work groups; and performing product demonstrations. Must demonstrate analytical thinking, leadership, managerial skills, networking, and excellent presentation and writing skills.

Minimum Experience: 5 years

Minimum Education: Master's

Subject Matter Expert II

Functional Responsibility: The SME II provides expertise and knowledge in a specific area, such as data science, process engineering, SEO, or any other area of information technology related to records management. Essential duties include recommending best practices, advising customer in specific area of SME expertise, overseeing the development of technical solutions, reviewing technical documentation, liaising with stakeholders, coordinating work groups, and performing product demonstrations. Must demonstrate analytical thinking, leadership, managerial skills, networking, and excellent presentation and writing skills. The SME II provides expertise in advising the client program staff in the drafting, design, and review of policies, as well as implementation of laws and regulations relative to the specified Agency program.

Minimum Experience: 6 years

Minimum Education: Master's

Subject Matter Expert III
Functional Responsibility: The SME III provides expert support of programmatic, budgetary, and administrative processes to include development of recommendations, options, or alternatives for Agency program management related to records 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 advising the client program management in the drafting, design, review, and implementation of laws and regulations relative to the specified Agency program.

Minimum Experience: 7 years

Minimum Education: Master's

Subject Matter Expert IV
Functional Responsibility: The SME IV provides expert support of programmatic, budgetary, policy, 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 Experience: 8 years

Minimum Education: Master's

Systems Engineer I
Functional Responsibility: Provides support in development of software applications related to records management to include web based. Participates in the development of the application concept, interface design, and architecture. Provides support for all phases of software development lifecycle to include the application design, development, integration, implementation, user support and training, as well as application maintenance and enhancements.

Minimum Experience: 3 years

Minimum Education: Bachelor's

Systems Engineer II

Functional Responsibility: Participates in design, implementation, and integration of software or independently performs complex software development tasks related to records management. 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, various middleware, and software programs and applications. Assists all phases of software systems programming applications. Evaluates new and existing software products.

Minimum Experience: 3 years

Minimum Education: Bachelor's

Systems Engineer III

Functional Responsibility: Leads small teams performing design, implementation, and integration of software or independently performs complex software development tasks related to records management. 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. Assists in evaluating new and existing software products

Minimum Experience: 4 years

Minimum Education: Bachelor's

Systems Engineer IV

Functional Responsibility: Leads a medium-to-large technical team performing design, implementation, and integration of software or independently performs complex software development tasks related to records management. 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. Assists 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 Experience: 4 years

Minimum Education: Bachelor's

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.

Equivalent Degree	Experience
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 Associate's + 6 years relevant experience or 8 years relevant experience

Vendor Certification for SIN 51 600 --- Electronic Records Management Solutions

For the purposes of the Schedule 36 Solicitation (3FNJ-C1-000001-B), eleven (11) specific elements of Electronic Records Management (ERM) Services have been identified. These 11 elements are fully defined and the corresponding requirements are identified in the Universal Electronic Records Management Requirements attachment to the solicitation. These requirements have been established and are administered by the National Archives & Records Administration (NARA).

Vendors may provide any combination of the 11 elements of ERM Services; however, vendors must certify that they are capable of meeting all standards associated with the elements they propose by completing this certification. Vendors should include a completed copy of this certification in their published GSA catalog to illustrate their ERM capabilities.

Brillient Corporation
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Proposed Elements of Electronic Records Management Services:
[Select all that apply]

☒Element 1 - Desktop Applications
☒Element 2 - Electronic Messages
☒Element 3 - Social Media
☒Element 4 - Cloud Services
☒Element 5 - Websites
☒Element 6 - Digital Media (Photo)
☒Element 7 - Digital Media (Audio)
☒Element 8 - Digital Media (Video)
☒Element 9 - Databases
☒Element 10 - Shared Drives
☒Element 11 - Engineering Drawings

Brillient Corporation hereby certifies that we are capable of meeting all standards described in Solicitation -3FNJ-C1-000001-B and the Universal Electronic Records Management Requirements attachment for each of the sections of ERM Services we have proposed, as indicated above.

_____
Offeror *(To be signed only by **authorized principal**, with authority to bind the undersigned contractor)*

__Sukumar R. Iyer_____   President and CEO   November 29, 2017
Name (Printed)   Title   Date