GSA U.S. General Services Administration

General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List

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 GSA Advantage!® is: GSAAdvantage.gov.

Schedule Title: Multiple Award Schedule (MAS)

FSC Group: Information Technology Professional Services; Professional and Management Development Training; Educational Support Services

FSC Class(es)/ Product Code(s): DA01, R499, R425, R497

Contract Number: 47QTCA19D0012

For more information on ordering from Federal Supply Schedules click on FSS Schedules at

GSA.gov.

Contract Period: 10/23/2023 Thru 10/22/2028

Ventech, Inc.

9701 Apollo Drive Suite 330

Largo, MD 20774

http://www.invtech-inc.com

Contract Administrator:
Denise Nicoll
E-Mail: DNicoll@ventechinc.net
Phone Number: 904-263-8835

Business Size: Small business

CUSTOMER INFORMATION

1a   Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SIN	SIN Title
54151S	**Information Technology Professional Services**
611430	**Professional and Management Development Training**
611710	**Educational Support Services**

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   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: Please see pages 17 - 39

2.   Maximum order: **$500,000.00**

3.   Minimum order: **$100.00**

4.   Geographic coverage (delivery area): **48 contiguous States and the District of Columbia, Alaska, Hawaii, Puerto Rico, Washington, DC and US Territories.**

5.   Point(s) of production: **Not Applicable**

6.   Discount from list prices or statement of net price: **Prices Shown Herein are Net: (discount included)**

7.   Quantity discounts: **None**

8.   Prompt payment terms: **Net 30 Days**

9.   Foreign items: **Not Applicable**

10. Time of delivery: **Not Applicable**
10b. Expedited delivery: **Not Applicable**
10c. Overnight and 2-day delivery: **Not Applicable**
10d. Urgent Requirements: **Not Applicable**

11. F.O.B point(s): **Not Applicable**

12. Ordering address(es):
> Ventech, Inc.
> 9701 Apollo Dr Suite 330
> Largo MD 20774

13. Payment address(es):
> Ventech, Inc.
> 9701 Apollo Dr Suite 330
> Largo MD 20774

14. Warranty provision: **Standard Commercial Warranty**

15. Export packing charges: **Not Applicable**

16. Terms and conditions of rental, maintenance, and repair: **Not Applicable**

17. Terms and conditions of installation: **Not Applicable**

18a. Terms and conditions of repair parts: **Not Applicable**

18b. Terms and conditions for any other services: **Not Applicable**

19. List of service and distribution points:
> Ventech, Inc.
> 9701llo Dr Suite 330
> Largo MD 20774

20. List of participating dealers: **Not Applicable**

21. Preventive maintenance: **Not Applicable**

22. Special attributes: **Not Applicable Contact**

22b. Section 508 compliance: **Contact VENTECH, INC., for Section 508 compliance information. The EIT standards can be found at: www.Section508.gov**

23. SAM Unique Entity ID (UEI): **QK7APS8GQTU**

24. Notification regarding registration in System for Award Management (SAM) database: **VENTECH, INC. is registered, registration valid to {11/11/23}**

SIN	Labor Category	Contractor or Customer Facility or Both	RATE					
			Oct 22, 2022 - Oct 22, 2023	Oct 22, 2023 - Oct 22, 2024	Oct 22, 2024 - Oct 22, 2025	Oct 22, 2025 - Oct 22, 2026	Oct 22, 2026 - Oct 22, 2027	Oct 22, 2027 - Oct 22, 2028
54151S	Application Architect	Both	$53.32	$54.65	$56.02	$57.42	$58.85	$60.32
54151S	Application Architect Sr.	Both	$85.48	$87.62	$89.80	$92.05	$94.35	$96.71
54151S	Application Developer	Both	$64.56	$66.18	$67.83	$69.52	$71.26	$73.05
54151S	Business Process Reengineering Specialist Level II	Contractor facility	$102.69	$105.26	$107.89	$110.59	$113.35	$116.18
54151S	Business Process Reengineering Specialist Level II	Customer facility	$95.97	$98.37	$100.83	$103.35	$105.92	$108.57
54151S	Computer Programmer Sr	Both	$83.08	$85.16	$87.28	$89.47	$91.71	$94.01
54151S	Computer Security Systems Specialist Level II	Contractor facility	$128.09	$131.29	$134.58	$137.94	$141.39	$144.93
54151S	Computer Security Systems Specialist Level II	Customer facility	$119.72	$122.71	$125.77	$128.92	$132.14	$135.45
54151S	Data Security Specialist	Contractor facility	$110.87	$113.64	$116.48	$119.40	$122.38	$125.44
54151S	Data Security Specialist	Customer facility	$103.63	$106.22	$108.88	$111.60	$114.39	$117.25
54151S	Database Developer	Both	$99.41	$101.89	$104.44	$107.05	$109.73	$112.47
611710	Educational Support Services - ADL Human Performance Analyst	Contractor facility	$77.02	$78.94	$80.92	$82.94	$85.02	$87.14

611710	Educational Support Services - ADL Specialist	Contractor facility	$72.99	$74.81	$76.69	$78.60	$80.56	$82.58
611710	Educational Support Services - Site Team Leads	Contractor facility	$14.11	$14.46	$14.82	$15.19	$15.58	$15.97
611710	Educational Support Services - ADL Human Performance Analyst	Customer facility	$74.87	$76.75	$78.66	$80.62	$82.64	$84.71
611710	Educational Support Services - ADL Programmer	Contractor facility	$90.60	$92.87	$95.18	$97.56	$100.00	$102.50
611710	Educational Support Services - ADL Programmer	Customer facility	$88.07	$90.28	$92.53	$94.85	$97.22	$99.65
611710	Educational Support Services - ADL Specialist	Customer facility	$70.94	$72.72	$74.53	$76.39	$78.31	$80.26
611710	Educational Support Services - ADL Technical Writer	Contractor facility	$58.40	$59.86	$61.36	$62.89	$64.46	$66.08
611710	Educational Support Services - ADL Technical Writer	Customer facility	$56.75	$58.17	$59.62	$61.11	$62.64	$64.20
611710	Educational Support Services - ADL Videographer/Photographer	Contractor facility	$75.51	$77.39	$79.32	$81.31	$83.35	$85.43
611710	Educational Support Services - ADL Videographer/Photographer	Customer facility	$73.39	$75.22	$77.11	$79.03	$81.01	$83.03

611710	Educational Support Services - ADL Visual/Graphic Designer	Contractor facility	$60.39	$61.90	$63.46	$65.04	$66.66	$68.32
611710	Educational Support Services - ADL Visual/Graphic Designer	Customer facility	$58.70	$60.17	$61.67	$63.21	$64.80	$66.42
611710	Educational Support Services - Program Manager	Contractor facility	$128.37	$131.59	$134.88	$138.26	$141.71	$145.26
611710	Educational Support Services - Program Manager	Customer facility	$124.77	$127.89	$131.08	$134.36	$137.71	$141.16
611710	Educational Support Services - Site Team Leads	Customer facility	$13.71	$14.06	$14.41	$14.77	$15.14	$15.53
54151S	Project Manager	Both	$96.06	$98.46	$100.92	$103.44	$106.03	$108.68
54151S	Senior Business Intelligence Analyst	Contractor facility	$146.83	$150.50	$154.26	$158.12	$162.07	$166.12
54151S	Senior Business Intelligence Analyst	Customer facility	$138.68	$142.15	$145.70	$149.35	$153.09	$156.92
54151S	Senior Computer and Information Systems Manager	Contractor facility	$131.72	$135.01	$138.39	$141.84	$145.39	$149.03
54151S	Senior Computer and Information Systems Manager	Customer facility	$124.40	$127.52	$130.70	$133.96	$137.31	$140.75
54151S	Senior Computer Hardware Engineer	Contractor facility	$123.04	$126.12	$129.27	$132.50	$135.82	$139.21
54151S	Senior Computer Hardware Engineer	Customer facility	$116.20	$119.10	$122.09	$125.14	$128.27	$131.48

54151S	Senior Computer Network Architect	Contractor facility	$126.76	$129.93	$133.18	$136.50	$139.92	$143.42
54151S	Senior Computer Network Architect	Customer facility	$119.73	$122.72	$125.79	$128.94	$132.16	$135.47
54151S	Senior Computer Network Support Specialist	Contractor facility	$115.56	$118.45	$121.41	$124.44	$127.56	$130.75
54151S	Senior Computer Network Support Specialist	Customer facility	$109.12	$111.85	$114.65	$117.51	$120.45	$123.47
54151S	Senior Computer Operator	Contractor facility	$62.81	$64.38	$65.99	$67.65	$69.34	$71.07
54151S	Senior Computer Operator	Customer facility	$59.31	$60.80	$62.32	$63.88	$65.48	$67.11
54151S	Senior Computer Programmer	Contractor facility	$109.74	$112.48	$115.29	$118.18	$121.13	$124.16
54151S	Senior Computer Programmer	Customer facility	$103.65	$106.24	$108.90	$111.62	$114.41	$117.27
54151S	Senior Computer Systems Analyst	Contractor facility	$109.88	$112.63	$115.45	$118.33	$121.29	$124.32
54151S	Senior Computer Systems Analyst	Customer facility	$103.79	$106.39	$109.05	$111.78	$114.57	$117.43
54151S	Senior Computer Systems Engineer/Architect	Contractor facility	$131.72	$135.01	$138.39	$141.84	$145.39	$149.03
54151S	Senior Computer Systems Engineer/Architect	Customer facility	$124.40	$127.52	$130.70	$133.96	$137.31	$140.75
54151S	Senior Data Warehousing Specialist	Contractor facility	$151.55	$155.34	$159.21	$163.19	$167.27	$171.46
54151S	Senior Data Warehousing Specialist	Customer facility	$143.13	$146.71	$150.38	$154.14	$157.98	$161.93
54151S	Senior Database Administrator	Contractor facility	$122.63	$125.69	$128.84	$132.06	$135.37	$138.75

54151 S	Senior Database Administrator	Customer facility	$115.81	$118.70	$121.67	$124.72	$127.83	$131.02
54151 S	Senior Database Architect	Contractor facility	$125.71	$128.86	$132.08	$135.39	$138.77	$142.24
54151 S	Senior Database Architect	Customer facility	$118.74	$121.71	$124.76	$127.88	$131.07	$134.35
54151 S	Senior Information Security Analyst	Contractor facility	$127.24	$130.43	$133.69	$137.04	$140.46	$143.98
54151 S	Senior Information Security Analyst	Customer facility	$120.14	$123.14	$126.23	$129.38	$132.61	$135.93
54151 S	Senior Information Technology Project Manager	Contractor facility	$124.62	$127.74	$130.93	$134.21	$137.56	$141.00
54151 S	Senior Information Technology Project Manager	Customer facility	$117.68	$120.62	$123.64	$126.73	$129.89	$133.14
54151 S	Senior Network and Computer Systems Administrator	Contractor facility	$106.80	$109.47	$112.21	$115.01	$117.88	$120.84
54151 S	Senior Network and Computer Systems Administrator	Customer facility	$100.86	$103.38	$105.96	$108.61	$111.34	$114.12
54151 S	Senior Program Manager	Contractor facility	$184.42	$189.04	$193.76	$198.61	$203.58	$208.66
54151 S	Senior Program Manager	Customer facility	$174.20	$178.55	$183.01	$187.59	$192.27	$197.08
54151 S	Senior Project Manager	Contractor facility	$131.86	$135.15	$138.53	$141.99	$145.54	$149.18
54151 S	Senior Project Manager	Customer facility	$123.22	$126.31	$129.46	$132.70	$136.01	$139.41
54151 S	Senior Software Developer, Applications	Contractor facility	$153.59	$157.43	$161.37	$165.40	$169.53	$173.77
54151 S	Senior Software	Customer facility	$145.07	$148.70	$152.41	$156.22	$160.13	$164.13

54151S	Developer, Applications							
54151S	Senior Software Developer, Systems Software	Contractor facility	$132.00	$135.30	$138.69	$142.16	$145.71	$149.36
54151S	Senior Software Developer, Systems Software	Customer facility	$124.68	$127.79	$130.98	$134.26	$137.61	$141.05
54151S	Senior Software Quality Assurance Engineer and Tester	Contractor facility	$102.62	$105.19	$107.82	$110.52	$113.28	$116.11
54151S	Senior Software Quality Assurance Engineer and Tester	Customer facility	$96.94	$99.37	$101.85	$104.40	$107.01	$109.69
54151S	Senior Technical Writer	Contractor facility	$106.66	$109.33	$112.06	$114.86	$117.73	$120.68
54151S	Senior Technical Writer	Customer facility	$100.73	$103.24	$105.82	$108.47	$111.18	$113.96
54151S	Senior Training and Development Specialist	Contractor facility	$104.93	$107.55	$110.24	$113.00	$115.82	$118.71
54151S	Senior Training and Development Specialist	Customer facility	$99.11	$101.59	$104.13	$106.73	$109.40	$112.13
54151S	SME Computer and Information Systems Manager	Contractor facility	$143.30	$146.89	$150.56	$154.33	$158.19	$162.15
54151S	SME Computer and Information Systems Manager	Customer facility	$135.35	$138.73	$142.20	$145.75	$149.40	$153.14
54151S	Software Tester	Both	$72.56	$74.38	$76.24	$78.15	$80.10	$82.11
54151S	Subject Matter Expert II	Contractor facility	$174.99	$179.37	$183.85	$188.44	$193.16	$197.98
54151S	Subject Matter Expert II	Customer facility	$163.55	$167.64	$171.83	$176.12	$180.52	$185.04

54151S	System Administrator II	Contractor facility	$106.91	$109.58	$112.32	$115.13	$118.02	$120.97
54151S	System Administrator II	Customer facility	$99.92	$102.42	$104.98	$107.60	$110.29	$113.05
54151S	System Engineer Sr	Both	$89.48	$91.72	$94.02	$96.36	$98.77	$101.24
54151S	Systems Programmer	Contractor facility	$104.69	$107.30	$109.98	$112.74	$115.56	$118.45
54151S	Systems Programmer	Customer facility	$97.83	$100.28	$102.79	$105.36	$107.99	$110.69
54151S	Technical Writer	Both	$47.71	$48.90	$50.12	$51.37	$52.64	$53.96
54151S	Web Content Administrator	Contractor facility	$108.43	$111.14	$113.92	$116.78	$119.70	$122.69
54151S	Web Content Administrator	Customer facility	$101.35	$103.88	$106.48	$109.14	$111.87	$114.67
54151S	Web Interface Developer	Both	$103.38	$105.96	$108.61	$111.34	$114.12	$116.97
54151S	Webmaster	Both	$56.65	$58.08	$59.53	$61.02	$62.54	$64.10

Courses (SIN 611430)

Course Title	Course Description	Course Length	Minimum Participants	Maximum Participants	GSA Price
Industrial Performance Rating (Leveling) (Refresher)	This course is designed for individuals involved in establishing time standards. It's a refresher for students who have attended Depot Work Measurement Standards (DWMS) Course and provides the students with a re-enforcement of the understanding of Performance Rating (Leveling) and its relationship with the work measurement process. It provides a thorough review of the Performance Rating and practical application of the conventional rating technique practiced. Target Audience: Personnel to be trained are: Industrial Engineering Technicians. This applies to any personnel using the work measurement techniques of work sampling, group timing and time study.	2 Hours	10	20	$300.26
Labor Standards (Refresher)	Requires planning personnel to receive Labor Standards refresher training every two years. The course is designed for employees who are involved in the establishment of time standards and provides students with a review of Labor Standards use and development, as well as a reinforcement of the importance of their engagement in the work	6 Hours	10	20	$573.66

12	measurement process. Topic areas provided in this course are Work Measurement process, Labor Standards Development Techniques, and Labor Standards Review Process.				
Concepts of Aircraft Planning	This instructor-led course teaches new Planners the key concepts of aircraft planning. The course provides an overview of the Depot Maintenance Accounting and Production System (DMAPS) and Working Capital Fund. Students will be instructed in their roles and responsibilities in regards to Pre-Production Planning, Planning Teams, workload negotiations, labor and material standards, work control documents, and other common tasks.	18 Hours	10	20	$1,401.70
Systems Training	This training consists of systems training on the (Wholesale and Retail Receiving and Shipping System). It provides retail requirements computations; property accounting; cataloging and management control data maintenance including information about the receipt, storage and inventory of material. This training will provide the user hands-on experience on the material functions.	7 Hours	10	20	$721.00
Defense Work Methods and Standards (DWMS)	This course provides various techniques used in methods improvement and work measurement. Designed for employees	80 Hours	10	20	$5,550.85

13	engaged in methods study and work measurement activities as a technician (supervisory or staff personnel). Required for all "personnel involved in establishing or reviewing labor standards.				
Due In From Maintenance/Due out to Maintenance (DIFM/DOTM)	The course purpose is to provide training on the knowledge and procedures involved in processing DIFM/DOTM transactions. The course will provide navigational and functional training for the Due-In From Maintenance/Due- Out To Maintenance (DIFM/DOTM) concept which provides for control of unserviceable repair cycle assets during repair or disposition, and ensures accountability and control of each repair item. The course content includes: DIFM/DOTM Overview; Systems Overview; DOTM Turn-In/Process Flow; DIFM Issue/Process Flow; Exchangeable Query.	8 Hours	10	20	$697.50
Industrial Engineering Technician Fundamentals	This course is designed to provide the Industrial Engineering Technician (IET), referred to as the Planner, basic knowledge of production processes, data systems, directives, and technical requirements for the specific workload. Including the following duties and responsibilities of the IET. Also included in the course: Aircraft Planning, Preplanning, Workload Planning, Material Planning,	8 Hours	10	20	$700.06

	Temporary Workloads, and Standards Review. Although these duties are the primary focus in this course, other duties may arise in the course of a planners career. This course, is designed to provide basic information in accomplishing these duties. The content of the course is divided into two sections. The first describes how to accomplish the duties, and the second is a more in- depth view of the systems utilized to accomplish those duties. This course is not intended to be all-inclusive. Timely and complete workload planning is essential to provide labor and material standards, shop capacity, work control documents, and associated data to accomplish the depot production process.				
Intro to Material Logistics	This course is designed to familiarize the employee with the primary functions of material logistics. The primary topics covered are material ordering, material turn-ins, research techniques, material systems, back order management, and the error correction process.	12 Hours	10	20	$1,004.46
Material Error Correction	This instructor-led course introduces students to the various systems and data elements involved in material error correction, as well as the general process flow of materials and material transactions.	40 Hours	10	20	$2,865.53

| 15 | This course gives learners insight into the impact that errors have on the material flow by covering individual systems, system screens, and research steps that support effective material error correction. Students gain practical knowledge of daily material error correction by researching and querying material error information within systems, accessing and using reports, and performing daily material error corrections based on specific reports. Finally students learn how monthly financial material errors occur and are introduced to the five-step process of correcting these errors, providing them with an in–depth analysis of the specific types of errors that appear in the Material-in-Transit (MIY) Report, the Unmatched Bills Report, the Accounts Payable Report, and the Accounts Receivable Report. | | | | |
| Material Inventory Control | Introduction to Material Inventory Control is an instructor-led course. The course will provide a general overview of the material inventory control process. Primary topics include: organization; Repair Enhancement Programs; maintenance, material, and supply computer systems; terminology, numbers, and codes; material | 24 Hours | 10 | 20 | $1,854.23 |

	classification; material process.				
Industrial Management Material Systems	The purpose of this instructor-led course is to provide functional training to users. It will cover primary functions, including: Database Update and Maintenance, Due Maintenance, Receipt Processing, Material Turn- In Processing, Inventory Management, and Special Features. The training will also include an overview of how it fits in the overall material management process.	16 Hours	10	20	$1,358.12

LABOR CATEGORY DESCRIPTIONS

1. Project Manager

a. Minimum/General Experience: Five (5) years of experience directly supervising IT development and project integration, preferably in a leadership role.

b. Functional Responsibility: Responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, stakeholders and project sponsor. Leads team on large projects or significant segment of large complex projects. Analyzes new and complex project related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools, and solution components. Reviews requirements to define project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analysis and solutions of problems.

c. Minimum Education Requirement: Bachelor's Degree in Computer Science, Engineering, or related technical discipline.

2. Database Developer

a. Minimum/General Experience: At least three (3) years of experience in software development/engineering, including requirements analysis, software development, installation, integration, evaluation, enhancement, maintenance, testing, and problem diagnosis/resolution. At least one (1) year of creating complex queries, stored procedures, functions, and reports using SQL.

b. Functional Responsibility: Responsible for SQL and PL/SQL development to include: developing the backend reports to support user needs, developing custom scripts to automate various database management processes, monitoring and troubleshooting database performance, developing, optimizing, and tuning stored procedures, functions, triggers, views, and queries in support of application development, and interfacing with customers, users, and developers as needed. Also maintains the database schema, database design, and transitional development activities.

c. Minimum Education Requirement: Bachelor's degree in engineering, computer science, or another related analytical, scientific, or technical discipline.

3. Software Tester

a. Minimum/General Experience: Five (5) years of experience in software

quality assurance.

b. Functional Responsibility: Responsible for writing, executing and maintaining software test plans. Also, will manually test software, following test instructions in a test document. May also write automated tests or unit test as directed. Reviews and approves software developer unit cases, draft test plans and test cases for integration testing and other forms of testing including boundary positive/negative, functional, system, stress, load, performance, usability, security, install/uninstall, etc., draft User Acceptance, Operational Qualification, and Performance Qualification Testing scripts and review with end users or other team members, facilitate User Acceptance Testing and other Validation activities with end users. The Tester will work closely with the business analyst and participate in peer reviews to ensure requirements are understood. This individual will also work closely with software developers to ensure communication coordination of releases for testing in the appropriate environment.

c. Minimum Education Requirement: Bachelor's degree in information technology or a similar technical degree.

4. Web Interface Developer

a. Minimum/General Experience: Four (4) years of experience with HTML/HTML5,.Net, JAVA, ASP, VBScript, C#, JavaScript, and/or other comparable languages.

b. Functional Responsibility: Develops user interface features, site animation and special effects. Coordinates with web content developers and graphics designers to ensure that needs are technically feasible. Provides technical site maintenance and advice on issues related to animation, search engine techniques, link integrity, navigation, browsers, graphics, and other technical web developments. Develops code in HTML, Visual Basic or other web-based programming languages. Performs functionality and navigation testing and prepares technical documentation. Provides technical support, and administration of the software infrastructure for the implementation and maintenance of company/customer's web sites.

c. Minimum Education Requirement: Bachelor's degree in information technology or a related discipline.

5. Webmaster

a. Minimum/General Experience: Minimum 3 to 4 years HTML coding experience required. In-depth knowledge of HTML, CSS, JavaScript, SEO. Experience with content management systems is strongly preferred.

b. Functional Responsibility: Maintains and updates all Ventech websites. Ensures website content is accurate and up-to-date. Analyzes and reports website statistics. Implements and maintains all technologies, programs and functionality

on AACAP websites. Works closely with the various internal departments to ensure all website pages are updated on a regular basis. Establishes policies and procedures for Ventech websites (content, style, functionality). Oversees website layout, user experience, navigation scheme, and architecture.

Collaborates with leadership and staff to develop long-term strategies. Documents and maintains system processes as applications are developed, modified, and/or upgraded.

c. Minimum Education Requirement: Bachelor's degree in information technology or similar technical discipline.

6. Application Developer

a. Minimum/General Experience: Two (2) years of experience maintaining and administering web development, presentation and hosting tools, products and databases to include media, content management, and version control systems.

b. Functional Responsibility: Responsible for the placement and layout of website pages, and the design and creation of relational database schemas. Designs, creates and programs SQL server databases per project needs. Assists in gathering requirements and project specifications. Communicates project status and deliverables with product owners. Manages project tasks, timelines, and communication. Performs routine site maintenance as needed.

c. Minimum Education Requirement: Bachelor's degree in information technology or a related field.

7. Application Architect

a. Minimum/General Experience: Three (3) years of experience as a web designer and developer, with an in-depth knowledge of HTML, CSS, PHP, CGI, XML/XSLT, JSP, JAVA, Java Script, Ajax, XHTML, Perl, Flash, Adobe Creative Suite, Google search, and MySQL database.

b. Functional Responsibility: Designs, develops, operates and maintains static and dynamic web sites and applications for multiple internet and intranet sites with demonstrated expertise in using developer languages and tools. Documents and tests all work products and changes before deployment to production. Scans all developed code for known security vulnerabilities and resolves them to produce error free and secure code.

c. Minimum Education Requirement: Bachelor's degree in engineering, computer science, or another related analytical, scientific, or technical discipline.

8. Application Architect Sr.

a. Minimum/General Experience: Four (4) years of experience as a web designer and developer, with an in-depth knowledge of HTML, CSS, PHP, CGI, XML/XSLT,

JSP, JAVA, Java Script, Ajax, XHTML, Perl, Flash, Adobe Creative Suite, Google search, and MySQL database.

b. Functional Responsibility: Designs, develops, operates and maintains static and dynamic web sites and applications for multiple internet and intranet sites with demonstrated expertise in using developer languages and tools. Identifies diagnoses and fixes website problems, including broken links. Documents and tests all work products and changes before deployment to production. Scans all developed code for known security vulnerabilities and resolves them to produce error free and secure code. Also develops and maintains computer graphics and images for the web. Understands and documents user requirements, and designs and develops them into web sites that incorporate usability best practices.

c. Minimum Education Requirement: Bachelor's degree in engineering, computer science, or another related analytical, scientific, or technical discipline.

9. Computer Programmer Sr.

a. Minimum/General Experience: Extensive experience in software development, modern design patterns and web technologies using multi-tier architectures. Proficient in Java, C++, C#, Python and/or similar structured programming languages. Experience with JavaScript, JavaScript libraries, AJAX, JSON, HTML5/CSS3 and responsive design.

b. Functional Responsibility: Uses current IT equipment and languages to develop and prepare diagrammatic plans for solution of business, management, communications, and strategic problems. Designs detailed programs, flowcharts, and diagrams showing mathematical computations and sequence of machine operations necessary to copy and process data and print results. Verifies the accuracy and completeness of programs and systems by preparing sample representative data and performs testing by means of cycle and system processing.

c. Minimum Education Requirement: Bachelor's degree in computer science, software engineering, information technology, or a related discipline.

10. Technical Writer

a. Functional Responsibility: Researches, writes, and edits technical sections of proposals and meets all proposal deadlines. Participates in proposal strategy, design, writing, and review sessions with business development and technical teams throughout the life of the proposal. Work with subject matter experts to prepare material for proposals.

b. Minimum Education Requirement: Bachelor's degree in English, communications, information technology, or a similar field.

c. Minimum/General Experience: Three (3) years of experience creating technical documentation such as user guides, technical guides, templates, training materials, etc.; experience developing and managing technical documentation review process steps; and experience researching tools, procedures, and technical configurations.

11. System Engineer Sr.

a. Functional Responsibility: Analyzes user's requirements, concept of operations documents, and high level system architectures to develop system requirements specifications. Derives lower-level requirements from higher-level allocated requirements that describe in detail the functions that a system component must fulfill, and ensure these requirements are complete, correct, and verifiable. Participates in establishing and gaining approval of the definition of a system or component under development (requirements, designs, interfaces, test procedures, etc.) that provides a common reference point for hardware and software developers. Analyzes system requirements and leads design and development activities. Guide users in formulating requirements, advises alternative approaches, and conducts feasibility studies.

b. Minimum Education Requirement: Bachelor's degree in computer science, software engineering, information technology, or a related discipline.

c. Minimum/General Experience: Five (5) years of experience as a system engineer.

12. Senior Program Manager

a. *Function Responsibility*: Serve as the single point of contact for the contractor regarding contracts, programs or projects. Performs day-to- day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities, including subcontractors. Develops work breakdown structures and prepares charts, tables, graphs, major milestone calendars and diagrams to assist in analyzing problems and making recommendations. Demonstrates writing and oral communications skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Must be capable of negotiating and making binding decisions for the Contractor(s).

b. *Minimum Education*: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

c. *Minimum Experience*: Must have seven (7) years of professional experience. Must be capable of leading projects that involve the successful management of teams composed of multiple professionals who are involved in high level, technical solutions.

13. Senior Business Intelligence Analyst

a. *Function Responsibility*: Plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming. Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

b. *Minimum Education*: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

c. *Minimum Experience*: Must have seven (7) years of professional experience.

14. Senior Computer and Information Systems Manager

a. *Function Responsibility*: Plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming.

b. *Minimum Education*: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

c. *Minimum Experience*: Must have seven (7) years of professional experience.

15. SME Computer and Information Systems Manager

a. *Function Responsibility*: Plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming.

b. *Minimum Education*: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

c. *Minimum Experience*: Must have seven (7) years of professional experience.

16. Senior Computer Hardware Engineer

a. *Function Responsibility*: Research, design, develop, or test computer or computer-related equipment for commercial, industrial, military, or scientific use. May supervise the manufacturing and installation of computer or computer- related equipment and components.

b. *Minimum Education*: A Bachelor's Degree from an accredited college or

university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

c. _Minimum Experience_: Must have seven (7) years of professional experience.

17. Senior Computer Network Architect

a. _Function Responsibility_: Design and implement computer and information networks, such as local area networks (LAN), wide area networks (WAN), intranets, extranets, and other data communications networks. Perform network modeling, analysis, and planning. May also design network and computer security measures. May research and recommend network and data communications hardware and software.

b. _Minimum Education_: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

c. _Minimum Experience_: Must have seven (7) years of professional experience.

18. Senior Computer Network Support Specialist

a. _Function Responsibility_: Analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure networks operate correctly with minimal interruption.

b. _Minimum Education_: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

c. _Minimum Experience_: Must have seven (7) years of professional experience.

19. Senior Computer Operator

a. _Function Responsibility_: Monitor and control electronic computer and peripheral electronic data processing equipment to process business, scientific, engineering, and other data according to operating instructions. Monitor and respond to operating and error messages. May enter commands at a computer terminal and set controls on computer and peripheral devices.

b. _Minimum Education_: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

c.   _Minimum Experience_: Must have five (5) years of professional experience.

20. Senior Computer Programmer

a. *Function Responsibility*: Create, modify, and test the code, forms, and script that allow computer applications to run. Work from specifications drawn up by software developers or other individuals. May assist software developers by analyzing user needs and designing software solutions. May develop and write computer programs to store, locate, and retrieve specific documents, data, and information

b. *Minimum Education*: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

c. *Minimum Experience*: Must have five (5) years of professional experience.

21. Senior Computer Systems Analyst

a. *Function Responsibility*: Analyze science, engineering, business, and other data processing problems to implement and improve computer systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. May analyze or recommend commercially available software.

b. *Minimum Education*: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

c. *Minimum Experience*: Must have five (5) years of professional experience.

22. Senior Computer Systems Engineer/Architect

a. *Function Responsibility*: Design and develop solutions to complex applications problems, system administration issues, or network concerns. Perform systems management and integration functions.

b. *Minimum Education*: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

c. *Minimum Experience*: Must have five (5) years of professional experience.

23. Senior Data Warehousing Specialist

a. *Function Responsibility*: Administer, test, and implement computer databases, applying knowledge of database management systems. Coordinate changes to computer databases. May plan, coordinate, and implement security measures to safeguard computer databases.

b. *Minimum Education*: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

c. *Minimum Experience*: Must have seven (7) years of professional experience.

24. Senior Database Administrator

a. *Function Responsibility*: Administer, test, and implement computer databases, applying knowledge of database management systems. Coordinate changes to computer databases. May plan, coordinate, and implement security measures to safeguard computer databases.

b. *Minimum Education*: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

c. *Minimum Experience*: Must have five (5) years of professional experience.

25. Senior Database Architect

a. *Function Responsibility*: Design strategies for enterprise database systems and set standards for operations, programming, and security. Design and construct large relational databases. Integrate new systems with existing warehouse structure and refine system performance and functionality.

b. *Minimum Education*: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

c. *Minimum Experience*: Must have five (5) years of professional experience.

26. Senior Information Security Analyst

a. *Function Responsibility*: Plan, implement, upgrade, or monitor security measures for the protection of computer networks and information. May ensure appropriate security controls are in place that will safeguard digital files and vital electronic infrastructure. May respond to computer security breaches and viruses.

b. *Minimum Education*: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

c. *Minimum Experience*: Must have five (5) years of professional experience.

27. Senior Information Technology Project Manager

a. *Function Responsibility*: Plan, initiate, and manage information technology (IT) projects. Lead and guide the work of technical staff. Serve as liaison between business and technical aspects of projects. Plan project stages and assess business implications for each stage. Monitor progress to assure deadlines, standards, and cost targets are met.

b. *Minimum Education*: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

c. *Minimum Experience*: Must have five (5) years of professional experience.

28. Senior Network and Computer Systems Administrator

a. *Function Responsibility*: Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Monitor network to ensure network availability to all system users and may perform necessary maintenance to support network availability. May monitor and test Web site performance to ensure Web sites operate correctly and without interruption. May assist in network modeling, analysis, planning, and coordination between network and data communications hardware and software. May supervise computer user support specialists and computer network support specialists. May administer network security measures.

b. *Minimum Education*: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

c. *Minimum Experience*: Must have five (5) years of professional experience.

29. Senior Software Developer, Applications

a. *Function Responsibility*: Develop, create, and modify general computer applications software or specialized utility programs. Analyze user needs and develop software solutions. Design software or customize software for client use with the aim of optimizing operational efficiency. May analyze and design databases within an application area, working individually or coordinating database development as part of a team. May supervise computer programmers.

b. *Minimum Education*: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

c. *Minimum Experience*: Must have seven (7) years of professional experience.

30. Senior Software Developer, Systems Software

a. *Function Responsibility*: Software Developer, Systems Software - Research, design, develop, and test operating systems-level software, compilers, and network distribution software for medical, industrial, military, communications, aerospace, business, scientific, and general computing applications. Set operational specifications and formulate and analyze software requirements. May design embedded systems software. Apply principles and techniques of computer science, engineering, and mathematical analysis.

b. *Minimum Education*: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

c. *Minimum Experience*: Must have six (6) years of professional experience.

31. Senior Software Quality Assurance Engineer and Tester

a. *Function Responsibility*: Develop and execute software test plans in order to identify software problems and their causes.

b. *Minimum Education*: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

c. *Minimum Experience*: Must have seven (7) years of professional experience.

32. Senior Technical Writer

a. *Function Responsibility*: Write technical materials, such as equipment manuals, appendices, or operating and maintenance instructions. May assist in layout work.

b. *Minimum Education*: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

c. *Minimum Experience*: Must have seven (7) years of professional experience.

33. Senior Training and Development Specialist

a. *Function Responsibility*: Design and conduct training and development programs to improve individual and organizational performance. May analyze training needs.

b. *Minimum Education*: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is

preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

c. *Minimum Experience*: Must have seven (7) years of professional experience.

34. Business Process Reengineering Specialist Level II

a. *Function Responsibility*: Apply process improvement, reengineering methodologies, and internet-related methodologies and principles to conduct process modernization projects. Responsible for transitioning of existing

organizations or project teams in accomplishing the organization's goals or project activities and objectives through improved use of internet and other automated processes. Support activity and data modeling, development of modern business methods, identification of best practices, and creating and assessing performance measurements. Provide group facilitation, interviewing, training, and additional forms of knowledge transfer. May provide daily supervision and direction to other contractor business reengineering specialists and web architects. Commensurate education and experience.

b. *Minimum Education*: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

c. *Minimum Experience*: Must have two (2) years of professional experience.

35. Computer Security Systems Specialist Level II

a. *Function Responsibility*: Analyze and defines security requirements for MLS issues. Design, develop, engineer, and implement solutions to MLS requirements. Guide effort to gather and organize technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Perform risk analyses which also includes risk assessment. Develop security standards.

b. *Minimum Education*: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

c. *Minimum Experience*: Must have four (4) years of professional experience.

36. Data Security Specialist

a. *Function Responsibility*: Provide support to plan, coordinate, and implement the organization's information security. Provide support for facilitating and helping agencies identify their current security infrastructure and define future programs, design and implementation of firewall and other related security issues on LANs/WANs. A working knowledge of several of the following areas is required: understanding of

business security practices and procedures;

knowledge of current security tools available; hardware/software firewalls and their implementation; different communication protocols; encryption techniques/tools; familiarity with commercial products (ex. - Domain Name Systems, public key encryption technology, Smartcard, Cyberguard, TimeStep), and current Internet and electronic commerce technology.

b. _Minimum Education_: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

c. _Minimum Experience_: Must have three (3) years of professional experience.

37. Senior Project Manager

a. _Function Responsibility_: Typically oversee all aspects of the project, leading a team on large projects or a significant segment of large and complex projects. Analyze new and complex project-related problems and create innovative solutions that normally involve the schedule, technology, methodology, tools, solution components, and financial management of the project. Provide applications systems analysis and long and short-range plans for application selection, systems development, systems maintenance, and production activities for necessary support resources. Commensurate experience and education for the specific level.

b. _Minimum Education_: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

c. _Minimum Experience_: Must have five (5) years of professional experience.

38. Subject Matter Expert II

a. _Function Responsibility_: Analyze user needs to determine functional requirements and define problems and develop plans and requirements in the subject matter area for moderately complex to complex systems related to information systems architecture, networking; telecommunications, automation, communications protocols, risk management/electronic analysis, software, lifecycle management, software development methodologies, and modeling and simulation. Perform functional allocation to identify required tasks and their interrelationships. Identify resources required for each task. Possess requisite knowledge and expertise so recognized in the professional community that the government is able to qualify the individual as an expert in the field for an actual task order. Demonstrate exceptional oral and written communication skills. Commensurate experience in IT and in new and related older technology that directly relates to the required area of expertise.

b. _Minimum Education_: A Bachelor's Degree from an accredited college or

university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

c. *Minimum Experience*: Must have seven (7) years of professional experience.

39. System Administrator II

a. *Function Responsibility*: Perform the daily activities of configuration and operation of systems which may be mainframe, mini, or client/server based. Perform the optimizing of system operation and resource utilization and perform system capacity analysis and planning. Provide assistance to users in accessing and using business systems. Commensurate experience and education.

b. *Minimum Education*: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

c. *Minimum Experience*: Must have three (3) years of professional experience.

40. Systems Programmer

a. *Function Responsibility*: Create and/or maintain operating systems, communications software, data base packages, compilers, assemblers, and utility programs. Modify existing software as well as create special-purpose software to ensure efficiency and integrity between systems and applications.

b. *Minimum Education*: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

c. *Minimum Experience*: Must have three (3) years of professional experience.

41. Web Content Administrator

a. *Function Responsibility*: Provide support for developing and providing Agency Web-site content that will motivate and satisfy government and civilian user's needs so that they will regularly access the site and utilize it as a major source for information, decision making and benefits delivery. Provide support for maintaining civil service handbook and policies/procedures on the agency Web; assisting in developing agency newsletter and civilian benefits communications; recommending new and innovative web uses as well as training and educating employees on the use and benefits of using the Web. Provide support in the location and pursuit of content and surveying internal customers to gather feedback for site improvement and enhancements. A working knowledge of several of the following are required: English (or Spanish), Journalism,

graphic design or a related field, Web-site management, web servers,
intranet site

structures, and Web-related software (ex. - MS FrontPage, Dream Weaver, Access, HyperText Markup Language (HTML), and Web 2.0 software such as wikis, portals, and Microsoft Sharepoint).

b. *Minimum Education*: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

c. *Minimum Experience*: Must have four (4) years of professional experience.

Educational Support Services (SIN 611710) Labor Category Descriptions

42. Educational Support Services - Program Manager

a. *Function Responsibility*: Collaborate with the COR to ensure coordination between USCG and the Vendor for the purpose of filling specific BPA Calls under this contract. Develop and implement assigned projects. Develop a Project Objectives and Milestone (POAM) and define the project, timelines and constraints in MS Project Professional 2002 or later or similar as defined in BPA Call. Develop a resource plan to achieve the objectives within the constraints. Adhere to established USCG SOPs, Quality Assurance guidelines, and BPA Call specific requirements for conducting, developing and delivering Performance Analysis and ADL products. Assemble project team, assign individual responsibilities, identify appropriate resources needed and develop a schedule to ensure timeline completion of project. With the prior knowledge of and approval from the COR, interface with all stakeholders on the project. Conduct project meetings and perform project tracking and analysis. Manage project budget and project resources. Ensure adherence to process quality standard. Review interim and final project deliverables for compliance with the USCG standards in the SOPs and in the BPA Call requirements under this contract. Ensure all programming and code is commented in a form usable within USCG for maintenance and modification of each product. Provide guidance and coaching to project team and ensure all assigned project team members are competent in using software, hardware, and other tools readily available within USCG or specific in the BPA Call under this contract. Resolve or escalate issues in a timely manner consistent with the project or analysis plan. Participate in reviews. Perform lifecycle maintenance on ADL assets and text documents as required. Ensure work and processes conform to USCG training SOPs, standards and other requirements stipulated in the BPA Calls under this contract. Ensure that requests for travel are submitted to the COR for review and approval prior to conducting travel on any BPA Calls under this contract

b. *Minimum Education*: Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems Engineering, Business, or other related scientific or technical discipline.

c. *Minimum Experience*: Three (3) of professional experience. Must be capable of

leading projects that involve the successful management of teams composed of multiple professionals who are involved in high level, technical solutions.

43. Educational Support Services - Site Team Leads

a. *Function Responsibility*: Site Team Leads shall be a single point of contact for the BPA Call COR. Additionally, the Vendor shall not replace a Site Team Leads without prior written acknowledgement from the KO The Site Team Leads shall be available to the BPA COR via telephone between the hours of 0800 and 1730 local time per the respective locations, Monday through Friday, and shall respond to a request for discussion or resolution of technical problems within three (3) hours of notification. The Site Team Lead duties shall be collateral to the work of designated Vendor personnel, and designated Vendor employees must meet the requirements for both positions.

b. *Minimum Education*: Must possess an Associate's Degree in related area of study

c. Minimum Experience: Must have two (2) years of professional experience.

44. Educational Support Services - ADL Human Performance Analyst

a. *Function Responsibility*: Engage in analysis project planning and execution. Collect data as appropriate that includes task and step-level data. Perform and report learner and other analyses, including task analyses. Evaluate instructional products for delivery via eLearning. Evaluate effectiveness of eLearning in quantitative and qualitative terms. Provide findings and recommendations for the development of objectives and suitability of tasks and content for delivery and testing via methods including ADL technologies. Engage in the pre-design and planning of the online products per USCG Training System SOPs. Participate in reviews of ADL initiatives. Use the USCG approved performance system to analyze performance issues in accordance with the USCG Human Performance Technology Handbook and SOP Volume 2: Analysis Perform quality assurance inspections of documents and deliverables.

b. *Minimum Education*: Must possess an Associate's Degree in related area of study

c. Minimum Experience: Must have two (2) years of professional experience.

45. Educational Support Services - ADL Specialist

a. *Function Responsibility*: Prepare design documents in accordance with USCG SOPs and other requirements specified in the BPA Call under this contract. Prepare storyboards for content development in accordance with USCG SOPs and other requirements in the BPA Call under this contract. Design ADL, including instructional, structural, and navigational design, to conform to USCG standards and requirements, including SOP Volume 7, established educational theories, practices and performance support. These shall be accomplished using software, hardware, and other tools readily available within the USCG or specified in the BPA Call under this contract. Select appropriate delivery methods, ADL systems, and delivery media to support development of human performance and testing of competences. Prepare and structure tests and

practical application exercises so these are reliable indicators that a learner has learned to perform the tasks identified in the objectives. Develop initial versions of online courses to include screen presentations, interactive components and assessments. Perform formative and summative evaluations, including pilot studies. Revise versions in accordance with feedback from reviews and data obtained in pilot testing. Develop plans for piloting training experiences developed under BPA Calls. Develop reports of pilot studies usable in finalizing the training products. Participate in reviews. Perform lifecycle maintenance on ADL products and supporting documentation as required. Ensure work and processes conform to USCG TRASYS SOPs, standards, and other requirements stipulated in BPA Calls under this contract. Provide ADL object updates, maintenance and technical assistance. Assist the Government by placing ADL objects on the Government's server as designated by the COR, provide support in technical testing on the server, network, and work station so that the object can be technically accepted. Perform lifecycle maintenance on ADL assets and text documents as required.

b. *Minimum Education*: Must possess an Associate's Degree in related area of study
c. Minimum Experience: Must have two (2) years of professional experience.

46. Educational Support Services - ADL Visual/Graphic Designer

a. *Function Responsibility*: Provides Graphical Design and Modeling support services to include the following: Combine text, illustrations, photographs, and motion objects into sufficient quality to support learner acquisition of objectives and desired performances. These shall be accomplished using software, hardware, and other tools readily available within USCG or specified in the BPA Call; Prepare 3-D models, wire figures and other textured media for inclusion in ADL products so that these support learning specific performances; Provide media support to create simulations of appropriate fidelity to support performance; Produce graphic sequences that support acquisition of performances; Produce animations that support high student interactivity in chosen ADL environment; Evaluate graphics for effectiveness in learning performances; Revise graphics as feedback indicates necessary; Collaborate with a multi-disciplinary team; Participate in reviews; Perform lifecycle maintenance (i.e. course updates, file conversions) on ADL assets and text documents as required; Ensure work and processes conform to USCG TRASYS SOPs, standards, and other requirements stipulated in the BPA Calls.

b. *Minimum Education*: Must possess an Associate's Degree in graphic design or related area of study
c. Minimum Experience: Must possess a minimum of five (5) years' experience of graphic design on Government or industry ADL initiatives including combining text, illustrations, photographs, and motion objects, and preparing 3-D models, wire figures and other textured media for inclusion in ADL products. Must possess a minimum of three (3) years' experience of providing digital media support to create simulations, graphic sequences and animations and use of

graphics software: 3D Studio Max, Adobe Creative Suite Master Collection. Must be eligible for minimum Secret Security clearance.

47. Educational Support Services - ADL Videographer/Photographer

a. *Function Responsibility*: Develop training aids to be used as embedded sound and video formats for ADL and that meet learning objectives in accordance with USCG TRASYS SOP Volume 7: ADL. Provide video and photographic training objects that meet technical standards for delivery via the USCG Standard Workstation and is compliant with Section 508 of the Rehabilitation Act. Combine text, illustrations, and/or motion objects into video/photo of sufficient quality to support learner acquisition of objectives and desired performances. These shall be accomplished using software, hardware, and other tools readily available with USCG or specified in the BPA Call. Evaluate video/photo for effectiveness in helping learners to perform. Revise as feedback indicates necessary. Collaborate with a multi-disciplinary team. Perform a lifecycle maintenance on video and photographic products as required and defined in BPA Calls. Ensure work and processes conform to USCG TRASYS SOPs, standards, and other requirements stipulated in the BPA Calls.

b. *Minimum Education*: Must possess an Associate's Degree in related area of study

c. Minimum Experience: Must have two (2) years of professional experience.

48. Educational Support Services - ADL Programmer

a. *Function Responsibility:* Develop initiatives including software programing in support of ADL. Input training and performance support solutions in ADL program applications used within USCG for training and performance support purposes. These shall be accomplished using software, hardware, and other tools readily available within USCG or specified in the BPA Call. Evaluate the technical functionality of ADL materials and applications produced so these produce no harm to the server, LMS, TMS, network or workstation. Revise programmed solutions so they run as intended, accurately calculate and post data to the LMS/ETMS, meet the ADL SOP and standards requirements and meet the requirements set forth by the ADL IT Lead and COR. Ensure all ADL is SCORM conformant with SCOs recognized at the lesson level and lower if identified in the BPA Call. The version of SCORM in use within USCG must be used for each project. Provide the uncompiled files for the solution to the USCG in a form that can be edited and recompiled without dependence on the Vendor. Provide Maintenance Support Tools, including job aids, instructional guides, and others for maintenance of ADL products. Collaborate with a multi-disciplinary team. Participate in reviews of ADL initiatives. Perform lifecycle maintenance on ADL assets and supporting documentation as required. Ensure work and processes conform to USCG TRASYS SOPs, standards, and other requirements stipulated in the BPA Calls under this contract.

b. *Minimum Education*: Must possess an Associate's Degree in related area of study

c. Must have two (2) years of professional experience.

49. Educational Support Services - ADL Technical Writer

a. *Function Responsibility:* Background in adult learning, instructional systems design, and training services. Duties and Responsibilities include: Collaborate with a multi-disciplinary team; Participate in reviews; Perform lifecycle maintenance (i.e. course updates, file conversions) on ADL assets and text documents as required; Ensure work and processes conform to USCG TRASYS SOPs, standards, and other requirements stipulated in the BPA Calls.
b. *Minimum Education*: Must possess bachelor's degree preferably in English.
c. Minimum Experience: Must possess a minimum of 7 years technical writing experience. Including drafting written documents and briefing materials, studies and analysis documentation, conducting document review. Preferable to have experience performing technical writing experience in US Coast Guard, the Department of Defense, or the Department of Homeland Security. Must possess a minimum of five (5) years' experience with Microsoft Office to perform collaborative review and editing of materials supporting development of ADL. Must possess at a minimum two (years) prior experience with: Developing written documents and briefing materials expected. Supporting working groups, studies and analysis, and document reviews as it pertains to curriculum development. Creation of document templates and style guides. Following style guides and Data Item Descriptions. Recognizing grammatical and formatting errors in client document deliverables. Working with developers and engineers in the support of technical documentation. Must be eligible for minimum Secret Security clearance.