

Technology & Business Management Inc.
(TBM Inc.)
Authorized Federal Supply Schedule Price List

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GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/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 is available through **GSA** *Advantage!,* a menu-driven database system. The INTERNET address for **GSA** *Advantage!* is **http://www.gsaadvantage.gov**

SCHEDULE TITLE: Multiple Award Schedule (MAS)

Federal Supply Category: Professional Services

SIN Codes: 541611, 54151S

FSC/PSC Codes: D399, R408, R499, R699, R703, R707, R710, R799, D399, B540

CONTRACT NUMBER: 47QTCA21D009B

CONTRACT PERIOD: 5/11/2026 – 5/10/2031

CONTRACTOR:
Technology & Business Management, Inc
5651 Bengal Pl. Suite 100
Haymarket, VA 20169-2553
703-640-8888
www.tbmus.com

CONTRACTOR'S ADMINISTRATION SOURCE:
Seemab Zaheer
5651 Bengal Pl
Haymarket, VA 20169-2553
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BUSINESS SIZE: Small Business, SBA Certified 8(a); EDWOSB; WOSB; SDB

TBM INC. Technology & Business Management RESULTS IN ACTION

CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

SIN	SIN Description
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
54151S	Information Technology Professional Services

1b. LOWEST PRICED MODEL NUMBER AND UNIT PRICE FOR EACH SIN: N/A

1c. HOURLY RATES (Services only): See Page 7 For Detailed Labor Descriptions.

The five-year rate schedule is presented below, to include an annual increase of 3.4%.

SIN 541611

		Rates				
SIN	Labor Category	05/11/2026 - 05/10/2027	05/11/2027 - 05/10/2028	05/11/2028 - 05/10/2029	05/11/2029 - 05/10/2030	05/11/2030 - 05/10/2031
541611	Corporate Officer	$315.70	$326.43	$337.52	$348.99	$360.85
541611	Senior Director	$229.43	$237.23	$245.29	$253.62	$262.24
541611	Subject Matter Expert	$230.01	$237.83	$245.91	$254.27	$262.91
541611	Director	$211.45	$218.63	$226.06	$233.74	$241.68
541611	Senior Manager	$200.95	$207.78	$214.84	$222.14	$229.69
541611	Manager	$185.38	$191.68	$198.19	$204.92	$211.88
541611	Senior Functional Analyst	$153.30	$158.51	$163.89	$169.46	$175.22
541611	Senior Functional Consultant	$143.90	$148.79	$153.84	$159.07	$164.47
541611	Senior Consultant	$141.33	$146.13	$151.09	$156.22	$161.53
541611	Junior Consultant	$92.89	$96.04	$99.30	$102.67	$106.16
541611	Associate Consultant	$80.14	$82.86	$85.67	$88.58	$91.59
541611	Consultant	$68.82	$71.15	$73.56	$76.06	$78.64
541611	Administrative Support	$49.28	$50.95	$52.68	$54.47	$56.32

SIN 54151S

The five-year rate schedule is presented below, to include an annual increase of 3.4%.

		Rates				
SIN	Labor Category	05/11/2026 - 05/10/2027	05/11/2027 - 05/10/2028	05/11/2028 - 05/10/2029	05/11/2029 - 05/10/2030	05/11/2030 - 05/10/2031
54151S	IT Principal Advisor	$315.70	$326.43	$337.52	$348.99	$360.85
54151S	IT Subject Matter Expert	$230.01	$237.83	$245.91	$254.27	$262.91
54151S	IT Technical Director	$229.42	$237.22	$245.28	$253.61	$262.23
54151S	IT Engagement Director	$211.73	$218.92	$226.36	$234.05	$242.00
54151S	IT Senior Manager	$200.95	$207.78	$214.84	$222.14	$229.69
54151S	IT Functional Manager	$185.38	$191.68	$198.19	$204.92	$211.88
54151S	IT Project Manager	$173.36	$179.25	$185.34	$191.64	$198.15
54151S	IT Senior Functional Analyst	$153.30	$158.51	$163.89	$169.46	$175.22
54151S	IT Senior Consultant	$144.34	$149.24	$154.31	$159.55	$164.97
54151S	IT Technical Lead	$132.53	$137.03	$141.68	$146.49	$151.47
54151S	IT Technical Analyst	$120.75	$124.85	$129.09	$133.47	$138.00
54151S	IT Senior Systems Analyst	$116.64	$120.60	$124.70	$128.93	$133.31
54151S	IT Functional Analyst	$97.71	$101.03	$104.46	$108.01	$111.68
54151S	IT Associate Consultant	$101.71	$105.16	$108.73	$112.42	$116.24
54151S	IT Consultant	$68.82	$71.15	$73.56	$76.06	$78.64
54151S	IT Administrative Support	$49.28	$50.95	$52.68	$54.47	$56.32

The document conversion rates are presented below, to include an annual increase of 3.4%.

SIN	Description	Quantity	Units	Discounted GSA Rate
54151S	Continuous Data Conversion Service (Activated in 1,000,000 page increments)			
54151S	Automated Document conversion - total volume < 4M pages. After initial configuration of solution to client-specific schema, automated document conversion from TIFF/PDF to XML, leveraging TBM's automated document conversion solution.	<4M	Page	$ 0.132
54151S	Automated Document conversion - total volume > 4M and <10M pages. After initial configuration of solution to client-specific schema, automated document conversion from TIFF/PDF to XML, leveraging TBM's automated document conversion solution.	> 4M and <10M	Page	$ 0.126
54151S	Automated Document conversion - total volume > 10M. After initial configuration of solution to client-specific schema, automated document conversion from TIFF/PDF to XML, leveraging TBM's automated document conversion solution.	> 10M	Page	$ 0.081

2. MAXIMUM ORDER*:

SIN 541611 - $1,000,000.00 per order
SIN 54151S - $500,000.00 per order –

3. MINIMUM ORDER: $100.00

4. **GEOGRAPHIC COVERAGE**: Domestic 50 states, Washington, DC, Puerto Rico, US Territories

5. **POINT(S) OF PRODUCTION**: United States

6. **DISCOUNT FROM LIST PRICES:** Government Net Prices (discounts already deducted)

7. **QUANTITY DISCOUNT(S):** None

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

9. **Government Purchase Cards must be accepted at or below the micro-purchase threshold:** Yes.

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

10. **FOREIGN ITEMS**: None

11a. **TIME OF DELIVERY**: As Specified on the Task Order

11b. **EXPEDITED DELIVERY:** Services available for expedited delivery are available, contact the Contractor for rates.

11c. OVERNIGHT AND 2-DAY DELIVERY: Overnight and 2-day delivery are available. Contact the Contractor for rates.

11d. URGENT REQUIRMENTS: Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. **FOB POINT:** Destination

13a. **ORDERING ADDRESS:** 5651 Bengal Pl. Suite 100. Haymarket, Va. 20169

13b. **ORDERING PROCEDURES**: Ordering activities shall use the ordering procedures described in Federal Acquisition Regulation 8.405-3 when placing an order or establishing a BPA for services. The ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedule Homepage (fss.gsa.gov/schedules).

14. **PAYMENT ADDRESS**: 5651 Bengal Pl. Suite 100. Haymarket, Va. 20169

15. **WARRANTY PROVISION:** Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.

16. **EXPORT PACKING CHARGES**: N/A

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:
Thresholds above the micro purchase level may be negotiated at the task order level.

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE): N/A

19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): Negotiated at the task order level.

20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): N/A

20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE): N/A

21. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE): N/A

22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE): N/A

23. PREVENTIVE MAINTENANCE (IF APPLICABLE): N/A.

24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A

24b. Section 508 Compliance for Electronic and Information Technology (EIT): Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): http://www.tbmus.com

The EIT standard can be found at: www.section508.gov/.

25. DUNS NUMBER: 079735404 and **CAGE CODE:** 7CTX5

26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE: Contractor does have an Active Registration in the SAM database.

TBM INC.
Technology & Business Management
RESULTS IN ACTION

Category Specific Guidance and Addendums for your Price List

SIN 541611

Labor Title	Function/ Responsibility (250 words)	Minimum Education	Minimum Years of Experience	Identify Required Licenses or Certifications
Corporate Officer	**Functional Responsibility:** Corporate Officer provides primary interface with client management personnel regarding strategic issues. He or she directs the completion of projects within estimated time frames and budget constraints, coordinates parties' efforts on tasks, and reviews work products for completeness and adherence to applicable regulations and customer requirements. The Corporate Officer also delivers, presents, and leads strategic level client meetings. S/He brings demonstrated experience in leading and providing technical direction to projects; demonstrated ability to provide guidance and direction for multiple projects; designing, implementing, and managing Federal government engagements; and the capability to manage multitask projects of high complexity. **Qualifications**: An undergraduate degree with ten or more years of experience. Possession of a professional certification or an advanced degree may be substituted for one year of experience in performing and participating in engagements. Bachelors equivalent substitutions are: High School Diploma/GED plus four (4) years relevant experience; Associate's degree plus two (2) years of relevant experience; Relevant professional certification.	Bachelor's Degree	10	None

Senior Director	**Functional Responsibility**: Senior Director provides technical knowledge in implementing business solutions, applies analytical skills to client business and technology solutions. Responsibilities may include executive level management and direction on client engagements; project definition and system analysis; and coordinating multiple projects and teams, or other similar services as required. **Qualifications**: An undergraduate degree with ten or more years' experience. Possession of a professional certification or an advanced degree may be substituted for one year of experience in performing and participating in engagements. Bachelors equivalent substitutions are: High School Diploma/GED plus four (4) years relevant experience; Associate's degree plus two (2) years of relevant experience; Relevant professional certification.	Bachelor's Degree	8	None
Subject Matter Expert	**Functional Responsibility**: Subject Matter Expert is a recognized expert source of knowledge and expertise, within a highly specialized functional or technical area; provides specific technical and/or functional guidance, reflecting detailed expert knowledge of a specific area or function; develops benchmarks; performs elaborate analysis and studies, and develops reports and makes presentations to contractor management and clients. **Qualifications**: An undergraduate degree with ten years of experience or Masters with eight years of experience or PhD with six years of experience. Four years of experience may be substituted for a four-year degree. Possession of a professional certification or an advanced degree may be substituted for one year of experience in performing and participating in engagements. Bachelor's equivalent substitutions are: High School Diploma/GED plus four (4) years relevant experience; Associate's degree plus two (2) years relevant experience; Relevant professional certification.	Bachelor's Degree	10	None

Director	**Functional Responsibility**: Director effectively manages the completion of projects within estimated time frames and budget constraints, coordinates parties' effort on tasks, and review work products for completeness and adherence to applicable regulations and customer requirements. S/He brings specialized knowledge of business subject matters, directs resolution to client challenges and issues, and provides effective feedback and solution approaches. **Qualifications:** An undergraduate degree with seven years of experience. Four years of experience may be substituted for a four-year degree. Possession of a professional certification or an advanced degree may be substituted for one year of experience in performing and participating in engagements. Bachelor's equivalent substitutions are: High School Diploma/GED plus four (4) years relevant experience; Associate's degree plus two (2) years relevant experience; Relevant professional certification.	Bachelor's Degree	7	None
Senior Manager	**Functional Responsibility**: Senior Managers will lead client solutions to include planning, design, implementation, and management of projects or engagements. They interface with the client on project and engagement specific issues, direct the completion of projects and engagements within estimated time frames and budget constraints, coordinate with project and engagement specific parties, and review work products for completeness and adherence to applicable regulations and customer requirements. **Qualifications:** An undergraduate degree with six years of experience. Four years of experience may be substituted for a four-year degree. Possession of a professional certification or an advanced degree may be substituted for one year of experience in performing and participating in engagements. Bachelor's equivalent substitutions are: High School Diploma/GED plus four (4) years relevant experience; Associate's degree plus two (2) years of relevant experience; Relevant professional certification.	Bachelor's Degree	6	None

Manager	**Functional Responsibility:** Manager interfaces with the client on a day-to-day basis, manages the completion of project specific tasks within estimated time frames and budget constraints, manages the day-to-day activities of the project team, and reviews work products for quality, completeness, and adherence to applicable regulations and customer requirements. This position ensures the project team's conformance with work standards, and coordinates work effort with involved parties to ensure problem resolution and client satisfaction. The Manager also delivers presentations and leads client meetings. **Qualifications:** An undergraduate degree with five years of experience. Four years of experience may be substituted for a four-year degree. Possession of a professional certification or an advanced degree may be substituted for one year of experience in performing and participating in engagements. Bachelor's equivalent substitutions are: High School Diploma/GED plus four (4) years relevant experience; Associate's degree plus two (2) years of relevant experience; Relevant professional certification.	Bachelor's Degree	5	None
Senior Functional Analyst	**Functional Responsibility**: Senior Functional Analyst provides functional knowledge in implementing business solutions, applies analytical skills to client business solutions, IT systems, or application development efforts. Responsibilities may include identifying and documenting functional requirements for information systems; developing as is and to-be process flows; performing program management support tasks; preparing communication plans; conducting user training sessions; performing workflow analysis; producing database extracts, and other tasks as identified.	Bachelor's Degree	3	None

	Qualifications: An undergraduate degree with three years of experience. Four years of experience may be substituted for a four-year degree. Possession of a professional certification or an advanced degree may be substituted for one year of experience in performing and participating in engagements. Bachelor's equivalent substitutions are: High School Diploma/GED plus four (4) years relevant experience; Associate's degree plus two (2) years of relevant experience; Relevant professional certification.			
Senior Functional Consultant	**Functional Responsibility:** Senior Functional Consultant provides functional knowledge in implementing business functional solutions, applies analytical and consulting skills to client business function solutions, IT systems, or solutions development efforts. Responsibilities may include identifying and documenting functional requirements for business and information systems; developing as is and to-be process flows; performing program management support tasks; preparing communication plans; conducting user training sessions; performing workflow analysis; producing database extracts, and other tasks as identified. **Qualifications**: An undergraduate degree with three years of experience. Four years of experience may be substituted for a four-year degree. Possession of a professional certification or an advanced degree may be substituted for one year of experience in performing and participating in engagements. Bachelors equivalent substitutions are: High School Diploma/GED plus four (4) years relevant experience; Associate's degree plus two (2) years relevant experience; Relevant professional certification.	Bachelor's Degree	2	None

Senior Consultant	**Functional Responsibility**: Senior Consultant provides technical knowledge in their area of expertise, works individually and on teams to support the completion of project specific tasks within estimated time frames and budget constraints and interface with the client on a day-to-day basis. S/He applies specific expertise to the practical issues they identify or those presented by the client. They also help to formulate solutions, prepare reports, studies, documentation, and support presentations and client meetings. **Qualifications:** An undergraduate degree with two years of experience. Four years of experience may be substituted for a four-year degree. Possession of a professional certification or an advanced degree may be substituted for one year of experience in performing and participating in engagements. Bachelor's equivalent substitutions are: High School Diploma/GED plus four (4) years relevant experience; Associate's degree plus two (2) years of relevant experience; Relevant professional certification.	Bachelor's Degree	2	None
Junior Consultant	**Functional Responsibility:** Junior Consultants interface with the client on a day-to-day basis, assist in identifying problems, perform technical analysis, devise feasible solutions, support the completion of project specific tasks within estimated time frames and budget constraints, and support presentations and client meetings. **Qualifications:** An undergraduate degree with up to one year of experience. Four years of experience may be substituted for a four-year degree. Possession of a professional certification or an advanced degree may be substituted for one year of experience in performing and participating in engagements. Bachelor's equivalent substitutions are: High School Diploma/GED plus four (4) years relevant experience; Associate's degree plus two (2) years relevant experience; Relevant professional certification.	Bachelor's Degree	1	None

Associate Consultant	**Functional Responsibility**: Associate Consultant Interfaces with the Government client on a daily basis, assists in identifying problems, perform technical analysis and develop solutions, supports the completion of project specific tasks within set milestones and budgetary constraints, and supports presentations and client meetings. **Qualifications:** An undergraduate degree with up to one year of experience. Four years of experience may be substituted for a four-year degree. Possession of a professional certification or an advanced degree may be substituted for one year of experience in performing and participating in engagements. Bachelor's equivalent substitutions are: High School Diploma/GED plus four (4) years relevant experience; Associate's degree plus two (2) years of relevant experience; Relevant professional certification.	Bachelor's Degree	1	None
Consultant	**Functional Responsibility:** Consultant Interfaces with the Government client on a daily basis, performs business analysis and develops recommendations, supports the completion of project specific tasks within set milestones and budgetary constraints, and supports presentations and client meetings. **Qualifications:** An undergraduate degree with up to one year of experience. Four years of experience may be substituted for a four-year degree. Possession of a professional certification or an advanced degree may be substituted for one year of experience in performing and participating in engagements. Bachelor's equivalent substitutions are: High School Diploma/GED plus four (4) years relevant experience; Associate's degree plus two (2) years of relevant experience; Relevant professional certification.	Bachelor's Degree	1	None

Administrative Support	**Functional Responsibility:** Administrative support provides administrative, clerical, and operational support to program managers, technical teams, and office personnel. Supports daily office functions, maintains accurate records, assists with scheduling and logistics, and ensures timely communication and documentation in accordance with contract requirements. **Qualifications:** High School diploma or equivalent	High School Equivalent	1	None

SIN 54151S – IT Professional Services

Labor Title	Function/ Responsibility (250 words)	Minimum Education	Minimum Years of Experience	Identify Required Licenses or Certifications
IT Principal Advisor	**Functional Responsibility:** IT Principal Advisor provides primary advisory support to client leadership personnel regarding strategic IT issues. S/He provides overall direction and manages completion of projects within estimated time frames and budget constraints, coordinates parties' efforts on tasks, and reviews work products for completeness and adherence to applicable regulations and customer requirements. The IT Corporate Advisor also delivers, presents, and leads strategic level client meetings. S/He brings demonstrated experience in leading and providing technical direction to projects; demonstrated ability to provide guidance and direction for multiple projects; designing, implementing, and managing Federal government engagements; and the capability to manage multitask projects of high complexity. **Qualifications:** An undergraduate degree with ten or more years' experience. Four years of experience may be substituted for a four-year degree. Possession of a professional certification or an advanced degree may be substituted for one year of experience in performing and participating in engagements. Bachelor's equivalent substitutions are: High School Diploma/GED plus four (4) years relevant experience; Associate's degree plus two (2) years of relevant experience; Relevant professional certification.	Bachelor's Degree	10	None

IT Subject Matter Expert	**Functional Responsibility:** IT Subject Matter Expert is a recognized expert source of IT knowledge and expertise, within a highly specialized functional or technical area; provides specific technical guidance, reflecting detailed expert knowledge of a specific IT area or function; develops benchmarks; performs elaborate analysis and studies, and develops reports and makes presentations to contractor management and Government clients. Applies analytical skills to client IT system and application development efforts. Responsibilities may include planning and coordinating the installation, testing, operation, troubleshooting and maintenance of hardware and software systems; analysis, design, documentation, implementation and maintenance of applications, or other similar services as required. **Qualifications**: An undergraduate degree with ten years of experience or Masters with eight years of experience or PhD with six years of experience. Four years of experience may be substituted for a four-year degree. Possession of a professional certification or an advanced degree may be substituted for one year of experience in performing and participating in engagements. Bachelor's equivalent substitutions are: High School Diploma/GED plus four (4) years relevant experience; Associate's degree plus two (2) years of relevant experience; Relevant professional certification.	Bachelor's Degree	10	None

IT Technical Director	**Functional Responsibility:** IT Technical Director takes on increasing responsibility in the design, implementation, and management of IT products, programs, and projects. S/He will interface with the clients on IT products, programs, and projects specific issues, direct the completion of IT projects within established milestones and budgetary constraints, coordinate IT products, programs, and projects specific entities, and review work products for completeness and adherence to applicable regulations and customer requirements. Progressive experience in leading IT products, programs, and projects with demonstrated ability to provide guidance and direction for specific IT products, programs, and projects or sub-tasks and capability to manage multi-task projects of high complexity for federal government clients. Responsibilities may include solutions development, testing, operation, troubleshooting and maintenance of hardware and software systems; analysis, design, documentation, implementation and maintenance of applications, or other similar services as required. **Qualifications:** An undergraduate degree with seven years of experience. Four years of experience may be substituted for a four-year degree. Possession of a professional certification or an advanced degree may be substituted for one year of experience in performing and participating in engagements. Bachelors equivalent substitutions are: High School Diploma/GED plus four (4) years relevant experience; Associate's degree plus two (2) years relevant experience; Relevant professional certification.	Bachelor's Degree	7	None
IT Engagement Director	**Functional Responsibility:** IT Engagement Director effectively manages the completion of IT products, programs, and projects within estimated time frames and budget constraints, coordinates parties' effort on tasks, and review work products for completeness and adherence to applicable regulations and customer requirements. S/He directs resolution to client challenges and issues and provides effective feedback and solution approaches. IT Engagement Director provide technical knowledge in implementing business solutions, applies analytical skills to client IT system and application development efforts. Responsibilities may include executive level	Bachelor's Degree	7	None

	management and direction on client engagements; project definition and system analysis; and coordinating multiple projects and teams, or other similar services as required. Applies analytical skills to client IT system and application development efforts. Responsibilities may include IT solution planning and development, testing, operation, troubleshooting and maintenance of hardware and software systems; analysis, design, documentation, implementation and maintenance of applications, or other similar services as required. **Qualifications:** An undergraduate degree with seven years of experience. Four years of experience may be substituted for a four-year degree. Possession of a professional certification or an advanced degree may be substituted for one year of experience in performing and participating in engagements. Bachelors equivalent substitutions are: High School Diploma/GED plus four (4) years relevant experience; Associate's degree plus two (2) years of relevant experience; Relevant professional certification.			
IT Senior Manager	**Functional Responsibility**: IT Senior Managers will lead client solutions to include planning, design, implementation, and management of IT products, programs, and projects, or engagements. They interface with the client on products, programs, projects, and engagement specific issues, direct the completion of projects and engagements within estimated time frames and budget constraints, coordinate with project and engagement specific parties, and review work products for completeness and adherence to applicable regulations and customer requirements. Develop models for use in designing and building software and database management systems, or other similar services as required. Responsibilities may include planning, designing, developing and implementing of interactive electronic applications; establishing system information requirements in the development of information systems; evaluating analytically and systemically problems of workflows organizations and planning and developing appropriate corrective actions; and designing architecture and ensuring systems are compatible, or other similar services as required.	Bachelor's Degree	6	None

	Qualifications: An undergraduate degree with six years of experience. Four years of experience may be substituted for a four-year degree. Possession of a professional certification or an advanced degree may be substituted for one year of experience in performing and participating in engagements. Bachelor's equivalent substitutions are: High School Diploma/GED plus four (4) years relevant experience; Associate's degree plus two (2) years of relevant experience; Relevant professional certification.			
IT Functional Manager	**Functional Responsibility:** IT Senior Managers will lead client solutions to include planning, design, implementation, and management of IT products, programs, and projects, or engagements. They interface with the client on products, programs, projects, and engagement specific issues, direct the completion of projects and engagements within estimated time frames and budget constraints, coordinate with project and engagement specific parties, and review work products for completeness and adherence to applicable regulations and customer requirements. Develop models for use in designing and building software and database management systems, or other similar services as required. Responsibilities may include planning, designing, developing and implementing of interactive electronic applications; establishing system information requirements in the development of information systems; evaluating analytically and systemically problems of workflows organizations and planning and developing appropriate corrective actions; and designing architecture and ensuring systems are compatible, or other similar services as required. **Qualifications:** An undergraduate degree with six years of experience. Four years of experience may be substituted for a four-year degree. Possession of a professional certification or an advanced degree may be substituted for one year of experience in performing and participating in engagements. Bachelor's equivalent substitutions are: High School Diploma/GED plus four (4) years relevant experience; Associate's degree plus two (2) years of relevant experience; Relevant professional certification.	Bachelor's Degree	5	None

IT Project Manager	**Functional Responsibility:** IT Project Manager provides technical knowledge in their area of expertise, applies analytical skills to client business solutions, IT system, or application development efforts. Responsibilities may include organizing, directing, coordinating, planning, and executing all IT products, programs, and projects / technical support activities; direct completion of products, programs, and projects tasks within established milestones and budgetary constraints; managing daily activities of the project team; and simultaneously planning and managing the transition of several technical projects, or other similar services as required. **Qualifications:** An undergraduate degree with five years of experience. Four years of experience may be substituted for a four-year degree. Possession of a professional certification or an advanced degree may be substituted for one year of experience in performing and participating in engagements. Bachelor's equivalent substitutions are: High School Diploma/GED plus four (4) years relevant experience; Associate's degree plus two (2) years relevant experience; Relevant professional certification.	Bachelor's Degree	5	None
IT Senior Functional Analyst	**Functional Responsibility:** IT Senior Functional Analyst provides functional knowledge in implementing IT solutions, applies analytical skills to client IT and technical solutions, IT systems, or application development efforts. Responsibilities may include identifying and documenting functional requirements for information systems; developing as is and to-be process flows; performing IT program management support tasks; preparing communication plans; conducting user training sessions; performing workflow analysis; producing database extracts, programming, solutions development, and other tasks as identified. **Qualifications:** An undergraduate degree with three years of experience. Four years of experience may be substituted for a four-year degree. Possession of a professional certification or an advanced degree may be substituted for one year of experience in performing and participating in engagements. Bachelor's equivalent substitutions are: High School Diploma/GED plus four (4) years relevant experience; Associate's degree plus two (2) years relevant	Bachelor's Degree	3	None

	experience; Relevant professional certification.			
IT Senior Consultant	**Functional Responsibility:** IT Senior Consultant provides technology and business process functional knowledge in implementing IT solutions, applies analytical and consulting skills to client IT and technical solutions, IT systems, or business application development efforts. Responsibilities may include identifying and documenting functional requirements for information systems; developing as is and to-be process flows; performing IT program management support tasks; preparing communication plans; conducting user training sessions; performing workflow analysis; producing database extracts, programming, solutions development, and other tasks as identified. **Qualifications:** An undergraduate degree with three years of experience. Four years of experience may be substituted for a four-year degree. Possession of a professional certification or an advanced degree may be substituted for one year of experience in performing and participating in engagements. Bachelor's equivalent substitutions are: High School Diploma/GED plus four (4) years relevant experience; Associate's degree plus two (2) years relevant experience; Relevant professional certification.	Bachelor's Degree	2	None
IT Technical Lead	**Functional Responsibility:** IT Technical Lead provides knowledge in their area of expertise, applies analytical skills to client IT solutions and business processes, and solution development efforts. Responsibilities may include performing analysis, development and review of IT program operating procedures; and IT products, programs, and projects support for all phases of application systems and solution analysis and programming activities, or other similar services as required. Responsibilities may include converting specifications into design and converting design into deliverables; design, documentation, development, modification, testing, installation, implementation, and support of new or existing ETL application software; planning, development, implementation, administration of systems for the acquisition, storage and retrieval of data, or other similar services as required. **Qualifications:** An undergraduate degree with two	Bachelor's Degree	2	None

	years of experience. Four years of experience may be substituted for a four-year degree. Possession of a professional certification or an advanced degree may be substituted for one year of experience in performing and participating in engagements. Bachelor's equivalent substitutions are: High School Diploma/GED plus four (4) years relevant experience; Associate's degree plus two (2) years relevant experience; Relevant professional certification.			
IT Technical Analyst	**Functional Responsibility**: IT Technical Analyst interfaces with client to understand and develop requirements. Provides knowledge in their area of expertise, applies analytical skills to client IT solutions and business processes, and solution development efforts. Responsibilities may include performing analysis, development and review of IT program operating procedures; and IT products, programs, and projects support for all phases of application systems and solution analysis and programming activities, or other similar services as required. Responsibilities may include converting specifications into design and converting design into deliverables; design, documentation, development, modification, testing, installation, implementation, and support of new or existing ETL application software; planning, development, implementation, administration of systems for the acquisition, storage and retrieval of data, or other similar services as required. **Qualifications:** An undergraduate degree with two years of experience. Four years of experience may be substituted for a four-year degree. Possession of a professional certification or an advanced degree may be substituted for one year of experience in performing and participating in engagements. Bachelor's equivalent substitutions are: High School Diploma/GED plus four (4) years relevant experience; Associate's degree plus two (2) years relevant experience; Relevant professional certification.	Bachelor's Degree	2	None
IT Senior Systems Analyst	**Functional Responsibility:** IT Senior Systems Analyst interfaces with the Government client on a daily basis, assists in identifying problems, performs technical analysis and develops solutions, supports the completion of IT products, programs, and projects specific tasks within set milestones and budgetary constraints, and supports presentations	Bachelor's Degree	2	None

	and client meetings, or other similar services as required. Responsibilities may include analysis, design, documentation, testing, implementation, maintenance and integration of applications; and develop models for use in designing and building software and database management systems, or other similar services as required. **Qualifications:** An undergraduate degree with two years of experience. Four years of experience may be substituted for a four-year degree. Possession of a professional certification or an advanced degree may be substituted for one year of experience in performing and participating in engagements. Bachelor's equivalent substitutions are: High School Diploma/GED plus four (4) years relevant experience; Associate's degree plus two (2) years relevant experience; Relevant professional certification.			
IT Functional Analyst	**Functional Responsibility**: IT Functional Analyst provides functional and technical knowledge in implementing business solutions, applies analytical skills to client business and technology solutions. Responsibilities may include identifying and documenting functional requirements for business information systems; performing program management support tasks; preparing communication plans; conducting user training sessions; performing workflow analysis; designing and managing business and technology solutions; and other tasks as identified. Responsibilities may include planning, design, development and implementation of electronic applications; design and development of user interface features; analyzing and understanding business requirements and translating into multimedia or web applications, or other similar services as required. **Qualifications:** An undergraduate degree with two years of experience. Four years of experience may be substituted for a four-year degree. Possession of a professional certification or an advanced degree may be substituted for one year of experience in performing and participating in engagements. Bachelor's equivalent substitutions are: High School Diploma/GED plus four (4) years relevant experience; Associate's degree plus two (2) years relevant	Bachelor's Degree	2	None

	experience; Relevant professional certification.			
IT Associate Consultant	**Functional Responsibility**: IT Associate Consultant Interfaces with the Government client on a daily basis, assist in identifying IT systems problems, perform technical analysis and develop solutions, supports the completion of IT products, programs, and projects specific tasks within set milestones and budgetary constraints, and support presentations and client meetings. Responsibilities may include performing logical and physical design of systems; supporting application system development life cycle, or other similar services as required. **Qualifications**: An undergraduate degree with up to one year of experience. Four years of experience may be substituted for a four-year degree. Possession of a professional certification or an advanced degree may be substituted for one year of experience in performing and participating in engagements. Bachelor's equivalent substitutions are: High School Diploma/GED plus four (4) years relevant experience; Associate's degree plus two (2) years relevant experience; Relevant professional certification.	Bachelor's Degree	1	None
IT Consultant	**Functional Responsibility:** IT Consultant supports identifying IT systems problems, perform analysis and supports development of solutions, supports the completion of IT products, programs, and projects specific tasks within set milestones and budgetary constraints, and support presentations and client meetings. Responsibilities may include performing logical and physical design of systems; supporting application system development life cycle, or other similar services as required. **Qualifications:** An undergraduate degree with up to one year of experience. Four years of experience may be substituted for a four-year degree. Possession of a professional certification or an advanced degree may be substituted for one year of experience in performing and participating in engagements. Bachelor's equivalent substitutions are: High School Diploma/GED plus four (4) years relevant experience; Associate's degree plus two (2) years relevant experience; Relevant professional certification.	Bachelor's Degree	1	None

IT Administrative Support	**Functional Responsibility:** IT Administrative support provides general administrative, clerical, and operational support to program managers, technical teams, and office personnel. Supports daily office functions, maintains accurate records, assists with scheduling and logistics, and ensures timely communication and documentation in accordance with contract requirements. **Qualifications:** High School or equivalent	High School Equivalent	1	None