AUTHORIZED INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE & SERVICES

SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D317	Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is <u>not</u> to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

Stealth Entry, LLC
1900 Polaris Road, Suite 450
Columbus OH 43240-4064
(P) 614-423-9334
(f) 614-785-6496
www.stealthentry.com

Contract Number: **GS-35F-450CA**
Period Covered by Contract: **August 8, 2015 through August 7, 2020**

Business Size: **Service Disabled Veteran Owned Small Business**

General Services Administration
Federal Acquisition Service

Pricelist current through Modification **PS-0005**, dated **July 2, 2018**.

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (http://www.gsaadvantage.gov).

CUSTOMER INFORMATION:

1.   **Awarded Special Item Number(s):**

SIN	Description
132-51, 132-51RC, 132-51LOC	**Professional Information Technology 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.   Descriptions of all corresponding commercial job titles with experience, functional responsibility and education are provided beginning on page 9.

2.   **Maximum Order:** $500,000

3.   **Minimum Order:** $100

4.   **Geographic Coverage:** Domestic

5.   **Point of Production:** Columbus, Ohio, USA

6.   **Prices Shown Herein are Net** (discount deducted)

7.   **Quantity Discount:** None

8.   **Prompt Payment Terms:** Net 30

9.   **Government Purchase Cards** Will be accepted below the micro-purchase threshold, but not above.

10.   **Foreign Items:** None

11.   **Time of Delivery:** Stealth Entry, LLC shall deliver or perform services in accordance with the terms negotiated in an agency's order.

11b.   **Expedited Delivery:** Consult with Contractor

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

11d.   **Urgent Requirements:** Consult with Contractor

12.   **FOB Point:** Destination

13.   **Ordering Address:**   GSA Sales
                                    ATTN: Israel Arroyo
                                    1900 Polaris Road, Suite 450
                                    Columbus OH 43240-4064
                                    iarroyo@stealthentry.com

14.   **Payment Address:**   Stealth Entry Accounting
                                    1900 Polaris Road, Suite 450
                                    Columbus OH 43240-4064

15.   **Warranty Provisions:** Contractor's Standard Warranty

16.   **Export Packing charges:** Not applicable

17.   **Terms and conditions of Government Purchase Card Acceptance:** Contact Stealth Entry, LLC for terms and conditions of Government Purchase Card acceptance.

18.   **Terms and conditions of rental, maintenance, and repair:** Not applicable

19.   **Terms and conditions of installation:** Not applicable

20.   **Terms and conditions of repair parts:** Not applicable

20a. **Terms and conditions for any other services:** Not applicable

21.   **List of service and distribution points:** Not applicable

22.   **List of participating dealers:** Not applicable

23.   **Preventive maintenance:** Not applicable

24a. **Environmental attributes**, e.g., recycled content, energy efficiency, and/or reduced pollutants: Not applicable

24b. Contact Stealth Entry, LLC for Section 508 compliance information. The EIT standards can be found at: http://www.section508.gov

25.   **DUNS Number:** 830821703

26.   Stealth Entry, LLC is registered in the System for Award Management (SAM) database.

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)

1.   SCOPE

a.   The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.

b.   The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2.   PERFORMANCE INCENTIVES

a.   Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.

b.   The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

c.   Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3.   ORDER

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

b.   All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4.   PERFORMANCE OF SERVICES

a.   The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

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

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

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

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

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

        (1)   Cancel the stop-work order; or

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

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

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

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

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

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

6.   INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7.   RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) Rights in Data – General, may apply.

8.   RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9.   INDEPENDENT CONTRACTOR

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

10.   ORGANIZATIONAL CONFLICTS OF INTEREST

a.   Definitions.

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

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

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

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

11.   INVOICES

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

12.   PAYMENTS

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

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
       (1) The offeror;
       (2) Subcontractors; and/or
       (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13.   RESUMES

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

14.   INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15.   APPROVAL OF SUBCONTRACTS

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

GSA HOURLY RATES

SIN 132-51

Labor Category	08/08/15 - 08/07/16	08/08/16 - 08/07/17	08/08/17 - 08/07/18	08/08/18 - 08/07/19	08/08/19 - 08/07/20
Business Analyst			$83.24	$83.24	$84.90
Cloud Security Architect			$135.85	$135.85	$138.56
Cloud Security Engineer			$135.85	$135.85	$138.56
Cyber Security Incident Response and Forensic Engineer	$222.17	$226.61	$231.14	$235.76	$240.48
Cyber Security Penetration Tester	$218.22	$222.58	$227.03	$231.57	$236.20
Cyber Security Trainer			$191.31	$191.31	$195.14
Cyber Security Web Application Penetration Tester	$223.15	$227.62	$232.17	$236.81	$241.55
Help Desk			$57.61	$57.61	$58.76
Information Assurance Technician			$98.74	$98.74	$100.72
Network Administrator			$79.78	$79.78	$81.38
Program Manager			$77.76	$77.76	$79.31
Security Engineer	$88.87	$90.64	$92.46	$94.31	$96.19
Senior Network Engineer	$123.43	$125.89	$128.41	$130.98	$133.60
Sharepoint Developer			$79.78	$79.78	$81.38
Software Developer			$98.04	$98.04	$100.00
System Administrator			$79.78	$79.78	$81.38

Labor Category Descriptions

Business Analyst

Functional Responsibilities: Create and coordinate technical documentation preparation and distribution for processes, projects and procedures. Gather, analyze information needs and functional requirements from stakeholders, business owners, and customers. Analyze user needs and existing functions to determine business requirements, screen and interface design. Provide ongoing system maintenance and evaluation of systems. Responsible for delivering project artifacts. Analyze business requirements using interviews, document analysis, and workshops. Analyzes, reviews, and recommends possible solutions to identified business problems. Develop test scripts, test cases, for User Acceptance Testing (UAT) based on requirements. Act as liaison between business units, customers (internal and external) and various stakeholders. Assist Project Manager in project planning and developing project task plans, etc.

Minimum Education: Bachelor's in a related IT Field

Minimum Experience: 7 years

Cloud Security Architect

Functional Responsibilities: Serve as a cloud security SME for high visibility cloud computing initiatives. Develop cloud security strategy plans and roadmaps based on sound enterprise architecture practices. Participate or drive projects to evaluate public and private cloud services/technologies to meet business objectives. Create security reference architectures for the public, private, and hybrid cloud initiatives. Analyze and design cloud application deployments and migration strategy and processes. Liaise with other security architects and security practitioners to share cloud computing best practices and insights.

Minimum Education: Bachelor's in a related IT Field

Minimum Experience: 8 years

Cloud Security Engineer

Functional Responsibilities: Responsible for driving technical decision making and implementation in how the platform integrates with cloud and network device APIs to provide appropriate connectivity, apply appropriate network segmentation policy and ensure that developer and security consumers of the platform have appropriate self-service management and security review capabilities. Task- Design, develop, test, deploy, debug and document all software components in our network security orchestration platform. Ensure the platform architecture and design is adaptable to changing business requirements and network device and cloud provider capabilities. Mentor colleagues on effective, performant and secure hybrid cloud networking. Write technical specifications based on conceptual design and business requirements. Evaluate new and emerging technologies for implementation. Quickly prototype proposed ideas to determine suitability and illustrate your concepts with working code. Drive technical implementation and infrastructure standards within the team through design and code reviews.

Minimum Education: Bachelor's in a related IT Field

Minimum Experience: 8 years

Cyber Security Incident Response and Forensic Engineer

Functional Responsibilities: Familiar with industry standard malware reverse analysis methodologies. Possess knowledge of various malware encryption and compression / packing methodologies and protective encryption weaknesses. Ability to provide malware threat research on new attacks and exploits. Ability to script (ex. Python and/or PERL) and automate tasks and be able to discern malware based covert channel and command and control protocol analysis. Apply the proper techniques and procedures to the identification, collection, examination and analysis of data while preserving the integrity of the information and maintaining a strict chain of custody for the data. Provides computer forensic support to high technology investigations in the form of evidence seizure, computer forensic analysis, and data recovery.

Minimum Education: Bachelor's in a related IT Field

Minimum Experience: 10 years

Cyber Security Penetration Tester

Functional Responsibilities: Conducts formal Cyber Security tests on software, hardware applications, networks, and other types of computer systems on a regular basis. Expected to work on physical security assessments of servers, computer systems, and networks. Conducting regular security audits from both a logical/theoretical standpoint and a technical/hands-on standpoint. Expected to work on the security of wireless networks, databases, software development, and/or company secrets.

Minimum Education: Bachelor's in a related IT Field

Minimum Experience: 7 years

Cyber Security Trainer

Functional Responsibilities: Establish a training foundation and framework; policies, proposal request process, training templates and standards, guidelines for course creation and delivery, and tool user guides where applicable. Design, develop, customize, deliver/instruct, and maintain instructional content and collaborate with cybersecurity experts and clients/stakeholders to potentially support WBT (Web-Based Training)/CBT (Computer-Based Training)/ILT (Instructor-Led Training), on various cybersecurity topics accordance with customer requirements. Conduct assessments of existing training elements. Identify outdated or irrelevant content, gaps in training/skills, and development opportunities for a globally dispersed workforce. Assist the employee-base (including leadership) with the training and development process and policy, acting as a bridge between the training department and the business. Leverage client-facing training to enhance internal cybersecurity skillsets. Work to identify and host a calendar of company-wide learning webinars focused on various cybersecurity topics that empower the business. Improve data management of existing training content via a centralized training repository and work to standardize similar custom training packages. Gather lessons learned feedback from trainers and course evaluations from clients after each delivery to assess and improve training execution and effectiveness to ensure all training deliverables are of the highest quality. Act as a liaison to 3rd party training vendor(s) for creation of new learning material in some cases and assist with issues related to training approvals, enrollment, and the learning plan workflow. Act as training consultant for proposal development that require training components; such as standard training offerings and new custom training. Provide detailed, written and oral presentations regarding the status of training initiatives.

Minimum Education: Bachelor's in a related IT Field

Minimum Experience: 8 years

Cyber Security Web Application Penetration Tester

Functional Responsibilities: Conducts formal Cyber Security tests on web-based applications, networks, and other types of computer systems to include Cloud deployments+D15 on a regular basis. Expected to work on physical security assessments of servers, computer systems, and networks. Conducting regular security audits from both a logical/theoretical standpoint and a technical/hands-on standpoint. Expected to work on the security of wireless networks, databases, software development, and/or company secrets.

Minimum Education: Bachelor's in a related IT Field

Minimum Experience: 7 years

Help Desk

Functional Responsibilities: Serve as the first point of contact for customers seeking technical assistance over the phone or email. Perform remote troubleshooting through diagnostic techniques and pertinent questions. Determine the best solution based on the issue and details provided by customers. Walk the customer through the problem-solving process. Direct unresolved issues to the next level of support personnel. Provide accurate information on IT products or services. Record events and problems and their resolution in logs. Follow-up and update customer status and information. Pass on any feedback or suggestions by customers to the appropriate internal team. Identify and suggest possible improvements on procedures.

Minimum Education: Bachelor's in a related IT Field

Minimum Experience: 4 years

Information Assurance Technician

Functional Responsibilities: Performs a variety of routine project tasks applied to specialized information assurance problems. Tasks involve integration of electronic processes or methodologies to resolve total system problems, or technology problems as they relate to Information Assurance requirements. May conduct security assessments and security consulting services. Analyzes information security requirements. Applies analytical and systematic approaches in the resolution of problems of work flow, organization, and planning. Analyzes threat information gathered from logs, Intrusion Detection Systems (IDS), intelligence reports, vendor sites, and a variety of other sources. Creates customized dashboards using Security Operations Center tools to elevate high threat items to incident responders. Maintains and creates customized reports for customer management.

Minimum Education: Bachelor's in a related IT Field

Minimum Experience: 7 years

Network Administrator

Functional Responsibilities: Responsible for the implementation, maintenance, and integration of WAN, LAN, and server architecture. Responsible for implementation and administration of network security hardware and software, enforcing the network security policy and complying with requirements of external security audits and recommendations. Performs analysis of network security needs and contributes to design, integration, and installation of hardware and software. Analyzes, troubleshoots and corrects network problems remotely and on-site. Maintains and administers perimeter security systems such as firewalls and intrusion detection systems.

Minimum Education: Bachelor's in a related IT Field

Minimum Experience: 7 years

Program Manager

Functional Responsibilities: Responsible for the development of estimates in Microsoft Project for the enhancement or development effort in planning, analysis, design, construction, testing, and implementation. Accountable for delivery of all work tasks identified in the program plan. Responsible for the capture and reporting of required program management metrics. Adjust and revise estimates when necessary. Ensure all changes to scope follow processes and are documented. Ensure new estimates are approved by the client and agreed upon. Adjust and revise estimates when necessary. Manage, and track the program progress against the program plan. Monitor project milestones and phases to ensure the project is on schedule.

Minimum Education: Bachelor's in a related IT Field

Minimum Experience: 7 years

Security Engineer

Functional Responsibilities: Determines, develops, and implements enterprise information assurance and security standards. Coordinates, develops, and evaluates security programs for an organization. Recommends information assurance/security solutions to support customers' requirements. Identifies, reports, and resolves security violations. Establishes and satisfies information assurance and security requirements based upon the analysis of user, policy, regulatory, and resource demands. Supports customers at the highest levels in the development and implementation of doctrine and policies. Applies know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures. Performs analysis, design, and development of security features for system architectures. Ensures that all information systems are functional and secure.

Minimum Education: Bachelor's in a related IT Field

Minimum Experience: 5 years

Senior Network Engineer

Functional Responsibilities: Design, configure, deploy, troubleshoot and support networking facilities throughout the company. Document business needs as it relates to IT technology. Understand emerging and current technology and identify solutions to meet business needs. Develop IT infrastructure standards for various operational areas. Responsible for providing ongoing security in the operating environment by managing hardware, software, and incoming and outgoing information. Responsible for implementing security tools, maintaining network performance, and developing improvements to the network and systems. Assists in assessing, evaluating, and forecasting all Company networked infrastructure requirements, changes, and

adjustments to include both data, voice telecommunications, and security. Oversees and provides second level technical support to all users of Company computing infrastructure through coordination with Help Desk/Support and Network Engineering Departments. Maintains adequate infrastructure documentation enabling planning, diagnostics, and efficient resource allocation and utilization. Adheres to formal policies and procedures that directly relate to the Company's networking infrastructure following the guidelines set forth by the Company's IS security program.

Minimum Education: Bachelor's in a related IT Field

Minimum Experience: 10 years

SharePoint Developer

Functional Responsibilities: Has expertise with SharePoint Site Development and Maintenance for both online and enterprise infrastructures. Familiar with and has experience supporting the Department of Defense, and has a firm understanding of the Department of Defense Software Development process. Responsible in ensuring that SharePoint site is available, operational, user friendly and compliant with all security requirements as mandated by the Department of Defense customer. Will assist the customer in maintaining and enhancing SharePoint sites, and create Web parts, custom work flows, form and page views as needed. Shall also provide a Data Metrics dashboard, and maintain, and support the permissions, management and troubleshooting.

Minimum Education: Bachelor's in a related IT Field

Minimum Experience: 8 years

Software Developer

Functional Responsibilities: Analyze user needs and develop software solutions. Work with project manager or product owner to meet specification needs. Recommend software upgrades to optimize operational efficiency. Collaborate with other developers to design and optimize code. Create flowcharts and user guides for new and existing programs. Document all programming tasks and procedures. Perform routine software maintenance.

Minimum Education: Bachelor's in a related IT Field

Minimum Experience: 8 years

System Administrator

Functional Responsibilities: Responsible for the implementation, maintenance, and support of customer systems infrastructure by implementing and updating strategic infrastructure designs in order to support current and future applications and business needs; this includes planning, developing, installing, configuring, maintaining, supporting, and optimizing all network hardware, software, servers, storage, and communication infrastructure; ensure infrastructure information assurance and security standards are maintained by ensuring the proper Security Technical Implementation Guidelines (STIGS) are applied; ensures infrastructure redundancy works as designed and back-up processes are continually maintained to ensure maximum uptime; Monitors systems and boundary defenses for the infrastructure; With the support of the Program Manager maintains an accurate inventory of all Hardware and Software; Acquires

and tracks with the support of the Program Manager, all assets / subscriptions / licenses required to operate the infrastructure hosting systems; acts as a resource to help resolve and troubleshoot any issues within the infrastructure. Assists customer in developing a plan to migrate current infrastructure to a hosted cloud solution.

Minimum Education: Bachelor's in a related IT Field

Minimum Experience: 5 years