



GSA IT Schedule SIN Number 132 – 51

Contract Number: GS-35F-0437M

Labor Category	Hourly Rate
Program Manager	\$133.55
Systems Analyst	\$108.81
Program Specialist	\$84.09
Documentation Specialist	\$59.35
Technical Writer	\$41.54

Labor Category Description

1. **Program Manager - Minimum/General Experience:** Possesses thorough knowledge of IT processes, principles and practices involved in computer-aided technical solutions. Must have an understanding of systems analysis, cost analysis and processes relevant to planned assignments. Has a minimum of three years working experience in a technical management capacity. Has demonstrated information technology expertise and communication skills to be able to interface with all levels of management. **Functional Responsibility:** Works to assist customer's key management and lead personnel to realize maximum benefit from an investment in IT equipment, personnel and business processes. Provides expert guidance in analysis, strategic planning, quality management, change management, business process re-engineering and the design of information technology architectures. Conducts needs analysis, functional, technical and logical analysis, feasibility studies, cost-benefit studies, life cycle analysis, briefings and presentations, report writing and post-implementation projects. Manages multidisciplinary projects from inception to final deliverable, involving lead computer engineers, systems analysts and computer programmers, business analysts to achieve an integrated IT solution to customer's requirements. Organizes, directs, and coordinates planning and execution of all program/technical support activities. Simultaneously plans and manages transition of several highly technical projects. Establishes or alters (as necessary) management structure to effectively direct program/technical support activities. Meets and confers with client management regarding the status of specific program/technical activities as well as problems, issues, or conflicts requiring resolution. **Minimum Education:** Masters Degree in Computer Science or Equivalent Experience.

2. **Systems Analyst - Minimum/General Experience:** Minimum of 2 years technical experience. Possesses vast experience in evaluating, developing and/or analyzing information systems (IS) or information technology (IT), financial analysis and business process modeling. This experience includes the use of client-server systems, distributed databases, both wide-area and local-area communications, and a performance-based acquisition process. A person in this category is expected to have knowledge of quality assurance standards, testing strategies, and certification compliance. **Functional Responsibility:** Analyzes information system processing and design requirements across a range of capabilities, including numerous engineering, technical, business, and records management functions. Develops plans for information systems from project inception to conclusion. Analyzes system problems, support requirements, and the information to be processed. Conducts needs analysis, functional, technical and logical analysis, feasibility studies, cost-benefit studies, life cycle analysis, briefings and presentations, report writing and post-implementation projects. Defines the problem/support needed, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers, business process owners and software engineers to ensure implementation of program and systems specifications. Develops business process charts, performs financial modeling, and assist with change management. Provides evaluation on a technical, functional, or cost basis for system design, development, and/or maintenance. Assists with and/or performs database design and development.



Minimum Education: Bachelor's Degree Computer Science, Computer Information Systems, Business, Mathematics, or Equivalent Technical Studies/experience.

3. **Program Specialist - Minimum/General Experience:** Minimum of 1 year technical experience. IT/Financial specialist with working experience in finance, business analysis, systems functional analysis, quality management, database development, or data administration/standardization. Acquired skills include computer modeling and simulation. Trained in technical, cost, or business discipline specific to assignment. Working knowledge and/or familiarity with systems acquisition and RFP process. Functional Responsibility: Participates in the analysis of functional business/technical applications and design specifications for functional activities. Performs detailed financial and economic modeling. Interacts with functional and technical personnel to translate detailed design into computer application software. Provides unique and/or in-depth technical or business analysis and technical/business report development support within subject-matter areas requiring leading-edge or state-of-the-art technical and business expertise. May support a wide variety of technical and business assignments based on the specific needs of the task's requirements. Analyzes information system user needs to determine functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources and costs required for each information system development and/or maintenance task. Evaluates systems and business processes to conduct Fit-Gap or other related analysis. Prepares plans for COTS implementations including transition plans and staffing requirements. Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline, or Equivalent Experience in a technical or business discipline.

4. **Documentation Specialist - Minimum/General Experience:** Ability to apply the disciplines of operations research to the analysis of problems. Acquired skills include computer modeling and simulation, data collection and statistical analysis, evaluation of strategies and tactics under risk scenarios, test planning and conduct, etc. Possesses skills utilizing software for the preparation of documents, spreadsheets, flow charts/diagrams, database structures, and presentations. Has strong organizational skills, experience utilizing project management software and knowledge of the Federal Acquisition process. Functional Responsibility: Participates in the performance of needs analysis, functional, technical and logical analysis, feasibility studies, cost-benefit studies, life cycle analysis, briefings and presentations, report writing and post-implementation projects. Assists with all stages of source selection and the proposal process including the preparation of Requests for Information (RFI), Requests for Proposals (RFP) and Requests for Quotations (RFQ). Manages the data collection process and the development and maintenance of databases to support program/project management, data compilation, and the creation of final deliverables. Minimum Education: Bachelor's Degree or Equivalent Experience

5. **Technical Writer - Minimum/General Experience:** Requires a minimum of 2 years experience in technical research and writing. Must possess skills utilizing software for the preparation of documents, spreadsheets, flow charts/diagrams, database structures, and presentations. Has proven organizational skills, experience utilizing project management software and knowledge of the Federal Acquisition process. Functional Responsibility: Gathers, analyzes, and composes technical and financial information required for project engagements. Assist with/creates presentations, user manuals, help documentation, training materials, and installation guides. Assists with the development of technology related procurements. Provides assistance in preparing proposals, Requests for Information (RFI), Requests for Proposals (RFP) and Requests for Quotations (RFQ), presentations, reports and other client deliverables/documents as appropriate. Minimum Education: Associate Degree or Equivalent Experience