



GSA IT-70 Labor Categories GS-35F-0479P

Category	General Experience	Functional Responsibility	Minimum Education
Program Manager	Possess at least twelve years of progressive management experience with related complex information technology (IT) systems, program and business integration projects. Our Program Managers possess extensive experience directing, managing and assessing large-scale, complex programs with the ability to provide overall program direction. They manage and control the overall scope, budget and schedule for complex, multi-project programs with the responsibility to communicate with executive management to ensure that all critical program, management, technical and related issues are addressed.	The Program Manager has overall management authority for a program or project and the Program Manager is the contractor's authorized interface with the Government Contracting Officer (CO) or the Contracting Officer's representative. The Program Manager meets periodically with program management to review the quality of services being provided, ensure services meet expectations, and address any contract issues. The Program Manager is responsible for resources, work standards, schedules, reviewing progress reports, supervising personnel, communicating policies, purposes, goals, accomplishments and responsible for overall contract performance.	BA/BS degree in appropriate field or equivalent specialized work experience.
Project Manager	Possess at least ten years of experience with related IT programs and projects. Our Project Managers possess extensive planning and managing large-scale or complex programs and have demonstrated the ability to set and maintain overall direction for a program or project; manage overall scope, budget, and schedule for complex, multi-project programs; and the ability to communicate with our Program Manager and client executive and senior management to ensure that critical program, management, technical and related issues are addressed.	The Project Managers have management authority for the program or project and are responsible for overall contract performance. The Project Manager is responsible for providing overall direction to the program, works directly with the project or task managers on each project within the program, and ensures that the program is executed on schedule and within budget. The Project Managers also provide expert functional and management guidance to the project and meet regularly with client senior and program management to discuss program status and resolve related issues.	BA/BS degree in appropriate field or equivalent specialized work experience.
Principle Biomedical Engineer	Possess at least seven years of experience analyzing systems/technical requirements, translating systems requirements into systems designs, performing systems development (including development of application and technical architectures), conducting testing activities, and performing conversion and production support tasks for systems. Strong analytical and technical skills and have demonstrated the ability to provide guidance to development teams, supervise the development and testing of biomedical and information systems, and resolve technical issues.	Applies systems engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate systems; review and prepare system engineering and technical analyses, reports, change proposals, security, and other technical documentation. Applies system engineering experience to perform functions such as system integration, configuration management, quality assurance testing, or acquisition and resource management. Analyzes, designs, develops, implements, tests, or evaluates automated data processing software related to engineering or functional requirements of major systems, associated support systems, or management information systems.	BA/BS degree in appropriate field or equivalent specialized work experience.
Junior Communications Engineer	Possess at least three years experience assisting in the development, test, evaluation, engineering, software and systems development, software life cycle support, and possess strong analytical and technical skills and demonstrated performance with defining requirements, conceptualizing systems designs, performing system test and evaluation, preparing technical or engineering studies and	Performs technical or engineering studies oriented toward systems engineering, design, development, testing acquisition and life-cycle support for systems, electrical, design, communications, test and evaluation junior engineers. Generally performs functions such as information/data management, hardware and software systems design and development, hardware/software integration and testing, systems acquisition	BA/BS degree in appropriate field or equivalent specialized work experience.



producing system documentation.

planning, systems analysis, systems security, reverse engineering, configuration management, or test and evaluation.

Program Analyst	<p>Possess at least seven years of experience in program management, technical or business analysis disciplines for related IT system programs and projects. Experience includes exercising analytical techniques when gathering information from users, define program problems and issues, and analyzing methods of approach, and developing methods of approach and developing procedures to resolve problems.</p>	<p>Performs program management, technical, or business analysis. Provides program analysis support and has knowledge of systems acquisitions in the technical or program area specified in task orders. Analyzes requirements in the areas of business management, financial management, security, program scheduling, critical path analyses, support requirements, and performs other related analyst/management activities required for successful completion of the program tasks. Conducts impact studies, cost/benefit analyses, dependency models and tracking methodologies for performance measures.</p>	<p>BA/BS degree in appropriate field or equivalent specialized work experience.</p>
Acquisition Specialist	<p>Possess at least seven years of experience with related IT and financial management information systems, programs and projects. Progressively responsible experience in the analyses, design, and development of systems. Specific experience in defining requirements, conceptualizing system designs, conducting system comparison analyses, and preparing advanced analytical studies.</p>	<p>Performs a wide range of analytical studies oriented toward systems analysis, design, development, testing, acquisition, and life-cycle support and life-cycle costs. Specific functions and responsibilities include activities such as information/data management, systems design and development, systems acquisition planning, systems analysis and evaluations, reverse engineering, configuration management, or system test and system evaluation.</p>	<p>BA/BS degree in appropriate field or equivalent specialized work experience.</p>
Senior Contracts Subject Matter Expert	<p>Possess at least twelve years of experience in strategic planning, acquisition and contracts planning, program management, market research, technical and business analysis, business and process management, and business and financial management services for specialized disciplines to include but not limited to management, planning and acquisition of IT and/or business and financial management systems and programs and projects. Our Senior Contracts Subject Matter Experts possess extensive experience directing, managing, contracting and assessing large-scale, complex programs with the ability to provide overall program direction.</p>	<p>A senior professional subject matter expert provides services to support specialized fields that include strategic development, planning, acquisition management, market research and development, change management, business analysis and development, including technical expertise for contracting, engineering, computer science, information systems, security systems and analysis, telecommunications, and related IT and/or business and financial systems. The subject matter expert shall study, research, organize, analyze, and present technical data and information.</p>	<p>BA/BS or MS degree or a recognized expert in the applicable discipline requiring services of the subject matter expert.</p>
Consultant/ Subject Matter Expert	<p>Possess at least fifteen years of experience in program management, technical or business analysis for specialized disciplines to include but not limited to business administration, computer science, engineering, statistic, mathematics, and security for related IT and/or financial systems programs and projects. Demonstrated expertise in the isolation of technical problems and the formulation and implementation of solutions for multiple disciplines.</p>	<p>A senior professional consultant/subject matter expert provides services to support the defined fields of engineering, computer science, information systems, systems and security analysis, networking, telecommunications, web technology and related IT and/or financial systems program or project services. The subject matter expert shall study, research, organize, analyze, and present technical data and information. Example of fields of technical expertise include:</p> <ul style="list-style-type: none"> • IT Systems Design and Integration • Telecommunications and LAN/WAN Technologies • Specific Technologies and Systems • Intelligence, Security, and Tactical Analysts • Mathematical, Engineering Research, and Motion Sequence Analysis 	<p>BA/BS, MS or PHD or a recognized expert in the applicable discipline requiring services of the subject matter expert.</p>



- Biomedical Technologies
- Project and Quality Assurance Management
- Requirements Analysis, Systems Engineering and Life Cycle Management

Senior Financial System Specialist	Possess at least eight years of experience with related IT and/or financial systems programs and projects. Possess extensive experience in planning, gathering data and managing large-scale or complex programs and demonstrated the ability to set and maintain overall direction for a program or project; manage overall scope budget, and schedule for complex, multi-project programs; and the ability to communicate with Program Manager, client executive and senior management to ensure that critical program, management, technical and related issues are addressed.	Have management authority for the program or project and responsibility for overall contract performance. Responsible for providing overall direction to the program, work directly with the project or task managers on each project within the program, and ensure that the program is executed on schedule and within budget. Also, provide expert functional and management guidance to the project and meet regularly with client senior and program management to discuss program status and resolve related issues.	BA/BS degree in appropriate field or equivalent specialized work experience.
Financial System Specialist	Possess at least five years of experience with related IT and/or financial systems projects. Possess extensive experience in planning, gathering data and managing large-scale or complex programs and demonstrated the ability to manage projects to achieve the desired products on schedule and within budget, to provide functional and technical expertise to the project team, to track project progress and finances, and report to program manager and client management.	Provide day-to-day supervision and control of large or complex IT and financial projects. Responsible for developing the overall project work plans and monitor the execution of the project against the work plan. Provide technical and functional guidance to the project teams, monitor the progress of tasks and deliverables, track and report project status to program management, and ensure that all critical project issues are addressed and resolved.	BA/BS degree in appropriate field or equivalent specialized work experience.
Computer Scientist	Possess at least eight years of experience with related IT and/or financial systems programs and projects. Possess extensive experience in planning, gathering data and managing large-scale or complex programs and applying knowledge of computer science concepts and techniques to develop and apply automated solutions to engineering, scientific, or business data acquisition and management problems. Ability to communicate with Program Manager, client executive and senior management to ensure that critical program, management, security, technical and related issues are addressed.	Has responsibility for employing scientific and engineering logic to independently identify conceptual or theoretical solutions to problems of computer hardware or software design and operation. Develops alternative approaches to design, test and evaluation techniques for solving automation problems, evaluates and recommends that which will provide the optimum solutions balancing project needs with economic constraints. Interfaces with and uses micro, mini and mainframe computer systems in addressing project objectives. Formulates architectural design, functional specification, interfaces and documentation of computer systems considering system interrelationships, operating modes, and equipment configuration management.	BA/BS degree in appropriate field or equivalent specialized work experience.
Administrative Assistant	Possess at least three years of professional experience that is directly related to the functional responsibilities of the position and experience providing administrative support for technical projects.	Helps to provide administrative support for an information technology project team. Maintains information concerning project staffing and resources, and provides program information upon request. Processes forms, requisitions and reports. Maintains the office library and its record-keeping systems. Provides general office support. Prepares correspondence on own initiative regarding administrative matters and general office policies for approval and prepares material needed for conferences, correspondence, meetings, etc.	High School Diploma or General Equivalency Diploma.



GSA IT-70 Price List
GS-35F-0479P

GSA Off-Site/On-Site Rates

Labor Category	Year One
Program Manager	\$183.52
Project Manager	\$150.58
Principle Biomedical Engineer	\$107.99
Junior Communications Engineer	\$55.08
Program Analyst	\$103.03
Acquisition Specialist	\$106.04
Senior Contracts Subject Matter Expert	\$231.78
Consultant/Subject Matter Expert	\$203.91
Senior Financial System Specialist	\$83.33
Financial System Specialist	\$74.08
Computer Scientist	\$138.90
Administrative Assistant	\$34.62

Customer Information

- 1. Special Item Numbers:**
132-51 IT Professional Services
- 2. Maximum Order:**
\$500,000
- 3. Minimum Order:**
\$1,000
- 4. Geographic Coverage:**
USA
- 5. Point(s) of Production:**
USA
- 6. Discount from List Prices or Statement of Net Price:**
All prices herein are net.
- 7. Quantity Discounts:**
None
- 8. Prompt Payment Terms:**
0% Net 30
- 9a. Government Credit Card:**
Accepted
- 9b. Credit Card Discount:**
None
- 10. Foreign Items:**
None
- 11a. Time of Delivery:**
As specified in negotiated delivery/task orders.
- 11b. Expedited Delivery:**
N/A
- 11c. Overnight/2-day Delivery:**
N/A
- 11d. Urgent Requirements:**
As specified in negotiated delivery/task orders.
- 12. F.O.B. Point(s):**
Destination
- 13. Ordering Address:**
Suntiva LLC
7600 Leesburg Pike, Suite 440E
Falls Church VA 22043
ATTENTION: GSA Orders
Phone: 703 462-8470
Fax: 703 462-8477
Email: gsa-orders@suntiva.com
- 14. Payment Addresses:**
Mail Payments to:
Suntiva LLC
7600 Leesburg Pike, Suite 440E
Falls Church VA 22043
ATTENTION: Payments

EFT Payments: Contact Suntiva
- 15. Warranty Provision:**
Provision for any appropriate and applicable warranties shall be specifically identified in individual delivery/task orders.
- 16. Export Packaging Charges:**
N/A
- 17. Terms and Conditions of Government Commercial Credit Card Acceptance:**
Suntiva accepts government commercial credit cards in accordance with government commercial credit card program guidelines.