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<b>FY 2003 GSA Schedule Price List</b>		
<b>Line Item</b>	<b>Commercial Job Title</b>	<b>Sympora Site Rates*</b>
.01	Senior Subject Matter Expert	\$115.89
.02	Subject Matter Expert	\$96.90
.03	Program / Project Manager	\$115.90
.04	Administrative Assistant	\$36.10
.05	Junior Network Security Analyst	\$77.89
.06	Information Technology Associate	\$88.34
.07	Senior Systems Engineer	\$80.75
.08	Systems Engineer	\$58.89
.09	Systems Analyst	\$71.25
.10	Database Analyst / Programmer	\$76.00
.11	Senior Applications Systems Analyst / Programmer	\$95.00
.12	Applications Systems Analyst / Programmer	\$80.75

*\*These proposed rates are for work to be performed at a Sympora Technologies site.*

## LABOR CATEGORY DESCRIPTIONS

This section presents descriptions of service offerings by labor categories. When determining the qualifications of an individual to fill one of the positions offered, substitutions for the education and experience requirements may be made as shown in Figure 1, Allowable Substitutions of Education and Experience.

**Figure 1. Allowable Substitutions of Education and Experience**

*The minimum education and experience will be met when the educational equivalencies in the tables below are considered.*

*Additional educational achievements in excess of requirements can be substituted for experience requirements:*

Required Education	Actual Education Obtained	Additional Years of Experience Credited the Employee
MA/MS	Ph.D.	4
BA/BS	Ph.D.	6
BA/BS	MA/MS	2
HS/GED	BA/BS	4

*Additional experience in excess of requirements can be substituted for educational requirements:*

Actual Education	Required Education	Additional Years of Experience Needed for Educational Requirements Equivalency
None	HS/GED	2
HS/GED	Tech-Inst./Military Train.	2
HS/GED	BA/BS	4
HS/GED	MA/MS	6
HS/GED	Ph.D.	No equivalency
BA/BS	MA/MS	2
BA/BS	Ph.D.	6
MA/MS	Ph.D.	4

## GSA LABOR CATEGORIES

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<b>.01 Commercial Job Title:</b>	<b><i>Senior Subject Matter Expert</i></b>
<b>Minimum/General Experience:</b> Fifteen years of intensive and progressive experience that includes ten years in a specialized area. Specialized experience includes: support analysis, systems analysis, design, data, rule and process modeling, data dictionary development and implementation plan development and programming using manual and automated tools and methods, such as I-CASE tools.	
<b>Functional Responsibility:</b> Provides high level functional and systems analysis, design, integration, documentation, and implementation advice on exceptionally complex studies which require expert knowledge of the subject matter for effective problem solution. Participates in all phases of study development with emphasis on the planning, analysis, documentation, and presentation phases. Oversees the design and preparation of technical reports and related documentation.	
<b>Minimum Education:</b> Master's degree in a relevant functional area.	

<b>.02 Commercial Job Title:</b>	<b><i>Subject Matter Expert</i></b>
<b>Minimum/General Experience:</b> Eight years of intensive and progressive experience that includes six years in a specialized area. Specialized experience includes: knowledge in support analysis, systems analysis, design, data, rule and process modeling, data dictionary development and implementation plan development and programming using manual and automated tools and methods, such as I-CASE tools.	
<b>Functional Responsibility:</b> Provides high level functional and systems analysis, design integration, documentation, and implementation advice on exceptionally complex studies, which require an expert knowledge of the subject matter for effective problem solution. Participates in all phases of study development with emphasis on the planning, analysis, documentation, and presentation phases. Applies higher level mathematical principles and methods to engineering and other physical sciences to arrive at automated solutions.	
<b>Minimum Education:</b> Master's degree in a relevant functional area.	

<b>.03 Commercial Job Title:</b>	<b><i>Program/Project Manager</i></b>
<p><b>Minimum/General Experience:</b>  Eight years information technology experience, including five years of experience in a management or supervisory capacity, plus three years of experience in the functional area of the project to be managed. Organizes, directs, and coordinates planning and execution of all program/technical support activities. Has demonstrated information technology expertise and communications skills to be able to interface with all levels of management. Simultaneously plans and manages the transition of several highly technical projects. Establishes and alters (as necessary) management structure to effectively direct program/technical support activities. Meets and confers with Government management officials regarding the status of program/technical activities and problems, issues or conflicts regarding resolution.</p>	
<p><b>Functional Responsibility:</b>  Responsible for planning and executing a project. Prepares and maintains the project schedule and budget. Prepares and delivers status reports to the customer. Primary point of contact for the customer. Oversees all work and takes corrective action as necessary to ensure project success. Manages staffing, budget, prioritization, and other personnel matters. May serve as technical lead for the project.</p>	
<p><b>Minimum Education:</b>  Bachelor's Degree in Computer Science or equivalent</p>	

<b>.04 Commercial Job Title:</b>	<b><i>Administrative Assistant</i></b>
<p><b>Minimum/General Experience:</b>  One year of experience in general office practices. Proficiency with word processing, spreadsheets, database, and other office software.</p>	
<p><b>Functional Responsibility:</b>  Conducts a variety of clerical and other administrative tasks. Types correspondence and other documents and forms as directed. Maintains project files both manually and electronically. Maintains the calendar for the office staff. Plans and coordinates project meetings as directed. Makes travel arrangements for staff. Attends project meetings, recording meeting minutes and action items. Assists in the development of project reports and briefing, including writing initial drafts for review from notes and verbal direction and providing graphical representation of project status. Prepares budget, cost, and other spreadsheets. Provides word processing support as needed for data conversion, records or data management, and non-technical documentation.</p>	
<p><b>Minimum Education:</b>  High School Diploma</p>	

<b>.05 Commercial Job Title:</b>	<b><i>Junior Network Security Analyst</i></b>
<b>Minimum/General Experience:</b> Two years of experience in major Information Security projects including the design, development, procurement, integration, installation, evaluation and testing of information security hardware, software and systems used in Local Area Network (LAN) and Wide Area Network (WAN) systems	
<b>Functional Responsibility:</b> Participates in the design, development, and testing of hardware, software, and security systems used for securing data processing, LAN, and WAN systems. Participates in the selection and acquisition of Commercial-Off-The-Shelf (COTS) software, hardware, and security systems required for securing data processing, LAN, and WAN systems. Participates in the evaluation of security vulnerabilities associated with data processing, LAN, and WAN systems. Participates in the evaluation of data processing, LAN, and WAN security software, hardware, and systems against identified operational and performance requirements. Participates in the integration and installation of hardware, software, and security systems used to secure data processing, LAN, and WAN systems. Participates in the implementation of engineering support and maintenance of hardware, software, and security systems used to secure data processing, LAN, and WAN systems. Participates in operations and maintenance training for hardware, software, and security systems used to secure data processing, LAN, and WAN systems. May perform other duties as assigned.	
<b>Minimum Education:</b> Bachelor's Degree in Computer Science or equivalent	

<b>.06 Commercial Job Title:</b>	<b><i>Information Technology Associate</i></b>
<b>Minimum/General Experience:</b> Three years of experience in a single discipline such as assembly/integration, cross-discipline functions, data engineering, industry expertise, knowledge engineering or legacy evolution.	
<b>Functional Responsibility:</b> Applies conceptualize, design, construct, test and implement portions of business and technical information technology solutions through application of appropriate software development life cycle methodology. Interacts with the customer to gain an understanding of the business environment, technical context and organizational strategic direction. Defines scope, plans and deliverables for assigned projects. Collects, identifies, defines and organizes detailed user and information technology requirements. Coordinates and collaborates with others in analyzing collected requirements to ensure plans and identified solutions meet customer needs and expectations. Confirms and prioritizes project plans and deliverables with the customer. participates in business and technical information technology solution implementations, upgrades, enhancement and conversions. Understands and uses appropriate tools to analyze, identify and resolve business and or technical problems. Applies metrics to monitor performance and measure key project criteria. Prepares system documentation. Establishes and maintains security, integrity and business continuity controls and documents. Participates in special studies. Stays current on emerging tools, techniques and technologies. Assists information engineers on application of specialized knowledge to coding, testing, implementation and documentation projects.	
<b>Minimum Education:</b> Bachelor's Degree in Computer Science or equivalent	

<b>.07 Commercial Job Title:</b>	<b><i>Senior Systems Engineer</i></b>
<p><b>Minimum/General Experience:</b>  Eight years experience that includes five years in a specialized area. Specialized experience includes: supervision of system engineers familiar with a network topologies and configurations, X.25, TCP/IP, IPX, Frame Relay, ATM, bridges, routers, hubs and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems. Has two certifications in network operating systems (CNA &amp; CNE).</p>	
<p><b>Functional Responsibility:</b>  Applies business process improvement practices to re-engineer methodologies/principles and business process modernization projects. Evaluates communication hardware and software, troubleshoots LAN/MAN/WAN and other network related problems, provides technical expertise for performance and configuration of networks. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assist in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems.</p>	
<p><b>Minimum Education:</b>  Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Science or other technically related discipline.</p>	

<b>.08 Commercial Job Title:</b>	<b><i>Systems Engineer</i></b>
<p><b>Minimum/General Experience:</b>  Four years experience that includes two years in a specialized area. Specialized experience includes: knowledge of system engineers familiar with a network topologies and configurations, X.25, TCP/IP, IPX, Frame Relay, ATM, bridges, routers, hubs and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems. Evaluates and recommends COTS applications and methodologies that can be acquired to provide interoperable, portable, and scaleable information technology solutions. Performs analysis and validation of reusable software/hardware components to ensure the integration of these components into interoperable information management designs.</p>	
<p><b>Functional Responsibility:</b>  Applies software, hardware, and standards information technology skills in the analysis, specification, development, integration, and acquisition of systems for information management applications. Provides technical leadership developing solutions for engineering studies.</p>	
<p><b>Minimum Education:</b>  Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Science or other technically related discipline.</p>	

<b>.09 Commercial Job Title:</b>	<i>Systems Analyst</i>
<b>Minimum/General Experience:</b> Five years of experience in an area of specialization associated with the requirement. Experience with Government or industry standards, processes, procedures, methodologies, or tools that support analysis as relative to the requirement.	
<b>Functional Responsibility:</b> Provides minimally supervised support for difficult analysis and evaluation assignments. Performs analysis and evaluation of existing or proposed processes, applications, systems, or software. Performs, and/or may direct, project planning, scope, control, management, tracking, or review. Performs analysis and evaluation throughout the process, application, system, or software development life-cycle which includes, but is not limited to: planning, requirements, design, acquisition, development, integration, installation/deployment, performance tuning, testing, or training. Performs, or may direct, document development/preparation at various stages of a project life-cycle (e.g., planning through implementation) to detail analysis results and solution recommendations. Facilitates meetings such as joint application development (JAD) sessions to support the analysis process. Serves as a liaison between functional and technical specialists. Assists with testing to support the project life-cycle, as applicable. Uses methodologies, modeling/estimating techniques, tools, applications, systems, software, or databases at advanced levels to perform assigned tasks. Ensures compliance with, and/or may develop, the standards and organization requirements relative to specific assignments. Provides staff supervision or management.	
<b>Minimum Education:</b> Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Science or other technically related discipline.	

<b>.10 Commercial Job Title:</b>	<i>Database Analyst/Programmer</i>
<b>Minimum/General Experience:</b> Four years of technical experience in administration, analysis, and programming of computerized databases. Competent to work in most phases of database management.	
<b>Functional Responsibility:</b> Designs, implements, and maintains moderately complex databases with respect to the operating system, access methods, access time, device allocation, validation checks, organization, and statistical methods. Maintains database dictionaries and integrates system through database design. Competent to work at a high level for all phases of database management.	
<b>Minimum Education:</b> Bachelor's Degree in Computer Science or equivalent.	

<b>.11 Commercial Job Title:</b>	<b><i>Senior Application Systems Analyst/Programmer</i></b>
<b>Minimum/General Experience:</b> Six years of technical experience in applications software development, one of which is in systems analysis. Competent to work at a high technical level for most phases of applications systems analysis and programming activities.	
<b>Functional Responsibility:</b> May plans, direct and monitor the work of team members. Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations. Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs, and documents programs. May be involved in related areas such as database design/management, evaluation of commercial off-the-shelf (COTS) products, and analysis of network hardware/software issues. May provide guidance to other systems analysts and programmers.	
<b>Minimum Education:</b> Bachelor's Degree in Computer Science or equivalent	

<b>.12 Commercial Job Title:</b>	<b><i>Application Systems Analyst/Programmer</i></b>
<b>Minimum/General Experience:</b> Three years of technical experience in applications software development, one of which is in systems analysis. Competent to work at a high technical level for most phases of applications systems analysis and programming activities.	
<b>Functional Responsibility:</b> May plans, direct and monitor the work of team members. Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations. Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs, and documents programs. May be involved in related areas such as database design/management, evaluation of commercial off-the-shelf (COTS) products, and analysis of network hardware/software issues. May provide guidance to other systems analysts and programmers.	
<b>Minimum Education:</b> Bachelor's Degree in Computer Science or equivalent	