

**GENERAL SERVICES ADMINISTRATION
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

On-line access to contract ordering information, terms and conditions accepted by the Government up to date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu driven database system. The internet address for GSA Advantage! is <http://www.gsaadvantage.gov>

CMS-IFG JV, LLC

A certified, SBA approved, 8(a) Joint Venture between



MULTIPLE AWARD SCHEDULES (MAS) PRICE LIST

MAS CONTRACT No. 47QTCA21D002R

LARGE CATEGORY: INFORMATION TECHNOLOGY (IT)

SUBCATEGORY: IT SERVICES

For more information on ordering from Federal Supply Schedules, click on the FSS Schedule button at <http://www.fss.gsa.gov>

CONTRACT PERIOD: DEC 9, 2020 – DEC 8, 2025

Business Size: 8(a) certified, disadvantaged, minority, service disabled veteran owned small business



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CUSTOMER INFORMATION

- 1a. Table of Awarded Special Item Numbers (SINs):**
54151S - 54151S Information Technology Professional Services
54151HEAL - 54151HEAL Health Information Technology Services
- 1b. Identification of Lowest Priced Model and Lowest Price:**
See Attachment A – Hourly Labor Rates
- 1c. Labor Category Descriptions:**
See Attachment B – Labor Category Descriptions
- 2. Maximum Order:**
\$500,000.00
- 3. Minimum Order:**
\$100.00
- 4. Geographic Coverage (delivery area):**
Domestic/Overseas
- 5. Point(s) of Production (city, county and State or foreign country):**
Not Applicable
- 6. Discount from list price:**
All prices shown herein are Net
- 7. Quantity Discounts:**
Not Applicable

8. Prompt Payment Terms:

2% - Net 15 days

9a. Government purchase cards at or below the micro-purchase threshold:

Purchase cards *are* accepted at or below the micro-purchase threshold

9b. Government purchase cards above the micro-purchase threshold:

Purchase cards *are not* accepted at or above the micro-purchase threshold

10. Foreign Items:

Not Applicable

11a. Time of Delivery:

To be negotiated with the ordering agency on a task order basis

11b. Expedited Delivery:

To be negotiated with the ordering agency on a task order basis

11c. Overnight and 2-day Delivery:

To be negotiated with the ordering agency on a task order basis

11d. Urgent Requirements:

To be negotiated with the ordering agency on a task order basis

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. FOB Point(s):

Destination

13a. Ordering Address(s):

CMS-IFG JV, LLC
400 W Main Street, Suite 300F
Durham, NC 27701

13b. Ordering Procedures:

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulations (FAR) 8.405-3.

14. Payment Address:

CMS-IFG JV, LLC
400 W Main Street, Suite 300F
Durham, NC 27701

15. Warranty Provision:

Standard commercial warranty

16. Export packing charges, if applicable:

Not Applicable

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level)

Not Applicable

18. Terms and conditions of rental, maintenance, and repair (if applicable):

Not Applicable

19. Terms and conditions of installation (if applicable):

Not Applicable

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):

Not Applicable

- 21. List of service and distribution points (if applicable):**
Not Applicable
- 22. List of participating dealers (if applicable):**
Not Applicable
- 23. Preventive Maintenance (if applicable):**
Not Applicable
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficient, and/or reduced pollutants):**
Not Applicable
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g., contract's website or other location). The EIT standards can be found at www.Section508.gov:**
Not Applicable
- 25. Data Universal Number System (DUNS) Number:**
117588735
- 26. Notification regarding registration in the Central Contractor Registration (CCR) database:**
CMS-IFG JV, LLC is registered in the CCR and SAM.gov

ATTACHMENT A: PRICING SCHEDULES

Applicable to SIN 54151S

		Year 1	Year 2	Year 3	Year 4	Year 5
		12/09/2020 - 12/08/2021	12/09/2021 - 12/08/2022	12/09/2022 - 12/08/2023	12/09/2023 - 12/08/2024	12/09/2024 - 12/08/2025
Labor Category	SIN	GSA PRICE	GSA PRICE	GSA PRICE	GSA PRICE	GSA PRICE
Sr. Partner/Program Director	54151S	\$217.83	\$222.41	\$227.08	\$231.85	\$236.72
Creative Director	54151S	\$180.76	\$184.55	\$188.43	\$192.38	\$196.42
Program Director	54151S	\$136.22	\$139.08	\$142.00	\$144.98	\$148.02
Engineering Subject Matter Expert	54151S	\$131.61	\$134.37	\$137.19	\$140.08	\$143.02
Web Tester	54151S	\$113.09	\$115.46	\$117.89	\$120.36	\$122.89
Sr. Web Designer	54151S	\$111.23	\$113.57	\$115.96	\$118.39	\$120.88
Sr. Program Manager	54151S	\$106.36	\$108.59	\$110.87	\$113.20	\$115.58
Courseware Developer	54151S	\$102.95	\$105.11	\$107.32	\$109.57	\$111.87
Business Systems Analyst-Senior	54151S	\$104.90	\$107.11	\$109.36	\$111.65	\$114.00
Sr. Instructional Systems Designer	54151S	\$100.89	\$103.01	\$105.17	\$107.38	\$109.63
508 Document Tester	54151S	\$97.33	\$99.37	\$101.46	\$103.59	\$105.77
Program Manager	54151S	\$97.22	\$99.26	\$101.34	\$103.47	\$105.65
Task Lead	54151S	\$96.40	\$98.43	\$100.49	\$102.60	\$104.76
Senior Applications Systems Analyst/Programmer	54151S	\$95.72	\$97.73	\$99.78	\$101.87	\$104.01
Sr. Graphic Designer	54151S	\$90.84	\$92.75	\$94.70	\$96.69	\$98.72
Business Systems Analyst-Intermediate	54151S	\$78.79	\$80.45	\$82.13	\$83.86	\$85.62
Jr. Information Systems Analyst	54151S	\$78.79	\$80.45	\$82.13	\$83.86	\$85.62
Test Engineer	54151S	\$71.79	\$73.30	\$74.84	\$76.41	\$78.02
Business Systems Analyst-Junior	54151S	\$61.18	\$62.46	\$63.78	\$65.11	\$66.48
Multimedia Specialist	54151S	\$52.46	\$53.56	\$54.68	\$55.83	\$57.00

Pricing Schedule Applicable to SIN 54151HEAL

		Year 1	Year 2	Year 3	Year 4	Year 5
		12/09/2020 - 12/08/2021	12/09/2021 - 12/08/2022	12/09/2022 - 12/08/2023	12/09/2023 - 12/08/2024	12/09/2024 - 12/08/2025
Labor Category	SIN	GSA PRICE	GSA PRICE	GSA PRICE	GSA PRICE	GSA PRICE
Health IT Sr. Partner/Program Director	54151HEAL	\$217.83	\$222.41	\$227.08	\$231.85	\$236.72
Health IT Creative Director	54151HEAL	\$180.76	\$184.55	\$188.43	\$192.38	\$196.42
Health IT Program Director	54151HEAL	\$136.22	\$139.08	\$142.00	\$144.98	\$148.02
Health IT Engineering Subject Matter Expert	54151HEAL	\$131.61	\$134.37	\$137.19	\$140.08	\$143.02
Health IT Web Tester	54151HEAL	\$113.09	\$115.46	\$117.89	\$120.36	\$122.89
Health IT Sr. Web Designer	54151HEAL	\$111.23	\$113.57	\$115.96	\$118.39	\$120.88
Health IT Sr. Program Manager	54151HEAL	\$106.36	\$108.59	\$110.87	\$113.20	\$115.58
Health IT Courseware Developer	54151HEAL	\$102.95	\$105.11	\$107.32	\$109.57	\$111.87
Health IT Business Systems Analyst-Senior	54151HEAL	\$104.90	\$107.11	\$109.36	\$111.65	\$114.00
Health IT Sr. Instructional Systems Designer	54151HEAL	\$100.89	\$103.01	\$105.17	\$107.38	\$109.63
Health IT 508 Document Tester	54151HEAL	\$97.33	\$99.37	\$101.46	\$103.59	\$105.77
Health IT Program Manager	54151HEAL	\$97.22	\$99.26	\$101.34	\$103.47	\$105.65
Health IT Task Lead	54151HEAL	\$96.40	\$98.43	\$100.49	\$102.60	\$104.76
Health IT Senior Applications Systems Analyst/Pro	54151HEAL	\$95.72	\$97.73	\$99.78	\$101.87	\$104.01
Health IT Sr. Graphic Designer	54151HEAL	\$90.84	\$92.75	\$94.70	\$96.69	\$98.72
Health IT Business Systems Analyst-Intermediate	54151HEAL	\$78.79	\$80.45	\$82.13	\$83.86	\$85.62
Health IT Jr. Information Systems Analyst	54151HEAL	\$78.79	\$80.45	\$82.13	\$83.86	\$85.62
Health IT Test Engineer	54151HEAL	\$71.79	\$73.30	\$74.84	\$76.41	\$78.02
Health IT Business Systems Analyst-Junior	54151HEAL	\$61.18	\$62.46	\$63.78	\$65.11	\$66.48
Health IT Multimedia Specialist	54151HEAL	\$52.46	\$53.56	\$54.68	\$55.83	\$57.00

ATTACHMENT B: LABOR CATEGORY DESCRIPTIONS

SIN 54151S - INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

Labor Category	Education	Min Yrs Exp	SIN	Description and Functional Role
508 Document Tester	Bachelors	10	54151S	Reviews documents, websites, and other media for 508 compliance. Performs remediation of non-compliant documents for public posting on websites and other electronic communication tools. Identify all 508 errors and ensure all documents can be read by screen readers. Expert in WCAG and Section 508 regulations and requirements. Performs video captioning services.
Business Systems Analyst-Intermediate	Bachelors	6	54151S	Provide expertise in business process and system analysis, design, improvement, and implementation efforts and in translating business process needs into technical requirements. Provide expertise in change management and training support. Provide organizational and strategic planning for a wide variety of technical and functional environments. Provide expertise in, but not limited to, Configuration Management, Strategic Planning, Knowledge Management, Business Analysis and Technical Analysis.
Business Systems Analyst-Junior	Associates	3	54151S	Assist in applying common best practices for the industry to the customer using a knowledge base to create conceptual business models and to identify relevant issues and considerations in selecting application software packages. Assess the operational and functional baseline of an organization and its organizational components, and help to define the direction and strategy for an engagement while ensuring the organizational needs are being addressed. Typical areas addressed include Human Resources, Finance, Supply, and operations. Identify information technology inadequacies and/or deficiencies that affect the functional area's ability to support/meet organizational goals. Support the development of functional area strategies for enhanced IT.
Business Systems Analyst-Senior	Bachelors	8	54151S	Applies business process improvement practices to reengineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Expert in Information Engineering & Business Process Reengineering Methodologies such as Activity Based Costing, IDEF Modeling, Facilitation. Performs analysis projects and implementation of information engineering projects using IE tools and methods.

Labor Category	Education	Min Yrs Exp	SIN	Description and Functional Role
Courseware Developer	Bachelors	10	54151S	Develops interactive courseware using commercial off-the-shelf and/or company-created software tools, Including the structuring of user-computer interfaces and the implementation of graphic, animation, text, and audio files. Assembles text, graphics and other onscreen elements to create clear and concise onscreen presentations of information in accordance with the prescribed guidance for the specific project. Uses scripting technologies such as JavaScript to implement simple interactivity and navigation logic into courseware products. Prepares courseware products for delivery by compiling/packaging/exporting the content into the final delivery format. Chooses and implements transition effects, simple graphics, and custom buttons to make the products more compelling and effective.
Creative Director	Bachelors	15	54151S	Analyzes user needs and performs research and functional analysis on a variety of projects at a highly technical level; may have supervisory responsibility; serves as technical advisor to clients in assigned subject areas; recommends functional changes, and identifies areas for further investigation; generates recommendations in the form of technical briefings, reports, and other major documents provided to senior level client personnel; serves as primary client liaison and coordinates with sub-contractors, government personnel, and technical experts; serves as technical team or task lead.
Engineering Subject Matter Expert	Bachelors	15	54151S	Establishes state-of-the-art techniques for designing, developing, modifying and troubleshooting highly complex computer operating/hardware system; may work independently on projects requiring advanced, concentrated and diversified knowledge regarding engineering principles in broad assignment areas or may serve as project lead with supervisory responsibilities. Designs operating/hardware systems; formulates system concepts and architecture, specifies requirements, and develops implementation approaches; identifies and directs resolution of complex hardware/software interface issues; subject matter expert on emerging technologies; directs the development of systems specifications and technical documentation; may serve as project lead, either working independently in a technical role in field of specialization, or in providing work leadership with management or supervisory responsibility for the group.
Jr. Information Systems Analyst	Bachelors	5	54151S	Develops requirements for information systems from a project's inception to conclusion. Develops required specifications for simple to moderately complex systems. Assists senior computer systems analyst in preparing input and test data for the proposed system.

Labor Category	Education	Min Yrs Exp	SIN	Description and Functional Role
Multimedia Specialist	Associates	5	54151S	Participates in the creative process while performing an array of multimedia production activities to support communication programs for a variety of government and private sector clients. Primary functions including but not limited to are planning, coordination, implementation and evaluation of graphics design, stock footage research, illustration, web design, multimedia layout including print publications, animation, sound effects creation, videography and video editing. Other responsibilities include: Create design concepts to communicate messages, Conduct image research and acquisition, Assess media needs for projects; make recommendations for media usage and assist in the development of projects, Create multimedia designs and productions around subject assignments using digital video, stills, illustrations, and graphics design software, Layout a variety of publications, Schedule, deliver, set-up audio-visual and other media equipment. Create budgets for printing, stock footage acquisition, delivery of media to clients.
Program Director	Bachelors	15	54151S	Senior leader responsible for meeting defined requirements within cost and schedule constraints for large projects or multiple simultaneous small projects with shared resources. Provides guidance and direction across various technology functional areas. Is well versed in the full program life cycle including strategic planning, business process reengineering, cost accounting, structure and management practices. Works with team leads and/or junior project managers to identify and communicate program risks and recommend mitigation. Possesses excellent organizational and communication skills for directing team members and reporting status to the customer.
Program Manager	Bachelors	8	54151S	Monitors each task, and keeps the Program Director abreast of all problems and accomplishments. Anticipates problems, and works to mitigate the anticipated problems. As a team or project leader, provides technical direction for the complete systems development effort. May serve as a technical authority for a design area. As a staff specialist or consultant, resolves unique and unyielding systems problems using new technology. Can complete tasks within estimated time frames and budget constraints. Schedules and assigns duties to subordinates. Interacts with government management personnel. Reports in writing and orally to contractor management and government representatives, including the government contracting officer.

Labor Category	Education	Min Yrs Exp	SIN	Description and Functional Role
Senior Applications Systems Analyst/Programmer	Bachelors	10	54151S	Plans, conducts, and coordinates the application of information system techniques to existing and future needs. Performs complex systems analysis and programming tasks requiring advanced techniques. Provides technical advice and consultation on difficult analysis and programming problems requiring advanced techniques. Participates in systems development and maintenance. Conducts analysis of complex data processing applications and prepares feasibility studies to evaluate user needs for new or revised systems. Coordinates the interfaces between major systems and programs. Activities include the conceptualization, development and implementation of complex program designs. Often responsible for achieving operational status within required time parameters and with acceptable operating performance. Defines system objectives and prepares systems design specifications to meet user requirements and satisfy interface problems. Investigates available hardware and software configurations and capabilities; recommends optimal system to meet applications objectives. Aids in developing programming, systems analysis and documentation standards. Prepares cost analysis and justification of data processing systems. Presents recommendations to management. Prepares and conducts comprehensive system and programming tests. Debugs malfunctions and modifies programs accordingly. Recommends system software modifications or changes to hardware configurations.
Sr. Graphic Designer	Bachelors	10	54151S	Performs high-level computer graphic design activities to produce brochures, briefings, displays, and other materials; involved in all aspects of graphics/illustration projects from conceptualization and development to final presentation; may act as a technical consultant on matters of design, composition and methods of presenting technical data; uses a broad range of graphics production software and equipment; exercises creative judgment and originality by translating needs into graphics capabilities; may participate in website design; provides technical training and guidance to lower-level graphics personnel and may act as a team or task lead. Knowledge of the principles, methods, and techniques used in the preparation of graphics materials as well as knowledge of the associated software and equipment and in-depth knowledge of graphics software programs.

Labor Category	Education	Min Yrs Exp	SIN	Description and Functional Role
Sr. Instructional Systems Designer	Bachelors	15	54151S	Designs and develops instructional approaches and/or strategies to meet training requirements; conducts analysis of training requirements and media requirements; develops appropriate training objectives and test methods and designs instructionally valid training materials; ensures integrity of task analysis, training requirements, training hierarchies, instructional materials, and evaluation plans; designs and develops computer based training, web-based training, electronic performance support systems and other technology-based learning solutions; develops flow diagrams and story boards; designs instructionally sound lessons in a variety of delivery media; interacts with customer and subject matter experts to ensure technical accuracy of instructional content; may provide guidance and work leadership to lower-level personnel.
Sr. Partner/Program Director	Bachelors	20	54151S	Responsible for managing very complex and/or high risk programs. Directs daily staff and task activities to meet client and corporate work objectives. Supervises assigned technical and administrative staff, including subordinate managers. Assures quality of task products, services, and deliverables, including participating in reviews, audits, and site visits. Serves as a liaison with clients to coordinate activities, negotiate tasks, and solve problems. Responsible for coordinating and monitoring subcontractor activities. Must have the ability to manage and ensure the successful completion of multiple technical tasks in assigned program(s).
Sr. Program Manager	Bachelors	10	54151S	Serves as the contractor's contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance. Ability to manage and ensure the successful completion multiple technical tasks in assigned program(s). Specialized experience includes: complete engineering project development from inception to deployment, demonstrated ability to provide guidance and direction in the tasks similar to the sample tasks provided in the statement of work, proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-task contracts of this type and complexity. General experience includes increasing responsibilities in information systems design and management.

Labor Category	Education	Min Yrs Exp	SIN	Description and Functional Role
Sr. Web Designer	Bachelors	15	54151S	<p>Designs and develops well-integrated and cost-effective solutions for internal and external Webs; works closely with client project managers and technical leaders to understand customers' business objectives and systems requirements; designs and develops Web infrastructures; designs and implements an intranet strategy for authorization of users to access controlled components; designs relational databases to perform well logically and physically for decision support; coordinates enhancements and maintenance of Web systems and sites; provides recommendations for server operating systems, hardware requirements and encryption standards for communications to and from secure servers; provides technical advice and expertise to Webmasters and Web developers in the installation, acceptance testing, and evaluation of newly released and beta software; may serve as a functional/technical team or task lead.</p>
Task Lead	Bachelors	12	54151S	<p>Responsible for management, performance and completion of single projects associated with a contract program; collects and evaluates data for monitoring development and life-cycle requirements of various programs and systems; creates program cost estimates to support program cost/schedule/technique audits or to generate budget submissions; manages and directs, with full authority, all phases of a program from inception to completion; manages program staff; oversees the development of design concepts and test criteria; reviews project and program schedules and plans and reports on alternative courses of action and potential impacts; directs, prepares and coordinates proposal preparation, management plans, budgets and schedules; uses computer programs and models to track program data; maintains contact with customer to ensure conformance to customer requirements.</p>
Test Engineer	Associates	5	54151S	<p>Evaluate, recommend, and implement automated test tools and strategies. Design, implement, and conduct test and evaluation procedures to ensure system requirements are met. Develop, maintain, and upgrade automated test scripts and architectures for application products. Write, implement, and report status for system test cases for testing. Analyze test cases and provide regular progress reports. Serve as subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware applications. Direct and/or participate in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection.</p>

Labor Category	Education	Min Yrs Exp	SIN	Description and Functional Role
Web Tester	Bachelors	15	54151S	Primarily responsible for testing and monitoring websites and web applications on multiple desktops, laptops, and mobile devices by applying quality-assurance methods. Must be detail-oriented, possess programming skills, and have a commitment to accuracy. Designs test scenarios for automation, implements test scripts utilizing automated test tools, and performs various types of testing including functional, system integration, regression, and exploratory. Must be able to successfully perform a root cause analysis and have a system for recording and documenting all testing results performed. Will generate reports that accurately detail defects found during testing and offer recommendations for improving existing processes and implementing new tools based on test results.

Equivalencies:

Bachelor's Degree = 2 yrs experience

MA/MS Degree = 4 yrs experience

PhD/JD = 6 yrs experience

3 yrs additional experience substituted for BA/BS

5 yrs additional experience substituted for MA/MS

Labor Category Descriptions

SIN 54151HEAL - HEALTH INFORMATION TECHNOLOGY SERVICES

Labor Category	Education	Min Yrs Exp	SIN	Description and Functional Role
Health IT 508 Document Tester	Bachelors	10	54151HEAL	Reviews public health and medical documents, websites, and other public health media for 508 compliance. Performs remediation of non-compliant documents for public posting on websites and other electronic communication tools. Identify all 508 errors and ensure all documents can be read by screen readers. Expert in WCAG and Section 508 regulations and requirements. Performs video captioning services. Scope is Health IT related.
Health IT Business Systems Analyst- Intermediate	Bachelors	6	54151HEAL	Provide expertise in business process and system analysis, design, improvement, and implementation efforts and in translating business process needs into technical requirements as related to public health disciplines. Provide expertise in change management and training support. Provide organizational and strategic planning for a wide variety of technical and functional environments. Provide expertise in, but not limited to, Configuration Management, Strategic Planning, Knowledge Management, Business Analysis and Technical Analysis. Scope is Health IT related.
Health IT Business Systems Analyst- Junior	Associates	3	54151HEAL	Assist in applying common best practices to the customer using a knowledge base to create conceptual business models for the public health industry and to identify relevant issues and considerations in selecting public health application software packages. Assess the operational and functional baseline of an organization and its organizational components, and help to define the direction and strategy for an engagement while ensuring the organizational needs are being addressed. Typical areas addressed include Human Resources, Finance, Supply, and operations. Identify information technology inadequacies and/or deficiencies that affect the functional area's ability to support/meet organizational goals. Support the development of functional area strategies for enhanced IT. Scope is Health IT related.
Health IT Business Systems Analyst- Senior	Bachelors	8	54151HEAL	Applies business process improvement practices to reengineer methodologies/principles and business process modernization for public health projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Expert in Information Engineering & Business Process Reengineering Methodologies such as Activity Based Costing, IDEF Modeling, Facilitation. Performs analysis projects and

Labor Category	Education	Min Yrs Exp	SIN	Description and Functional Role
				implementation of information engineering projects using IE tools and methods. Scope is Health IT related.
Health IT Courseware Developer	Bachelors	10	54151HEAL	Develops interactive public health courseware using commercial off-the-shelf and/or company-created software tools, including the structuring of user-computer interfaces and the implementation of graphic, animation, text, and audio files. Assembles text, graphics and other onscreen elements to create clear and concise onscreen presentations of information in accordance with the prescribed guidance for the specific project. Uses scripting technologies such as JavaScript to implement simple interactivity and navigation logic into courseware products. Prepares courseware products for delivery by compiling/packaging/exporting the content into the final delivery format. Chooses and implements transition effects, simple graphics, and custom buttons to make the public health products more compelling and effective. Scope is Health IT related.
Health IT Creative Director	Bachelors	15	54151HEAL	Analyzes user needs and performs research and functional analysis on a variety of public health projects at a highly technical level; may have supervisory responsibility; serves as technical advisor to clients in assigned subject areas; recommends functional changes, and identifies areas for further investigation; generates recommendations in the form of technical briefings, reports, and other major documents provided to senior level client personnel; serves as primary client liaison and coordinates with sub-contractors, government personnel, and technical experts; serves as technical team or task lead. Scope is Health IT related.
Health IT Engineering Subject Matter Expert	Bachelors	15	54151HEAL	Establishes state-of-the-art techniques for designing, developing, modifying and troubleshooting highly complex computer operating/hardware system for public health disciplines; may work independently on projects requiring advanced, concentrated and diversified knowledge regarding engineering principles in broad assignment areas or may serve as project lead with supervisory responsibilities. Designs operating/hardware systems for the public health field; formulates system concepts and architecture, specifies requirements, and develops implementation approaches; identifies and directs resolution of complex hardware/software interface issues; subject matter expert on emerging public health technologies; directs the development of systems specifications and technical documentation; may serve as project lead, either working independently in a technical role in field of specialization, or in providing

Labor Category	Education	Min Yrs Exp	SIN	Description and Functional Role
				work leadership with management or supervisory responsibility for the group. Scope is Health IT related.
Health IT Jr. Information Systems Analyst	Bachelors	5	54151HEAL	Develops requirements for public health information systems from a project's inception to conclusion. Develops required specifications for simple to moderately complex systems. Assists senior computer systems analyst in preparing input and test data for the proposed system. Scope is Health IT related.
Health IT Multimedia Specialist	Associates	5	54151HEAL	Participates in the creative process while performing an array of multimedia production activities to support public health communication programs for a variety of government and private sector clients. Primary functions including but not limited to are planning, coordination, implementation and evaluation of graphics design, stock footage research, illustration, web design, multimedia layout including print publications, animation, sound effects creation, videography and video editing. Other responsibilities include: Create design concepts to communicate messages, Conduct image research and acquisition, Assess media needs for public health projects; make recommendations for media usage and assist in the development of projects, Create multimedia designs and productions around subject assignments using digital video, stills, illustrations, and graphics design software, Layout a variety of public health publications, Schedule, deliver, set-up audio-visual and other media equipment. Create budgets for printing, stock footage acquisition, delivery of media to clients. Scope is Health IT related.
Health IT Program Director	Bachelors	15	54151HEAL	Senior leader responsible for meeting defined requirements within cost and schedule constraints for large public health projects or multiple simultaneous small public health related projects with shared resources. Provides guidance and direction across various technology functional areas. Is well versed in the full program life cycle including strategic planning, business process reengineering, cost accounting, structure and management practices. Works with team leads and/or junior project managers to identify and communicate program risks and recommend mitigation. Possesses excellent organizational and communication skills for directing team members and reporting status to the customer. Scope is Health IT related.
Health IT Program Manager	Bachelors	8	54151HEAL	Monitors each public health related task, and keeps the Program Director abreast of all problems and accomplishments. Anticipates problems, and works to mitigate the anticipated problems. As a team or project leader, provides technical direction for the complete

Labor Category	Education	Min Yrs Exp	SIN	Description and Functional Role
				public health systems development effort. May serve as a technical authority for a design area. As a staff specialist or consultant, resolves unique and unyielding systems problems using new technology. Can complete tasks within estimated time frames and budget constraints. Schedules and assigns duties to subordinates. Interacts with government management personnel. Reports in writing and orally to contractor management and government representatives, including the government contracting officer. Scope is Health IT related.
Health IT Senior Applications Systems Analyst/Programmer	Bachelors	10	54151HEAL	Plans, conducts, and coordinates the application of information system techniques to existing and future needs as related to public health projects. Performs complex systems analysis and programming tasks requiring advanced techniques. Provides technical advice and consultation on difficult analysis and programming problems requiring advanced techniques. Participates in systems development and maintenance. Conducts analysis of complex data processing applications and prepares feasibility studies to evaluate user needs for new or revised systems. Coordinates the interfaces between major systems and programs. Activities include the conceptualization, development and implementation of complex public health related program designs. Often responsible for achieving operational status within required time parameters and with acceptable operating performance. Defines system objectives and prepares systems design specifications to meet user requirements and satisfy interface problems. Investigates available hardware and software configurations and capabilities; recommends optimal system to meet applications objectives. Aids in developing programming, systems analysis and documentation standards. Prepares cost analysis and justification of data processing systems. Presents recommendations to management. Prepares and conducts comprehensive system and programming tests. Debugs malfunctions and modifies programs accordingly. Recommends system software modifications or changes to hardware configurations. Scope is Health IT related.
Health IT Sr. Graphic Designer	Bachelors	10	54151HEAL	Performs high-level computer graphic design activities to produce public health brochures, briefings, displays, and other materials; involved in all aspects of graphics/illustration projects from conceptualization and development to final presentation; may act as a technical consultant on matters of design, composition and methods of presenting technical data; uses a broad range of graphics production software and equipment; exercises creative judgment and originality by translating

Labor Category	Education	Min Yrs Exp	SIN	Description and Functional Role
				needs into graphics capabilities; may participate in website design; provides technical training and guidance to lower-level graphics personnel and may act as a team or task lead. Knowledge of the principles, methods, and techniques used in the preparation of public health graphics materials as well as knowledge of the associated software and equipment and in-depth knowledge of graphics software programs. Scope is Health IT related.
Health IT Sr. Instructional Systems Designer	Bachelors	15	54151HEAL	Designs and develops instructional approaches and/or strategies to meet public health training requirements; conducts analysis of public health training and media requirements; develops appropriate training objectives and test methods and designs instructionally valid public health training materials; ensures integrity of task analysis, training requirements, training hierarchies, instructional materials, and evaluation plans; designs and develops computer based training, web-based training, electronic performance support systems and other technology-based learning solutions; develops flow diagrams and story boards; designs instructionally sound lessons in a variety of delivery media; interacts with customer and subject matter experts to ensure technical accuracy of instructional content; may provide guidance and work leadership to lower-level personnel. Scope is Health IT related.
Health IT Sr. Partner/Program Director	Bachelors	20	54151HEAL	Responsible for managing very complex and/or high risk programs related to public health disciplines. Directs daily staff and task activities to meet client and corporate work objectives. Supervises assigned technical and administrative staff, including subordinate managers. Assures quality of public health related task products, services, and deliverables, including participating in reviews, audits, and site visits. Serves as a liaison with clients to coordinate activities, negotiate tasks, and solve problems. Responsible for coordinating and monitoring subcontractor activities for public health related projects. Must have the ability to manage and ensure the successful completion of multiple technical tasks in assigned program(s). Scope is Health IT related.
Health IT Sr. Program Manager	Bachelors	10	54151HEAL	Serves as the contractor's public health contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising

Labor Category	Education	Min Yrs Exp	SIN	Description and Functional Role
				contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall public health contract performance. Ability to manage and ensure the successful completion of multiple technical tasks in assigned program(s). Specialized experience includes: complete engineering project development from inception to deployment, demonstrated ability to provide guidance and direction in the tasks similar to the sample tasks provided in the statement of work, proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-task contracts of this type and complexity. General experience includes increasing responsibilities in information systems design and management. Scope is Health IT related.
Health IT Sr. Web Designer	Bachelors	15	54151HEAL	Designs and develops well-integrated and cost-effective solutions for internal and external public health Webs; works closely with client project managers and technical leaders to understand customers' business objectives and systems requirements; designs and develops public health Web infrastructures; designs and implements an intranet strategy for authorization of users to access controlled components; designs relational databases to perform well logically and physically for decision support; coordinates enhancements and maintenance of Web systems and sites; provides recommendations for server operating systems, hardware requirements and encryption standards for communications to and from secure servers; provides technical advice and expertise to Webmasters and Web developers in the installation, acceptance testing, and evaluation of newly released and beta software; may serve as a functional/technical team or task lead. Scope is Health IT related.
Health IT Task Lead	Bachelors	12	54151HEAL	Responsible for management, performance and completion of single projects associated with a public health contract program; collects and evaluates data for monitoring development and life-cycle requirements of various public health programs and systems; creates program cost estimates to support program cost/schedule/technique audits or to generate budget submissions; manages and directs, with full authority, all phases of a program from inception to completion; manages program staff; oversees the development of design concepts and test criteria; reviews project and program schedules and plans and reports on alternative courses of action and potential impacts; directs, prepares and coordinates proposal preparation, management plans, budgets and schedules; uses computer programs and models to track public health program data;

Labor Category	Education	Min Yrs Exp	SIN	Description and Functional Role
				maintains contact with customer to ensure conformance to customer requirements. Scope is Health IT related.
Health IT Test Engineer	Associates	5	54151HEAL	Evaluate, recommend, and implement automated test tools and strategies as related to public health projects. Design, implement, and conduct test and evaluation procedures to ensure system requirements are met. Develop, maintain, and upgrade automated test scripts and architectures for application products. Write, implement, and report status for system test cases for testing. Analyze test cases and provide regular progress reports. Serve as subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware applications. Direct and/or participate in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection. Scope is Health IT related.
Health IT Web Tester	Bachelors	15	54151HEAL	Primarily responsible for testing and monitoring public health related websites and web applications on multiple desktops, laptops, and mobile devices by applying quality-assurance methods. Must be detail-oriented, possess programming skills, and have a commitment to accuracy. Designs test scenarios for automation, implements test scripts utilizing automated test tools, and performs various types of testing including functional, system integration, regression, and exploratory. Must be able to successfully perform a root cause analysis and have a system for recording and documenting all testing results performed. Will generate reports that accurately detail defects found during testing and offer recommendations for improving existing processes and implementing new tools based on test results. Scope is Health IT related.

Equivalencies:

Bachelor's Degree = 2 yrs experience

MA/MS Degree = 4 yrs experience

PhD/JD = 6 yrs experience

3 yrs additional experience substituted for BA/BS

5 yrs additional experience substituted for MA/MS

Attachment C: Sample Blanket Purchase Order

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

Ordering Activity

Date

Contractor

Date

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.
