



Federal Acquisition Service Authorized Federal Supply Schedule FSS Price List | Multiple Award Schedule (MAS)

GSA

CONTRACT NUMBER GS-00F-234DA

CONTRACT PERIOD

07/21/2026 – 07/20/2031

Price List Current As Of

Modification PS-0035, effective
7/21/2026

LARGE CATEGORIES

Professional Services
Information Technology (IT)

SUBCATEGORIES

Financial Services
Business Administrative Services
IT Training
IT Services

CAGE CODE

4ALQ3

UEI

FB5NJMZCJ9N3

BUSINESS SIZE

SIN 54151S: Small Business (SB),
Woman Owned Small Business (WOSB)
SIN 541219: Other Than Small Business
(OTSB)
SIN 541611: OTSB
SIN 611420: OTSB

CSCI CONSULTING POINT OF CONTACT

Lindsay Earhart
Executive Director
(317) 644-0187
Contracting@CSCIconsulting.com

CSCI CONSULTING

5719 Lawton Loop East Drive, Suite 112
Indianapolis, IN 46216
CSCIConsulting.com

For more information on ordering, go to the following website: <https://www.gsa.gov/schedules>
Price Shown Herein are Net (discount deducted)

Section 1

Information for ordering activities applicable to all special item numbers (SINs)

SPECIAL NOTICE TO AGENCIES: SMALL BUSINESS PARTICIPATION

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance small business participation, SBA policy allows agencies to include in their procurement base and goals the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micro purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ online shopping service (www.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (www.gsaadvantage.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small (SBs), small disadvantaged (SDBs), and women-owned small businesses (WOSBs) among those considered when selecting price lists for a best value determination.

For orders exceeding the micro purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

CUSTOMER INFORMATION (I-FSS-600)

1a Multiple Award Schedule (MAS)

SIN 541219: Budget and Financial Management Services

SIN 541611: Management and Financial Consulting, Acquisition and Grants
Management Support, and Business Program and Project Management
Services

SIN 611420: IT Training

SIN 54151S: IT Professional Services

OLM: Order Level Materials

1b Lowest Priced Model: Not applicable

1c Labor Categories (LCATs): See Sections 2, 3, 4 and 5 of this price list

2 Maximum Order Limit (MoL):

SIN 541219: \$1,000,000.00

SIN 541611: \$1,000,000.00

SIN 611420: \$250,000.00
 SIN 54151S: \$500,000.00

- 3 Minimum Order Threshold:** \$100
- 4 Geographic Coverage:** Domestic only
- 5 Points of Production:** Not applicable
- 6 Discounts from List Price:** All prices herein are net
- 7 Quantity Discounts:** Not applicable
- 8 Prompt Payment Terms:** Net 30 days *(Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.)*
- 9 Foreign Items:** Not applicable
- 10a Time of Delivery:** To be negotiated with ordering Agency
- 10b Expedited Delivery:** To be negotiated with ordering Agency
- 10c Overnight and 2-Day Delivery:** To be negotiated with ordering Agency
- 10d Urgent requirement:** To be negotiated with ordering Agency
- 11 F.O.B. Point(s):** Destination
- 12a Ordering Address and Point of Contact for Contract Administration:**
 Lindsay Earhart | Executive Director
 5719 Lawton Loop East Drive, Suite 112 | Indianapolis, IN 46216
 (317) 644-0187 | contracting@csciconsulting.com
- 12b Ordering Procedures:** See Federal Acquisition Regulation (FAR) 8.405-3
- 13 Payment Information:**

REMITTANCE	ELECTRONIC PAYMENTS/WIRE TRANSFERS and ACH
Creative Solutions Consulting, Inc. (CSCI) 5719 Lawton Loop East Drive, Suite 112 Indianapolis, IN 46216	Contact Contract Administrator (see 12a)
- 14 Warranty Provisions:** Not applicable
- 15 Export Packing Charges:** Not applicable
- 16 Terms and Conditions – Rental, Maintenance, and Repair:** Not applicable
- 17 Terms and Conditions – Installation:** Not applicable
- 18a Terms and Conditions – Repair parts:** Not applicable
- 18b Terms and Conditions – Any Other Services:** Not applicable
- 19 Service Distribution Points:** Not applicable
- 20 Dealer Locations:** Not applicable

- 21 Preventative Maintenance:** Not applicable
- 22a Special Attributes:** Not applicable
- 22b Section 508 Compliance:** If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: www.csciconsulting.com. The EIT standard can be found at www.section508.gov/.
- 23 UEI:** FB5NJMZCJ9N3
- 24 Notice regarding registration in System for Award Management (SAM) Database:**
Registered

Section 2: SIN 541219

Budget and Financial Management Services

Associated North American Industry Classification System (NAICS) code(s)	541219
Associated business size for this NAICS code(s)	OTSB

DESCRIPTION

CSCI has considerable expertise in accounting, budgeting, and complementary services to clients across all segments of the Federal market. Our services, which include but are not limited to the following, help our clients to:

- ▶ Analyze, process, and summarize transactions
- ▶ Devise new or revised accounting policies and procedures
- ▶ Classify accounting transactions
- ▶ Perform special studies to improve accounting operations
- ▶ Perform data root cause analysis and resolve accounting issues
- ▶ Support budget formulation and execution processes
- ▶ Resolve and/or implement audit findings
- ▶ Assess or enhance accounting internal controls
- ▶ Improve operating efficiency and effectiveness

RATES

Hourly rates for those individuals who will perform the services are provided below.

GSA PRICES (IFF Included)

LCAT	Year 11	Year 12	Year 13	Year 14	Year 15
	7/21/2026 - 7/20/2027	7/21/2027 - 7/20/2028	7/21/2028 - 7/20/2029	7/21/2029 - 7/20/2030	7/21/2030 - 7/20/2031
Manager - Senior	\$202.64	\$206.49	\$210.41	\$214.41	\$218.48
Auditor - Associate	\$134.76	\$137.32	\$139.93	\$142.59	\$145.30
Auditor - Advanced	\$179.08	\$182.49	\$185.95	\$189.49	\$193.09
Auditor - Senior	\$209.43	\$213.41	\$217.46	\$221.59	\$225.80
Information Systems Auditor - Advanced	\$136.41	\$139.00	\$141.64	\$144.33	\$147.07
Information Systems Auditor - Senior	\$203.09	\$206.95	\$210.88	\$214.89	\$218.97
Staff Accountant - Advanced	\$100.27	\$102.18	\$104.12	\$106.10	\$108.11
Staff Accountant - Senior	\$119.89	\$122.17	\$124.48	\$126.85	\$129.26

LCAT DESCRIPTIONS

Descriptions of all corresponding LCATs for those individuals who will perform the services are provided below.

Manager – Senior

Minimum Experience

Ten (10) years of relevant experience and a bachelor's degree. Fifteen (15) years of relevant work experience can equate to a bachelor's degree.

Functional Responsibilities

Provides direction and is responsible for the daily execution of business and/or financial management projects for commercial or government organizations that require experience in auditing, financial management, and/or financial analysis. Ensures project-specific assignments are completed on-time and within budget. Responsible for the project team, including planning and managing project staff and resources, and reviews work products for completeness, quality, and adherence to customer requirements. Interfaces with the client on project-specific needs. Delivers presentations and leads client meetings.

Auditor – Associate

Minimum Experience

Three (3) to five (5) years of relevant experience and bachelor's degree. Eight (8) years of relevant work experience can equate to a bachelor's degree.

Functional Responsibilities

Under general direction, responsible for financial management and auditing tasks. Prepares financial statements and performs transaction review and analysis. Provides assessments and reviews of internal controls over financial reporting and financial systems. Performs voucher-level detailed reconciliations, including financial statements and related financial reports. Conducts risk assessments, documents and tests control activities, creates narratives and flowcharts of processes. Documents and assesses environments and creates presentations and findings. Creates, implements, and monitors corrective action plans. Consults with team managers and typically reports to the Manager-Senior on financial management tasks.

Auditor – Advanced

Minimum Experience

Five (5) to eight (8) years of relevant experience and bachelor's degree. Ten (10) years of relevant work experience can equate to a bachelor's degree.

Functional Responsibilities

Under minimal direction, responsible for financial management and auditing tasks. Prepares financial statements and performs transaction review and analysis. Provides assessments and reviews of internal controls over financial reporting and financial systems. Performs voucher-level detailed reconciliations, including financial statements and related financial reports. Conducts risk assessments, documents and tests control activities, creates narratives and flowcharts of processes. Documents and assesses environments and creates presentations and findings. Creates implements and monitors corrective action plans. A certain degree of creativity and latitude is required. Consults with team managers and typically reports to the Manager-Senior on financial management tasks.

Auditor – Senior

Minimum Experience

Eight (8) to ten (10) years of relevant experience, bachelor's degree, and is a Certified Public Accountant (CPA). Fifteen (15) years of relevant work experience can equate to a CPA certification.

Functional Responsibilities

Through self-directed activities, responsible for financial management and auditing tasks. Prepares financial statements and performs transaction review and analysis. Provides assessments and reviews of internal controls over financial reporting and financial systems. Performs voucher-level detailed reconciliations, including financial statements and related financial reports. Conducts risk assessments, documents and tests control activities, creates narratives and flowcharts of processes. Documents and assesses environments and creates presentations and findings. Creates, implements, and monitors corrective action plans. A wide degree of creativity and latitude is required. Typically reports to the Manager-Senior and directs the completion of projects in coordination with the Manager-Senior.

Information Systems Auditor – Advanced

Minimum Experience

Five (5) to eight (8) years of relevant experience and a bachelor's degree. Ten (10) years of relevant work experience can equate to a bachelor's degree.

Functional Responsibilities

Under minimal direction, completes comprehensive analysis of financial systems, assesses requirements for systems, and identifies technical risks, mitigation strategies, and recommendations. Assists in converting accounting systems by performing data cleansing, researching missing financial information, and performing reconciliations. Performs voucher-level detailed reconciliations, including analysis and reconciliation of financial statements and related financial reports. Conducts risk assessments, documents and tests control activities, creates narratives and flowcharts of processes. Documents and assesses environments and creates presentations and findings. Creates, implements, and monitors corrective action plans. A certain degree of creativity and latitude is required. Consults with team managers and typically reports to the Manager-Senior on financial management tasks.

Information Systems Auditor – Senior

Minimum Experience

Eight (8) to ten (10) years of relevant experience, bachelor's degree, and is eligible to receive a Certified Information Systems Auditor (CISA) certification. Fifteen (15) years of relevant work experience can equate to a bachelor's degree.

Functional Responsibilities

Through self-directed activities, responsible for comprehensive analysis of financial systems, assesses requirements for systems, and identifies technical risks, mitigation strategies, and recommendations. Assists in converting accounting systems by performing data cleansing, researching missing financial information, and performing reconciliations. Performs voucher-level detailed reconciliations, including analysis and reconciliation of financial statements and related financial reports. Conducts risk assessments, documents and tests control activities, creates narratives and flowcharts of processes. Documents and assesses environments and creates presentations and findings. Creates, implements, and monitors corrective action plans. A wide degree of creativity and latitude is required. Typically reports to the Manager-Senior and directs the completion of projects in coordination with the Manager-Senior.

Staff Accountant – Advanced

Minimum Experience

Five (5) to eight (8) years of relevant experience and a bachelor's degree. Ten (10) years of relevant work experience can equate to a bachelor's degree.

Functional Responsibilities

Under minimal direction, performs financial management, accounting and auditing tasks. Provides assessments and reviews of financial and accounting system procedures, reports and other financial management requirements. Requires knowledge of financial statements, general ledgers and budget execution. A certain degree of creativity and latitude is required. Consults with team managers and typically reports to the Manager-Senior on financial management and accounting tasks.

Staff Accountant – Senior

Minimum Experience

Eight (8) to ten (10) years of relevant experience and a bachelor's degree. Fifteen (15) years of relevant work experience can equate to a bachelor's degree.

Functional Responsibilities

Through self-directed activities, performs financial management, accounting and auditing tasks. Provides assessments and reviews of financial and accounting system procedures, reports and other financial management requirements. Requires knowledge of financial statements, general ledgers and budget execution. A wide degree of creativity and latitude is required. Typically reports to the Manager- Senior and directs the completion of projects in coordination with the Manager-Senior. Typically reports to the Manager-Senior and directs the completion of projects in coordination with the Manager-Senior.

Section 3: SIN 541611

Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

Associated NAICS code(s)	541611
Associated business size for this NAICS code(s)	OTSB

DESCRIPTION

CSCI is experienced in providing complementary business, financial, and program management services, which include but are not limited to:

- Strategic and organizational planning
- Business process improvements
- Acquisition and grants management support
- Facilitating, surveying, assessing and improving financial management systems
- Financial reporting and analysis and support
- Agency asset validation and related support services
- Strategic financial planning
- Financial policy formulation and development
- Special cost studies, economic and regulatory analysis, benchmarking and program metrics
- Business program and project management

RATES

Hourly rates for those individuals who will perform the services are provided below.

LCAT	GSA PRICES (IFF Included)				
	Year 11 7/21/2026 - 7/20/2027	Year 12 7/21/2027 - 7/20/2028	Year 13 7/21/2028 - 7/20/2029	Year 14 7/21/2029 - 7/20/2030	Year 15 7/21/2030 - 7/20/2031
Manager - Senior	\$202.64	\$206.49	\$210.41	\$214.41	\$218.48
Auditor - Associate	\$134.76	\$137.32	\$139.93	\$142.59	\$145.30
Auditor - Advanced	\$179.08	\$182.49	\$185.95	\$189.49	\$193.09
Auditor - Senior	\$209.43	\$213.41	\$217.46	\$221.59	\$225.80
Information Systems Auditor - Advanced	\$136.41	\$139.00	\$141.64	\$144.33	\$147.07
Information Systems Auditor - Senior	\$203.09	\$206.95	\$210.88	\$214.89	\$218.97
Staff Accountant - Advanced	\$100.27	\$102.18	\$104.12	\$106.10	\$108.11
Staff Accountant - Senior	\$119.89	\$122.17	\$124.48	\$126.85	\$129.26

LCAT DESCRIPTIONS

Descriptions of all corresponding LCATs for those individuals who will perform the services are provided below.

Manager – Senior

Minimum Experience

Ten (10) years of relevant experience and a bachelor's degree. Fifteen (15) years of relevant work experience can equate to a bachelor's degree.

Functional Responsibilities

Provides direction and is responsible for the daily execution of business and/or financial management projects for commercial or government organizations that require experience in auditing, financial management, and/or financial analysis. Ensures project-specific assignments are completed on-time and within budget. Responsible for the project team, including planning and managing project staff and resources, and reviews work products for completeness, quality, and adherence to customer requirements. Interfaces with the client on project-specific needs. Delivers presentations and leads client meetings.

Auditor – Associate

Minimum Experience

Three (3) to five (5) years of relevant experience and bachelor's degree. Eight (8) years of relevant work experience can equate to a bachelor's degree.

Functional Responsibilities

Under general direction, responsible for financial management and auditing tasks. Prepares financial statements and performs transaction review and analysis. Provides assessments and reviews of internal controls over financial reporting and financial systems. Performs voucher-level detailed reconciliations, including financial statements and related financial reports. Conducts risk assessments, documents and tests control activities, creates narratives and flowcharts of processes. Documents and assesses environments and creates presentations and findings. Creates, implements, and monitors corrective action plans. Consults with team managers and typically reports to the Manager-Senior on financial management tasks.

Auditor – Advanced

Minimum Experience

Five (5) to eight (8) years of relevant experience and bachelor's degree. Ten (10) years of relevant work experience can equate to a bachelor's degree.

Functional Responsibilities

Under minimal direction, responsible for financial management and auditing tasks. Prepares financial statements and performs transaction review and analysis. Provides assessments and reviews of internal controls over financial reporting and financial systems. Performs voucher-level detailed reconciliations, including financial statements and related financial reports. Conducts risk assessments, documents and tests control activities, creates narratives and flowcharts of processes. Documents and assesses environments and creates presentations and findings. Creates implements and monitors corrective action plans. A certain degree of creativity and latitude is required. Consults with team managers and typically reports to the Manager-Senior on financial management tasks.

Auditor – Senior

Minimum Experience

Eight (8) to ten (10) years of relevant experience, bachelor's degree, and is a Certified Public Accountant (CPA). Fifteen (15) years of relevant work experience can equate to a CPA certification.

Functional Responsibilities

Through self-directed activities, responsible for financial management and auditing tasks. Prepares financial statements and performs transaction review and analysis. Provides assessments and reviews of internal controls over financial reporting and financial systems. Performs voucher-level detailed reconciliations, including financial statements and related financial reports. Conducts risk assessments, documents and tests control activities, creates narratives and flowcharts of processes. Documents and assesses environments and creates presentations and findings. Creates, implements, and monitors corrective action plans. A wide degree of creativity and latitude is required. Typically reports to the Manager-Senior and directs the completion of projects in coordination with the Manager-Senior.

Information Systems Auditor – Advanced

Minimum Experience

Five (5) to eight (8) years of relevant experience and a bachelor's degree. Ten (10) years of relevant work experience can equate to a bachelor's degree.

Functional Responsibilities

Under minimal direction, completes comprehensive analysis of financial systems, assesses requirements for systems, and identifies technical risks, mitigation strategies, and recommendations. Assists in converting accounting systems by performing data cleansing, researching missing financial information, and performing reconciliations. Performs voucher-level detailed reconciliations, including analysis and reconciliation of financial statements and related financial reports. Conducts risk assessments, documents and tests control activities, creates narratives and flowcharts of processes. Documents and assesses environments and creates presentations and findings. Creates, implements, and monitors corrective action plans. A certain degree of creativity and latitude is required. Consults with team managers and typically reports to the Manager-Senior on financial management tasks.

Information Systems Auditor – Senior

Minimum Experience

Eight (8) to ten (10) years of relevant experience, bachelor's degree, and is eligible to receive a Certified Information Systems Auditor (CISA) certification. Fifteen (15) years of relevant work experience can equate to a bachelor's degree.

Functional Responsibilities

Through self-directed activities, responsible for comprehensive analysis of financial systems, assesses requirements for systems, and identifies technical risks, mitigation strategies, and recommendations. Assists in converting accounting systems by performing data cleansing, researching missing financial information, and performing reconciliations. Performs voucher-level detailed reconciliations, including analysis and reconciliation of financial statements and related financial reports. Conducts risk assessments, documents and tests control activities, creates narratives and flowcharts of processes. Documents and assesses environments and creates presentations and findings. Creates, implements, and monitors corrective action plans. A wide degree of creativity and latitude is required. Typically reports to the Manager-Senior and directs the completion of projects in coordination with the Manager-Senior.

Staff Accountant – Advanced

Minimum Experience

Five (5) to eight (8) years of relevant experience and a bachelor's degree. Ten (10) years of relevant work experience can equate to a bachelor's degree.

Functional Responsibilities

Under minimal direction, performs financial management, accounting and auditing tasks. Provides assessments and reviews of financial and accounting system procedures, reports and other financial management requirements. Requires knowledge of financial statements, general ledgers and budget execution. A certain degree of creativity and latitude is required. Consults with team managers and typically reports to the Manager-Senior on financial management and accounting tasks.

Staff Accountant – Senior

Minimum Experience

Eight (8) to ten (10) years of relevant experience and a bachelor's degree. Fifteen (15) years of relevant work experience can equate to a bachelor's degree.

Functional Responsibilities

Through self-directed activities, performs financial management, accounting and auditing tasks. Provides assessments and reviews of financial and accounting system procedures, reports and other financial management requirements. Requires knowledge of financial statements, general ledgers and budget execution. A wide degree of creativity and latitude is required. Typically reports to the Manager-Senior and directs the completion of projects in coordination with the Manager-Senior. Typically reports to the Manager-Senior and directs the completion of projects in coordination with the Manager-Senior.

Section 4: SIN 611420

IT Training Services

Associated NAICS code(s)	611420
Associated business size for this NAICS code(s)	OTSB

TERMS AND CONDITIONS (T&C)

1 Scope

- a. The Contractor shall provide training courses normally available to commercial customers, which will permit ordering activity users to make full, efficient use of general-purpose commercial IT products. Training is restricted to training courses for those products within the scope of this solicitation.
- b. The Contractor shall provide training at the Contractor's facility and/or at the ordering activity's location, as agreed to by the Contractor and the ordering activity

2 Order: Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPAs) shall be the basis for the purchase of training courses in accordance with the terms of this contract. Orders shall include the student's name, course title, course date and time, and contracted dollar amount of the course.

3 Time of Delivery: The Contractor shall conduct training on the date (time, day, month, and year) agreed to by the Contractor and the ordering activity.

4 Cancellation and Rescheduling

- a. The ordering activity will notify the Contractor at least ten (10) business days before the scheduled training date, if a class needs to be rescheduled or cancelled. The Contractor will then permit the ordering activity to either cancel the order or reschedule the training at no additional charge. In the event the training class is rescheduled, the ordering activity will modify its original training order to specify the time and date of the rescheduled training class.
- b. In the event the ordering activity fails to cancel or reschedule a training course within the time frame specified in paragraph A above, the ordering activity will be liable for the contracted dollar amount of the training course.
- c. The ordering activity reserves the right to substitute one student for another up to two business days before the first day of class.
- d. In the event the Contractor is unable to conduct training on the date agreed to by the Contractor and the ordering activity, the Contractor must notify the ordering activity at least seventy-two (72) hours before the scheduled training date.

5 Price of Training: The price that the ordering activity will be charged will be the ordering activity training price in effect at the time of order placement, or the ordering activity price in effect at the time the training course is conducted, whichever is less.

6 Invoice and Payment: Invoices for training shall be submitted by the Contractor after ordering activity completion of the training course. Charges for training must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

7 Format and Content of Training

- a. The Contractor shall provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings. Such documentation will become the property of the student upon completion of the training class.
- b. ****If applicable**** for hands-on training courses, there must be a one-to-one assignment of IT equipment to students.
- c. The Contractor shall provide each student with a Certificate of Training at the completion of each training course.
- d. The Contractor shall provide the following information for each training course offered:
 - i. The course title and a brief description of the course content, to include the course format (e.g., lecture, discussion, hands-on training)
 - ii. The length of the course
 - iii. Mandatory and desirable prerequisites for student enrollment
 - iv. The minimum and maximum number of students per class
 - v. The locations where the course is offered
 - vi. Class Schedules, and
 - vii. Price (per student, per class (if applicable))
- e. For those courses conducted at the ordering activity’s location, instructor travel charges (if applicable), including mileage and daily living expenses (e.g., per diem charges) are governed by Pub. L. 99-234 and FAR Part 31.205-46, and are reimbursable by the ordering activity on orders placed under the Multiple Award Schedule, as applicable, in effect on the date(s) the travel is performed. Contractors cannot use GSA city pair contracts. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- f. For Online Training Courses, a copy of all the training material must be available for electronic download by the students.

8 “No Charge” Training: The Contractor shall describe any training provided with equipment and/or software provided under this contract, free of charge, in the space provided below.

Not applicable.

AVAILABLE TRAINING COURSES

PEOPLESOFT GLOBAL PAYROLL TRAINING

Length	Three (3) days
Type of training	Instructor-led
Minimum/maximum number of students	15/18
Price per student above minimum	N/A
Location	United States
Prerequisites	PeopleSoft HRMS
Cost	\$1,748.61 per student per day

PEOPLESOFT GLOBAL PAYROLL TRAINING

The Manage Positions component in PeopleSoft structures human resources data by position. Upon successful completion of this course, you will be able to define positions, describe the process of updating position changes to job data, enter a position, copy a position, enter information about an employee into a position, transfer an employee into a new position, transfer a position to a new location, reclassify a position with a new job code, and run the Exceptions/Override report.

CUSTOMIZED TRAINING

Length	Two-five (2-5) days
Type of training	Instructor-led
Minimum/maximum number of students	15
Price per student above minimum	N/A
Location	United States
Prerequisites	Dependent upon client request
Cost	\$1,381.02 per student per day
This course provides customized, instructor-led training designed to suit the specific needs of the client. We provide training that focuses on requested key points while eliminating elements considered unnecessary to increase efficiency.	

ORACLE TRAINING

Length	Four (4) days
Type of training	Instructor-led
Minimum/maximum number of students	15
Price per student above minimum	N/A
Location	United States
Prerequisites	Dependent upon client request
Cost	\$2,058.04 per student per day
This course provides students with an understanding of the Oracle Software and corresponding terminology.	

SAP TRAINING

Length	Three (3) days
Type of training	Instructor-led
Minimum/maximum number of students	15
Price per student above minimum	N/A
Location	United States
Prerequisites	Dependent upon client request
Cost	\$2,276.43 per student per day
This course provides students with a basic understanding of the SAP enterprise resource planning (ERP) system and corresponding terminology.	

LCAT DESCRIPTIONS

Descriptions of all corresponding LCATs for those individuals who will perform the services are provided below.

Technical Training Writer

Minimum Experience

Five (5) to ten (10) years of experience and a Bachelor of Science (BS) degree. Equivalent related experience can equate to a bachelor's degree.

Functional Responsibilities

Through self-directed activities, influences the strategic direction of the training requested by the customer and CSCI. Applies industry specific expertise to recommend and coordinate the development,

enhancement, and instruction of a customer's training requirements. Combines industry knowledge with information technology to develop innovative class materials leveraging client-specific requirements on specific key points to increase manpower efficiency.

RATES

Hourly rates for those individuals who will perform the services are provided below.

UNIT OF ISSUE	PRICE PER HOUR (IFF Included)
Year 11: 7/21/2026 - 7/20/2027	\$197.88
Year 12: 7/21/2027 - 7/20/2028	\$201.64
Year 13: 7/21/2028 - 7/20/2029	\$205.47
Year 14: 7/21/2029 - 7/20/2030	\$209.37
Year 15: 7/21/2030 - 7/20/2031	\$213.35

Section 5: SIN 54151S

IT Professional Services

Associated NAICS code(s)	<ul style="list-style-type: none"> 541511 541512 541513 541519
Associated business size for this NAICS code(s)	<ul style="list-style-type: none"> SB WOSB

DESCRIPTION

Concept and Technology Development

CSCI utilizes experience, research, and leading-edge technology to provide our clients with the best approach to obtaining a new IT solution. We can provide alternative concepts to meeting any mission need. We can also provide for the development of subsystems and concept technology demonstrations of new system concepts. CSCI helps ensure that our clients select a system architecture and technology that fits the needs of their business.

System Development and Demonstration

CSCI helps clients with functional requirements definition and technical development support. Our teams utilize industry best practices to provide efficient system design, configuration management, development, and testing. We offer risk reduction processes, engineering development models, and development/operational test and evaluation support that meet all industry standards. CSCI specializes in providing customers with data warehousing and reporting solutions.

Production and Deployment

CSCI provides fully integrated production support staff to include database administration, training, and help desk assistance, with key focuses in:

- ▶ Data warehousing/business intelligence (BI): Integrate an enterprise-wide company into a single repository from which end users can easily run queries and reports and perform analysis. Leverage the data in different sources by organizing the information and getting it to the decision makers across an enterprise to help make informative decisions on running a business.
- ▶ Knowledge management: Compete more effectively by full utilization of your knowledge base, improving the potential of individuals, competencies, and innovative ideas. CSCI presents information in a way that improves comprehension in each area or process of interest.
- ▶ Decision support systems: Integrate data that supports technological and managerial decision making into an easy-to-use support system as a tool for business managers.
- ▶ Information portals: Provide effective opportunities to save time and money by sharing information throughout an organization for applications with a unified user interface with fully defined business steps.

- ▶ Testing: Develop comprehensive test plans and test scripts to minimize deployment time and implement a smooth system transition.
- ▶ Customer and operations support: CSCI can provide a fully integrated production support staff to include database administration, training, and help desk assistance.

SUPPORT SERVICES

Program/project management	Infrastructure design, engineering, and management
Business area analysis	Information security planning
Database design, modeling, development, and management	Custom application, reengineering, integration, and software development
Data/enterprise architecture	Production support
System/application migration	Testing

TERMS AND CONDITIONS (T&C)

1 Scope

- a. The prices, terms and conditions stated under this SIN apply exclusively to IT Professional Services within the scope of this 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 BPAs 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 BPAs.
- 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, BPAs, individual purchase orders, or task orders for ordering services under this contract. BPAs 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 –
 - i. Cancel the stop-work order; or
 - ii. 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 –
 - i. 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,
 - ii. 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 Professional 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” refer 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 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) 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 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) 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—
 - i. The offeror;
 - ii. Subcontractors; and/or
 - iii. 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.
- 16 Description of IT Services and Pricing**
- a. The Contractor shall provide a description of each type of IT Service offered under SIN 54151S. IT Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (LCATs) for those individuals who will perform the service should be provided.
 - b. Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.

RATES

Hourly rates for those individuals who will perform the services are provided below.

LCAT	GSA PRICES (IFF Included)				
	Year 11	Year 12	Year 13	Year 14	Year 15
	7/21/2026 - 7/20/2027	7/21/2027 - 7/20/2028	7/21/2028 - 7/20/2029	7/21/2029 - 7/20/2030	7/21/2030 - 7/20/2031
Administrative Assistant	\$50.66	\$51.63	\$52.60	\$53.60	\$54.62
Analyst II	\$178.94	\$182.34	\$185.80	\$189.33	\$192.93

Business Services Analyst	\$80.88	\$82.42	\$83.98	\$85.57	\$87.19
Business Services Analyst – Advanced	\$98.35	\$100.21	\$102.12	\$104.06	\$106.04
Business Services Analyst – Senior	\$129.21	\$131.67	\$134.17	\$136.72	\$139.31
Financial Analyst I	\$101.37	\$103.29	\$105.26	\$107.25	\$109.29
Financial Analyst II	\$139.80	\$142.46	\$145.17	\$147.93	\$150.74
Financial Analyst III	\$149.15	\$151.98	\$154.87	\$157.81	\$160.82
Financial Systems Specialist	\$150.46	\$153.32	\$156.23	\$159.20	\$162.23
Financial Systems Specialist – Senior	\$173.34	\$176.63	\$179.99	\$183.41	\$186.89
Functional Analyst I	\$117.29	\$119.52	\$121.78	\$124.10	\$126.46
Functional Analyst II	\$138.73	\$141.37	\$144.06	\$146.80	\$149.59
Functional Analyst III	\$158.20	\$161.20	\$164.26	\$167.39	\$170.57
Help Desk Coordinator – Associate	\$67.05	\$68.32	\$69.62	\$70.94	\$72.29
IT Subject Matter Specialist II	\$175.17	\$178.50	\$181.89	\$185.35	\$188.88
IT Subject Matter Specialist III	\$197.24	\$200.99	\$204.81	\$208.70	\$212.66
Programmer I	\$71.53	\$72.89	\$74.27	\$75.68	\$77.12
Programmer II	\$90.89	\$92.61	\$94.38	\$96.17	\$97.99
Programmer III	\$119.20	\$121.47	\$123.78	\$126.13	\$128.52
Program Manager I	\$173.76	\$177.07	\$180.43	\$183.86	\$187.36
Program Manager II	\$194.05	\$197.73	\$201.49	\$205.32	\$209.22
Program Manager III	\$203.39	\$207.25	\$211.19	\$215.20	\$219.29
Software Engineer I	\$143.31	\$146.04	\$148.81	\$151.64	\$154.52
Software Engineer II	\$149.15	\$151.98	\$154.87	\$157.81	\$160.82
Software Engineer III	\$175.99	\$179.34	\$182.74	\$186.22	\$189.75
Systems Administrator	\$98.35	\$100.21	\$102.12	\$104.06	\$106.04
Systems Administrator - Advanced	\$146.03	\$148.80	\$151.63	\$154.51	\$157.44
Systems Administrator – Senior	\$180.30	\$183.73	\$187.21	\$190.77	\$194.40
Special Systems Specialist I	\$87.92	\$89.59	\$91.29	\$93.03	\$94.79
Special Systems Specialist II	\$146.04	\$148.81	\$151.64	\$154.52	\$157.45
Special Systems Specialist III	\$180.30	\$183.73	\$187.21	\$190.77	\$194.40

LCAT DESCRIPTIONS

Descriptions of all corresponding LCATs for those individuals who will perform the services are provided below.

Administrative Assistant

Minimum Experience

One (1) to two (2) years of experience. B.S. degree or equivalent related experience.

Functional Responsibilities

Under general direction, responsible for providing analytical and specialized administrative support functions. Interacts with outside departments to resolve problems of a confidential nature such as

compensation, benefits, and financial reporting. Coordinates projects by analyzing project, determining approach, compiling/analyzing data and preparing report/recommendation using PC skills, knowledge of administrative systems, and understanding of policies and procedures. Plans and coordinates meetings, conferences, and employee functions.

Analyst II

Minimum Experience

Five (5) to eight (8) years of experience. B.S. degree or equivalent related experience.

Functional Responsibilities

Under minimal direction, provides specialized analysis of technical information within a system. Develops comprehensive solutions to provide troubleshooting and solutions to system issues. Familiar with a variety of field concepts, practices, and procedures. Works under general supervision. A certain degree of creativity and latitude is required. Reports to a supervisor or manager.

Business Services Analyst

Minimum Experience

Two (2) to four (4) years of experience. B.S. degree or equivalent related experience.

Functional Responsibilities

Under general direction, formulates and defines systems scope and objectives using information technology and industry knowledge/requirements. Acts as a liaison between customer and technical solutions/support groups to identify business processes, systems, and product requirements. Researches, identifies and develops solutions to problems. Analyzes business and user needs, and documents customer specifications. Supports aspects of the business cycle including proposals, feasibility studies, and implementations. Considers the business implications of the application of technology to the current business environment.

Business Services Analyst – Advanced

Minimum Experience

Five (5) to eight (8) years of experience. B.S. degree or equivalent IT industry-related experience.

Functional Responsibilities

Under minimal direction, formulates and defines systems scope and objectives based on both user needs and a good understanding of information technology, business processes, and industry requirements. Applies extensive knowledge of the customer's business and industry to develop project specifications. Analyzes business and user need, documents requirements and translates into proper system requirements specifications. Advises on methods to improve business processes. Coordinates and participates in proposals, feasibility studies, implementations, and new business development. Considers the business implications of the application of technology to the current and future business environment. May lead the training of customers and peers.

Business Services Analyst – Senior

Minimum Experience

Eight (8) to ten (10) years of experience. B.S. degree or equivalent IT industry-related experience.

Functional Responsibilities

Through self-directed activities, influences the strategic direction of the customer and CSCI. Applies industry specific expertise to recommend and coordinate the development, enhancement, and maintenance

of a customer's business systems, processes, and products. Combines industry expertise with information technology to develop innovative business solutions. Leads teams on large projects, studies, and implementations. Leads business studies and presents study results to CSCI and customer senior management. Leverages industry knowledge and customer relationships. Promotes and directs process improvement activities and training of peers and customers.

Financial Analyst I

Minimum Experience

One (1) to two (2) years of experience. Associate's degree or equivalent work experience.

Functional Responsibilities

Under general direction, compiles and analyzes financial information for an organization or project. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Familiar with a variety of the field's concepts, practices, and procedures. Works under immediate supervision. Reports to a supervisor or manager.

Financial Analyst II

Minimum Experience

Five (5) or more years of experience. Bachelor's degree or equivalent work experience.

Functional Responsibilities

Through self-directed activities, compiles and analyzes financial information for an organization or project. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Familiar with a variety of the field's concepts, practices and procedures. Leads and directs the work of others. A wide degree of creativity and latitude is required. Typically reports to a unit or department head.

Financial Analyst III

Minimum Experience

Five (5) or more years of experience. Bachelor's degree or equivalent work experience.

Functional Responsibilities

Through self-directed activities, compiles and analyzes financial information for an organization or project. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Familiar with a variety of the field's concepts, practices and procedures. Leads and directs the work of others. A wide degree of creativity and latitude is required. Typically reports to a unit or department head.

Financial Systems Specialist

Minimum Experience

Five (5) to eight (8) years of experience. Bachelor's degree or equivalent work experience.

Functional Responsibilities

Under minimum direction, compiles and analyzes data within specialized software solutions. Provides technical insight and knowledge and possesses a comprehensive understanding of the system's functional applications. Supports the development of comprehensive training plans, provides help desk support services for complex systems, and assists with data reconciliation procedures and processes. Familiar with a variety of field concepts, practices, and procedures. A certain degree of creativity and latitude is required. Reports to a supervisor or manager.

Financial Systems Specialist – Senior

Minimum Experience

Eight (8) to ten (10) years of experience. Bachelor's degree or equivalent work experience.

Functional Responsibilities

Through self-directed activities, compiles and analyzes data within specialized software solutions. Provides technical insight and knowledge and possesses subject matter expertise of the system's functional applications. Develops comprehensive training plans, provides help desk support services for complex systems, and performs data reconciliation procedures and processes. Superior understanding of a variety of field concepts, practices, and procedures. Leads and directs the work of others. A wide degree of creativity and latitude is required. Typically reports to a unit or department head.

Functional Analyst I

Minimum Experience

One (1) to two (2) years of experience. Associate's degree or equivalent work experience.

Functional Responsibilities

Under general direction, works with management and users to analyze, design, implement and/or support business applications and systems. Develop detailed, functional system and program specifications using structured design methodologies and tools. Acts as a liaison between the internal customers and IT departments to ensure customer requirements are accurately documented and communicated. Analyze, identify, gather and document requested user modifications via standard requirements documents, flow charting and demonstration systems. Coordinate and consult on departmental projects working with development and training teams. Develop user acceptance and quality assurance test cases. Collect and report progress reports to management. Assist with interpretation of the organization's policy and procedures and partner with internal and external customers to help meet their business needs.

Functional Analyst II

Minimum Experience

Three (3) to four (4) years of experience. Bachelor's degree or equivalent work experience.

Functional Responsibilities

Under minimal direction, works with management and users to analyze, design, implement and/or support business applications and systems. Develop detailed, functional system and program specifications using structured design methodologies and tools. Acts as a liaison between the internal customers and IT departments to ensure customer requirements are accurately document and communicated. Analyze, identify, gather and document requested user modifications via standard requirements documents, flow charting and demonstration systems. Coordinate and consult on departmental projects working with development and training teams. Develop user acceptance and quality assurance test cases. Collect and

report progress reports to management. Assist with interpretation of the organization's policy and procedures and partner with internal and external customers to help meet their business needs.

Functional Analyst III

Minimum Experience

Five (5) or more years of experience. Bachelor's degree or equivalent work experience.

Functional Responsibilities

Through self-directed activities, works with management and users to analyze, design, implement and/or support business applications and systems. Develop detailed, functional system and program specifications using structured design methodologies and tools. Acts as a liaison between the internal customers and IT departments to ensure customer requirements are accurately documented and communicated. Analyze, identify, gather, and document requested user modifications via standard requirements documents, flow charting and demonstration systems. Coordinate and consult on departmental projects working with development and training teams. Develop user acceptance and quality assurance test cases. Collect and report progress reports to management. Assist with interpretation of the organization's policy and procedures and partner with internal and external customers to help meet their business needs.

Help Desk Coordinator – Associate

Minimum Experience

One (1) to two (2) years of experience. Bachelor's degree or equivalent IT industry-related work experience.

Functional Responsibilities

Under direct supervision, provides customer assistance with routine inquiries and problems such as software, hardware and network operations. Responds to and diagnoses problems through discussions with users. Includes problem recognition, research, isolation, and resolution steps. Typically, is able to resolve less complex problems immediately, while more complex problems are assigned to second level support, senior operator or supervisor. May involve use of problem management database and help desk systems.

IT Subject Matter Specialist II

Minimum Experience

Five (5) to eight (8) years of experience. Bachelor's degree or equivalent work experience.

Functional Responsibilities

Under minimal direction, analyzes and provides subject matter expertise to a specialized software solution. Provides recommendations to upper management regarding the specialized software. May be experienced in financial information and have comprehensive knowledge in a specific software tool set, such as an ERP system.

IT Subject Matter Specialist III

Minimum Experience

Eight (8) to ten (10) years of experience. Bachelor's degree or equivalent work experience.

Functional Responsibilities

Through self-directed activities, analyzes and provides subject matter expertise to a specialized software solution. Provides direction, guidance, and advice to upper management regarding the specialized software. May act as a functional supervisor. May be experienced in financial information and have superior knowledge and expertise in a specific software tool set, such as an ERP system.

Programmer I

Minimum Experience

One (1) to two (2) years of experience. Bachelor's degree or equivalent work experience.

Functional Responsibilities

Under general direction, analyzes, develops, and designs different software solutions. Understands the basics of the system life cycle management process, and has minimal experience in developing, programming, testing, and documenting application program modules.

Programmer II

Minimum Experience

Three (3) to five (5) years of experience. Bachelor's degree or equivalent work experience.

Functional Responsibilities

Under minimal direction, analyzes, develops, and designs different software solutions. Understands the system life cycle management process, and has extensive experience in developing, programming, testing, and documenting application program modules.

Programmer III

Minimum Experience

Five (5) to ten (10) years of experience. Bachelor's degree or equivalent work experience.

Functional Responsibilities

Under broad direction, analyzes, develops, and designs different software solutions. Has excellent knowledge of the system life cycle, structured analysis, design techniques, and programming. Understands and can perform advanced programming techniques and integrating various systems as determined by the business system.

Program Manager I

Minimum Experience

One (1) to two (2) years of experience. Bachelor's degree or equivalent work experience.

Functional Responsibilities

Under general direction, responsible for the coordination and execution of organizational programs. Oversees all aspects of programs including scheduling, pricing and technical performance of programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications and financial conditions of contracts. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Acts as advisor to program team regarding projects, tasks, and operations. Prepares reports for upper management regarding status of projects and overall programs. Familiar with standard concepts, practices and procedures within a particular field.

Program Manager II

Minimum Experience

Three (3) to four (4) years of experience. Bachelor's degree or equivalent work experience.

Functional Responsibilities

Under minimal direction, responsible for the coordination and execution of organizational programs. Oversees all aspects of programs including scheduling, pricing and technical performance of programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications and financial conditions of contracts. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Acts as advisor to program team regarding projects, tasks, and operations. Prepares reports for upper management regarding status of projects and overall programs. Familiar with standard concepts, practices, and procedures within a particular field.

Program Manager III

Minimum Experience

Five (5) to ten (10) years of experience. Bachelor's degree or equivalent work experience.

Functional Responsibilities

Through self-directed activities, responsible for the coordination and execution of organizational programs. Oversees all aspects of programs including scheduling, pricing and technical performance of programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications and financial conditions of contracts. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Acts as advisor to program team regarding projects, tasks, and operations. Prepares reports for upper management regarding status of projects and overall programs. Familiar with standard concepts, practices, and procedures within a particular field.

Software Engineer I

Minimum Experience

Two (2) years of experience. Associate's degree or equivalent work experience.

Functional Responsibilities

Under general direction, provides technical assistance and support for strategic programming tasks. Prepares and analyzes detailed workflow charts and diagrams, applying knowledge of computer capabilities, subject matter and symbolic logic. Confers with supervisor and representatives of departments concerned with program to resolve questions of program intent, data input, output requirements, and inclusion of internal checks and controls. Performs a variety of technical tasks and systems analysis duties throughout the installation, testing, maintenance and support of system programming projects. Works under immediate supervision. Reports to supervisor or manager.

Software Engineer II

Minimum Experience

Four (4) years of experience. Associate's degree or equivalent work experience.

Functional Responsibilities

Under minimal direction, provides technical assistance and support for strategic programming tasks. Prepares and analyzes detailed workflow charts and diagrams, applying knowledge of computer capabilities, subject matter and symbolic logic. Confers with supervisor and representatives of departments concerned with program to resolve questions or program intent, data input, output requirements, and

inclusion of internal checks and controls. Performs a variety of technical tasks and systems analysis duties throughout the installation, testing, maintenance and support of system programming projects. May lead and direct the work of others. A certain degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

Software Engineer III

Minimum Experience

Five (5) or more years of experience. Bachelor's degree or equivalent work experience.

Functional Responsibilities

Through self-directed activities, under general direction, provides technical assistance and support for strategic programming tasks. Prepares and analyzes detailed workflow charts and diagrams, applying knowledge of computer capabilities, subject matter and symbolic logic. Confers with supervisor and representatives of departments concerned with program to resolve questions of program intent, data input, output requirements, and inclusion of internal checks and controls. Performs a variety of technical tasks and systems analysis duties throughout the installation, testing, maintenance and support of system programming projects. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a unit or department head.

Systems Administrator

Minimum Experience

Three (3) to five (5) years of experience. Bachelor's degree or equivalent work experience.

Functional Responsibilities

Under general direction, implements and supports local area network (LAN) and campus area network (CAN) hardware and software. Analyzes customer workflow and procedures to recommend operational support tools and technologies to satisfy customer need. Ensures workstations/server data integrity by evaluating, implementing and managing appropriate software/hardware solutions. Acts as a liaison between the customer, suppliers, and other technical groups to resolve network and hardware problems. Analyzes performance problems and recommends solutions to enhance functionality, reliability and/or usability. Participates on project teams in the implementation of new/upgraded designs. Implements operational support standards and procedures relating to change management, performance management, and security. Recommends changes and improvements to existing standards. Ensures data/media recoverability by implementing a schedule of system backups, and database archive operations. Develops site administration documentation. Provides user orientation on hardware, software and network operations. Keeps abreast of emerging operational support technologies and industry trends.

Systems Administrator – Advanced

Minimum Experience

Five (5) to eight (8) years of experience. Bachelor's degree or equivalent work experience.

Functional Responsibilities

Under minimal direction, coordinates operational designs, develops support plans, coordinates implementations, and provides second level support for local area network (LAN), campus area network (CAN), and wide area network (WAN) solutions encompassing heterogeneous platforms. Develops system support requirements by reviewing and analyzing customer business processes and evaluating available CSCI and/or supplier capabilities. Leads project teams in implementing new or upgraded designs and coordinates project efforts with support groups. Creates plans that support implementation of changes.

Participates in system support design and performance evaluation reviews. Advises on distributed network computing issues. Establishes and maintains security and integrity standards and controls. Ensures support plans and services meet customer need and expectations. Assists in the evaluation, testing and recommendation of hardware, software, and network configurations based on customer need. Coaches others in the application of new operational support technologies. Analyzes user requirements and statistics to identify trends and resolve performance issues. Coordinates and approves updates of the site administration documentation. Keeps abreast of emerging operational support technologies and industry trends. Recommends appropriate price/performance improvement opportunities.

Systems Administrator – Senior

Minimum Experience

Eight (8) to ten (10) years of experience. Bachelor's degree or equivalent work experience.

Functional Responsibilities

Under broad direction, leads and coordinates the operational support and implementation activities for local area network (LAN), campus area network (CAN), and wide area network (WAN) service offerings encompassing heterogeneous platforms. Assists leadership in determining tactical and strategic direction of the organization as it relates to emerging operational support technologies. Researches, analyzes, and recommends new operational support technologies, tools, and techniques. Coaches others on the application of new operational support technologies. Reviews distributed computing and network designs to select appropriate operational support strategies and ensure efficient use of resources. Conducts system support design and performance evaluation reviews. Identifies, develops, and updates operational support standards and procedures. Participates with corporate strategic planning teams. Keeps abreast of emerging operational support technologies and industry trends. Recommends price/performance improvement opportunities.

Special Systems Specialist I

Minimum Experience

One (1) to two (2) years of experience. Bachelor's degree or equivalent work experience.

Functional Responsibilities

Under general direction, analyzes, develops, and designs a specialized software solution. Experienced in systems integration with expanded knowledge in a specific software tool set. Develops basic software solutions, programs, tests, and documents each effort.

Special Systems Specialist II

Minimum Experience

Three (3) to five (5) years of experience. Bachelor's degree or equivalent work experience.

Functional Responsibilities

Under minimal direction, analyzes, develops, and designs a specialized software solution. Experienced in systems integration with expanded knowledge in a specific software tool set. Develops complex software solutions, programs, tests, and documents each effort. May also install and configure hardware and software components including operation systems. May also provide hardware and system software maintenance.

Special Systems Specialist III

Minimum Experience

Five (5) to ten (10) years of experience. Bachelor's degree or equivalent work experience.

Functional Responsibilities

Under broad direction, analyzes, develops, and designs a specialized software solution. Provides direction, guidance, and advice to upper management about the specialized software and may act as a technical supervisor. Will be experienced in systems integration and have a superb knowledge and expertise in a specific software tool set. Develops complex software solutions, programs, tests, and documents each effort. May also install and configure hardware and software components including operation systems. May also provide hardware and system software maintenance.

Section 6

USA Commitment to Promote Small Business Participation Procurement Programs

PREAMBLE

CSCI provides commercial products and services to ordering activities. We are committed to promoting participation of SBs, SDBs, and WOSBs in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

Commitments

- ▶ To actively seek and partner with small businesses.
- ▶ To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.
- ▶ To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.
- ▶ To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.
- ▶ To ensure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.
- ▶ To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.
- ▶ To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with SBs, SDBs, and WOSBs to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities, please contact:

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