



Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, 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 GSA Advantage!® is: [GSAAdvantage.gov](https://www.gsa.gov/advantage).

Multiple Award Schedule

FSC Group: Professional Services

Contract Period: March 4 2024 - March 3 2029

Contract #: GS-02F-087BA

For more information on ordering go to the following website: <https://www.gsa.gov/schedules>

Business Size: Small Business, Service-Disabled, Veteran-Owned Small Business

Victor 12, Inc.

**2420 Lakemont Ave. Suite 175
Orlando, Florida 32814
407-612-6011 Ext. 107**

Contract Administrator: John Coster

Email: jcoster@victor12.com

www.victor12.com

Pricelist current as of Modification PS-0049; Effective 9/5/2024

Section I Customer Information

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SIN	SIN Description
611430	Professional and Management Development Training
54151S	Information Technology Professional Services
OLM	Order-Level Materials (OLMs)

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. **See Page 5**

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.
 – **Page 8**

2. Maximum Order:

SIN 611430: \$1,000,000.00
 SIN 54151S: \$500,000.00

3. Minimum order: \$100

4. Geographic coverage (delivery area). Domestic

5. Point(s) of production (city, county, and State or foreign country). N/A

6. Discount from list prices or statement of net price. Government Net Prices (discounts already deducted.)

7. Quantity discounts: Orders greater than \$250,000 will receive an additional discount of 0.25%. Additional discount of 0.5% for orders of two or more in a 12 month period not covered under a blanket purchase agreement.

8. Prompt payment terms. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. Net 10 days, 1% prompt payment discount.

9. Foreign items (list items by country of origin). Not Applicable

10a. Time of delivery. (Contractor insert number of days.) Contact Contractor

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. Contact Contractor

10c. Overnight and 2-day delivery. Contact Contractor

10d. Urgent Requirements. Contact Contractor

11. F.O.B. point(s). Destination

12a. Ordering address(es).

2420 Lakemont Ave. Suite 175
Orlando, Florida 32814

12b. Ordering procedures: See Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address(es).

2420 Lakemont Ave. Suite 175
Orlando, Florida 32814

14. Warranty provision. Standard Commercial Warranty Terms & Conditions

15. Export packing charges, if applicable. Not Applicable

16. Terms and conditions of rental, maintenance, and repair (if applicable). Not Applicable

17. Terms and conditions of installation (if applicable). Not Applicable

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable

18b. Terms and conditions for any other services (if applicable). Not Applicable

19. List of service and distribution points (if applicable). Not Applicable

20. List of participating dealers (if applicable). Not Applicable

21. Preventive maintenance (if applicable). Not Applicable

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable

22b. If applicable, indicate that Section 508 compliance information is available on Information and Communications Technology supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.

23. Unique Entity Identifier (UEI) number. Z64XBJSQ8CR3

24. Notification regarding registration in System for Award Management (SAM) database. Contractor registered and active in SAM

Section II Company Information

Victor 12 is a verified service-disabled veteran-owned small business with its headquarters in Orlando, Florida. The company's core focus is on providing services, solutions and tools that enhance the effectiveness and efficiency of individuals, teams, systems, and processes. We comprise three departments: Instructional Systems, Human Performance Improvement, and Virtual Training.



Our Instructional Systems department focuses on the optimization of instruction and learning. Our goal is to maximize the effectiveness, efficiency, and appeal of instruction and other learning experiences. We adhere to the ADDIE process and industry best practices. We have experience with several learning management systems and courseware development/conversion tools. Our services include the analysis, design and development of instructional materials; train-the-trainer and instructor services; training/job aids; and synchronous, asynchronous, and technology-based training (PDA Apps (HTML5), e-Learning, animation/video).

Our Human Performance Improvement department focuses on the optimization of the workforce. Applying the Human Performance Technology (HPT) model and other industrial and organizational psychology tools, processes, and procedures, we not only identify the performance gap but find the underlying causes to provide effective and long-term solutions that maximize your return on investment. Our services include organizational, environmental, cause, and gap analysis; intervention design; performance support tools, professional development programs and training program evaluation.



The Virtual Training division of Victor 12 focuses on the optimization of virtual on the optimization of virtual instructor-led training (VILT) and instruction, providing an integrated system of tools, technologies, and software expertise in a single turn-key learning solution.

Our team works with clients to design a customized learning environment tailored to individual needs and content. Once this is created, we provide a host who manages the technology and content in the virtual classrooms, freeing the instructor to focus on teaching. Student performance and attendance data is easily transferred to the client's existing LMS or to a Victor 12-managed database. Our team brings over 15 years of

VILT experience as developers, presenters, hosts, and help desk support specialists.

Section III Price List

SIN	Labor Category	3/4/2024-3/3/2025	3/4/2025-3/3/2026	3/4/2026-3/3/2027	3/4/2027-3/3/2028	3/4/2028-3/3/2029
611430	<i>Project Manager</i>	\$141.30	\$145.54	\$149.90	\$154.40	\$159.03
611430	<i>Sr. Analyst</i>	\$164.47	\$169.41	\$174.49	\$179.73	\$185.12
611430	Instructional Systems Developer III	\$135.95	\$140.03	\$144.23	\$148.55	\$153.01
611430	Instructional Systems Developer II	\$108.19	\$111.44	\$114.78	\$118.23	\$121.77
611430	Instructional Systems Developer I	\$97.35	\$100.27	\$103.28	\$106.39	\$109.58
611430	Subject Matter Expert	\$212.76	\$219.13	\$225.70	\$232.47	\$239.45
611430	Captivate Subject Matter Expert	\$199.39	\$205.37	\$211.53	\$217.87	\$224.41
611430	Business Analyst	\$109.13	\$112.40	\$115.78	\$119.25	\$122.83
611430	Graphic Designer	\$116.97	\$120.47	\$124.09	\$127.81	\$131.65
611430	Graphic Artist	\$84.99	\$87.54	\$90.17	\$92.87	\$95.66
611430	Quality Analyst/Editor	\$58.04	\$59.78	\$61.57	\$63.42	\$65.32
611430	Technical Writer II	\$81.94	\$84.40	\$86.93	\$89.54	\$92.23
611430	Programmer	\$118.23	\$121.77	\$125.43	\$129.19	\$133.07
611430	Programming/Software Specialist	\$88.78	\$91.44	\$94.18	\$97.00	\$99.91
611430	Program Manager/Senior	\$160.46	\$165.28	\$170.24	\$175.35	\$180.60
611430	Document Specialist	\$52.01	\$53.57	\$55.18	\$56.84	\$58.54
611430	Principal Training Specialist	\$131.76	\$135.71	\$139.78	\$143.97	\$148.29
611430	Training Specialist /Instructor	\$107.66	\$110.89	\$114.22	\$117.64	\$121.17
611430	Virtual Classroom Facilitator	\$83.83	\$86.35	\$88.94	\$91.61	\$94.36
611430	Configuration Manager	\$101.44	\$104.48	\$107.62	\$110.84	\$114.17
611430	Research Assistant	\$70.42	\$72.53	\$74.71	\$76.95	\$79.25
611430	E-learning Producer	\$79.62	\$82.01	\$84.46	\$86.99	\$89.60
611430	Multimedia Programmer	\$82.36	\$84.83	\$87.38	\$89.99	\$92.70
611430	Project Control Specialist	\$96.95	\$99.86	\$102.85	\$105.93	\$109.11

**GSA Multiple Award Schedule (MAS)
GS-02F-087BA**



611430	Subject Matter Expert III	\$268.62	\$276.69	\$284.99	\$293.54	\$302.35
611430	Subject Matter Expert II	\$236.63	\$243.74	\$251.05	\$258.59	\$266.35
611430	Simulation Specialist Instructor II	\$153.14	\$157.73	\$162.47	\$167.35	\$172.36
611430	Simulation Specialist Instructor I	\$124.08	\$127.80	\$131.64	\$135.59	\$139.66
611430	Simulation Programmer I	\$108.45	\$111.71	\$115.06	\$118.52	\$122.08
611430	Mid-Level Consultant II	\$171.97	\$177.13	\$182.44	\$187.91	\$193.55
611430	Junior Programmer	\$84.36	\$86.89	\$89.50	\$92.18	\$94.94
611430	Senior Programmer	\$153.37	\$157.97	\$162.71	\$167.59	\$172.61
611430	Section 508 Specialist	\$100.24	\$103.24	\$106.34	\$109.53	\$112.82
611430	Quality Control Specialist 1	\$86.01	\$88.58	\$91.24	\$93.98	\$96.81
611430	Quality Control Specialist 2	\$130.38	\$134.29	\$138.32	\$142.47	\$146.74
54151S	IT Program Manager	\$144.92	\$149.26	\$153.73	\$158.35	\$163.09
54151S	IT Project Manager I	\$127.62	\$131.45	\$135.39	\$139.45	\$143.63
54151S	IT Project Manager II	\$158.43	\$163.18	\$168.08	\$173.12	\$178.31
54151S	IT Project Manager III	\$190.02	\$195.72	\$201.59	\$207.64	\$213.86
54151S	Software Integrator	\$132.99	\$136.98	\$141.09	\$145.32	\$149.68
54151S	IT Specialist I	\$84.20	\$86.73	\$89.33	\$92.01	\$94.77
54151S	IT Specialist II	\$102.50	\$105.57	\$108.74	\$112.00	\$115.36
54151S	IT Specialist III	\$123.08	\$126.77	\$130.57	\$134.49	\$138.52
54151S	IT Specialist IV	\$149.09	\$153.56	\$158.17	\$162.91	\$167.80
54151S	System Administrator/Developer	\$102.50	\$105.57	\$108.74	\$112.00	\$115.36
54151S	IT Subject Matter Expert I	\$132.99	\$136.98	\$141.09	\$145.32	\$149.68
54151S	IT Technical Writer	\$71.04	\$73.18	\$75.38	\$77.63	\$79.96
54151S	IT Business Analyst	\$94.62	\$97.46	\$100.38	\$103.40	\$106.50
54151S	Systems Analyst I	\$64.14	\$66.07	\$68.05	\$70.10	\$72.20
54151S	Systems Analyst II	\$85.34	\$87.90	\$90.54	\$93.26	\$96.06
54151S	Systems Analyst III	\$112.83	\$116.21	\$119.70	\$123.28	\$126.98
54151S	Systems Analyst IV	\$142.07	\$146.33	\$150.72	\$155.24	\$159.90
54151S	Information Management Specialist I	\$65.76	\$67.74	\$69.77	\$71.87	\$74.03
54151S	Information Management Specialist II	\$82.68	\$85.16	\$87.72	\$90.35	\$93.06
54151S	Information Technology Specialist I	\$105.94	\$109.12	\$112.39	\$115.77	\$119.24

**GSA Multiple Award Schedule (MAS)
GS-02F-087BA**



54151S	Information Technology Specialist II	\$135.66	\$139.73	\$143.92	\$148.24	\$152.69
54151S	Data Modeler III	\$101.52	\$104.56	\$107.70	\$110.93	\$114.26
54151S	Data Modeler IV	\$161.18	\$166.02	\$170.99	\$176.12	\$181.40
54151S	Data Management Specialist I	\$65.76	\$67.74	\$69.77	\$71.87	\$74.03
54151S	Data Management Specialist II	\$82.68	\$85.16	\$87.72	\$90.35	\$93.06
54151S	Data Management Specialist III	\$105.94	\$109.12	\$112.39	\$115.77	\$119.24
54151S	Data Management Specialist IV	\$135.66	\$139.73	\$143.92	\$148.24	\$152.69
54151S	IT Subject Matter Expert III	\$187.42	\$193.04	\$198.83	\$204.80	\$210.94
54151S	IT Subject Matter Expert IV	\$199.34	\$205.32	\$211.48	\$217.82	\$224.36

Section IV Labor Categories

SIN	Labor Category	Functional Responsibility	Minimum Education	Minimum Years of Experience	Substitution
611430	Project Manager	Responsible for the development, management, operation, cost, scheduling, and technical performance of the program. Acts as the single focal point for planning and executing task orders awarded. Is the primary point of contact for the customer. Oversees all work and takes corrective action as necessary to ensure project success.	Bachelors	8	Masters +6
611430	Sr. Analyst	Provides technical leadership on large complex projects or tasks including identifying appropriate training methodologies, developing data collection instruments and processes, directing analysis of collected data, providing interpretation of results of analysis, and leading the development of recommendations or interventions. Conducts business process reengineering or business process improvement studies, including identifying and evaluating core business processes, applying redesign methodologies to streamline, eliminate, merge, or align business processes, and provide supporting information to justify redesign and other improvements, such as investments in new technology. Leads the design, development, implementation, and evaluation of human performance interventions across the full spectrum of workforce activities.	Bachelors	8	Masters +4

611430	Instructional Systems Developer III	<p>Responsible for completing the analysis, design, and development phases of the Instructional Systems Design (ISD) model. Identifies customer training requirements, establishes student knowledge level, creates training objectives, writes the plans of instruction and course outline. Conducts training analysis, designs and develops training curricula, designs and develop multimedia/web storyboards and training, and measures and evaluates effectiveness of training.</p>	Bachelors	8	Masters +6
611430	Instructional Systems Developer II	<p>Responsible for completing the analysis, design and development phases of the Instructional Systems Design (ISD) model. Identifies customer training requirements, establishes student knowledge level, creates training objectives, writes the plans of instruction and course outline. Conducts training analysis, designs and develops training curricula, designs and develop multimedia/web storyboards and training, and measures and evaluates effectiveness of training.</p>	Bachelors	5	Masters +3
611430	Instructional Systems Developer I	<p>Responsible for completing the analysis, design, and development phases of the Instructional Systems Design (ISD) model. Identifies customer training requirements, establishes student knowledge level, creates training objectives, writes the plans of instruction and course outline. Conducts training analysis, designs and develops training curricula, designs and develop multimedia/web storyboards and training, and measures and evaluates effectiveness of training.</p>	Bachelors	2	Masters

611430	Subject Matter Expert	<p>Recognized authority across multiple areas of expertise.</p> <p>Expert in a specialized subject matter and/or technology. Provides highly technical specialized guidance with regard to area of expertise. Often called upon as a recognized specialist with unique knowledge and skills.</p>	Bachelors	12	Masters +10
611430	Captivate Subject Matter Expert	<p>Devises or modifies procedures to solve complex problems. Prepares detailed specifications from which solutions will be developed. Manages development and support of training technologies using formal specifications, data flow diagrams, other accepted design techniques and CASE tools.</p>	Bachelors	10	Masters +8
611430	Business Analyst	<p>Ensures training solutions match customer requirements in terms of functionality, usability, efficiency, reliability, availability, and scalability. Analyzes user needs and performs research and functional analysis on a variety of projects. Conducts independent verification and validation studies using documented performance specifications.</p>	Associates	6	Bachelors +4
611430	Graphic Designer	<p>Analyzes user needs and performs research and functional analysis on a variety of projects. Conducts independent verification and validation studies using documented performance specifications. Prepares charts, posters, slides, covers, and other graphics using computer-based graphics software. Maintains a file management system on all graphics produced. Edits and updates graphics as directed by project personnel.</p>	Associates	4	Bachelors +2
611430	Graphic Artist	<p>Utilizes knowledge of graphic design fundamentals and technology to develop graphics and miscellaneous media files for multiple projects. Develops line drawings, digital images, flow charts, slide presentations,</p>	Associates	4	Bachelors +2

		animations, video stills/clips, and simulations.			
611430	Quality Analyst/Editor	<p>Performs activities required to ensure quality deliverables. Participates in quality reviews on all deliverables prior to delivery. Performs quality assurance reviews of all the types of training products, including but not limited to instructional material, multimedia products, and process and procedures. Organizes and maintains QA documents as required. Ensures compliance with standards and practices are met. Track test results as required. May perform quality audits and provide reports to management.</p>	Associates	4	Bachelors +3
611430	Technical Writer II	<p>Prepares and reviews technical documentation and training course materials. Must be able to communicate with customer and understand customer requirements. Works with little or no supervision on increasingly complex projects. May be task lead, supervisor, or project supervisor.</p>	Bachelors	8	Masters +6
611430	Programmer	<p>Plans, organizes, manages, and executes input of content into the LMS/LCMS, testing and adapting training content as needed. May supervise the loading of custom training content and building assessments. Works with SMEs to develop online content using eLearning authoring tools such as Articulate, Camtasia, Visio and/or Adobe Presenter. Uploads and maintains materials to be hosted on the LMS/LCMS (training courses, references, document, resources, assessments, and so forth), maintains e-Learning content by posting and updating course materials and other</p>	Bachelors	6	Masters +4

		information, and reports on training progress.			
611430	Programming/Software Specialist	Uses computers and related technologies to create and manipulate electronic images in support of virtual training delivery. Designs, develops, programs, and produces web or desktop multimedia training products. Prepares technical reports and related documentation.	Bachelors	2	Masters
611430	Program Manager/Senior	Performs tasks requiring management of a large-scale program encompassing multiple projects. Maintains supervisory responsibility for all members of the program team. Manages risks to program schedule, resources, and scope. Recommends approaches to stakeholder management and options to reduce complexity. Creates Standard Operating Procedures and advises compliance and conformance to regulatory requirements. Tasks may include planning, initiating, managing, executing, and closing out small and large scale programs in support of an agency's mission.	Bachelors	8	Masters +8

611430	Document Specialist	Controls distribution and manages formatting guidelines, change history, and templates for a variety of document types. Examples include materials used in the presentation of training such as Instructor and Participant Guides, data compilation to support monthly reporting, VATMS/LEDS reports. The Document Specialist distribution and collection of written evaluations, provides configuration management of modifications to existing courseware, and provides instruction on administrative roles and responsibilities for VATMS/LEDS use.	Associates	2	Bachelors
611430	Principal Training Specialist	Performs the research necessary to develop and update training courses and prepare appropriate training materials. Prepares instructor materials (course outline, background material and training aids) and student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms) for courses. Trains instructor and producer/facilitator personnel with the use of course materials in the setting expected for presentation: virtual classroom, virtual conference, face-to-face classroom courses, webinar, focus groups, and seminars. Provides supervision and guidance for all instructional staff.	Bachelors	8	Bachelors +8
611430	Training Specialist /Instructor	Prepares instructor and participant materials for face-to-face and virtual Instructor-led Training (ILT). Produces, facilitates and trains others to provide ILT in the setting expected for course or performance support presentation: Participates in opportunities to improve facilitation and training approaches such as focus groups and formative evaluation validation and verification groups.	High School	2	None

		Applies the principles and techniques of adult instruction.			
611430	Virtual Classroom Facilitator	Prepares virtual classroom setting including shared versions of any instructor and participant materials. Trains Instructors and participants in the technical aspects of virtual Instructor-led Training (ILT). Supports real-time presentations, and provides help on call before, during, and after training. Produces support documents and examples for any virtual or scenario based training or performance support systems. Participates in opportunities to improve facilitation and training approaches. Examples of these opportunities include focus groups, in process reviews, formative evaluation, and validation / verification groups.	High School	2	None
611430	Configuration Manager	Develops and maintains complex configuration management plans, implementation scheduling and software documentation for all Document/Records Management Software Systems and life-cycle reviews. The Configuration Manager monitors the configuration control process and ensures standard operating procedures comply with VA and/or applicable software specifications. Acts as lead when required, reports to the Project Manager/Program Manager. Knowledgeable of software development techniques, configuration audits and client/government regulations, manuals, standards and industry publications related to	Bachelors	4	None

		configuration/data management required to perform the task.			
611430	Research Assistant	Performs tasks which support the relevant research of a project. Tasks may include conducting literature or other relevant research; supporting the development of project deliverables such as position papers, guides and cognitive interview materials; providing administrative research support; maintaining documents and records for assigned tasks; and utilizing external resources to supplement, organize, and contribute to tasks and deliverables.	Associates	4	None
611430	E-learning Producer	Performs tasks requiring use of IT solutions to advance the organization's goals by creating web-based training and online performance support. Guides and manages projects from inception to delivery. Identifies course objectives in collaboration with Program and Project Managers. Develops course format, exercises, and testing in collaboration with Subject Matter Experts. Organizes course into storyboards, and scripts using best instructional design practices. Produces & edits courses using A/V production software. Gathers user feedback and incorporates improvements into content. Supports standards testing required prior to publishing	Bachelors	4	None

		course content in training and/or content management systems.			
611430	Multimedia Programmer	Performs tasks related to the development and maintenance of any web-based infrastructure, virtual training materials and performance support tools. Uses all media appropriate to a virtual instructor-led Infrastructure to present information and analyze results of interactions or scenario-based performance. Tasks may include updating the development team’s knowledge of emerging industry or technology trends to support design specifications for training and performance support, recommending approaches or changes to current approaches to the multimedia environment, and troubleshooting issues with computer or information systems during key stakeholder and Subject Matter Expert review and providing test scenarios for verification of new content. Per specifications—update website content, provide analysis for given metrics and trends, verify solutions to requirements; test website performance; and participate in review events.	Bachelors	4	None

611430	Project Control Specialist	<p>Performs tasks which support data reporting on specific projects. Tasks include reporting to standard templates, managing project schedules, budget, and milestones. Reports to the Senior Project Manager assigned to the task order and controls systems that input, delete, retrieve, manipulate, and correct information in databases or automated/electronic records. Tasks may include designing and producing reports via a wide variety of information management research tools, systems, and processes. The Project Control Specialist conducts risk management to include activation of risk mitigation strategies as needed to complete projects to the schedule, scope, and resources plan.</p>	Associates	4	Bachelors
611430	Subject Matter Expert III	<p>Recognized authority across multiple areas of expertise.</p> <p>Expert in a specialized subject matter and/or technology. Provides highly technical specialized guidance with regard to area of expertise. Often called upon as a recognized specialist with unique knowledge and skills including, but not limited to, curricula analysis, design, and delivery; integrated product team support; conducting and instructing training classes across all training modalities; review and analysis of post-course after action reports, surveys, and evaluations for gaps and areas of improvement; and generation of recommendations to close identified gaps / areas; conduct of simulation-based process training and evaluation.</p>	Masters	18	PH.D. or M.D. + 10

611430	Subject Matter Expert II	<p>Recognized authority across multiple areas of expertise.</p> <p>Expert in a specialized subject matter and/or technology. Provides highly technical specialized guidance with regard to area of expertise. Often called upon as a recognized specialist with unique knowledge and skills including, but not limited to, curricula analysis, design, and delivery; integrated product team support; conducting and instructing training classes for highly specialized content; review and analysis of post-course after action reports, surveys, and evaluations for gaps and areas of improvement; and generation of recommendations to close identified gaps / areas; conduct of simulation-based training and evaluations.</p>	Bachelors	15	Masters +12
611430	Simulation Specialist Instructor II	<p>Provides simulation-based services and instruction with unique knowledge and skills including, but not limited to, assessment, planning, implementing, evaluating, and revising phases of curricula for simulation-based activities; and conducting classes. Serves as an expert in the latest simulation equipment; learner evaluations, post course debriefing, after action reports, and evidence based practice reported in the literature. Supports simulation activities to identify latent hazards as well as risk identification, classification, and reporting; supports the coordination and evaluation of applications, periodic inspection, and sustainment for simulation center certification programs.</p>	Bachelors	10	Masters + 8

611430	Simulation Specialist Instructor I	<p>Provides simulation-based services and instruction with unique knowledge and skills including, but not limited to, assessment, planning, implementing, evaluating, and revising phases of curricula for simulation-based activities; and conducting classes. Serves as an expert in the latest simulation equipment; learner evaluations, post course debriefing, after action reports, and evidence based practice reported in the literature. Supports simulation activities to identify latent hazards as well as risk identification, classification, and reporting; supports the coordination and evaluation of applications, periodic inspection, and sustainment for simulation center certification programs.</p>	Bachelors	7	Masters + 5
611430	Simulation Programmer I	<p>Provides simulation programming services with unique knowledge and skills including, but not limited to planning, execution, evaluation, and process Improvement for delivery of simulation based scenario programming. Performance includes subject matter expert in the assessment and planning of simulation based training; revising simulation software/scenario applications; development of training modules; and, assist in the development of the tools/templates used for the programming.</p>	Bachelors	4	None
611430	Mid-Level Consultant II	<p>May develop solutions in accordance with project requirements related to mission oriented business integrated services such as consulting, training, and business program support services disciplines. May be involved in leading or supporting activities associated with facilitation, training development, data collection, data analysis, methodology</p>	Bachelors	6	None

		development and evaluation, process reengineering, or policy development to support clients and project team. May supervise other employees, function as task lead or perform as an individual contributor.			
611430	Junior Programmer	Assist with Joint Application Development (JAD) sessions with business users to gather and analyze requirements. Develop and document technical requirements from gathered business requirements. Assist with general design and detailed design including user interfaces to meet requirements. Develop code modules, data loading scripts, testing scripts and batch processes under supervision of senior staff. Assist with the development of detailed technical documentation, technical manuals, end-user training and tier 2 user support.	Associates	2	None
611430	Senior Programmer	Performs as a task leader on a technical team translating preliminary specifications into a working prototype model or simulation to support studies evaluating concept/program/project/activity effectiveness against defined requirements and in context of organizational mission. Applies professional-level programming skills and computer science techniques to develop representations at the sub-system level. Participates fully in code review, testing and configuration management processes and actions. Works to system design specifications. Informs task objectives and timelines.	Bachelors	12	None

611430	Section 508 Specialist	<p>The 508 Specialist is responsible for overseeing and implementing the Rehabilitation Act of 1973, Section 508 requirements for design and editing of documents and presentation slides. Typically, these professionals shall have: A. Knowledge of 2D graphical Design; B. Knowledge of 508 Document and presentation slide requirements; C. Demonstrated ability to convert documents and slide presentation into 508 compliant Microsoft Word documents, Portable Document Format (PDF) and Microsoft Power Point presentation products; D. Experience working with content experts and project managers, and producers in the design and development of 508 compliant products. Ensures that that the WIA-ARIA , WC3, and VHA 508 standards are applied and adhered to faithfully. Direct a team that includes the quality control specialists.</p>	Bachelors	3	None
611430	Quality Control Specialist 1	<p>The Quality Control Specialist helps establish and maintains processes and associated documentation in support of professionals/software program. The QCS determines the resources required for quality control and maintains the level of quality throughout the project cycle. The QCS conducts formal and informal reviews at pre-determined points throughout the development cycle.</p>	Bachelors	2	None
611430	Quality Control Specialist 2	<p>The Quality Control Specialist helps establish and maintains processes and associated documentation in support of professionals/software program. The QCS determines the resources required for quality control and maintains the level of quality throughout the project cycle. The QCS conducts formal and informal reviews at pre-determined points throughout the development cycle.</p>	Bachelors	4	None

54151S	IT Program Manager	<p>Responsible for managing the day-to-day operations of the program and overall coordination, status reporting, and stability of complex and cross- functional project-oriented work efforts. Assist in developing the program strategy, supporting business case, and various program plans. Organizes resources to support multiple concurrent projects and assists in managing the execution of multiple concurrent projects.</p> <p>Ensures integration of project and adjusts scope, timing, and budget as needed. Establishes and implements program management processes and methodologies to ensure all projects are delivered on time, within budget, adhere to high quality standards, and meet customer expectations.</p> <p>Responsible for tracking key project milestones and adjusting program plans and/or resources.</p> <p>Delivers presentations and participates in client meetings</p>	Bachelors	7	None
54151S	IT Project Manager I	<p>Responsible for overall program management from inception to delivery and ensures that projects are implemented, developed, and delivered in a timely and fiscally responsible manner. Provides functional and technical leadership to engineering staff and guidance to management. Establishes metrics and ensures that quality assurance practices are implemented with regard to overall contracts. Develops and implements program improvement plans. Organizes, directs, and coordinates planning and production of all contract support activities. Conducts oral and written communications with all levels of management for planning and control of projects. Serves as the primary point of contact for Government Contracting Officer (CO), Contracting Officers</p>	Bachelors	6	None

		<p>Representative (COR), the Contracting Officers Technical Representative (COTR), Government management personnel, and customer agency representatives.</p>			
54151S	IT Project Manager II	<p>Responsible for overall program management from inception to delivery and ensures that projects are implemented, developed, and delivered in a timely and fiscally responsible manner. Provides functional and technical leadership to engineering staff and guidance to management. Establishes metrics and ensures that quality assurance practices are implemented with regard to overall contracts. Develops and implements program improvement plans. Organizes, directs, and coordinates planning and production of all contract support activities. Conducts oral and written communications with all levels of management for planning and control of projects. Serves as the primary point of contact for Government Contracting Officer (CO), Contracting Officers Representative (COR), the Contracting Officers Technical Representative (COTR), Government management personnel, and customer agency representatives.</p>	Bachelors	10	None

54151S	IT Project Manager III	<p>Responsible for overall program management from inception to delivery and ensures that projects are implemented, developed, and delivered in a timely and fiscally responsible manner. Provides functional and technical leadership to engineering staff and guidance to management. Establishes metrics and ensures that quality assurance practices are implemented with regard to overall contracts. Develops and implements program improvement plans. Organizes resources to support multiple concurrent projects and manages the execution of multiple concurrent projects. Organizes, directs, and coordinates planning and production of all contract support activities. Conducts oral and written communications with all levels of management for planning and control of projects. Serves as the primary point of contact for Government Contracting Officer (CO), Contracting Officers Representative (COR), the Contracting Officers Technical Representative (COTR), Government management personnel, and customer agency representatives.</p>	Bachelors	14	None
54151S	Software Integrator	<p>Analyzes and studies complex system requirements and translates detailed design into computer software. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, and other accepted design techniques. Estimates software development costs and schedules. Reviews existing programs and assists in making refinements, reducing operating</p>	Bachelors	7	None

		time, and improving current techniques.			
54151S	IT Specialist I	<p>Provides expert consultative support to a functional technical area of the project. Develops solutions to complex problems. Works closely with information technologists to identify the best technological solution to technical issues. Provides consulting to director and senior managers on information technology strategies. Develops, leads, and conducts quality workshops, benchmarking, and surveys. Facilitates process improvement efforts. Can manage a project team.</p>	Associates	2	None
54151S	IT Specialist II	<p>Serve as technical expert in areas relevant to a particular IT project. Produce and/or review substantive and/or complex technical documentation reflecting detailed knowledge of technical areas as identified in the statement of work. Documentation subjects include but are not limited to systems design, system architecture, feasibility studies, and system specifications. Coordinates with contractor management and customer personnel at all levels to ensure that the problem is properly understood and defined, and that the solution satisfies the client's requirements. Designs, organizes, leads, and conducts executive level workshops, benchmarking, and surveys. Prepares papers and documentation in support of customer requirements. Can lead a project team.</p>	Bachelors	3	None

54151S	IT Specialist III	<p>Provides expert knowledge of technical/engineering applications in the information technology (IT) specialty area with the ability to provide complete technical solutions. Documentation subjects include but are not limited to systems design, system architecture, feasibility studies, and system specifications. Independently performs tasks of the highest degree of complexity and difficulty. Analyzes technical risk, schedule, and cost impacts of approaches. Establishes performance and technical standards.. Provides technical guidance to other project team members. Can supervise other technical personnel. Develops and recommends organizational process changes to include new solutions and new technology.</p>	Bachelors	5	None
54151S	IT Specialist IV	<p>Provides expert knowledge of technical/engineering applications in the information technology (IT) specialty area with the ability to provide complete technical solutions. Documentation subjects include but are not limited to systems design, system architecture, feasibility studies, and system specifications. Independently performs tasks of the highest degree of complexity and difficulty. Analyzes technical risk, schedule, and cost impacts of approaches. Establishes performance and technical standards. Generates and approves project and testing specifications. Provides technical guidance to other project team members. Can supervise other technical personnel. Develops and recommends organizational process changes to include new solutions and new technology.</p>	Bachelors	8	None

54151S	System Administrator/Developer	Responsible for installing, configuring, securing, and maintaining operating system workstations and servers, including web servers, in support of business processing requirements. Performs software installations and upgrades to operating systems and layered software packages. Schedules installations and upgrades and maintains them in accordance with established IT policies and procedures. Monitors and tunes the system to achieve optimum performance levels. Ensures workstation/server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions. Ensures data/media recoverability by implementing a schedule of system backups and database archive operations.	Bachelors	3	None
54151S	IT Subject Matter Expert I	Performs assigned IT-related tasks that are varied and that may be somewhat difficult in character, but usually involve limited responsibility. Work may be routine. Instructions are typically detailed. Provides knowledge and analysis of specialized applications and functional systems. Applies knowledge of specific functional area of expertise to a specific task	Bachelors	7	None

54151S	IT Technical Writer	<p>Assists in interpreting technical documentation standards and preparing IT systems documentation accordingly. Duties include writing, editing, and graphic presentation of technical information provided by the user, specialist, analyst, programmer, and technical and non-technical personnel. Collects and organizes information required for preparation of user manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents. Maintains documentation library and configuration management of user manuals. Provides Web content development, including design, development, and content management.</p>	Associates	1	None
54151S	IT Business Analyst	<p>The IT Research Analyst II understands the field of software technology, software development, reuse, prototyping, telecommunications, or network engineering such that assignments in areas beyond the current state-of-the-art can be analyzed and addressed. Develops, plans, executes and monitors analyses and synthesis of technologies applicable to automation and networking requirements across battlefield functional areas. Represents the customer at meetings and conferences addressing issues on the feasibility and applications of technology to current and emerging systems. Conceptualizes and advises on the automated systems in the Battlespace as an Integrated System of Systems.</p>	Bachelors	3	None

54151S	Systems Analyst I	<p>Analyzes requirements to determine current needs and system functions. Develops plans for ADP systems throughout the entire software development lifecycle. Develops complete specifications to enable computer programmers to prepare required programs. Performs systems installation of computer operating systems, network, and applications software, and computer/network hardware. Provide technical guidance to other project members for software-related tasks. Prepares required documentation, including both program-level and user-level documentation.</p>	Associates		None
54151S	Systems Analyst II	<p>Analyzes requirements to determine current needs and system functions. Develops plans for ADP systems throughout the entire software development lifecycle. Develops complete specifications to enable computer programmers to prepare required programs. Performs systems installation of computer operating systems, network, and applications software, and computer/network hardware. Provide technical guidance to other project members for software-related tasks. Prepares required documentation, including both program-level and user-level documentation.</p>	Bachelors	3	None

54151S	Systems Analyst III	<p>Provides technical leadership and administrative direction for personnel performing software development tasks. Analyzes software to determine current capabilities and system functions. Analyzes business problems for resolution through automation. Conducts system performance modeling and analyses and system reliability and security analyses. Develops technical strategy for accomplishing objectives. Gathers requirements from users, defines work problems, and designs computer procedures to resolve the problems. Develops complete specifications for computer software programs. Reviews work products for correctness, adherence to design concepts, effectiveness in meeting user requirements, and adherence to schedules. Coordinates with client management and technical specialists to ensure problem resolution and user satisfaction.</p>	Bachelors	5	None
54151S	Systems Analyst IV	<p>Provides technical leadership and administrative direction for personnel performing software development tasks. Analyzes software to determine current capabilities and system functions. Analyzes business problems for resolution through automation. Conducts system performance modeling and analyses and system reliability and security analyses. Develops technical strategy for accomplishing objectives. Gathers requirements from users, defines work problems, and designs computer procedures to resolve the problems. Develops complete specifications for computer software programs. Reviews work products for correctness, adherence to design concepts, effectiveness in meeting user requirements, and adherence to schedules. Coordinates with client</p>	Bachelors	7	None

		<p>management and technical specialists to ensure problem resolution and user satisfaction. Ensures conformance to standards and quality control procedures. Prepares required documentation, including both programlevel and user-level documentation.</p>			
54151S	Information Management Specialist I	<p>Serves as a source of expertise and knowledge for information management support. Primary functions include performing complex technical efforts, such as maintaining communication with the client and diverse stakeholders, conducting information analysis, and receiving, interpreting, and distributing information and messages.</p>	Associates	1	None
54151S	Information Management Specialist II	<p>Serves as a source of expertise and knowledge for information management support. Primary functions include performing complex technical efforts, such as maintaining communication with the client and diverse stakeholders, conducting information analysis, and receiving, interpreting, and distributing information and messages. Other duties include reporting and completing administrative tasks, managing confidential and timely information, recordkeeping, tracking, and using collaborative tools, information technologies</p>	Bachelors	3	None

		and systems that facilitate information sharing.			
54151S	Information Technology Specialist I	Serves as a source of expertise and knowledge for information management support. Primary functions include performing complex technical efforts, such as maintaining communication with the client and diverse stakeholders, conducting information analysis, and receiving, interpreting, and distributing information and messages. Other duties include reporting and completing administrative tasks, managing confidential and timely information, recordkeeping, tracking, and using collaborative tools, information technologies and systems that facilitate information sharing.	Bachelors	5	None
54151S	Information Technology Specialist II	Serves as a source of expertise and knowledge for information management support. Primary functions include performing complex technical efforts, such as maintaining communication with the client and diverse stakeholders, conducting information analysis, and receiving, interpreting, and distributing information and messages. Other duties include reporting and completing administrative tasks, managing confidential and timely information, recordkeeping, tracking, and using collaborative tools, information technologies and systems that facilitate information sharing.	Bachelors	7	None

54151S	Data Modeler III	responsible for various tasks related to data management, analysis, and reporting. This position involves handling data, ensuring its accuracy and integrity, and utilizing it to provide insights that support decision-making processes. Collects and compile data from various sources, both internal and external, ensuring accuracy and completeness. Enters data into databases, spreadsheets, or other software systems, adhering to established data standards and protocols. Interprets data trends, patterns, and anomalies to provide meaningful insights and recommendations.	Bachelors	5	None
54151S	Data Modeler IV	is responsible for overseeing and managing various aspects of data management, analysis, and utilization. The role involves leveraging data to provide insights, drive decision-making, and improve operational efficiency. Collaborates with domain experts to understand the context of data and its implications for the business.	Bachelors	10	None
54151S	Data Management Specialist I	Maintains data files and control procedures for mid to complex system of networked microcomputers or for a single group of microcomputers linked to a host workstation, minicomputer or mainframe. Responsible for data integrity. . Responds to frequent management requests for information. Although the incumbent may be a resident expert for applications running on a department-wide LAN or for the entire computer system in a smaller enterprise, complex hardware and software applications may be maintained by other professional staff or by vendors.	Associates	1	None

54151S	Data Management Specialist II	<p>Maintains data files and control procedures for mid to complex system of networked microcomputers or for a single group of microcomputers linked to a host workstation, minicomputer or mainframe. Responsible for data integrity. Assigns passwords and monitors use of resources. Backs up files as required. Responds to frequent management requests for information. Although the incumbent may be a resident expert for applications running on a department-wide LAN or for the entire computer system in a smaller enterprise, complex hardware and software applications may be maintained by other professional staff or by vendors.</p>	Bachelors	2	None
54151S	Data Management Specialist III	<p>Maintains data files and control procedures for mid to complex system of networked microcomputers or for a single group of microcomputers linked to a host workstation, minicomputer or mainframe. Responsible for data integrity. Assigns passwords and monitors use of resources. Backs up files as required. May produce complex periodic business reports, generate output such as labels, letters, and forms. Responds to frequent management requests for information. Although the incumbent may be a resident expert for applications running on a department-wide LAN or for the entire computer system in a smaller enterprise, complex hardware and software applications may be maintained by other professional staff or by vendors.</p>	Bachelors	5	None

54151S	Data Management Specialist IV	<p>Maintains data files and control procedures for mid to complex system of networked microcomputers or for a single group of microcomputers linked to a host workstation, minicomputer or mainframe. Responsible for data integrity. Assigns passwords and monitors use of resources. Backs up files as required. May produce complex periodic business reports, generate output such as labels, letters, and forms. Responds to frequent management requests for information. Although the incumbent may be a resident expert for applications running on a department-wide LAN or for the entire computer system in a smaller enterprise, complex hardware and software applications may be maintained by other professional staff or by vendors. May supervise or manage projects</p>	Bachelors	7	None
54151S	IT Subject Matter Expert III	<p>Performs assigned IT-related tasks that are varied and that may be somewhat difficult in character, but usually involve limited responsibility. Work may be routine. Instructions are typically detailed. Provides knowledge and analysis of specialized applications and functional systems. Applies knowledge of specific functional area of expertise to a specific task</p>	Bachelors	14	None
54151S	IT Subject Matter Expert IV	<p>Performs assigned IT-related tasks that are varied and that may be somewhat difficult in character, but usually involve limited responsibility. Work may be routine. Instructions are typically detailed. Provides knowledge and analysis of specialized applications and functional systems. Applies knowledge of specific functional area of expertise to a specific task</p>	Bachelors	16	None