



Contract Specifications

<p>Contract Administrator:</p> <p>Miles Ramboyong President, CEO miles@sguconsulting.com Phone: 212-380-1333 519 8th Avenue, Suite 812 New York, NY 10018</p> <p>Ordering & Payment Address & Fax: Solutions Group USA LLC - SGU Consulting Corporate Headquarters 519 8th Avenue, Suite 812 New York, NY 10018</p> <p>www.sguconsulting.com</p>	<p>Contract Number: GS-35F-0428Y Contract Period: May 25, 2012 through May 24, 2017 DUNS Number: 172811767 Schedule 70 Awarded SIN: 132-51 Business Size: Small Disadvantaged Business Maximum Order: \$500,000 Minimum Order: \$100 Geographic Coverage: Domestic FOB: Destination Time of Delivery: As agreed upon by ordering agency and vendor Discounts: 10% to GSA Quantity Discount: 2% quantity volume discount (exclusive) of IFF on orders exceeding \$250,000 Prompt Payment Terms: ½% /15, Net 30 Days Warranty Provision: Contract’s standard commercial warranty Central Contractor Registration: Registered</p>
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Labor Category Descriptions

Program Executive

Minimum/General Experience: Experience of 12+ years in Information Technology consulting, system and application development, design and implementation, business process reengineering, Information Technology transformation, or other related services. Possession of an advanced degree may be substituted for 1 year of experience. Possession of a professional certification [e.g., Certified Associate In Project Management (CAPM), Program Management Professional (PgMP), Program Management Professional (PMP)], other than that used to meet the minimum educational requirements, may also be substituted for 1 year of experience.



Functional Responsibility:

- Overall responsibility for the work performed, may review the work of other Information Technology Engagement Executives.
- Possesses experience leading and providing technical direction to comparable projects. Capable of managing multiple projects of high complexity.
- Directs the completion of projects and applies experience in Enterprise Resource Planning transformation and implementation, Information Technology systems development and implementation, performance management, risk management, or other related services.
- Interacts with client on strategic issues.

Minimum Education: Holds a Bachelor's Degree in Computer Science, Information Systems or related discipline, or has 4 additional years of experience, or has 3 additional years of experience plus a Program Management Professional (PgMP), Program Management Professional (PMP), or equivalent information technology certification.

IT Program Manager

Minimum/General Experience: Experience of 9+ years in Information Technology consulting, system and application development, design and implementation, business process reengineering, Information Technology transformation, or other related services. Possession of an advanced degree may be substituted for 1 year of experience. Possession of a professional certification [e.g., Certified Associate In Project Management (CAPM), Program Management Professional (PgMP), Program Management Professional (PMP)], other than that used to meet the minimum educational requirements, may also be substituted for 1 year of experience.

Functional Responsibility:

- Directs multiple work streams and oversees the work of program personnel including, but not limited to, other Program Manager(s), Project Manager(s), Team Lead(s), and/or Team Member(s).
- May manage other Program Managers and/or oversee multiple engagements.
- Directs the completion of projects and applies experience in Enterprise Resource Planning transformation and implementation, Information Technology systems development and implementation, enterprise architecture, performance management, risk management, or other related services.
- Interacts with the client on program-related issues and directs communication across the program and with key stakeholders.

Minimum Education: Holds a Bachelor's Degree in Computer Science or Information Systems, or has 4 additional years of experience, or has 3 additional years of experience plus a Program Management



Professional (PgMP), Program Management Professional (PMP), or equivalent information technology certification.

Business Analyst III

Minimum/General Experience: Experience of 4+ years in Information Technology consulting, system and application development, design and implementation, business process reengineering, Information Technology transformation, or other related services. Possession of an advanced degree may be substituted for 1 year of experience. Possession of a professional certification, other than that used to meet the minimum educational requirements, may also be substituted for 1 year of experience.

Functional Responsibility:

- Provides specialized experience in Enterprise Resource Planning package applications consulting, post-deployment application and process optimization, business application consulting, or similar activities.
- Contributes to research and design activities.
- Advises on methodology and team structure while coordinating analyses with other project personnel.
- Applies technical and/or analytical approaches to solve client issues and experience technical tasks such as system and application architecture, web services, database installation, configuration, design and administration, Enterprise Resource Planning application implementation, organizational change management and communication, development of training documentation and delivery of end-user training, configuration, and customization, or similar activities.

Minimum Education: Holds a Bachelor's Degree in Business Management or equivalent, or has 4 additional years of experience, or has 3 additional years of experience plus a relevant information technology certification.

Project Manager II

Minimum/General Experience: Experience of 5+ years in Information Technology consulting, system and application development, design and implementation, business process reengineering, Information Technology transformation, or other related services. Possession of an advanced degree may be substituted for 1 year of experience. Possession of a professional certification [e.g. Program Management Professional (PMP), Certified Associate in Project Management (CAPM)], other than that used to meet the minimum educational requirements, may also be substituted for 1 year of experience.

Functional Responsibility:

- Leads and directs project personnel including, but not limited to, Team Lead(s) and Team Member(s).



- Manages the project schedule, cost and risk management, and delivery of the project.
- Applies experience in Systems Development Life Cycle, Enterprise Resource Planning implementation, internal controls, performance management, business process reengineering, Information Technology transformation, or other related services.
- Interacts with the client on project-related issues.

Minimum Education: Holds a Bachelor's Degree in Business Management or related discipline, or has 4 additional years of experience, or has 3 additional years of experience plus a Program Management Professional (PMP), or equivalent information technology certification.

Project Scheduler

Minimum/General Experience: Experience of 2+ years in Information Technology Consulting, system and application development or project management.

Functional Responsibility:

- Manages the Master Production Schedule for Information Technology projects to ensure timely project completion.
- Creates the Master Production Schedule to generate requirements for manufactured and purchased parts while ensuring desired inventory levels are maintained.
- Balances current and future customer demand requirements with manufacturing and supplier capabilities/capacities to ensure completion of customer requirements.
- Ensures that the Master Production Schedule is not overloaded and that every work order has a valid future date assigned to it.
- Reviews new sales order requests and provides a feasible promise dates to customer service before the orders are promised.
- Oversees the scheduling for Information Technology programs/ projects.
- Analyzes data, including enterprise requirements planning information and prepares reports as needed to facilitate and recommend actions.

Minimum Education: Bachelor's degree in Business Management or related discipline. 5+ years of experience in the area of Information Technology or Project Management or an equivalent combination of education and experience.

Business Analyst II

Minimum/General Experience: Experience of 2+ years in Information Technology consulting, system and application development, design and implementation, business process reengineering, Information Technology transformation, or other related services. Possession of an advanced degree may be

substituted for 1 year of experience. Possession of a professional certification, other than that used to meet the minimum educational requirements, may also be substituted for 1 year of experience.

Functional Responsibility:

- Plans, conducts, and/or contributes to research and design activities.
- Applies technical and/or analytical approaches to solve client issues and experience in technical tasks such as system and network administration, architecture, database installation, configuration, design and administration, Enterprise Resource Planning application implementation, organizational change management and communication, development of training documentation, configuration, and customization, or similar activities.
- Contributes to research and design activities.
- Provides input to methodology.

Minimum Education: Holds a Bachelor's Degree in Information Systems, Business Management or related discipline, or has 4 additional years of experience, or has 3 additional years of experience plus a relevant information technology certification.

Business Analyst I

Minimum/General Experience: Experience of 2+ years in Information Technology consulting, system and application development, design and implementation, business process reengineering, Information Technology transformation, or other related services. Possession of an advanced degree may be substituted for 1 year of experience. Possession of a professional certification [e.g. Program Management Professional (PMP), Certified Associate In Project Management (CAPM)], other than that used to meet the minimum educational requirements, may also be substituted for 1 year of experience.

Functional Responsibility:

- Under guidance from the Program and/or Project Manager, plans, executes, and controls team activities.
- Leads Team Members in Systems Development Life Cycle tasks, including system analysis and design, documentation of business processes and systems evaluations, system applications testing, or similar activities.
- Makes team assignments and manages technical quality.
- May act as liaison between Team Members and the Project Manager.
- Prepares and presents team and deliverable status reports in project meetings with the Project Manager and/or client personnel.

Minimum Education: Holds a Bachelor's Degree in Business Management, Information Systems or related discipline, or has 4 additional years of experience, or has 3 additional years of experience plus a Certified Associate in Project Management (CAPM), or equivalent information technology certification.

Project Manager I

Minimum/General Experience: Experience of 4+ years in Information Technology consulting, system and application development, design and implementation, business process reengineering, Information Technology transformation, or other related services. Possession of an advanced degree may be substituted for 1 year of experience. Possession of a professional certification [e.g. Program Management Professional (PMP), Certified Associate in Project Management (CAPM)], other than that used to meet the minimum educational requirements, may also be substituted for 1 year of experience.

Functional Responsibility:

- Leads and directs project personnel including, but not limited to, Team Lead(s) and Team Member(s).
- Manages the project schedule, cost and risk management, and delivery of the project.
- Applies experience in System Development Life Cycle, Enterprise Resource Planning implementation, internal controls, performance management, business process reengineering, Information Technology transformation, or other related services.
- Interacts with the client on project-related issues.

Minimum Education: Holds a Bachelor's Degree in Business Management or related discipline, or has 4 additional years of experience, or has 3 additional years of experience plus a Program Management Professional (PMP), or equivalent information technology certification.

Administrative Support Specialist I

Minimum/General Experience: 6 months of total experience and some specialized experience or formal training.

Functional Responsibility:

- Provides administrative-type support to technical and management-level personnel. This includes, but is not limited to, documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc.
- Duties may include, but are not limited to, coordinating and planning office administration and support; understanding and providing documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc. required in changing office environments; and reporting directly to a client, usually at the client location, to support its operations as required.

Minimum Education: High School Diploma or General Educational Development (G.E.D.) or other equivalent degree program.



Information Security Program Manager

Minimum/General Experience: Experience of 12+ years in information security, information assurance, testing, implementation, operation, program management, or other related services. Possession of an advanced degree may be substituted for 1 year of experience. Possession of a professional certification [e.g., Certified Information Systems Security Professional (CISSP), Certified Information Systems Auditor (CISA), Certified Information Systems Manager (CISM), Program Management Professional (PMP)], other than that used to meet the minimum educational requirements, may also be substituted for 1 year of experience.

Functional Responsibility:

- Has overall responsibility for the work performed.
- May review the work of other Information Systems Engagement Executives and engagement, program, or project teams.
- Possesses experience in leading and providing technical direction to comparable projects.
- Capable of managing multiple projects of high complexity.
- Directs the execution of programs and completion of projects.
- Applies experience in information security, performance management, risk management, Information Systems consulting, or other related services.
- Interacts with client on strategic issues.

Minimum Education: Holds a Bachelor's Degree in Computer Science or related discipline, or has 4 additional years of experience in information security or information assurance, or has 3 additional years of experience plus a Certified Information Systems Security Professional (CISSP), Certified Information Systems Auditor (CISA), Certified Information Systems Manager (CISM), Program Management Professional (PMP), or equivalent certification.

Communications & Network Engineer III

Minimum/General Experience: A Communication & Network Engineer 3 has at least 6 years of total experience and at least 3 years of specialized experience or formal training.

Functional Responsibility:

- Has in-depth knowledge of multiple aspects of data and telecommunications network architectures for Government applications.
- May possess subject matter expertise in network integration, network interoperability, network implementation, telecommunications technologies, or network protocols.
- Has the ability to use experience and technical judgment to reach conclusions in the face of limited and/or uncertain data.

- Supervises or manages the implementation of specific aspects of network architecture planning and is capable of supervising a team of specialty Engineers working on highly complex network architecture projects.
- Communication & Network Engineer duties include, but are not limited to, providing lead specialty engineering for a specific technology area associated with network architectures; providing technical support in one or more specific areas associated with network-architecture technology, interoperability, or integration; performing technical lead management responsibilities for specific technical areas of network architecture projects; and providing in-depth analyses on network interoperability, topologies, technologies, interfaces, and protocols.

Minimum Education: A Master's Degree in Computer Science, Electrical or Electronics Engineering, Information Systems, or equivalent and 1 year of experience. A Bachelor's Degree in Computer Science, Electrical Engineering, Information Systems, or equivalent and 2 years general work experience is considered equivalent to a Master's Degree and 1 year experience.

Security Architect

Minimum/General Experience: Experience of 10+ years in information security, information assurance, testing, implementation, operation, program management, or other related services. Possession of an advanced degree may be substituted for 1 year of experience. Possession of a professional certification [e.g., Certified Information Systems Security Professional (CISSP), Certified Information Systems Auditor (CISA), Certified Information Systems Manager (CISM), Program Management Professional (PMP)], other than that used to meet the minimum educational requirements, may also be substituted for 1 year of experience.

Functional Responsibility:

- Has overall responsibility for the work performed.
- May review the work of Information Systems engagement, program, or project teams.
- Possesses experience in leading and providing technical direction to comparable projects.
- Capable of managing multiple projects of high complexity.
- Directs the execution of programs and completion of projects.
- Applies experience in information security, performance management, risk management, Information Systems consulting, or other related services.
- Interacts with client on strategic issues.

Minimum Education: Holds a Bachelor's Degree in Computer Science or related discipline, or has 4 additional years of experience in Information Security or Information Assurance, or has 3 additional years of experience plus a Certified Information Systems Security Professional (CISSP), Certified Information Systems Auditor (CISA), Certified Information Systems Manager (CISM), Program Management Professional (PMP), or equivalent certification.



Security Analyst III

Minimum/General Experience: A Security Analyst 3 has at least 8 years of experience and at least 5 years of specialized project experience or formal training.

Functional Responsibility:

- Analyzes and defines security requirements.
- Designs, develops, engineers and implements solutions to computer security requirements.
- Gathers and organizes technical information about an organization's mission goals and needs, existing security products and ongoing programs in the computer security arena.
- Performs risk analyses that also include risk assessment.

Minimum Education: Bachelor's Degree in Computer Science or related discipline. 6 years of general experience is considered equivalent to a Bachelor's Degree.

Computer Engineer III

Minimum/General Experience: A Computer Engineer 3 has a minimum of 7 years of general technical experience.

Functional Responsibility:

- Applies a strong analysis background, has strong technical initiative, has experience in operational and technical analysis of systems, along with strong experience in modeling and simulation.
- Performs a variety of engineering tasks concerned with the design and implementation, including personnel, hardware, software and support of facilities and/or equipment.
- Supports analysis projects by utilizing existing modeling and simulation tools and developing tools as needed.
- Supports data collection, study definition, model execution, data extraction and performance measurement activities.
- Excellent people and organization skills are required.
- Ability to work in a rapid paced environment is important.

Minimum Education: Master's Degree or higher in Computer Science, Physical Science, Engineering, Logistics, Aeronautics, Mathematics or Aerospace.

System Support Engineer II

Minimum/General Experience: A Systems Support Engineer 2 has from 1-3 years of experience and at least 6 months of specialized project experience or formal training.

Functional Responsibility:

- Provides expertise in the areas of system design, systems engineering techniques and systems management processes.
- Analyzes and recommends commercially available hardware capable of meeting system requirements.
- Systems engineers generally are involved in project tasks that apply to specialized technology problems versus distinct service or product line (e.g., signal processing, navigation and guidance, communications).
- Assignments involve integration of electronic processes or methodologies to resolve total system problems or applications.
- Processes may range from simple electromechanical to sophisticated use of computer or other electronic technology and equipment.
- The Systems Support Engineer 2 maintains a broad knowledge of the labor category field and a demonstrated ability to independently work on complex assignments.

Minimum Education: Bachelor's Degree in Computer Science or related discipline. 6 years of general experience is considered equivalent to a Bachelor's Degree.

Security Analyst II

Minimum/General Experience: A Security Analyst 2 has at least 6 years of experience and at least 4 years of specialized project experience or formal training.

Functional Responsibility:

- Analyzes and defines security requirements.
- Designs, develops, engineers and implements solutions to computer security requirements.
- Gathers and organizes technical information about an organization's mission goals and needs, existing security products and ongoing programs in the computer security arena.
- Performs risk analyses that also include risk assessment.

Minimum Education: Bachelor's Degree in Computer Science or related discipline. 6 years of general experience is considered equivalent to a Bachelor's Degree.

Information Security Specialist III

Minimum/General Experience: An Information Security Specialist 3 has at least 4 years of total experience and at least 2 years of specialized project experience or formal training.

Functional Responsibility:

- Formulates and assesses Information Technology security policy to include business impact.



- Prepares security plans for employing enterprise-wide security architecture to include the design of cryptographic solutions.
- Develops integrated security services management.
- Executes security awareness training.
- Assesses and audits network penetration testing, anti-virus planning assistance, risk analysis and incident response.
- Provides security-engineering support for application development (including system security certifications and project evaluations).
- This may include the development, design and implementation of firewalls, and evaluation, review and test of security code.
- Experienced with several architectures and platforms in an integrated environment.

Minimum Education: Bachelor's Degree in Computer Science or related discipline. 6 years of general experience is considered equivalent to a Bachelor's Degree.

Network Administrator

Minimum/General Experience: 8 years of experience in Help Desk and Network Support.

Functional Responsibility:

- Regarded as an expert in his/her domain and has general knowledge of other domains.
- Provides technical guidance within his/her area of expertise, and recommends domain-specific technical solutions and policies.
- This staff position works at the project and program level and may lead tasks or projects in his/her area of expertise.
- Plans, designs, and implements physical and logical Wide Area Networks (WANs), Local Area Networks (LANs), communications, and infrastructures across the client's enterprise.
- Works with client staff to identify voice/data/video communications requirements.
- Performs system-level assessments of communications systems.
- Researches and evaluates network technologies, protocols, and applications for integration into the environment.
- Provides analysis of interoperability, implementation, and integration issues related to topology, deployment strategies, operations, and management.
- Uses network design tools and techniques.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, Business or related field.

Communications & Network Engineer II

Minimum/General Experience: A Communication & Network Engineer 2 has a minimum of 2 years total experience and at least 1 year of specialized experience or formal training.



Functional Responsibility:

- Has knowledge in one or more aspects of data and telecommunications network architectures for Government applications.
- May possess broad knowledge in network integration, network interoperability, network implementation, telecommunications technologies, or network protocols.
- Capable of independent work on specific tasks associated with the implementation of specific aspects of network architecture projects and is capable of providing limited guidance or supervision of Engineers working on highly complex network architecture projects.
- Communication & Network Engineer duties include, but are not limited to, providing general support for network architecture planning; providing technical support in one or more specific areas associated with network-architecture technology, interoperability, or integration; providing support for the development of technical analyses, white papers, or research for specific technical areas of network architecture; and providing general analyses on network interoperability topologies, technologies, interfaces, and protocols.

Minimum Education: A Bachelor's Degree in Computer Science, Electrical or Electronics Engineering, Information Systems, or equivalent.

Computer Engineer II

Minimum/General Experience: A Computer Engineer 2 has a minimum of 5 years of general technical experience.

Functional Responsibility:

- Applies a strong analysis background, strong technical initiative, has experience in operational and technical analysis of systems, along with strong experience in modeling and simulation.
- Performs a variety of engineering tasks concerned with the design and implementation, including personnel, hardware, software and support of facilities and/or equipment.
- Supports analysis projects by utilizing existing modeling and simulation tools.
- Supports data collection, study definition, model execution, data extraction and performance measurement activities.

Minimum Education: Bachelor's Degree in Computer Science or related discipline.

Information Security Specialist II

Minimum/General Experience: An Information Security Specialist 2 has at least 4 years of total experience and at least 2 years of specialized project experience or formal training.

Functional Responsibility:



- Formulates and assesses Information Technology security policy to include business impact. Prepares security plans for employing enterprise-wide security architecture to include the design of cryptographic solutions.
- Develops integrated security services management.
- Executes security awareness training.
- Assesses and audits network penetration testing, anti-virus planning assistance, risk analysis and incident response.
- Provides security-engineering support for application development (including system security certifications and project evaluations).
- This may include the development, design and implementation of firewalls, and evaluation, review and test of security code.
- Experienced with several architectures and platforms in an integrated environment.

Minimum Education: Bachelor's Degree in Computer Science or related discipline. 6 years of general experience is considered equivalent to a Bachelor's Degree.

Communications & Network Engineer I

Minimum/General Experience: A Communications & Network Engineer 1 has 6 months of total experience and some specialized experience or formal training.

Functional Responsibility:

- Has knowledge in one or more aspects of data and telecommunications network architectures for Government applications.
- May possess broad knowledge in network integration, network interoperability, network implementation, telecommunications technologies, or network protocols.
- Capable of working, with supervision, on specific tasks associated with specific aspects of network architecture projects.
- Communication & Network Engineer duties include providing assistance and performing general technical tasks for network architecture planning; providing support for one or more specific areas associated with network-architecture technology, interoperability, or integration; supporting the development of technical analyses, white papers, or research for specific technical areas of network architecture; and assisting in general analysis on network interoperability topologies, technologies, interfaces, and protocols.

Minimum Education: Bachelor's Degree in Electrical or Electronics Engineering, Computer Science, or Information Systems. 8 years of experience in telecommunications network architectures may be substituted for a Bachelor's Degree.

Information Security Specialist I



Minimum/General Experience: An Information Security Specialist 1 has from 1-3 years of total experience and at least 6 months of specialized project experience or formal training.

Functional Responsibility:

- Formulates and assesses Information Technology security policy to include business impact.
- Prepares security plans for employing enterprise-wide security architecture to include the design of cryptographic solutions.
- Develops integrated security services management.
- Executes security awareness training. Assesses and audits network penetration testing, anti-virus planning assistance, risk analysis and incident response.
- Provides security-engineering support for application development (including system security certifications and project evaluations).
- This may include the development, design and implementation of firewalls, and evaluation, review and test of security code.
- Experienced with several architectures and platforms in an integrated environment.
- Significant knowledge of the field and the ability to work independently on typical assignments.

Minimum Education: Bachelor's Degree in Computer Science or related discipline.

Security Analyst I

Minimum/General Experience: A Security Analyst 1 has at least 4 years of experience and at least 2 years of specialized project experience or formal training.

Functional Responsibility:

- Analyzes and defines security requirements.
- Designs, develops, engineers and implements solutions to computer security requirements.
- Gathers and organizes technical information about an organization's mission, goals and needs, existing security products and ongoing programs in the computer security arena.
- Performs risk analyses which also include risk assessment.

Minimum Education: Bachelor Degree in Computer Science or related discipline. 6 years of general experience is considered equivalent to a Bachelor's Degree.

Labor Category Rates for 2012

Labor Category	GSA Hourly Price Including IFF
Program Executive	\$167.44
IT Program Manager	\$152.98
Business Analyst III	\$78.38
Project Manager II	\$89.25
Project Scheduler	\$64.52
Business Analyst II	\$68.68
Business Analyst I	\$64.52
Project Manager I	\$84.04
Administrative Support Specialist I	\$37.15
Information Security Program Manager	\$159.18
Communications & Network Engineer III	\$114.88
Security Architect	\$159.74
Security Analyst III	\$127.05
Computer Engineer III	\$159.74
System Support Engineer II	\$98.58
Security Analyst II	\$122.29
Information Security Specialist III	\$122.29
Network Administrator	\$64.52
Communications & Network Engineer II	\$85.05
Computer Engineer II	\$119.02
Information Security Specialist II	\$109.30
Communications & Network Engineer I	\$68.68
Information Security Specialist I	\$103.26
Security Analyst I	\$103.26