



General Services Administration Federal Acquisition Service  
Authorized Federal Supply Schedule Price List

**CGI Federal Inc.**  
**12601 Fair Lakes Circle**  
**Fairfax, VA 22033**

**Contract Number:** GS-35F-281DA  
**Contract Period:** April 22, 2016 - April 21, 2026  
**Business Size:** Large Business

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*\*Price List amendment through modification PO-0103 effective September 8, 2025.*

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

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## TABLE OF CONTENTS

Customer Information .....	1
1. Awarded Special Item Numbers (SINs) .....	1
2. Maximum Order .....	1
3. Minimum Order .....	1
4. Geographic Coverage (Delivery Area) .....	1
5. Point(s) of Production (City, County, and State or Foreign Country) .....	1
6. Discount From List Prices or Statement of Net Price .....	1
7. Quantity Discounts .....	1
8. Prompt Payment Terms .....	2
9. Foreign Items (list items by country of origin) .....	2
10. Time of Delivery .....	2
10.a Time of Delivery .....	2
10.b Expedited Delivery .....	2
10.c Overnight and 2-Day Delivery .....	2
10.d Urgent Requirements: A faster delivery may be available for urgent requirements .....	2
11. F.O.B. Point(s): Destination .....	2
11.a Ordering Addresses .....	2
11.b Ordering Procedures for Federal Supply Schedule Contracts .....	2
12. Payment Addresses .....	3
13. Warranty Provision .....	3
14. Export Packing Charges, if Applicable .....	3
15. Terms and Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level) .....	3
16. Terms and Conditions of Rental, Maintenance, and Repair (if applicable) .....	3
17. Terms and Conditions of Installation (if applicable) .....	3
18. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts From List Prices (if applicable) .....	3
19. Terms and Conditions for any Other Services (if applicable) .....	3
20. List of Service and Distribution Points (if applicable) .....	3
21. List of Participating Dealers (if applicable) .....	3
22. Preventive Maintenance (if applicable) .....	3
23. Environmental Attributes, e.g., Recycled Content, Energy Efficiency, and/or Reduced Pollutants .....	3

24. If Applicable, Indicate that Section 508 Compliance Information is Available on Electronic and Information Technology (EIT) Supplies and Services and Show Where Full Details Can be Found (e.g. Contractor’s Website or Other Location.) .....	3
25. Unique Entity Identifier (UEI) Number .....	3
26. Notification Regarding Registration in the System for Award Management (SAM) Database .....	3
27. SIN Descriptions: Information Technology Category .....	4
28. SIN Descriptions: Professional Services Category .....	5
29. SIN Description: Office Management Category .....	8
30. Information Technology Category Product Offerings .....	8
30.a Momentum® Enterprise Suite of Products .....	8
30.b Momentum and Momentum Plus Offerings .....	9
30.b.1 Momentum Financials and Momentum Financials Plus Software .....	9
30.b.2 Momentum Contract Management .....	11
30.b.3 Momentum Fixed Assets .....	11
30.b.4 Momentum Project Cost Accounting .....	12
30.b.5 Momentum Travel Accounting .....	12
30.b.6 Momentum Budget Execution and Momentum Budget Execution Plus .....	12
30.b.7 Momentum Fee Management and Momentum Fee Management Plus .....	12
30.b.8 Momentum Identity Provider (IdP) and Momentum Identity Provider Plus .....	13
30.b.9 Momentum Enterprise Integration Frameworks .....	14
30.b.10 Momentum Contracting Apps .....	14
30.b.11 Momentum Acquisitions and Momentum Acquisitions Plus .....	14
30.b.12 Momentum Business Insights and Business Insights Plus .....	16
30.b.13 Momentum Business Analytics .....	16
30.b.14 Momentum Business Analytics Lite .....	16
30.b.15 Momentum Business Dashboard .....	17
30.b.16 Momentum Business Monitor .....	17
30.b.17 Momentum Business Data Warehouse .....	17
30.b.18 Momentum Performance Budgeting and Momentum Performance Budgeting Plus ...	17
30.b.19 Momentum Performance Budgeting—Budget Book Publishing Option .....	18
30.b.20 Momentum SAM Connector and Momentum SAM Connector Plus .....	18
30.b.21 Momentum Timekeeping and Momentum Timekeeping Plus .....	19
30.b.22 Momentum Vendor Self Service and Momentum Vendor Self-Service Plus .....	20
30.b.23 Momentum Financial Data Exchange and Momentum Financial Data Exchange Plus	21
30.b.24 Momentum Asset Management .....	21
30.b.25 Momentum Integration Adaptor .....	21
30.b.26 Momentum and Momentum Plus Pricing Notes .....	21
30.c Momentum as a Service .....	24



- 30.c.1 Momentum Financials as a Service Base Offering ..... 24
- 30.c.2 Momentum Acquisitions as a Service Base Offering ..... 28
- 30.c.3 Momentum Integrated Financials and Acquisitions as a Service ..... 29
- 30.c.4 Momentum Performance Budgeting as a Service Base Offering ..... 31
- 30.c.5 Other Optional Bundles ..... 31
- 30.c.6 Managed Services included in the Base Onyx Offerings ..... 32
- 30.c.7 Optional Components for Momentum as a Service Onyx Base Offerings..... 33
- 30.c.8 Managed Services included in the Base Garnet Offerings..... 33
- 30.c.9 Discounted Pricing for Conversion of Term License to Momentum as a Service Offerings .  
..... 33
- 30.c.10 Momentum as a Service Pricing Notes ..... 34
- 30.d Sunflower Suite of Products ..... 35
  - 30.d.1 Sunflower Configured Advanced Security (SIN 33411) ..... 35
  - 30.d.2 Sunflower Assets® and Other Software Products (SINs 511210 and 54151)..... 35
  - 30.d.3 Sunflower Asset Management Cloud (SINs 511210 and 518210C) ..... 35
  - 30.d.4 Sunflower Assets, Sunflower Real Property, and Sunflower Assets/Real Property Bundle  
as a Service (SINs 518210C and 518210FM) ..... 35
  - 30.d.5 Sunflower Assets® Subscription (SIN 511210)..... 36
  - 30.d.6 Sunflower Real Property™ Subscription (SIN 511210) ..... 36
  - 30.d.7 Sunflower Real Property™ Enterprise License and Annual Support (SINs 511210 and  
54151) ..... 36
  - 30.d.8 Sunflower Training (SIN 611420)..... 36
- 31. Information Technology Category Service Offerings ..... 37
  - 31.a Labor Categories and Descriptions (SINS 54151S, 54151HACS, 54151HEAL, 518210ERM,  
518210FM)..... 37
  - 31.b Sunflower Labor Categories and Descriptions ..... 49
- 32. Cloud SIN Offerings (SIN 518210C)..... 52
  - 32.a Labor Categories and Descriptions ..... 52
- 33. Professional Services Category SIN Offerings ..... 55
  - 33.a Labor Categories Description for SIN 541611 ..... 55
  - 33.b Labor Categories Description for SIN 541330ENG, 541380, 541420, 541715..... 62
  - 33.c Labor Categories for SINs 522310, 541214, 541219, 541611 ..... 68
  - 33.d Service Contract Labor Standards (SCLS) Matrix ..... 71
- 34. Electronic Records Management Letter ..... 73
- USA Commitment to Promote Small Business Participation Procurement Programs..... 77
- Best Value Blanket Purchase Agreement Federal Acquisition Service Schedule..... 78

## CUSTOMER INFORMATION

### 1. AWARDED SPECIAL ITEM NUMBERS (SINS)

SIN(s)	SIN Title
33411	Purchasing of New Electronic Equipment
511210	Software Licenses
518210C	Cloud and Cloud-Related IT Professional Services
518210FM	Financial Management Quality Service Management Office (FM QSMO) Core Financial Management (FM) Solutions and IT Professional Services
518210ERM	Electronic Records Management Solutions
522310	Financial Advising, Loan Servicing and Asset Management Services
541214	Payroll Services
541219	Budget and Financial Management Services
541330ENG	Engineering Services
541380	Testing Laboratory Services
541420	Engineering System Design and Integration Services
54151	Software Maintenance Services
54151HACS	Highly Adaptive Cybersecurity Services
54151HEAL	Health Information Technology Services
54151S	Information Technology Professional Services
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541715	Engineering Research and Development and Strategic Planning
611420	Information Technology Training
OLM	OLM Order-Level Materials (OLM)

### 2. MAXIMUM ORDER

SINs	Maximum Order
611420, 541380	\$250,000
33411, 518210C, 518210FM, 54151, 54151HACS, 54151S, 54151HEAL	\$500,000
511210, 518210ERM, 522310, 541214, 541219, 541330ENG, 541420, 541611, 541715	\$1,000,000

### 3. MINIMUM ORDER \$100.00

### 4. GEOGRAPHIC COVERAGE (DELIVERY AREA) Domestic and Overseas

### 5. POINT(S) OF PRODUCTION (CITY, COUNTY, AND STATE OR FOREIGN COUNTRY) Same as company address

### 6. DISCOUNT FROM LIST PRICES OR STATEMENT OF NET PRICE Government net prices (discounts already deducted).

### 7. QUANTITY DISCOUNTS None

**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 (LIST ITEMS BY COUNTRY OF ORIGIN)** None

**10. TIME OF DELIVERY**

**10.a Time of Delivery** Specified on the Task Order

As it pertains to the SINs listed below, the contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below

SIN	Delivery Time (Days ARO)
33411	30 days (or as awarded in the order)
511210	30 days (or as awarded in the order)

**10.b Expedited Delivery** Items available for expedited delivery are noted in this price list. Buyers should contact the contractor if expedited delivery is required.

**10.c Overnight and 2-Day Delivery** Not Applicable

**10.d Urgent Requirements: A faster delivery may be available for urgent requirements** Please contact Contractor.

**11. F.O.B. POINT(S): DESTINATION**

**11.a Ordering Addresses**

For orders by fax transmission:

For Orders by Fax Transmission	For Mailed Orders	Internet Address
CGI Federal Inc. (703) 227-7477 To verify transmission: (703) 227-6000	CGI Federal Inc. 12601 Fair Lakes Circle Fairfax, VA 22033-4902	GSAMAS@cgifederal.com <a href="http://www.cgifederal.com">http://www.cgifederal.com</a>

**11.b Ordering Procedures for Federal Supply Schedule Contracts**

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- FAR 8.405-1 Ordering procedures for supplies and services not requiring a statement of work.
- FAR 8.405-2 Ordering procedures for services requiring a statement of work.
- FAR 8.405-3 Ordering procedures for supplies and services on Blanket Purchase Agreements (BPA's)

**12. PAYMENT ADDRESSES**

Via Mail	Via Federal Express	Via Wire/ACH
CGI Federal Inc. P.O. Box 404922 Atlanta, GA 30384-4922	Bank of America Lockbox Service Lockbox 404922 6000 Feldwood Road College Park, GA 30349	See invoice

**13. WARRANTY PROVISION** Contractor’s standard commercial warranty

**14. EXPORT PACKING CHARGES, IF APPLICABLE** N/A

**15. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (ANY THRESHOLDS ABOVE THE MICRO-PURCHASE LEVEL)** Contact Contractor

**16. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE)** N/A

**17. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE)** N/A

**18. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF APPLICABLE)** N/A

**19. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE)** N/A

**20. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE)** N/A

**21. LIST OF PARTICIPATING DEALERS (IF APPLICABLE)** N/A

**22. PREVENTIVE MAINTENANCE (IF APPLICABLE)** N/A

**23. ENVIRONMENTAL ATTRIBUTES, E.G., RECYCLED CONTENT, ENERGY EFFICIENCY, AND/OR REDUCED POLLUTANTS** N/A

**24. IF APPLICABLE, INDICATE THAT SECTION 508 COMPLIANCE INFORMATION IS AVAILABLE ON ELECTRONIC AND INFORMATION TECHNOLOGY (EIT) SUPPLIES AND SERVICES AND SHOW WHERE FULL DETAILS CAN BE FOUND (E.G. CONTRACTOR’S WEBSITE OR OTHER LOCATION.)** The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/)

**25. UNIQUE ENTITY IDENTIFIER (UEI) NUMBER** TRKEP1HEBNS5

**26. NOTIFICATION REGARDING REGISTRATION IN THE SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE** Registered

## 27. SIN DESCRIPTIONS: INFORMATION TECHNOLOGY CATEGORY

SIN	Title	Description	CGI Offerings
33411	Purchasing of New Electronic Equipment	Includes desktop, laptop, tablet computers (including rugged), servers, storage equipment, hyperconverged integrated systems, supercomputers, routers, switches and other communications equipment, IT security equipment (hardware based firewalls), audio and video (AV) equipment, public address systems, monitors/displays, sensors and other Internet of Things (IOT) devices, printers and Multi-Function Device (MFD) equipment, broadcast band radio, two-way radio (LMR), microwave radio equipment, satellite communications equipment, radio transmitters/receivers (airborne), radio navigation equipment/antennas, optical/imaging systems, and associated peripherals required for operations (such as controllers, connectors, cables, drivers, adapters, etc., ancillary installation of any equipment purchased.	<ul style="list-style-type: none"> <li>▪ Sunflower Mobile Computer</li> </ul>
511210	Software Licenses	Includes both term and perpetual software licenses and maintenance.	<ul style="list-style-type: none"> <li>▪ Momentum Term Licenses</li> <li>▪ Momentum Subscription</li> <li>▪ Momentum as a Service Garnet</li> <li>▪ Momentum as a Service Onyx</li> <li>▪ Sunflower Perpetual</li> <li>▪ Sunflower Subscription</li> </ul>
518210C	Cloud Computing and Cloud Related IT Professional Services	Includes commercially available cloud computing services such as Infrastructure as a Service (IaaS), Platform as a Service (PaaS), and Software as a Service (SaaS) and emerging cloud computing services. IT professional services that are focused on providing the types of services that support the Government's adoption of migration to, or governance/management of cloud computing. Specific cloud related IT professional labor categories and/or fixed-price professional services solutions (e.g., migration services) that support activities associated with assessing cloud solutions, refactoring workloads for cloud solutions, migrating legacy or other systems to cloud solutions, providing management/governance of cloud solutions, DevOps, developing cloud native applications, or other cloud oriented activities are within scope of this SIN	<ul style="list-style-type: none"> <li>▪ Labor Services</li> <li>▪ Momentum as a Service Onyx</li> <li>▪ Sunflower as a Service</li> </ul>
518210FM	Financial Management Quality Service Management Office (FM QSMO) Core Financial Management (FM) Solutions and IT Professional Services	Includes Core Financial Management Solutions (Core FS) and Financial Management (FM) services and solutions that are complementary to or augment Core FS and/or support agency modernizations. Offerings include financial management software suites in a cloud environment; services, applications, and modules that help agencies adopt FM QSMO solutions; and IT professional services and/or labor categories, software, cloud computing and IT training that support FM QSMO adoption.	<ul style="list-style-type: none"> <li>▪ Labor Services</li> <li>▪ Momentum Maintenance Services</li> <li>▪ Momentum as a Service Garnet</li> <li>▪ Momentum as a Service Onyx</li> <li>▪ Sunflower as a Service</li> </ul>

SIN	Title	Description	CGI Offerings
54151	Software Maintenance Services	Software maintenance services creates, designs, implements, and/or integrates customized changes to software that solve one or more problems and is not included with the price of the software. Software maintenance services includes person-to-person communications regardless of the medium used to communicate telephone support, online technical support, customized support, and/or technical expertise which are charged commercially.	<ul style="list-style-type: none"> <li>▪ Sunflower</li> <li>▪ Momentum</li> </ul>
54151HACS	Highly Adaptive Cybersecurity Services	Includes a wide range of fields such as, the seven-step Risk Management Framework services, information assurance, virus detection, network management, situational awareness and incident response, secure web hosting, and backup, security services, and Security Operations Center (SOC) services. HACS vendors are cataloged under the 5 subcategories of High Value Asset Assessments; Risk and Vulnerability Assessments, Cyber Hunt, Incident Response, and Penetration Testing	<ul style="list-style-type: none"> <li>▪ Labor Services</li> </ul>
54151HEAL	Health Information Technology Services	Includes a wide range of Health IT services to include connected health, electronic health records, health information exchanges, health analytics, personal health information management, innovative Health IT solutions, health informatics, emerging Health IT research, and other Health IT services.	<ul style="list-style-type: none"> <li>▪ Labor Services</li> </ul>
54151S	Information Technology Professional Services	IT Professional Services and/or labor categories for database planning and design; systems analysis, integration, and design; programming, conversion and implementation support; network services, data/records management, and testing.	<ul style="list-style-type: none"> <li>▪ Labor Services</li> </ul>
611420	Information Technology Training	Includes training on hardware, software, cloud, and other applicable systems.	

## 28. SIN DESCRIPTIONS: PROFESSIONAL SERVICES CATEGORY

SIN	Title	Description	
<b>Business Administrative Services SIN Description</b>			
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services	Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency's portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.	<ul style="list-style-type: none"> <li>▪ Labor Services</li> </ul>
<b>Financial Services SIN Descriptions</b>			
522310	Financial Advising, Loan Servicing and Asset Management Services	Services include assisting agencies on cross-cutting issues, asset marketability, equity monitoring, originations, and addressing any other considerations regarding the acquisition, management and/or resolution of an asset; assisting agencies in servicing, monitoring and maintaining	<ul style="list-style-type: none"> <li>▪ Labor Services</li> </ul>

SIN	Title	Description	
		loan assets such as establishing loan database, remittance processing, processing loan cancellations and consolidations, billing services, and servicing troubled loans which may include borrower negotiations, restructuring, foreclosure and supervision of the sale of the collateral and workout agreements.	
541214	Payroll Services	Services include those that an agency identifies as recurring commercial activities such as billing, payroll processing that includes collecting information on hours worked, pay rates, deductions, and other payroll-related data using that information to generate paychecks, payroll reports, and tax filings. These establishments may use data processing and tabulating techniques as part of providing their services.	▪ Labor Services
541219	Budget and Financial Management Services	Services include accounting, budgeting, and complementary financial services such as: transaction analysis, transaction processing, data analysis and summarization, technical assistance in devising new or revised accounting policies and procedures, classifying accounting transactions, special studies to improve accounting operations, assessment and improvement of budget formulation and execution processes, special reviews to resolve budget formulation or budget execution issues, and technical assistance to improve budget preparation or execution processes.  Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award.  Personal services as defined in FAR 37.104 are prohibited	▪ Labor Services

**Technical and Engineering Services (Non-IT) SIN Descriptions**

541330ENG	Engineering Services	Services include applying physical laws and principles of engineering in the design, development, and utilization of machines, materials, instruments, processes, and systems. Services may involve any of the following activities: provision of advice, concept development, requirements analysis, preparation of feasibility studies, preparation of preliminary and final plans and designs, provision of technical services during the construction or installation phase, inspection and evaluation of engineering projects, and related services.  NOTE: Services under this SIN cannot include architect-engineer services as defined in the Brooks Act and FAR Part 2, or construction services as defined in FAR Parts 2 and 36.	▪ Labor Services
541380	Testing Laboratories	Includes testing laboratory services and veterinary, natural, and life sciences; testing services and laboratories; and other professional, scientific, and technical consulting services.  Testing and services include, but are not limited to: physical, chemical, analytical, or other testing services; quality assurance; fire safety inspections; training; safety audits; relying upon experimental, empirical, quantifiable data, relying on the scientific method, and professional services, tasks, and labor categories in the fields of biology, chemistry,	▪ Labor Services

SIN	Title	Description	
		<p>physics, earth sciences, atmospheric science, oceanography, materials sciences, mathematics, geology, astronomy, veterinary medicine, statistics, systems science, etc., (excludes social and behavioral sciences).</p> <p>Examples of labor categories include, but are not limited to, Scientific Researchers, Biologists, Physicists, Mathematicians, Statisticians, Research Engineers, Meteorologists, Lab Technicians, Veterinarians and Veterinary Services, Chemists, Biochemical Engineers, Research Nurses.</p>	
541420	Engineering System Design and Integration Services	<p>Services include creating and developing designs and specifications that optimize the use, value, and appearance of their products. These services can include determination of the materials, construction, mechanisms, shape, color, and surface finishes of the product, taking into consideration human characteristics and needs, safety, market appeal, and efficiency in production, distribution, use, and maintenance.</p> <p>Associated tasks include, but are not limited to, computer-aided design, e.g. CADD, risk reduction strategies and recommendations to mitigate identified risk conditions, fire modeling, performance-based design reviews, high level detailed specification and scope preparation, configuration, management and document control, fabrication, assembly and simulation, modeling, training, consulting, analysis of single or multi spacecraft missions and mission design analysis.</p> <p>NOTE: Services under this NAICs cannot include architect-engineer services as defined in the Brooks Act and FAR Part 2 or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.</p>	<ul style="list-style-type: none"> <li>▪ Labor Services</li> </ul>
541715	Engineering Research and Development and Strategic Planning	<p>Service include conducting research and experimental development (except nanotechnology and biotechnology research and experimental development) in the physical, engineering and life sciences such as agriculture, electronics, environmental, biology, botany, computers, chemistry, food, fisheries, forests, geology, health, mathematics, medicine, oceanography, pharmacy, physics, veterinary and other allied subjects.</p> <p>Typical tasks include, but are not limited to, analysis of mission, program goals and objectives, program evaluations, analysis of program effectiveness, requirements analysis, organizational performance assessment, special studies and analysis, training, and consulting; requirements analysis, cost/cost performance trade-off analysis, feasibility analysis, developing and completing fire safety evaluation worksheets as they relate to professional engineering services; operation and maintenance, evaluation of inspection, testing, and maintenance program for fire protection and life safety systems, program/project management, technology transfer/insertion, training and consulting.</p> <p>NOTE: Services under this NAICs cannot include architect-engineer services as defined in the Brooks Act and FAR</p>	<ul style="list-style-type: none"> <li>▪ Labor Services</li> </ul>

SIN	Title	Description
		Part 2 or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

## 29. SIN DESCRIPTION: OFFICE MANAGEMENT CATEGORY

SIN	Title	Description	Description
518210ERM	Electronic Records Management Solutions	Electronic Records Management Solutions (ERM) provide a comprehensive capability to solve the complex challenges posed by the movement, manipulation, archiving, security, and management of electronic records. The vendor provides professional management and administrative support personnel with the necessary skills to perform effective record management services for both classified and/or unclassified records. Services are provided using either Government or vendor equipment and facilities or a combination of both. The objective of electronic records management services is to permit the access, maintenance, control, storage, disposition, and transfer of electronic records. Includes any ancillary supplies and/or services necessary to provide a total electronic records management solution.	<ul style="list-style-type: none"> <li>▪ Labor Services</li> </ul>

## 30. INFORMATION TECHNOLOGY CATEGORY PRODUCT OFFERINGS

### 30.a Momentum® Enterprise Suite of Products

#### Description

The Momentum Enterprise Suite provides solutions for effective management of federal organizations, ranging from programmatic offices to large agencies. The suite includes solutions for financial management, acquisitions management, asset management, and travel management capabilities. While severable, these solutions are fully integrated with each other and fully support integration into the agency’s enterprise.

The Suite is offered under three main constructs, outlined below.

1. Momentum 30 Year Term license, maintenance and annual Subscription: Term license, maintenance and annual Subscription are offered as Momentum and Momentum Plus. Please see Section 30.b for the offering description. Momentum Subscription includes access to software and maintenance.
2. Momentum as a Service – Garnet: The Garnet offering is a service offering that does not include hosting and allows a customer to provide the environment in another manner. This offering allows a customer already deployed in their cloud environment to transition to an as a service access model without transition of the storage component. Please see Section 30.c for the offering description.
3. Momentum as a Service – Onyx: The Onyx offering is a service offering that includes hosting in a CGI owned and managed FedRAMP authorized cloud environment. Please see Section 30.c for the offering description.

Momentum Suite	Momentum as a Service (Garnet & Onyx)
<ul style="list-style-type: none"> <li>▪ SIN 511210 – Software License</li> <li>▪ SIN 54151 – Maintenance Services</li> </ul>	<ul style="list-style-type: none"> <li>▪ SIN 511210 – Software License</li> <li>▪ SIN 518210C – Cloud</li> <li>▪ SIN 518210FM – FM QSMO Core FM Solutions</li> </ul>

### Delivery, Installation, and Training/Technical Services for the Momentum Suite

If applicable, CGI Federal will deliver the software to perform system installation on Customer’s single kubernetes cluster and single Linux server. The Momentum Suite does not include a kubernetes cluster or Linux server, these products are required for operation of Momentum under the Momentum 30 Year Term License, Momentum Subscription Offering and Momentum as a Service-Garnet offerings and these products must be procured by the Customer. For any web-based component, CGI Federal will deliver the software to establish access to the software through one (1) web server. In addition, CGI Federal will provide instructions for the installation of all other user/client machines and server(s).

- a. CGI Federal does not offer bundled services with the purchase of License and Maintenance products. Notwithstanding the foregoing, CGI Federal offers optional service bundles for the Momentum as a Service-Garnet and Momentum as a Service- Onyx offerings under SIN 511210 as stated below.
- b. Customers ordering the Momentum 30 Year Term license will receive twelve (12) months of maintenance following the software installation as part of the initial software license fee. Maintenance services are available for subsequent periods at prevailing Schedule Price List rates, terms and conditions.
- c. CGI Federal will provide relevant user and operational documentation that CGI Federal produces as an electronic file with the Momentum software. This does not include any documentation for third party software products.
- d. Additional terms and conditions may exist for the third party products embedded within the Momentum solutions.

### 30.b Momentum and Momentum Plus Offerings

#### 30.b.1 Momentum Financials and Momentum Financials Plus Software

The Momentum Financials and Momentum Financials Plus products provide comprehensive federal financial management capabilities, including support for the core federal financial requirements as defined by the General Service Administration’s Federal Integrated Business Framework (FIBF) and the Office of Management and Budget (OMB).

The distinction between Momentum Financials and Momentum Financials Plus is that Momentum Financials Plus includes many of the third party components required to operate the application.

The following modules are included in Momentum Financials and Momentum Financials Plus:

- **Momentum Budget Execution.** This module monitors and controls all accounting related to the execution of an agency’s budget. This module includes the ability to establish spending limits and exercise funds control as appropriate; post to the general ledger to reflect budgetary events; and account for revenue and reimbursements. Momentum supports up to eight hierarchical levels of spending control, plus additional detailed spending control specifications called “limitations.” The module also provides the ability to reprogram budget authority, identify recoveries and adjustments, and withdraw funding at year-end.
- **Momentum Purchasing.** This module supports the full chain of spending transactions from pre-commitment through receipt. The ability to “back-reference” preceding transactions facilitates the carry-

forward of accounting detail and enforces the liquidation of prior account balances as appropriate. This module includes extended descriptive information about each item and associates the related accounting information to the itemized goods or services. The Purchasing module invokes the spending control features of Budget Execution to prevent overspending the budget at any level.

- **Momentum Credit Card.** Momentum's Credit Card subsystem gives an agency the ability to manage and reconcile its credit card accounts and associated transactions. The subsystem allows users to record credit card information on purchasing transactions and credit card logs and to reconcile charges on their credit card statements to those transactions and logs. For charges that have not already been captured on a purchasing transaction or log, the user is able to enter the appropriate accounting classification codes directly for each charge or to dispute charges if necessary.
- **Momentum Accounts Payable.** This module records payable amounts resulting from liquidated obligations, scheduling payments according to the Prompt Pay Act. In addition, this subsystem provides all other payment-related transactions such as advances issued and liquidated, contract holdbacks (resulting in an expense but no disbursement), vendor credits and discounts applied, and recording of Prompt Pay Act interest paid and penalties applied.
- **Momentum Automated Disbursements.** This module supports the disbursing function for both Treasury disbursing agencies and agencies with delegated disbursing authority. It supports all Treasury-mandated disbursing methods, including check, EFT, and interagency transfers.
- **Momentum Accounts Receivable.** This module accounts for receivables and collections by an agency and includes federal-specific functions such as write-off processing and SF-1081 processing. The module ages receivables and applies interest and penalties as appropriate. Bills, dunning notices and statements are issued periodically. In addition to receivables, this module accounts for revenue (including revenue from interagency agreements) and accounts for deposit accounts.
- **Momentum General Ledger.** Momentum provides an SGL-compliant account code structure with additional user-defined codes. Posting to the general ledger is accomplished automatically through the processing of transactions in the other Momentum modules. Momentum's SGL-compliant account codes and posting rules are fully adaptable to an agency's chart of accounts. The General Ledger module includes a cost allocation facility.
- **Momentum External Reports.** With this module, balances in reports are defined in a flexible, user-controlled facility that enables long term maintenance as reporting requirements evolve.
- **Momentum GPRA/Work Counts.** The GPRA module provides the ability to measure work performed by an agency. The amount of work performed is counted in the form of work counts or Performance Measurement Indicators (PMIs). In the GPRA module, both work counts and PMIs are collected in the same manner. They are accumulated internally, externally, or manually, based on criteria defined by an agency. The GPRA module also includes the GPRA Goals and GPRA Measures Maintenance tables. These tables are used within the Work count/PMI process to establish targets and are also utilized by the Cost Allocation subsystem. The many options in the Work count/PMI process are easily configurable and allow the user much flexibility.
- **Momentum Planning.** This module supports flexible, multi-level user-defined operating plans with plan versus actual tracking by month, quarter and year. Separate from the Budget Execution module, Planning provides an independent funds control capability that enables agencies to control spending against plans that are independent of the formal budget.
- **Momentum Workflow.** This module provides workflow capabilities including comprehensive rules-based routing, approvals, and event handling. The advanced workflow capabilities allow any activity to be tracked and pro-actively managed throughout the Momentum application suite. In addition to

standard transaction routing, events can be triggered based on delays in transaction processing, rejection of approvals, and periods of inactivity against open items such as unpaid invoices or uncollected receivables.

Upon purchase of CGI Federal's Momentum Financials Plus software license, the client will have access to third party products embedded and/or included in the software. The list of third party products embedded and/or included in the software can be found in the applicable Momentum end user license agreement.

The following optional feature is available and provides related, supplemental functions required by some agencies. This feature requires a license for Momentum Financials or Momentum Financials Plus.

- **Momentum Reports Portal.** Provides a single report distribution and management portal to streamline reporting for Momentum users while enforcing stringent security permissions based on report content. Reports can be automatically published and displayed in an easy to use tree structure. Users can subscribe to reports of interest and can be notified via email when reports are available.

The following additional modules are available and provide related, supplemental financial and/or administrative functions required by some agencies. Licensed users of these additional modules must also have a license for Momentum Financials or Momentum Financials Plus. Additionally, a license for these additional modules is required for any use of the module including but not limited to actions such as view, create, modify, process, add, change, and delete.

### **30.b.2 Momentum Contract Management**

This module provides the ability to effectively manage the Federal procurement cycle, especially large contract buys. This module's solicitation facilities provide procurement professionals with the ability to create announcements (e.g., pre-solicitation notices), post notices to beta.sam.gov, generate vendor lists, create and amend solicitation documents (including standard federal forms, attachments and knowledge-based incorporation of FAR or agency-specific clauses/provisions). This module's offer evaluation capabilities include features to compare vendor pricing offers, define best-value evaluation criteria with weighting and scoring, distribute evaluations to technical evaluation team members, receive input from evaluators on technical criteria, evaluate cost and technical factors, and make an award decision. It also includes access to Momentum's Comment Attachment Review Tool (CART) to distribute selected documents to Momentum and non-Momentum users for their review and comment. The issuance of contract orders and awards is facilitated by the modules capabilities to create and modify order and award documents (including standard federal forms, attachments and knowledge-based incorporation of FAR or agency-specific clauses/provisions), verify buyer authority, process Federal Procurement Data System – Next Generation (FPDS-NG) reports, create announcements (e.g., award notices), and post award notices to beta.sam.gov. In addition, the module allows procurement officials to perform vendor performance evaluations through features to define performance evaluation criteria with weighting and scoring, distribute evaluations to evaluation team members, and capture performance appraisals from evaluators. This module is fully integrated with the requisition, invoicing, and payment capabilities included in the Purchasing and Accounts Payable modules.

### **30.b.3 Momentum Fixed Assets**

This module provides the ability to account for fixed assets and other controlled property. This Fixed Assets module includes the ability to record the acquisition, betterment, sale/disposition, transfer, and depreciation of fixed assets. This module also tracks the custodian(s) of each fixed asset or controlled property item.

### 30.b.4 Momentum Project Cost Accounting

This module accumulates the costs and revenue associated with projects. A project may be an internal project (for management information only) or it may be funded by an external agreement with the public or with another federal agency. This module accounts for advances received, for costs and overhead applied, and for revenue recognition and billing on a number of bases (cost basis, fixed price basis, etc.).

### 30.b.5 Momentum Travel Accounting

This module supports the tracking of and accounting for travel orders, advances, and vouchers related to local travel, TDY assignments, and permanent change of station. In addition, this module provides for travel-related payments to vendors and credit card companies as well as expense reimbursements for travelers.

### 30.b.6 Momentum Budget Execution and Momentum Budget Execution Plus

The Momentum Budget Execution and Momentum Budget Execution Plus products monitor and control all accounting related to the execution of an agency's budget. This module includes the ability to establish spending limits and exercise funds control as appropriate; post to the general ledger to reflect budgetary events; and account for revenue and reimbursements. Momentum Budget Execution supports up to eight hierarchical levels of spending control, plus additional detailed spending control specifications called "limitations." The module also provides the ability to reprogram budget authority, identify recoveries and adjustments, and withdraw funding at year-end.

The distinction between Momentum Budget Execution and Momentum Budget Execution Plus is that Momentum Budget Execution Plus includes many of the infrastructure components required to operate the application.

- Upon purchase of CGI Federal's Momentum Budget Execution Plus software license, the client will have access to third party products embedded and/or included in the software. The list of third party products embedded and/or included in the software can be found in the applicable Momentum end user license agreement.

The following optional feature is available and provides related, supplemental functions required by some agencies. This feature requires a license for Momentum Budget Execution or Momentum Budget Execution Plus.

- **Momentum Reports Portal.** Provides a single report distribution and management portal to streamline reporting for Momentum users while enforcing stringent security permissions based on report content. Reports can be automatically published and displayed in an easy to use tree structure. Users can subscribe to reports of interest and can be notified via email when reports are available.

### 30.b.7 Momentum Fee Management and Momentum Fee Management Plus

The Momentum Fee Management and Momentum Fee Management Plus products support a wide range of capabilities associated with both accounts payable and accounts receivable.

The distinction between Momentum Fee Management and Momentum Fee Management Plus is that Momentum Fee Management Plus includes many of the infrastructure components required to operate the application.

The following modules are included in Momentum Fee Management and Momentum Fee Management Plus:

- **Momentum Purchasing.** This module supports the full chain of spending transactions from pre-commitment through receipt. The ability to "back-reference" preceding transactions facilitates the carry-

forward of accounting detail and enforces the liquidation of prior account balances as appropriate. This module includes extended descriptive information about each item and associates the related accounting information to the itemized goods or services. The Purchasing module invokes the spending control features of Budget Execution to prevent overspending the budget at any level.

- **Momentum Credit Card.** Momentum's Credit Card subsystem gives an agency the ability to manage and reconcile its credit card accounts and associated transactions. The subsystem allows users to record credit card information on purchasing transactions and credit card logs and to reconcile charges on their credit card statements to those transactions and logs. For charges that have not already been captured on a purchasing transaction or log, the user is able to enter the appropriate accounting classification codes directly for each charge or to dispute charges if necessary.
- **Momentum Accounts Payable.** This module records payable amounts resulting from liquidated obligations, scheduling payments according to the Prompt Pay Act. In addition, this subsystem provides all other payment-related transactions such as advances issued and liquidated, contract holdbacks (resulting in an expense but no disbursement), vendor credits and discounts applied, and recording of Prompt Pay Act interest paid and penalties applied.
- **Momentum Automated Disbursements.** This module supports the disbursing function for both Treasury disbursing agencies and agencies with delegated disbursing authority. It supports all Treasury-mandated disbursing methods, including check, EFT, and interagency transfers.
- **Momentum Accounts Receivable.** This module accounts for receivables and collections by an agency and includes federal-specific functions such as write-off processing and SF-1081 processing. The module ages receivables and applies interest and penalties as appropriate. Bills, dunning notices and statements are issued periodically. In addition to receivables, this module accounts for revenue (including revenue from interagency agreements) and accounts for deposit accounts.

Upon purchase of CGI Federal's Momentum Fee Management Plus software license, the client will have access to third party products embedded and/or included in the software. The list of third party products embedded and/or included in the software can be found in the applicable Momentum end user license agreement.

The following optional feature is available and provides related, supplemental functions required by some agencies. This feature requires a license for Momentum Fee Management or Momentum Fee Management Plus.

- **Momentum Reports Portal.** Provides a single report distribution and management portal to streamline reporting for Momentum users while enforcing stringent security permissions based on report content. Reports can be automatically published and displayed in an easy to use tree structure. Users can subscribe to reports of interest and can be notified via email when reports are available.

### 30.b.8 Momentum Identity Provider (IdP) and Momentum Identity Provider Plus

The Momentum Identity Provider (IdP) and Momentum Identity Provider Plus products provide security authentication (user ID/password, X509 certificates, Kerberos tokens, etc.) for the Momentum Suite applications. Users logging into the Momentum application will log in via the Core-IdP, which will establish a secure session within the desired application.

The distinction between Momentum Identity Provider (IdP) and Momentum Identity Provider Plus is that Momentum Identity Provider Plus includes many of the infrastructure components required to operate the application.

Upon purchase of CGI Federal's Momentum Identity Provider Plus software license, the client will have access to third party products embedded and/or included in the software. The list of third party products embedded and/or included in the software can be found in the applicable Momentum end user license agreement. The following module provides agencies with enterprise application integration capabilities to tie Momentum into an agency's applications and operate an effective e-Government enterprise:

### **30.b.9 Momentum Enterprise Integration Frameworks**

This item consists of software that effectively integrates Momentum into the enterprise and creates an effective e-Government solution. The Enterprise Integration Frameworks provide an agency with the tools required to 1) integrate Momentum with the agency's existing applications and 2) implement an effective B2B solution. The enterprise application integration components provide an out of the box solution for integrating Momentum with administrative applications offered by other vendors and tools for integrating with the agency's custom applications. In addition, the B2B integration components provide an agency with the ability to utilize EDI, XML, and other avenues to carry out business with external organizations.

The Momentum Enterprise Integration Framework provides a robust mechanism for integrating the Momentum suite with other applications – including legacy systems, programmatic systems, and modules from other COTS vendors. The framework provides adapters to the Momentum modules as well as most relational databases, flat files, and other COTS products. The Momentum Enterprise Integrations Frameworks license provides for integrations within Momentum systems and with Momentum systems and other applications only. Integrations between systems that are not part of Momentum are not allowed.

A number of integrations are provided within the base Momentum suite solutions. These include integrations within the Momentum solutions as well as with critical Federal applications. For these integrations, a separate license for Momentum Enterprise Integration Frameworks is not needed. For a complete list of the Integrations supported within the base Momentum Financials or Acquisitions licenses, please see the current release documentation.

Upon purchase of CGI Federal's Momentum Enterprise Integration Framework software license, the client will have access to third party products embedded and/or included in the software. The list of third party products embedded and/or included in the software can be found in the applicable Momentum end user license agreement.

### **30.b.10 Momentum Contracting Apps**

Momentum Contracting Apps is a suite of federal acquisition focused applications that can be used in conjunction with your existing contract writing system to extend and bolster your agencies procurement functions. Built specifically for the federal contracting environment Momentum Contracting Apps is uniquely positioned to meet your agency's needs.

### **30.b.11 Momentum Acquisitions and Momentum Acquisitions Plus**

Momentum Acquisitions and Momentum Acquisitions Plus are web-based, multi-user applications that support the procurement professional through all phases of the acquisition process, from planning through requisition, solicitation, award, contract management, and close-out. Momentum Acquisitions Plus provides integrated reporting capabilities through the incorporation of embedded reporting tools. Momentum Acquisitions Plus can be implemented as an integrated module of Momentum Financials and Momentum Financials Plus.

The distinction between Momentum Acquisitions and Momentum Acquisitions Plus is that Momentum Acquisitions Plus includes many of the infrastructure components required to operate the application.

The following acquisition management system capabilities are included in Momentum Acquisitions Plus:

- **Momentum Contract Management.** This module provides the ability to effectively manage the Federal procurement cycle, especially large contract buys. This module's solicitation facilities provide procurement professionals with the ability to create announcements (e.g., pre-solicitation notices), post notices to beta.sam.gov, generate vendor lists, create and amend solicitation documents (including standard federal forms, attachments and knowledge-based incorporation of FAR or agency-specific clauses/provisions). This module's offer evaluation capabilities include features to compare vendor pricing offers, define best-value evaluation criteria with weighting and scoring, distribute evaluations to technical evaluation team members, receive input from evaluators on technical criteria, evaluate cost and technical factors, and make an award decision. It also includes access to Momentum's Comment Attachment Review Tool (CART) to distribute selected documents to Momentum and non-Momentum users for their review and comment. The issuance of contract orders and awards is facilitated by the modules capabilities to create and modify order and award documents (including standard federal forms, attachments and knowledge-based incorporation of FAR or agency-specific clauses/provisions), verify buyer authority, process Federal Procurement Data System – Next Generation (FPDS-NG) reports, create announcements (e.g., award notices), and post award notices to beta.sam.gov. In addition, the module allows procurement officials to perform vendor performance evaluations through features to define performance evaluation criteria with weighting and scoring, distribute evaluations to evaluation team members, and capture performance appraisals from evaluators. This module is fully integrated with the requisition, invoicing, and payment capabilities included in the Purchasing and Accounts Payable modules.
- **Momentum Planning.** This module supports flexible, multi-level user-defined operating plans with plan versus actual tracking by month, quarter and year. Separate from the Budget Execution module, Planning provides an independent funds control capability that enables agencies to control spending against plans that are independent of the formal budget.
- **Momentum Purchasing.** This module supports the full chain of spending transactions from pre-commitment through receipt. The ability to "back-reference" preceding transactions facilitates the carry-forward of accounting detail and enforces the liquidation of prior account balances as appropriate. This module includes extended descriptive information about each item and associates the related accounting information to the itemized goods or services.
- **Momentum Accounts Payable.** This module records payable amounts resulting from liquidated obligations, scheduling payments according to the Prompt Pay Act. In addition, this subsystem provides all other payment-related transactions such as advances issued and liquidated, contract holdbacks (resulting in an expense but no disbursement), vendor credits and discounts applied, and recording of Prompt Pay Act interest paid and penalties applied.
- **Momentum Workflow.** This module provides workflow capabilities including comprehensive rules-based routing, approvals, and event handling. The advanced workflow capabilities allow any activity to be tracked and pro-actively managed throughout the Momentum application suite. In addition to standard transaction routing, events can be triggered based on delays in transaction processing, rejection of approvals, and periods of inactivity against open items such as unpaid invoices or uncollected receivables.

### Special Note on Licensing for Clients with Momentum Financials

Momentum Acquisitions is offered as a special bundling of the Momentum software modules to meet the needs of the procurement professionals. Momentum Acquisitions user licenses may be procured for anyone requiring acquisitions/procurement management capabilities without the full breadth of financial management

capabilities. If a user holds a named user license for Momentum Financials, a license to the Momentum Contract Management module, as an add-on to Momentum Financials, may be procured rather than a Momentum Acquisitions user license.

Upon purchase of CGI Federal's Momentum Acquisitions Plus software license, the client will have access to third party products embedded and/or included in the software. The list of third party products embedded and/or included in the software can be found in the applicable Momentum end user license agreement. The following optional feature is available and provides related, supplemental functions required by some agencies. This feature requires a license for Momentum Acquisitions or Momentum Acquisitions Plus.

**Momentum Reports Portal.** Provides a single report distribution and management portal to streamline reporting for Momentum users while enforcing stringent security permissions based on report content. Reports can be automatically published and displayed in an easy to use tree structure. Users can subscribe to reports of interest and can be notified via email when reports are available.

### **30.b.12 Momentum Business Insights and Business Insights Plus**

Momentum Business Insights provides comprehensive business intelligence and enterprise performance management capabilities across the agencies entire data set. The set of solutions utilizes Big Data platforms to provide engaging visualizations and discovery tools built for real time and predictive analytics using multiple data sets; or the solutions may be scaled to work on a single system. These solutions are configured for use with Momentum Financials, Momentum Acquisitions, and Momentum Performance Budgeting products to provide true out of the box, integrated capabilities.

Upon purchase of CGI Federal's Momentum Business Insights software license, the client will have access to third party products embedded and/or included in the software. The list of third party products embedded and/or included in the software can be found in the applicable Momentum end user license agreement

The following Momentum Enterprise Business Intelligence modules are available:

### **30.b.13 Momentum Business Analytics**

Momentum Business Analytics provides comprehensive ad-hoc reporting and data analysis capabilities. This module, which has been integrated with the Momentum modules and databases, provide users with web access to the financial information necessary to support all levels of decision making. Users can develop queries with drill down capabilities and publish them for recurring and broad user community usage.

Upon purchase of CGI Federal's Momentum Business Analytics software license, the client will have access to third party products embedded and/or included in the software. The list of third party products embedded and/or included in the software can be found in the applicable Momentum end user license agreement.

### **30.b.14 Momentum Business Analytics Lite**

Momentum Business Analytics Lite provides reporting and data analysis capabilities similar to that provided by Momentum Business Analytics. However, functionality is limited to the viewing, usage, and scheduling of queries developed within Momentum Business Analytics. While users may access and utilize any published queries for which they have appropriate authority, the users may not create new queries.

Upon purchase of CGI Federal's Momentum Business Analytics Lite software license, the client will have access to third party products embedded and/or included in the software. The list of third party products embedded and/or included in the software can be found in the applicable Momentum end user license agreement.

### **30.b.15 Momentum Business Dashboard**

Momentum Business Dashboard provides visibility into and monitoring of your business activities across your organization via business metrics, alerting, dashboard management, and scorecarding analysis. The Momentum Business Dashboard, is a web-based portal application, includes key metrics common to all government agencies and provides the tools and templates to easily deploy and monitor additional agency specific metrics and alert targets.

Upon purchase of CGI Federal's Momentum Business Dashboard software license, the client will have access to third party products embedded and/or included in the software. The list of third party products embedded and/or included in the software can be found in the applicable Momentum end user license agreement.

### **30.b.16 Momentum Business Monitor**

Momentum Business Monitor provides performance scorecarding and powerful analytics. Specifically, Momentum Business Monitor, a web-based portal application, assists organizations with measuring and monitoring business performance.

Upon purchase of CGI Federal's Momentum Business Monitor software license, the client will have access to third party products embedded and/or included in the software. The list of third party products embedded and/or included in the software can be found in the applicable Momentum end user license agreement.

### **30.b.17 Momentum Business Data Warehouse**

Momentum Business Data Warehouse provides a data warehouse designed to leverage the information maintained within the Momentum business applications. In addition to a powerful data model to support both management and external reporting capabilities, the solution provides the extraction, transformation, and load (ETL) tools necessary to efficiently and accurately migrate data from the business applications into the data warehouse.

Upon purchase of CGI Federal's Momentum Business Data Warehouse software license, the client will have access to third party products embedded and/or included in the software. The list of third party products embedded and/or included in the software can be found in the applicable Momentum end user license agreement.

### **30.b.18 Momentum Performance Budgeting and Momentum Performance Budgeting Plus**

Momentum Performance Budgeting and Momentum Performance Budgeting Plus products operate in web-based environments and perform the functions that support the budget preparation and management for the agency.

The Performance Budgeting module provides the building blocks for agency preparation of all phases of the budget. Actual results from current and prior years can be used as the basis for out-year estimates, and final budgets can be used to establish initial values for the Budget Execution module of Momentum Financials.

The distinction between Momentum Performance Budgeting and Momentum Performance Budgeting Plus is that Momentum Performance Budgeting Plus includes many of the infrastructure components required to operate the application.

The following budget preparation and management capabilities are included in Momentum Performance Budgeting and Momentum Performance Budgeting Plus:

- Enables annual operating, working-capital, and multi-year capital budget preparation

- Provides salary and benefits forecasting
- Supports multiple budget roll-up perspectives and levels (i.e., by program, organization, etc.)
- Allows users to track historical budget information
- Includes user-defined flexible on-line budget forms
- Includes user-defined chart of account elements
- Supports “what if” analysis
- Includes standard reports
- Supports agency-defined performance-based budgeting consistent with GPRA

Upon purchase of CGI Federal’s Momentum Performance Budgeting Plus software license, the client will have access to third party products embedded and/or included in the software. The list of third party products embedded and/or included in the software can be found in the applicable Momentum end user license agreement. The following additional modules are available and provide related, supplemental performance management and/or budgeting functions required by some agencies:

### **30.b.19 Momentum Performance Budgeting—Budget Book Publishing Option**

Budget Book Publishing is an add-on component to Momentum Performance Budgeting to allow automated budget publication. The specific capabilities include the following:

- Rapid in-house budget document and exhibits publication
- One set of information sources to multiple outputs including print, web, CD
- Flexible formatting capability for tables, images, multi-column text, and pages
- Connects to various data sources and databases

Upon purchase of CGI Federal’s Momentum Performance Budgeting – Budget Book Publishing Option software license, the client will have access to third party products embedded and/or included in the software. The list of third party products embedded and/or included in the software can be found in the applicable Momentum end user license agreement.

### **30.b.20 Momentum SAM Connector and Momentum SAM Connector Plus**

The Momentum System for Award Management (SAM) Connector is a web-based, multi-user application that enables the customer to select appropriate SAM vendors and automatically integrate the vendors into designated agency application(s). The Momentum SAM Connector solution includes:

- A staging database for the bulk transfer of the initial vendor data (and any periodic vendor additions, removal/deletions or updates) from the SAM database into the customer’s environment.
- A web-based interface that will enable users to select vendors, which are appropriate for the customer, in order to automatically transfer, via a seamless integration process, the relevant data elements in parallel and populate the designated target agency applications.

The following system capabilities are included in Momentum SAM Connector:

- **Momentum SAM Staging Database**—allows agencies to store and manage SAM records before they are uploaded into the specific agency applications.
- **Momentum SAM Transformation Agent**—enables agencies to load vendor data from SAM and specify which SAM vendors are to be transferred from the Momentum SAM Staging Database to the agency target applications.

- **Momentum SAM Publishing Agent**—enables agencies to transform a file containing SAM records that have been selected for use from the Momentum SAM Staging Database for publication to agency target applications.
- **Momentum SAM Subscribing Agent**—enables agencies to automatically update target agency applications with published SAM records. CGI Federal provides Subscribing Agents for each of the CGI Federal Product Suites (Momentum Financials, and Momentum Acquisitions).
- **Momentum System Administration**—provides supporting tools for the Momentum SAM Connector process (e.g., configuration of information security controls).

The distinction between Momentum SAM Connector and Momentum SAM Connector Plus is that Momentum SAM Connector Plus includes WebLogic to support the application's web-based architecture.

Momentum SAM Connector and Momentum SAM Connector Plus are licensed in increments of two (2) CPUs for production usage. The minimum purchase level is two (2) CPUs. A predefined number of CPUs will be included for development, test, and continuity of operations environments.

Upon purchase of CGI Federal's Momentum SAM Connector Plus software license, the client will have access to third party products embedded and/or included in the software. The list of third party products embedded and/or included in the software can be found in the applicable Momentum end user license agreement.

### 30.b.21 Momentum Timekeeping and Momentum Timekeeping Plus

Momentum Timekeeping is a web-based, multi-user application that supports online collection and processing of employee time and attendance data. This includes such functions as creation, maintenance, submission, and approval of employee timesheets. Data collected through Momentum Timekeeping can be used as input for payroll processing, customer billing, managerial cost accounting, and for manpower and budget management functions.

Momentum Timekeeping can be implemented as a seamless component of CGI Federal's product suite. Alternatively, Momentum Timekeeping can be implemented as a web platform for the collection of time and attendance information that can interact directly with non-CGI Federal external systems to exchange business data and process interdependent transactions.

The following system capabilities are included in Momentum Timekeeping:

- **Timesheet Creation**—allows for manual and automated methods for creating employee timesheets for the current or future pay periods.
- **Timesheet Maintenance**—supports day-to-day posting of employee time against agency defined work codes, as well as the recording of the clock hours worked.
- **Timesheet Submission**—supports the system validation and employee certification and submission of timesheets for approval by the employee's supervisor.
- **Timesheet Approval/Rejection**—provides approvers with the option to approve an employee's timesheet or reject the submitted timesheet and return it back to the submitting employee with comments.
- **Timesheet Revision**—allows an employee to revise an approved timesheet and re-submit it to their supervisor for approval.
- **Employee Surrogate**—allows for identified authorized users to create and maintain timesheets for other employees.

- **System Administration**—provides supporting tools for the Timekeeping process (e.g., configuration of information security controls).

The distinction between Momentum Timekeeping and Momentum Timekeeping Plus is that Momentum Timekeeping Plus includes WebLogic to support the application's web-based architecture.

Momentum Timekeeping and Momentum Timekeeping Plus are licensed in increments of two (2) CPUs for production usage. The minimum purchase level is two (2) CPUs. A predefined number of CPUs will be included for development, test, and continuity of operations environments.

Upon purchase of CGI Federal's Momentum Timekeeping Plus software license, the client will have access to third party products embedded and/or included in the software. The list of third party products embedded and/or included in the software can be found in the applicable Momentum end user license agreement.

### 30.b.22 Momentum Vendor Self Service and Momentum Vendor Self-Service Plus

Momentum Vendor Self Service is a web-based, multi-user application that supports online interaction and business information exchange between a buying organization and the vendor community via a web site. This includes such functions as solicitation posting, vendor solicitation responses, award and order posting, invoice submission, payment status posting, and vendor performance evaluation information exchange.

Momentum Vendor Self Service can be implemented as a seamless component of CGI Federal's product suite. Alternatively, with the purchase of Momentum Enterprise Integration Frameworks, Momentum Vendor Self Service can be implemented as a web platform for vendor interaction that can interact directly with non-CGI Federal external systems to exchange business data and process interdependent transactions.

The following system capabilities are included in Momentum Vendor Self Service:

- **Solicitation Posting**—posts solicitations and solicitation amendments for vendor access.
- **Vendor Solicitation Responses**—enables vendors to enter responses to a solicitation (e.g., price and proposal information) and submit their responses to the buying organization.
- **Award and Order Posting**—posts award and order information, including modifications, to winning vendors.
- **Invoice Submission**—enables vendors to submit invoices to the buying organization.
- **Payment Status Posting**—presents payment status information to vendors.
- **Vendor Performance Evaluation**—enables the buying organization to post performance evaluation information for review by the vendor being evaluated. This capability also enables the vendor to submit self-evaluations of their performance to the buying organization.
- **System Administration**—provides supporting tools for the vendor self-service process (e.g., configuration of information security controls).

The distinction between Momentum Vendor Self Service and Momentum Vendor Self Service Plus is that Momentum Vendor Self Service Plus includes BEA WebLogic to support the application's web-based architecture.

Momentum Vendor Self Service and Momentum Vendor Self Service Plus are licensed in increments of two (2) CPUs for production usage. The minimum purchase level is two (2) CPUs. A predefined number of CPUs will be included for development, test, and continuity of operations environments.

Upon purchase of CGI Federal's Momentum Vendor Self Service Plus software license, the client will have access to third party products embedded and/or included in the software. The list of third party products

embedded and/or included in the software can be found in the applicable Momentum end user license agreement.

### **30.b.23 Momentum Financial Data Exchange and Momentum Financial Data Exchange Plus**

The Momentum Financial Data Exchange (FDX) is an intelligent data exchange that understands the unique qualities of financial information in order to provide the correct data faster than a traditional data exchange. This module enables development of data APIs (Application Programming Interfaces) that can be used by external systems such as a Next Generation Desktop application or a mobile application. In general, APIs allow applications to provide integrated business functionality leveraging individual capabilities from different systems/modules. FDX provides Data APIs to read and write Momentum data. These Momentum Data APIs can be used to display or update Momentum data directly in or from agency mission systems or applications that support various business processes. The FDX application platform can be further leveraged for customized API development to read and write data from multiple agency backend systems, providing a single access point for agency data.

FDX Data APIs are based on open web standards such as HTTP, REST, JSON and XML. This makes the API easy to use without any special purpose middleware or stack and can be used for any type of integration scenarios, especially those that are user-interface driven such as Next Generation web applications including Java script frameworks and mobile applications.

### **30.b.24 Momentum Asset Management**

The Momentum Asset Management module provides comprehensive asset management capabilities. This solution, which has been integrated with Momentum Financials and Momentum Acquisitions, enables agencies to successfully manage production & operations equipment, facilities, IT, and transportation assets in alignment with their business objectives.

Upon purchase of CGI Federal's Momentum Asset Management licenses, the client will have access to third party products embedded and/or included in the software. The list of third party products embedded and/or included in the software can be found in the applicable Momentum end user license agreement.

### **30.b.25 Momentum Integration Adaptor**

This module contains the logic for the integration between Momentum Financials/Acquisitions and other COTS vendor applications.

### **30.b.26 Momentum and Momentum Plus Pricing Notes**

1. The technical environment to be supported for the Momentum and Momentum Plus software products will be identified in CGI Federal's technical proposal to the client agency. Standard maintenance support will be limited to the technical environment then supported by CGI Federal. If, however, the Government requests CGI Federal to support the software in a non-standard technical environment, then this service will be available under technical support services, SIN 54151S. Momentum supports a specific combination of technical environments as noted within the Momentum Release Notes.
2. When a licensing entity requires additional licenses which exceed their current license tier then the licensing entity must provide funding for the differential between the current GSA list price at the licensing entities' present tier level and the current GSA list price at the new tier level. For example, if a licensing entity has paid for a 1–25 Users license fee for Momentum Financials and they want to move to the 26–50 Users license, then the new order must be funded as follows:

Momentum Financials, 26–50 Users License Fees	\$251,308
Less: Momentum Financials, 1–25 Users License Fees Paid	(\$147,271)
Net Amount of Funding Required by Licensing Entity	\$104,037

If a licensing entity purchases licenses for additional users, those additional users do not re-earn a warranty. The additional users go immediately under maintenance if the initially purchased user licenses are under maintenance. If these additional users are purchased during the warranty period of the initial purchase, these users will enjoy the same remaining warranty period as the initial users.

3. If a Momentum module is purchased subsequent to the initial Momentum purchase, that module does not re-earn a warranty. If the additional module is purchased during the initial maintenance period, the additional module will be on the same timeline as the original warranty or maintenance period, so maintenance fees will be due in the month following the end of the initial maintenance period. If the additional module is purchased after the end of the initial maintenance period, no warranty applies. Maintenance fees will be due in the month directly following its purchase.
4. Monthly maintenance fees cited will be in effect for the first fiscal year. Pricing for subsequent years will be in accordance with the GSA Schedule pricing in effect at that time.
5. License Fees for 'Plus' type products are for CGI Federal supplied software and for the third party products identified in the applicable Momentum End User License Agreement. Additional required third party products will be identified in CGI Federal's technical proposal to the client agency.
6. Momentum SAM Connector Plus, Momentum Timekeeping Plus, Momentum Vendor Self Service Plus, and Momentum Financial Data Exchange Plus are only available in increments of two (2) CPUs. The minimum purchase for each of these products is two (2) CPUs. Momentum Business Data Warehouse is only available in increments of two (2) CPUs. The minimum purchase this product is four (4) CPUs. Production and Non-Production CPUs use the same pricing tiers.
7. License Fees for non-'Plus' type products are for CGI Federal supplied software only and do not include required third party software products. Required third party products will be identified in CGI Federal's technical proposal to the client agency.
8. For clients who require licensing above the highest tier, CGI Federal will negotiate license fees on a case-by-case basis. CGI Federal reserves the right to offer and negotiate with the ordering entity terms, conditions, and prices.
9. The Momentum Enterprise Integration Framework licenses are restricted to the integration of internal and external systems explicitly with Momentum. The Momentum Enterprise Integration Framework Enterprise license is not to exceed a combined 20 CPUs on the Integration and Broker servers. The product suites provide up to 10 CPU of development licenses.
10. The pricing of CGI Federal software is based on an assumption that the customer is using a specific number of licenses for production and non-production purposes (e.g., testing, development, etc.) to support the number of licenses purchased. The number of CPUs is determined as follows:
  - a. For 1–300 named user licenses, 2 production CPUs and 2 non-production CPUs
  - b. For 301–500 named user licenses, 4 production CPUs and 8 non-production CPUs
  - c. For 501–800 named user licenses, 6 production CPUs and 8 non-production CPUs
  - d. For 801–1,000 named user licenses, 10 production CPUs and 10 non-production CPUs
  - e. For 1,001–2,000 named user licenses, 15 production CPUs and 15 non-production CPUs
  - f. For 2,001–3,000 named user licenses, 20 production CPUs and 20 non-production CPUs
  - g. For 3,001–5,000 named user licenses, 25 production CPUs and 25 non-production CPUs

- h. For 5,001–10,000 named user licenses, 50 production CPUs and 50 non-production CPUs
- i. For 10,001–20,000 named user licenses, 100 production CPUs and 100 non-production CPUs

If the customer desires more CPUs usage than the number included in the pricing, there may be an additional cost for the software. If the customer requires more CPUs and or support for multi-core CPUs (such as Dual Core, etc.) or Cloud than those used in the pricing, there may be additional license fees and maintenance costs for the software. CGI Federal will work with the customer to determine the price differential, if any.

11. Subscription licenses are only provided on an annual basis.
12. The pricing of CGI Federal software is based on the expected number and type of CPUs/vCPUs running Momentum, for a given number of users. If the customer requires more or different types of CPUs than expected there may be additional license fees and maintenance costs for the software, as this can increase the number of third party licenses needed to support the customer's requirements. CGI Federal will work with the customer to determine the price differential, if any. Any additional license fees and maintenance costs for additional CPU or vCPU will be identified and priced in CGI Federal's proposal at time of order.
13. CGI Federal and its third party software vendors are only liable for the acts of its respective employees.
14. Limited-Use and Restricted-Use licenses may be available on a case by case basis. The discounts for these licenses are determined based on either the limits placed on the functionality of the licenses, or the degree of restriction placed on the access to the Momentum subsystems.
15. Multi-tenant environments are only permitted with prior approval from CGI Federal. Pricing for new tenants will include a reduced base fee and the corresponding license fees for the new named users.
16. Momentum workflow is not to exceed 10 CPU of the embedded webMethods licenses.
17. Momentum Performance Budgeting – Budget Book Publishing is licensed for use on 'client machines' such as a desktop. Additional charges may apply for use on servers. This product also requires either Adobe FrameMaker Publishing Server or FrameMaker; and Microsoft Excel. Licenses to the Adobe and Microsoft products must be procured separately by the customer.

### 30.c Momentum as a Service

Momentum as a Service provides comprehensive federal financial management, federal acquisition management, federal programming and formulation capabilities, including managed services, maintenance and annual upgrades that allow agencies to maintain compliance with federal mandates, and access to ongoing innovation provided with regular market releases. It includes a documented, best use standard configuration that is updated with each market release. The Momentum as a Service offering is a service and as such, customers who order this offering are purchasing access to the service.

Additionally, the Momentum as a Service offering is sold in two constructs. The Garnet offering does not include hosting and allows a customer to provide the environment in another manner. This offering allows a customer already deployed in their cloud environment to transition to an as a service access model without transition of the storage component. The Onyx offering includes hosting in a CGI owned and managed FedRAMP authorized cloud environment.

The offerings are aligned to the SINs as follows:

Momentum as a Service Garnet	Momentum as a Service Onyx
<ul style="list-style-type: none"> <li>▪ SIN 511210 – Software License</li> <li>▪ SIN 518210FM - FM QSMO Core FM Solutions</li> </ul>	<ul style="list-style-type: none"> <li>▪ SIN 511210 - Software License</li> <li>▪ SIN 518210C – Cloud</li> <li>▪ SIN 518210FM - FM QSMO Core FM Solutions</li> </ul>

Momentum as a Service offerings may be purchased in the following manner:

- Momentum Financials as a Service Base Offering
- Momentum Acquisitions as a Service Base Offering
- Momentum Performance Budgeting as a Service Base Offering
- Momentum Integrated Financials and Acquisitions Base Offering
- Optional Bundles may be purchased for any of the Momentum as a Service offerings. Please see below.

Each base offering and the optional bundles are defined in the subsequent sections below.

#### 30.c.1 Momentum Financials as a Service Base Offering

The Financials as a Service offering provides comprehensive federal financial management capabilities, including support for the core federal financial requirements as defined by the General Service Administration’s Federal Integrated Business Framework (FIBF) and the Office of Management and Budget (OMB). The offering includes:

- **Budget Formulation to Execution.** The ability to manage direct and reimbursable funding. Momentum monitors and controls all accounting related to the execution of an agency’s budget and reimbursable authority. The capability includes the ability to establish spending limits and exercise funds control as appropriate; post to the general ledger to reflect budgetary events; and account for revenue and reimbursements. Momentum supports up to eight hierarchical levels of spending control, plus additional detailed spending control specifications called “limitations.” Momentum also provides the ability to reprogram budget authority, identify recoveries and adjustments, and withdraw funding at year-end.
- **Request to Procure and Procure to Pay.** Specific functionality is described below.
  - Momentum Purchasing functionality: Momentum supports the full chain of spending transactions from pre-commitment through receipt. The ability to “back-reference” preceding transactions facilitates the carry-forward of accounting detail and enforces the liquidation of prior account

balances as appropriate. Momentum includes extended descriptive information about each item and associates the related accounting information to the itemized goods or services. The Purchasing functionality invokes the spending control features of Budget Execution to prevent overspending the budget at any level.

- Momentum’s Credit Card functionality gives an agency the ability to manage and reconcile its credit card accounts and associated transactions. The subsystem allows users to record credit card information on purchasing transactions and credit card logs and to reconcile charges on their credit card statements to those transactions and logs. For charges that have not already been captured on a purchasing transaction or log, the user is able to enter the appropriate accounting classification codes directly for each charge or to dispute charges if necessary. The Pay and Chase model, where the agency pays the credit card statement immediately after it is received and loaded then performs internal reconciliation of statement lines post-payment, is included in the standard Financials as a Service offering. If an agency wants another model, an additional bundle may be purchased (see below).
- Momentum Accounts Payable. Momentum records payable amounts resulting from liquidated obligations, scheduling payments according to the Prompt Pay Act. In addition, the software provides all other payment-related transactions such as advances issued and liquidated, contract holdbacks (resulting in an expense but no disbursement), vendor credits and discounts applied, and recording of Prompt Pay Act interest paid and penalties applied.
- Momentum Automated Disbursements. Momentum supports the disbursing function for Treasury disbursing agencies. It supports all Treasury-mandated disbursing methods, including check, EFT, and interagency transfers.
- **Bill to Collect.** Momentum Accounts Receivable. Momentum accounts for receivables and collections by an agency and includes federal-specific functions such as write-off processing and SF-1081 processing. The module ages receivables and applies interest and penalties as appropriate. Bills, dunning notices and statements are issued periodically. In addition to receivables, the software accounts for revenue (including revenue from interagency agreements) and accounts for deposit accounts.
- **Record to Report.** Momentum provides a Standard General Ledger (SGL)-compliant account code structure with additional user-defined codes. Posting to the general ledger is accomplished automatically through the processing of transactions. Momentum’s SGL-compliant account codes and posting rules are fully adaptable to an agency’s chart of accounts. The General Ledger functionality also includes a cost allocation facility. Financials as a Service provides balances in reports that are defined in a flexible, user-controlled facility that enables long-term maintenance as reporting requirements evolve.
- **Agree to Reimburse.** Momentum accumulates the costs and revenue associated with projects and reimbursable agreements. A project may be an internal project (for management information only) or it may be funded by an external agreement with the public or with another federal agency. Momentum accounts for advances received, for costs and overhead applied, and for revenue recognition and billing on a number of bases (cost basis, fixed price basis, etc.).
- **Acquire to Dispose.** Momentum supports the fixed asset lifecycle by providing the capability to account for summary level fixed asset activity, including depreciation, asset transfer, and disposal. Additional Fixed Assets functionality is available in the optional bundles (see below).
- **Apply to Perform.** Momentum supports the grants lifecycle from grant issuance through payment using the Momentum Purchasing, Accounts Payable, and Automated Disbursements functionality.

Momentum also streamlines grant processing with two-way interfaces with the Automated Standard Application for Payments (ASAP) and the Payment Management System (PMS).

- **Book to Reimburse.** Momentum supports the full chain of travel accounting transactions including commitments, obligations, advances, and payments. The ability to “back-reference” preceding transactions facilitates the carry-forward of accounting detail and enforces the liquidation of prior account balances as appropriate. Travel accounting related disbursing functions for Treasury disbursing agencies are supported by invoking the Automated Disbursements functionality included in the offering. It supports all Treasury-mandated disbursing methods, including check, EFT, and interagency transfers.
- **Hire to Retire.** Momentum provides the ability to record the impact of agency payroll expenditures, bills, and collections. The ability to account for payroll accrual postings and reversals is also provided. Additional Payroll functionality is available in the optional bundles (see below).
- **Apply to Repay.** Momentum supports the loan business process by providing the capability for agencies to record loan activity by establishing loans, amortizations schedules, track and manage borrower information, and track delinquency and payment information. Loan billing statements can also be issued periodically. In addition to receivables, this capability accounts for principal and interest revenue as well as the ability to record accruals for loan interest.
- **Momentum Identity Provider (IdP).** Momentum provides security authentication (user ID/password, X509 certificates, Kerberos tokens, etc.) for the Momentum Suite. Users logging into the Momentum application will log in via the Core-IdP, which will establish a secure session within the desired offering or bundle.

### 30.c.1.1 Momentum Financials as a Service Optional Bundles

The following optional bundles are available for the Financials as a Service offering:

- **Extended Procure to Pay.** Extended Procure to Pay provides features to streamline transaction processing including automated match, invoice to pay automated workflow, and the invoice and accrue feature. This bundle also provides additional credit card features including the After Reconciliation model and the use of credit card logs. Withholding tax accounting, invoice notifications, and EDI invoice generation is also included in this bundle.
- **Extended Disbursements.** Extended Disbursements enables agencies to disburse payments from Momentum via agency check printing, Department of State, and the Federal Reserve Bank. This bundle also includes the banking functionality, which enables agencies to track bank account status and issue payments to vendors via private bank accounts from within Momentum.
- **Extended Bill to Collect.** Extended Bill to Collect provides multiple automated accounts receivable interfaces including interfaces with FedDebt/Treasury Offset Program, Collection Information Repository (CIR), lockbox, and Pay.gov. This bundle also provides the ability to generate billing statements, an automated discount and surcharge process, automated due process notices, and detailed billing records, which enable agencies to maintain billing details from external systems.
- **Extended Record to Report.** Extended Record to Report provides additional features to facilitate an agency's general ledger and external reporting reconciliations including the Tie Points feature, external reports system assurance, and the Fund Balance with Treasury functionality. This bundle also includes the ability to generate the Treasury SF-133.
- **FACTS.** FACTS provides the ability to use the Momentum Federal Agencies Centralized Trial Balance System (FACTS) I and II feature including defining reporting crosswalks and recording the cross walked data for reporting purposes. Although Treasury no longer supports FACTS reporting, agencies may wish to use this feature to support agency-specific reporting needs.

- **Extended Agree to Reimburse.** Extended Agree to Reimburse includes features to automate reimbursable agreement processing including the ability to prorate advances across multiple customer agreements, automatic profit and loss budget updates, surcharge generation, penalty/administrative charge processing, customer agreement rollover, and project notebook rollover.
- **Extended Fixed Assets.** Extended Fixed Assets provides access to the Momentum Fixed Assets module. This module includes the ability to record the acquisition, betterment, sale/disposition, transfer, and depreciation of fixed assets. This module also tracks the custodian(s) of each fixed asset or controlled property item.
- **Extended Book to Reimburse.** Extended Book to Reimburse supports the tracking of and accounting for travel orders, advances, and vouchers related to local travel, TDY assignments, and permanent change of station. In addition, this bundle provides for travel-related payments to vendors and credit card companies as well as expense reimbursements for travelers.
- **Payroll Interface.** Payroll Interface provides an automated interface to streamline the process of recording the financial impact of payroll expenditures, bills, and collections. Agencies can define crosswalks from payroll provider files to Momentum data, import and crosswalk files from the payroll provider, stage the data for review, and generate Momentum transactions.
- **Extended Financials.** Extended Financials provides cross-system financials features to automate agency processing in many different business process areas:
  - The Government Performance and Results Act (GPRA) management feature enables agencies to tie performance goals/measures to financial information and utilize workcounts to define and automatically track units of work related to performance measures.
  - The Lease Profile feature automates the management of lease contracts within Momentum by automatically generating commitment, obligation, and payment transactions.
  - The Momentum Planning module allows an agency to track, control, analyze and forecast spending across boundaries imposed by the budget structure.
  - Extended Financials also includes advanced document processing and management features including the form audit workflow and the ability for users to perform mass import of transactions from spreadsheets.
- **Foreign Currency.** Momentum's Foreign Currency features enable agencies to record transactions in foreign currencies. Note that agencies wishing to disburse transactions in foreign currency will also need the Extended Disbursements bundle in order to utilize Department of State disbursing.
- **Automated Intragovernmental Interfaces.** Automated Intragovernmental Interfaces provides automated G-Invoicing and Intragovernmental Payment and Collections (IPAC) transaction interfaces to streamline agencies' intragovernmental transaction processing.
- **Performance Budgeting.** The Performance Budgeting module provides the building blocks for agency preparation of all phases of the budget. Actual results from current and prior years can be used as the basis for out-year estimates, and final budgets can be used to establish initial values for the Budget Execution component of Financials as a Service.
- **The Momentum Financial Data Exchange (FDX).** This bundle is an intelligent data exchange that understands the unique qualities of financial information in order to provide the correct data faster than a traditional data exchange. This module enables development of data APIs (Application Programming Interfaces) that can be used by external systems such as a Next Generation Desktop application or a mobile application. In general, APIs allow applications to provide integrated business functionality leveraging individual capabilities from different systems/modules. FDX provides Data APIs to read and write Momentum data. These Momentum Data APIs can be used to display or update Momentum data

directly in or from agency mission systems or applications that support various business processes. The FDX application platform can be further leveraged for customized API development to read and write data from multiple agency backend systems, providing a single access point for agency data. FDX Data APIs are based on open web standards such as HTTP, REST, JSON and XML. This makes the API easy to use without any special purpose middleware or stack and can be used for any type of integration scenarios, especially those that are user-interface driven such as Next Generation web applications including Java script frameworks and mobile applications.

- **Integration Adapter.** This module contains the logic for the integration between Momentum Financials/Acquisitions and other COTS vendor application.

### 30.c.2 Momentum Acquisitions as a Service Base Offering

The Momentum Acquisitions as a Service offering is a web-based, multi-user application that support the procurement professional through all phases of the acquisition process, from planning through requisition, solicitation, award, contract management and close-out. Momentum provides integrated reporting capabilities through the incorporation of embedded reporting tools. It includes the following components:

- **Momentum Contract Management.** This module provides the ability to effectively manage the Federal procurement cycle, especially large contract buys. This module's solicitation facilities provide procurement professionals with the ability to create announcements (e.g., pre-solicitation notices), post notices to beta.sam.gov, generate vendor lists, create and amend solicitation documents (including standard federal forms, attachments and knowledge-based incorporation of FAR or agency-specific clauses/provisions). This module's offer evaluation capabilities include features to compare vendor pricing offers, define best-value evaluation criteria with weighting and scoring, distribute evaluations to technical evaluation team members, receive input from evaluators on technical criteria, evaluate cost and technical factors, and make an award decision. It also includes access to Momentum's Comment Attachment Review Tool (CART) to distribute selected documents to Momentum and non-Momentum users for their review and comment. The issuance of contract orders and awards is facilitated by the modules capabilities to create and modify order and award documents (including standard federal forms, attachments and knowledge-based incorporation of FAR or agency-specific clauses/provisions), verify buyer authority, process Federal Procurement Data System – Next Generation (FPDS-NG) reports, create announcements (e.g., award notices), and post award notices to beta.sam.gov. In addition, the module allows procurement officials to perform vendor performance evaluations through features to define performance evaluation criteria with weighting and scoring, distribute evaluations to evaluation team members, and capture performance appraisals from evaluators. This module is fully integrated with the requisition, invoicing, and payment capabilities included in the Purchasing and Accounts Payable modules.
- **Momentum Planning.** This module supports flexible, multi-level user-defined operating plans with plan versus actual tracking by month, quarter and year. Separate from the Budget Execution module, Planning provides an independent funds control capability that enables agencies to control spending against plans that are independent of the formal budget.
- **Momentum Purchasing.** This module supports the full chain of spending transactions from pre-commitment through receipt. The ability to "back-reference" preceding transactions facilitates the carry-forward of accounting detail and enforces the liquidation of prior account balances as appropriate. This module includes extended descriptive information about each item and associates the related accounting information to the itemized goods or services.
- **Momentum Accounts Payable.** This module records payable amounts resulting from liquidated obligations, scheduling payments according to the Prompt Pay Act. In addition, this subsystem provides

all other payment-related transactions such as advances issued and liquidated, contract holdbacks (resulting in an expense but no disbursement), vendor credits and discounts applied, and recording of Prompt Pay Act interest paid and penalties applied.

- **Momentum Workflow.** This module provides workflow capabilities including comprehensive rules-based routing, approvals, and event handling. The advanced workflow capabilities allow any activity to be tracked and pro-actively managed throughout the Momentum application suite. In addition to standard transaction routing, events can be triggered based on delays in transaction processing, rejection of approvals, and periods of inactivity against open items such as unpaid invoices or uncollected receivables.

Momentum also includes the Momentum Identity Provider (IdP) products which provide security authentication (user ID/password, X509 certificates, Kerberos tokens, etc.) for the Momentum Suite applications. Users logging into the Momentum application will log in via the Core-IdP, which will establish a secure session within the desired offering or bundle.

### 30.c.2.1 Momentum Acquisitions as a Service Optional Bundles

The following optional bundles are available for the Momentum Acquisitions as a Service offerings:

- **Momentum Contracting Apps** is a suite of federal acquisition focused applications that can be used in conjunction with Momentum Acquisitions as a Service to extend and bolster an agency's procurement functions. Built specifically for the federal contracting environment, Momentum Contracting Apps is uniquely positioned to meet an agency's needs

### 30.c.3 Momentum Integrated Financials and Acquisitions as a Service

Momentum provides the standard functionality of Financials as a Service and Acquisitions as a Service outlined above in Sections 30.c.1 and 30.c.2, combined in one offering. This allows customers that use Momentum for both financials and acquisition management to remove integration required of stand-alone offerings.

#### 30.c.3.1 Momentum Integrated Financials and Acquisitions as a Service Optional Bundles

The following optional bundles are available for the Integrated Financials and Acquisitions as a Service offering:

- **Extended Procure to Pay.** Extended Procure to Pay provides features to streamline transaction processing including automated match, invoice to pay automated workflow, and the invoice and accrue feature. This bundle also provides additional credit card features including the After Reconciliation model and the use of credit card logs. Withholding tax accounting, invoice notifications, and EDI invoice generation is also included in this bundle.
- **Extended Disbursements.** Extended Disbursements enables agencies to disburse payments from Momentum via agency check printing, Department of State, and the Federal Reserve Bank. This bundle also includes the banking functionality, which enables agencies to track bank account status and issue payments to vendors via private bank accounts from within Momentum.
- **Extended Bill to Collect.** Extended Bill to Collect provides multiple automated accounts receivable interfaces including interfaces with FedDebt/Treasury Offset Program, Collection Information Repository (CIR), lockbox, and Pay.gov. This bundle also provides the ability to generate billing statements, an automated discount and surcharge process, automated due process notices, and detailed billing records, which enable agencies to maintain billing details from external systems.

- **Extended Record to Report.** Extended Record to Report provides additional features to facilitate an agency's general ledger and external reporting reconciliations including the Tie Points feature, external reports system assurance, and the Fund Balance with Treasury functionality. This bundle also includes the ability to generate the Treasury SF-133.
- **FACTS.** FACTS provides the ability to use the Momentum Federal Agencies Centralized Trial Balance System (FACTS) I and II feature including defining reporting crosswalks and recording the crosswalked data for reporting purposes. Although Treasury no longer supports FACTS reporting, agencies may wish to use this feature to support agency-specific reporting needs.
- **Extended Agree to Reimburse.** Extended Agree to Reimburse includes features to automate reimbursable agreement processing including the ability to prorate advances across multiple customer agreements, automatic profit and loss budget updates, surcharge generation, penalty/administrative charge processing, customer agreement rollover, and project notebook rollover.
- **Extended Fixed Assets.** Extended Fixed Assets provides access to the Momentum Fixed Assets module. This module includes the ability to record the acquisition, betterment, sale/disposition, transfer, and depreciation of fixed assets. This module also tracks the custodian(s) of each fixed asset or controlled property item.
- **Extended Book to Reimburse.** Extended Book to Reimburse supports the tracking of and accounting for travel orders, advances, and vouchers related to local travel, TDY assignments, and permanent change of station. In addition, this bundle provides for travel-related payments to vendors and credit card companies as well as expense reimbursements for travelers.
- **Payroll Interface.** Payroll Interface provides an automated interface to streamline the process of recording the financial impact of payroll expenditures, bills, and collections. Agencies can define crosswalks from payroll provider files to Momentum data, import and crosswalk files from the payroll provider, stage the data for review, and generate Momentum transactions.
- **Extended Financials.** Extended Financials provides cross-system financials features to automate agency processing in many different business process areas:
  - The Government Performance and Results Act (GPRA) management feature enables agencies to tie performance goals/measures to financial information and utilize workcounts to define and automatically track units of work related to performance measures.
  - The Lease Profile feature automates the management of lease contracts within Momentum by automatically generating commitment, obligation, and payment transactions.
  - The Momentum Planning module allows an agency to track, control, analyze and forecast spending across boundaries imposed by the budget structure.
  - Extended Financials also includes advanced document processing and management features including the form audit workflow and the ability for users to perform mass import of transactions from spreadsheets.
- **Foreign Currency.** Momentum's Foreign Currency features enable agencies to record transactions in foreign currencies. Note that agencies wishing to disburse transactions in foreign currency will also need the Extended Disbursements bundle in order to utilize Department of State disbursing.
- **Automated Intragovernmental Interfaces.** Automated Intragovernmental Interfaces provides automated G-Invoicing and Intragovernmental Payment and Collections (IPAC) transaction interfaces to streamline agencies' intragovernmental transaction processing.
- **Performance Budgeting.** The Performance Budgeting module provides the building blocks for agency preparation of all phases of the budget. Actual results from current and prior years can be used as the

basis for out-year estimates, and final budgets can be used to establish initial values for the Budget Execution component of Financials as a Service.

- **The Momentum Financial Data Exchange (FDX).** This bundle is an intelligent data exchange that understands the unique qualities of financial information in order to provide the correct data faster than a traditional data exchange. This module enables development of data APIs (Application Programming Interfaces) that can be used by external systems such as a Next Generation Desktop application or a mobile application. In general, APIs allow applications to provide integrated business functionality leveraging individual capabilities from different systems/modules. FDX provides Data APIs to read and write Momentum data. These Momentum Data APIs can be used to display or update Momentum data directly in or from agency mission systems or applications that support various business processes. The FDX application platform can be further leveraged for customized API development to read and write data from multiple agency backend systems, providing a single access point for agency data. FDX Data APIs are based on open web standards such as HTTP, REST, JSON and XML. This makes the API easy to use without any special purpose middleware or stack and can be used for any type of integration scenarios, especially those that are user-interface driven such as Next Generation web applications including Java script frameworks and mobile applications.
- **Integration Adapter.** This module contains the logic for the integration between Momentum Financials/Acquisitions and other COTS vendor application.
- **Momentum Contracting Apps** is a suite of federal acquisition focused applications that can be used in conjunction with Momentum Acquisitions as a Service to extend and bolster an agency's procurement functions. Built specifically for the federal contracting environment, Momentum Contracting Apps is uniquely positioned to meet an agency's needs

#### 30.c.4 Momentum Performance Budgeting as a Service Base Offering

The Performance Budgeting as a Service offering provides the building blocks for agency preparation of all phases of the budget, including publication. Actual results from current and prior years can be used as the basis for out-year estimates, and final budgets can be used to establish initial values for the Budget Execution component of Financials as a Service.

Momentum also includes the Momentum Identity Provider (IdP) products that provide security authentication (user ID/password, X509 certificates, Kerberos tokens, etc.) for the Momentum Suite applications. Users logging into the Momentum application will log in via the Core-IdP, which will establish a secure session within the desired offering or bundle.

#### 30.c.5 Other Optional Bundles

The following bundles are optionally available for any Momentum as a Service offering:

- **Business Insights.** Momentum Business Insights provides comprehensive ad-hoc reporting and data analysis capabilities. This bundle, which has been integrated with the Momentum offerings and database, provides users with web access to the financial information necessary to support all levels of decision making. Users can develop queries with drill down capabilities and publish them for recurring and broad user community usage. This bundle can be added to either Financials, Acquisitions or Performance Budgeting offerings.
- **Vendor Self Service.** Momentum Vendor Self Service is a web-based, multi-user application that supports online interaction and business information exchange between a buying organization and the vendor community via a web site. This includes such functions as solicitation posting, vendor solicitation responses, award and order posting, invoice submission, payment status posting, and vendor

performance evaluation information exchange. This bundle can be added to either Financials or Acquisitions offerings.

- **System for Award Management (SAM) Connector.** System for Award Management (SAM) Connector is a web-based, multi-user application that enables the customer to select appropriate SAM vendors and automatically integrate the vendors into designated agency application(s). The Momentum SAM Connector solution includes:

A staging database for the bulk transfer of the initial vendor data (and any periodic vendor additions, removal/deletions or updates) from the SAM database into the customer's environment.

A web-based interface that will enable users to select vendors, which are appropriate for the customer, in order to automatically transfer, via a seamless integration process, the relevant data elements in parallel and populate the designated target agency applications.

The following system capabilities are included in Momentum SAM Connector:

- Momentum SAM Staging Database—allows agencies to store and manage SAM records before they are uploaded into the specific agency applications.
- Momentum SAM Transformation Agent—enables agencies to load vendor data from SAM and specify which SAM vendors are to be transferred from the Momentum SAM Staging Database to the agency target applications.
- Momentum SAM Publishing Agent—enables agencies to transform a file containing SAM records that have been selected for use from the Momentum SAM Staging Database for publication to agency target applications.
- Momentum SAM Subscribing Agent—enables agencies to automatically update target agency applications with published SAM records. CGI Federal provides Subscribing Agents for each of the CGI Federal Product Suites (Momentum Financials, and Momentum Acquisitions).
- Momentum System Administration—provides supporting tools for the Momentum SAM Connector process (e.g., configuration of information security controls).

### 30.c.6 Managed Services included in the Base Onyx Offerings

Included in each base offering listed above are services to ensure the standard environment and application are running optimally in a FEDRAMP compliant cloud based environment. Elements include:

- **Hosting.** The Onyx Momentum as a Service offering is hosted in a FedRAMP SaaS authorized environment infrastructure to address the stringent data security and compliance requirements of the U.S. government. The baseline configuration includes three environments: Production, Disaster Recovery and Test. The configuration standard includes the cloud resources, including firewall(s), to manage the Momentum software technology stack. Storage restrictions apply. Please contact CGI.
- **Hosting Managed Services.** CGI's hosting managed services ensures the operations and management of the SaaS environment is seamless. Managed security services include 24x7x365 continuous monitoring to effectively monitor the environment and manage security incidents.
- **Application Managed Services.** Application Managed Services includes support for Momentum application support, service requests, change requests, incidents and problem management in coordination with Hosting Managed Service desk.
- **Service Desk.** An integrated service desk supports Momentum as a Service customers from receiving and tracking tickets all the way through resolution. Service desk support is available via Phone or Email.

The Service Desk delivers degradation of service support as described in the applicable terms of service.

### 30.c.7 Optional Components for Momentum as a Service Onyx Base Offerings

The following components may be added to any Base Onyx Offering:

- **Additional Non Production Environment (Add-On).** Customers may purchase additional test environments to enable them to scale up/down test environments as needed to support their business needs. Each test environment includes pre-configured Momentum baseline configuration with application support.
- **Enhanced Environment Performance (Add-On).** The Enhanced Environment Performance add-on enables our customers to scale up/down compute (vCPU) with associated memory in each environment to support spike in workloads or environment growth. It is implemented as an additional resource to a client's cloud environments.
- **Managed Storage Unit (Add-On).** To scale storage, we have a Managed Storage Unit add-on option that enables our customers to include additional storage to each environment in unit(s).

### 30.c.8 Managed Services included in the Base Garnet Offerings

Included in each base offering listed above are services to ensure the environment and application are running optimally in a cloud based environment. Elements include:

- **Environment Managed Services.** CGI's environment managed services ensures the operations and management of the cloud environment is seamless. Managed security services include 24x7x365 continuous monitoring to effectively monitor the environment and manage security incidents.
- **Application Managed Services.** Application Managed Services includes support for Momentum application support, service requests, change requests, incidents and problem management in coordination with Environment Managed Service desk.
- **Service Desk.** An integrated service desk supports Momentum as a Service customers from receiving and tracking tickets all the way through resolution. Service desk support is available via Phone or Email. The Service Desk delivers degradation of service support as described in the applicable terms of service.

### 30.c.9 Discounted Pricing for Conversion of Term License to Momentum as a Service Offerings

If an existing customer wishes to convert an unexpired term license to Momentum as a Service access, CGI offers discounted pricing that can be utilized up until the end date of the term of the original license paid. Once the end date of the original term paid is past, the access must be renewed based on the current Momentum as a Service list price found in previous sections of this document. Customers must be on the current market release or the immediate prior release to convert a term license to Momentum as a Service and conversion of license to a Momentum as a Service model must occur at time of yearly maintenance renewal.

### 30.c.10 Momentum as a Service Pricing Notes

The following notes apply to the Momentum as a Service offering:

Pricing Note	Applicable SIN(s)/ MaaS Version(s)
a. A Customer must purchase one Base offering (Momentum Performance Budgeting as a Service, Financials as a Service, Acquisitions as a Service or Integrated Financials and Acquisitions as a Service). Optional bundles may not be purchased without a corresponding base offering.	511210 Garnet and Onyx 518210FM Garnet and Onyx 518210C Onyx
b. The price listed is an access fee and must be renewed according to the terms referenced in the pricelist. The full price is calculated within the appropriate relevant single tier. For example, each of 205 users would be priced in the 201-300 user band.	511210 Garnet and Onyx 518210FM Garnet and Onyx 518210C Onyx
c. CGI Federal will provide relevant user and operational documentation that CGI Federal produces as an electronic file for each market release. This does not include any documentation for third party software products.	511210 Garnet and Onyx 518210FM Garnet and Onyx 518210C Onyx
d. Additional terms and conditions may exist for the third party products embedded within the Momentum solutions.	511210 Garnet and Onyx 518210FM Garnet and Onyx 518210C Onyx
e. If converting data during implementation activities, user fees will be based on the greater of the number of named users represented on converted transactions, or the number of named users.	511210 Garnet and Onyx 518210FM Garnet and Onyx 518210C Onyx
f. User fees will be determined at the end of each month based on the maximum number of named users at any point of the month.	518210FM Garnet and Onyx 518210C Onyx
g. When a customer requires access for additional users prior to the end of a subscription period, the buying entity must provide funding for any increase in user fees based on a prorated monthly amount for the remaining period.	518210FM Garnet and Onyx 511210 Garnet and Onyx
h. Momentum as a Service customers with 50 or fewer users will use a multitenant environment.	511210 Onyx only 518210FM Onyx 518210C Onyx
i. Pricing above 200 users for the following modules will be negotiated on a case by case basis. <ul style="list-style-type: none"> <li>▪ Momentum Performance Budgeting as a Service (Onyx)</li> <li>▪ Momentum Performance Budgeting Option (Onyx)</li> <li>▪ Momentum Performance Budgeting as a Service (Garnet)</li> <li>▪ Momentum Performance Budgeting Option (Garnet)</li> <li>▪ Momentum Performance Budgeting as a Service (Onyx)</li> <li>▪ Momentum Performance Budgeting Option (Onyx)</li> <li>▪ Momentum Performance Budgeting as a Service - Conversion (Onyx)</li> <li>▪ Momentum Performance Budgeting Option - Conversion (Onyx)</li> <li>▪ Momentum Performance Budgeting as a Service - Conversion (Garnet)</li> <li>▪ Momentum Performance Budgeting Option - Conversion (Garnet)</li> </ul>	511210 Garnet and Onyx 518210FM Garnet and Onyx 518210C Onyx

## 30.d Sunflower Suite of Products

### 30.d.1 Sunflower Configured Advanced Security (SIN 33411)

The Sunflower Configured Advanced Security Mobile Computer, including Sunflower software installation and testing, is a turn-key solution to securely mobilize your daily asset management activities for your Sunflower asset management system of record. When combined with Sunflower Mobile software, the solution provides users with functionality to view asset information, make changes to data elements, conduct physical inventories, configure asset relationships, pack and ship assets, and manage excess processes. All data is encrypted, and information is transferred through a wired connection. The pre-integrated solution automatically and securely interfaces with all customer instances of Sunflower Assets and Sunflower Contract Reports web-enabled solutions whether hosted on premise or in the Sunflower Cloud.

### 30.d.2 Sunflower Assets® and Other Software Products (SINs 511210 and 54151)

- Sunflower Assets® facilitates comprehensive management and tracking of asset lifecycle transactions, enabling users to efficiently record and report on asset status, location, and accountability. Its architecture supports customer-specific processes while ensuring data integrity and compliance with regulations and industry standards. Sunflower Assets includes modules such as Management, Agreement, Finance, Excess, Review (Inventory), Admin, and Inactive.
- Licensing for Sunflower Assets® is based on the acquisition value of active assets, with an option for an Enterprise license offering unlimited Production environments. Pricing bands based on acquisition value allow for one Production environment. Each license tier provides a perpetual license, requiring annual support and maintenance payments. Annual support grants access to new releases and the Sunflower Helpdesk.

NOTE: \*Sunflower Assets® Software Licenses are on a per site basis. A site is defined as an instance of the software supporting a single database managing the assets of a single entity. Additional sites receive a 20% discount.

\* Sunflower Express limits the number of assets tracked in the system to 7,500, and does not include the functionality of the finance, inactive assets, or IT components that is included in the full version of Sunflower Assets®.

### 30.d.3 Sunflower Asset Management Cloud (SINs 511210 and 518210C)

SAMC is a hosting service that provides access to the Sunflower software in a CGI managed cloud. The service includes Sunflower and server operating system updates and patching, security incident prevention and mitigation, backup and recovery, system performance monitoring, and compliance with FedRAMP Moderate controls. The SAMC service does not include licenses for Sunflower software, which may be purchased separately on either a perpetual or subscription basis.

### 30.d.4 Sunflower Assets, Sunflower Real Property, and Sunflower Assets/Real Property Bundle as a Service (SINs 518210C and 518210FM)

- Sunflower as a Service (SFaaS) pricing combines access to licensed Sunflower products via a managed cloud service during the period of the subscription. SFaaS includes access to the software with continuing maintenance, providing access to new versions and patches to the software. The service includes Sunflower and server operating system updates and patching, security incident prevention and mitigation, backup and recovery, system performance monitoring, and compliance with FedRAMP Moderate controls.

- Sunflower as a Service pricing is available for Sunflower Assets and Real Property. The bundle option is also available for clients who wish to subscribe to both Sunflower Assets and Real Property for a single price.
- Sunflower Assets is the core solution in the Sunflower portfolio which enables asset managers to monitor, control and account for all asset types and transactions.
- Sunflower Real Property provides comprehensive tracking, reporting and management of all real property assets, such as land, buildings, and other structures.
- The solutions are available on an annual per user basis.

#### **30.d.5 Sunflower Assets® Subscription (SIN 511210)**

Sunflower Assets Subscription embeds all necessary application server and database software. The subscription option includes both the software license and support.

#### **30.d.6 Sunflower Real Property™ Subscription (SIN 511210)**

Sunflower Real Property enables building and facility management tasks such as operations and maintenance cost tracking, lease and rent management, improvements and renovations tracking, space utilization and financial management. The application is designed to support both the operational and strategic management of an agency's owned, leased and managed real property holdings, while supporting accounting and reporting requirements. The subscription option embeds all necessary application server and database software. The subscription option includes both the software license and support.

#### **30.d.7 Sunflower Real Property™ Enterprise License and Annual Support (SINs 511210 and 54151)**

An Enterprise license allows a government client to install unlimited production instances of Sunflower Real Property for a single price. This can provide savings and flexibility for organizations that want to have multiple production instances.

#### **30.d.8 Sunflower Training (SIN 611420)**

On-site, hands-on training for Sunflower Assets®. The standard course is five days in length. Length of actual training class may vary depending upon the number of Sunflower Assets® modules the customer will be using.

For a maximum of 10 students:

- Price Includes 10 student workbooks
- Price does not include instructor travel expenses
- Price does not include personalization of materials
- CGI Federal Inc. Official Price list as of Approval date. Prices are subject to change at any time. Please contact CGI Federal for further information.
- Credit card payments are accepted for purchases up to \$10,000 (exceptions require approval of the CEO).

### 31. INFORMATION TECHNOLOGY CATEGORY SERVICE OFFERINGS

#### Labor Categories Education and Experience and Substitution

Level	Description	HS/GED	Bachelor	Master	PhD
1	Associate	0	0	0	0
2	Intermediate	7	3	1	0
3	Journeyman	10	6	4	2
4	Senior	13	9	7	5
5	Expert	16	12	10	8

#### 31.a Labor Categories and Descriptions (SINS 54151S, 54151HACS, 54151HEAL, 518210ERM, 518210FM)

SIN	Labor Category Title	Description
518210FM	Advisory Executive	Advisory Executive has primary management authority for client engagements. Responsible for the overall work performed. Provides primary interface with client management regarding strategic issues. Sets overall policy direction for the client. Directs completion of projects within estimated time frames and budget constraints, reviews work products, advises client in key priorities and solution development.
54151HACS	Automated RMF Analyst	Oversees, evaluates, and supports the documentation, validation, assessment, and authorization processes necessary to assure that existing and new information technology (IT) systems meet the organization's cybersecurity and risk requirements. Ensures appropriate treatment of risk, compliance, and assurance from internal and external perspectives. Conducts independent comprehensive assessments of the management, operational, and technical security controls and control enhancements employed within or inherited by an information technology (IT) system to determine the overall effectiveness of the controls (as defined in NIST SP 800-37). In general, work complexity and responsibility will be greater at higher levels.
518210FM	Business Director	Business Director has experience in leading large complex solutions. Comfortable developing slides and presenting to stakeholders and clients. Duties include monitoring achievement of strategic, financial and operational benefits; ensuring planned business outcomes are achieved and helping adjust programs if necessary; providing guidance to project teams analyzing client and systems data; developing client solutions; performs business strategy and systems assessments.
518210FM	Business Solutions Architect	Business Solutions expert charged with leading the design and implementation of a client business or technology solution. Duties include developing and selecting the technology tools to meet client deliverable, providing the technical expertise to the team developing the solutions, ensuring the solutions meets all government requirements, identifying and informing the client of potential risks as they arise, ensure the solutions will be delivered on time and within budget.
518210FM, 518210ERM	Cloud Engineer	Execute the cloud architecture designs from the architects to implement secure cloud workloads at Networking, Compute, Storage and native services layers. Document all configuration, management and optimization changes to the cloud environment either via SOP or as code.

SIN	Labor Category Title	Description
		Implement cloud governance, build, deployment and monitoring standards for the clients.
<b>54151HACS</b>	Cloud Subject Matter Expert	Provides leadership of Cloud solutions team to include those architects and engineers involved in the development, design and optimization of solutions supporting business processes and platforms. Provides direction to support the full project lifecycle of consulting, discovery, analysis, architecture, design, documentation, building, migration, automation and production-readiness. Usually requires subject matter expertise and experience architecting, designing and implementing cloud-based and/or cloud-native solutions in production workloads. Coordinates delivery of services to user groups and ensures IT service is uninterrupted. Selects, develops, and evaluates personnel to ensure the efficient operation of the function. In general, work complexity and responsibility will be greater at higher levels.
<b>54151HACS</b>	Command and Control Specialist Senior	Supports the development, analysis, and acquisition for Command and Control / Situational Awareness capabilities. Supports the development of operational constructs to optimize security while ensuring operational availability and usability of enterprise assets. Optimizes automation of advanced tools and technology to ensure integrity of network architecture. Establishes countermeasures employment tactics, techniques and procedures (TTPs). Establishes prioritized response actions. Optimizes dashboards and data ingestion streams. Automates risk management framework for enterprise operations. Develops information sharing and cross-domain operational structures that enable streamlined response actions. Supports the development of operational and technical architectures; conducts mission analysis, functional analysis, and requirements analysis; conducts IT and cyber asset optimization. Develops supporting documents and briefings as directed. Supports the development and implementation of a governance construct for the organization; and provides automated, 24/7/365 cyber situational awareness and command and control mechanisms to the organization's leadership.
<b>518210ERM</b>	Content Management Specialist	Design, create, and modify content management structure for records management. Analyze user needs to integrate content management and records management.
<b>54151HACS</b>	Cyber Planner	Develops detailed plans for the conduct or support of the applicable range of cyber operations through collaboration with other planners, operators and/or analysts. Participates in targeting selection, validation, synchronization, and enables integration during the execution of cyber actions. Develops and maintains cybersecurity plans, strategy, and policy to support and align with organizational cybersecurity initiatives and regulatory compliance. In general, work complexity and responsibility will be greater at higher levels.
<b>54151HACS</b>	Cyber Program Manager	Provides the overall strategic program management approach for all corporate cybersecurity projects. Defines the program scope and objectives, and manages program scope, schedule, budget, and risk. Develops program management plans, program documentation, work breakdown structures, program schedules, integrated master schedules, financial reports, and risk management documentation. Prepares charts, tables, graphs, and diagrams to assist in analyzing and effectively presenting information. Reviews risk and risk mitigation activities of the program and proposes budgets for the same. Coordinates schedules to facilitate completion of task and contract deliverables, briefings/presentations, and program reviews. Ensures adherence to

SIN	Labor Category Title	Description
		<p>quality standards and reviews program deliverables. Interfaces with all areas affected by the program including other Directorates, Cyber National Mission Forces, Service Components, other Government organizations, end users, and IT services. Ensures compliance with all regulatory and administrative requirements imposed by the contract. Identifies, reports, and resolves cyber security violations.</p>
54151HACS	Cyber Project Manager	<p>Provides the overall strategic project management approach for all corporate cybersecurity projects. Defines the project scope and objectives, manages project's scope, schedule, budget, and risk. Develops project management plans, project documentation, work breakdown structures, project schedules, integrated master schedules, financial reports, and risk management documentation. Prepares charts, tables, graphs, and diagrams to assist in analyzing and effectively presenting information. Reviews risk and risk mitigation activities of the project and proposes budgets for the same. Coordinates schedules to facilitate completion of task and contract deliverables, briefings/presentations, and project reviews. Ensures adherence to quality standards and reviews project deliverables. Interfaces with all areas affected by the project including other Directorates, Cyber National Mission Forces, Service Components, other Government organizations, end users, and IT services. Ensures compliance with all regulatory and administrative requirements imposed by the contract.</p>
54151HACS	Cyber Warfare Analyst	<p>Assists in the coordination of joint strategic and operational planning and execution of Advanced Persistent Threats (APT, attempted exploits/attacks, malware delivery, etc.), targeting, capability pairing, and threat mitigation in support of the Cyber Mission Force and other operations. Provides advice to leadership on all aspects of APT and threat mitigation. Provides support to future operations planners to integrate cyber capabilities into plans. Plans, organizes, determines, and recommends necessary policies, regulations, directives, programs, doctrine, and procedures for the establishment and maintenance of assigned and anticipated joint fires coordination and execution. Supports planning in OCO and DCO throughout the entire Joint Operation Planning Process (JOPP). Synchronizes and deconflicts Special Access Program/Special Technical Operation (SAP/STO) capabilities with operational planning. Coordinates targeting strategy development and engagement responsibilities with components, subordinates commands, and supporting commands. Synchronizes and implements targeting methodologies and prioritization methods. Assists with all aspects of cyber advanced targeting, to include interagency planning, joint targeting board support, cyber weapons capability analysis, target systems analysis, target materials production, collateral effects estimate, and joint planning group support. In general, work complexity and responsibility will be greater at higher levels.</p>
54151HACS	Cybersecurity Analyst	<p>Provides technical expertise for the identification, development and prioritization of cyberspace operations requirements, processes, procedures, and governing directives. Assists in conducting cyberspace operations and defense of the DOD Information Network (DODIN). Provides situational awareness (SA) of cyber incidents, health, performance, availability, and reliability of the DODIN. Identifies issues and priorities affecting operations. Supports the creation, dissemination, and compliance of applicable orders and directives to the DOD community. Addresses areas of concern for the development of cyberspace capabilities for cyberspace operations. Prepares and modifies</p>

SIN	Labor Category Title	Description
		requirements to develop cyberspace capabilities based on the changing cyberspace environment for appropriate Government review, validation, and prioritization. Analyzes capability development requirements, concept of operation documents, and system architectures. In general, work complexity and responsibility will be greater at higher levels.
<b>54151HACS</b>	Cybersecurity Network Engineer	Assists with the design and implementation of Local Area Networks (LAN), Wide Area Networks (WAN), intranets, extranets, and other data communications networks. Develops enterprise, network, and security architecture designs for all layers of the architecture, including business, data, technology, and services throughout the entire systems engineering and development life cycles. Performs network modeling, analysis, and planning. Researches and recommends network and data communications hardware and software. Possesses general knowledge in the system engineering life cycle and current national cyberspace policy. Applies a working knowledge of tools, such as System Architect or Sparx, to develop DOD Architecture Framework (DODAF) artifacts (operational views, system views). With minimal guidance, develops functional requirements and specification documents. Provides enterprise and system security engineering and assessment of system security engineering products and solutions and C&A activities. Analyzes system and network security designs and conducts risk assessments. Translates business and security objectives into technology designs. Conducts data gathering and research, extracts network architecture requirements from stakeholders, and documents and incorporates the requirements into network design documents. Works collaboratively with engineering partners and team members. Possesses general knowledge and understanding of virtualization and cloud computing.
<b>54151S, 54151HEAL, 518210FM, 518210ERM</b>	Data Architect/Engineer	Design and develop databases, relational databases, Data Warehouses and Multidimensional Databases. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Define and execute how the data will be stored, consumed, integrated and managed by different data entities and IT systems, as well as any applications using or processing that data in some way.
<b>54151S, 54151HEAL</b>	Data Scientist	Develop, refine and scale data management and analytics procedures, systems, workflows, best practices and other issues, through statistical modeling experience and technical engineering skills. Identify and utilize appropriate statistical techniques on available data. Analyze and interpret results of new data on existing data resources. Develop best practices for instrumentation and experimentation
<b>54151S, 54151HEAL</b>	Data Specialist/ Web Content Analyst	Develop and lead data improvement projects. Design, create, and modify data sets, to include Web site development. Analyze user needs to implement data and Web content, graphics, performance, and capacity. Integrate data/Web sites with other computer applications utilizing multimedia content.
<b>54151S, 54151HEAL, 518210ERM</b>	Database Administrator	Administer, test, and implement computer databases, applying knowledge of database management systems. Provides expertise and guidance in logical and physical database design, development, operations, security and maintenance. Evaluates and advises on data processing techniques, database management, and management information systems, concepts, and applications.
<b>518210ERM</b>	Document Imaging Technician/Records Clerk	Supports all phases from document analysis, document preparation, scanning, quality assurance, reconstitution of documents and document destruction. Provides knowledge of and experience in managing paper

SIN	Labor Category Title	Description
		records and storage facilities. Responsibilities may include responding to records requests, filing returned records, managing check-in/check-out process, records transfer and records destruction.
54151S, 54151HEAL, 518210FM, 518210ERM	Documentation Manager	Responsible for providing expertise and project support to facilitate access to information across multiple work environments; promoting and supporting best practices in developing and managing knowledge, information, records and archives. Identifies key information assets (physical records, electronic information, and data), defining how they should be managed throughout their life cycle, and defining the requirements of systems in which those assets are stored and referenced. Provides expertise in the development, presentation, and management of data. Promotes best practices in developing content, messaging, and training materials. May supervise staff in documentation preparation or management.
54151S, 54151HEAL, 518210ERM	Documentation Technical Writer/Editor	Write and/or edit technical documents, including business proposals, reports, user manuals, briefings and presentations, functional descriptions, system specifications, guidelines, special reports, and other project deliverables to meet contract requirements. Develop outlines and drafts for review and approval by technical specialists and project management ensuring that final documents meet applicable contract requirements and regulations. Research and gather technical and background information for inclusion in project documentation and deliverables. Consult relevant information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information, and verify pertinent guidelines and regulations governing project deliverables. Provide specialized expertise in the design and layout of graphical user interfaces, particularly, screen layouts and functionality for client-server applications (e.g. Microsoft Windows presentation screens). Conduct studies, testing and evaluation of screen prototypes for functionality, ease of use, efficiency, and accuracy. Generates, manipulates, and integrates graphic images, animations, sound, text and video generated with automated tools into consolidated and seamless multimedia programs.
518210ERM	ERM Business Systems Analyst	Provides functional business process analysis for ERM systems. Duties include each aspect of traditional and Agile SDLCs. Performs issue resolution and solves complex issues, analyzes financial data, supports interface design, as well as provides training and other activities. May perform quality assurance and other oversight tasks. May be responsible for developing analysis papers, analysis of alternatives, decision papers, and other project deliverables. Ability to perform duties with limited supervision; may supervise others.
54151S, 54151HEAL, 518210FM	ERP Business Systems Analyst	Provides functional business process analysis for federal ERP systems. Duties include each aspect of traditional and Agile SDLCs. Performs issue resolution and solves complex issues, analyzes financial data, supports interface design, as well as provides training and other activities. May perform quality assurance and other oversight tasks. May be responsible for developing analysis papers, analysis of alternatives, decision papers, and other project deliverables. Ability to perform duties with limited supervision; may supervise others.
54151S, 54151HEAL, 518210ERM	Functional Analyst	Provides business, strategic, or analytical expertise in support of project. Provides an understanding of the client's objectives and has extensive knowledge of typical core processes. Offers knowledge, experience, and insight in a particular area, or domain.

SIN	Labor Category Title	Description
54151S, 54151HEAL, 518210FM, 518210ERM	Functional Business Process Analyst	Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of business systems, technical, and industry requirements. Devises or modifies procedures to solve complex problems. Includes analysis of business and user needs, documentation of requirements, and provides consultation on projects and participates in requirements analyses, data gathering, interviews, and facilitated sessions.
54151S, 54151HEAL, 518210FM	Functional Subject Matter Expert	Provides technical, managerial, or administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex systems in the subject matter area. Makes recommendations and advises on system improvements in the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; life-cycle management; software development methodologies; and modeling and simulation. Also provides technical, managerial, or administrative direction for functional domains, related to IT systems and projects. These domains may include but are not limited to, security, financial, or organizational aspects of a project needed to ensure client success.
54151S, 54151HEAL	Functional Business/ Financial Analyst	Support government financial business practices and incorporate processes into compliant solution. Apply sound accounting, tracking, and data processing principles to the performance of an effort. Identify potential problems and solutions through analysis and recommends solutions. Work with functional specialists, vendors, and customers. Prepare timely and submit financial and performance reports. Apply applications, while adhering to established accounting principles and practices.
54151S, 54151HEAL, 518210ERM	Functional Manager	Provides knowledge of, and experience with, the management of specific domain areas, which may include, but not limited to, software, hardware, data, quality, or financial expertise. Strong domain expertise to solve complex problems, provide guidance and experience on technical solution implementation, engage resources and/or serves as a domain team leader, perform analyses of client issues, and help to ensure that the IT program meets business needs. Other experience may include implementing business process reengineering, developing financial models, orchestrating change management principles, and conducting performance measurements. May oversee and management specific functional areas. Coordinates with stakeholders affected by functional area. May supervise staff.
54151HACS	Fusion Analyst	Responsible for identifying threats, improving security, and reducing the enterprise's exposure of vulnerabilities. Leveraging an array of network monitoring and detection capabilities to identify cyber adversary activity Performs predictive threat analysis. Analyzes and documents the TTPs of malicious cyber actors. Performs discovery of adversary campaigns, anomalies and inconsistencies in sensor and system logs; identifies and investigates compromises, provides written analytic summaries and attack life cycle visualizations. Performs in-depth incident response analysis and incident correlation, cyber threat analysis from reports received through various technical, intelligence, social networking, netflow data, event/incident activity, and Attack Sensing and Warning (AS&W) tippers. Provides risk and vulnerability assessments and recommendations based on analysis of technologies, threats, intelligence, and vulnerabilities. Prioritizes threat-based counter-measures. Prioritizes enterprise focused analysis based on threat environment and operational

SIN	Labor Category Title	Description
		posture. Optimizes cyber defense and counter-measures employment systems. Collects data analytics and associated metrics and trending data, identifies key trends and operational patterns, and provides situational awareness and operational response options. In general, work complexity and responsibility will be greater at higher levels.
54151S, 54151HEAL	Hardware/Network Administrator	Install, configure, and support an organization's LAN, wide area network (WAN), and Internet systems or a segment of a network system. Monitor network to ensure network availability to all system users and may perform necessary maintenance to support network availability. May monitor and test Web site performance to ensure Web sites operate correctly and without interruption. May assist in network modeling, analysis, planning, and coordination between network and data communications hardware and software. May supervise computer user support specialists and computer network support specialists. May administer network security measures.
54151S, 54151HEAL	Hardware/Network Architect/Engineer	Plans, designs and implements local and wide-area network solutions between multiple platforms and protocols (including IP and VOIP). Supports/troubleshoots network issues and coordinates for installation of such items as routers and switches. Works on project implementation. Provides training and assists with proposal writing. Conducts project planning, cost analysis and vendor comparisons.
54151S, 54151HEAL	Hardware/Network Designer	Design and implement computer and information networks, such as LAN, wide area networks (WAN), intranets, extranets, and other data communications networks. Perform network modeling, analysis, and planning. May also design network and computer security measures. May research and recommend network and data communications hardware and software.
54151S, 54151HEAL	Hardware/Network Installer/Field Engineer	Organize and direct hardware installations on site surveys. Assess and document current site network configuration and user requirements. Design and optimize network topologies. Analyze and develop new hardware requirements and prepare specifications for hardware acquisitions. Direct and lead preparation of engineering plans and site installation Technical Design Packages. Develop hardware installation schedules. Mobilize installation team. Direct and lead preparation of drawings documenting configuration changes at each site. Prepare site installation and test reports. Coordinate post installation operations and maintenance support.
54151S, 54151HEAL	Hardware/Network Manager	Evaluates hardware and software, troubleshoot local-, metropolitan-, and wide-area networks (LAN/MAN/WAN) and other network related problems; provide technical expertise for performance and configuration of networks. Perform general LAN/MAN/WAN administration; provide technical leadership in the integration and test of complex large-scale computer integrated networks. Oversee network control center. Supervise maintenance of systems. Coordinate with all responsible users and sites. Supervise staff.
54151S, 54151HEAL	Hardware/Network Site Survey Specialist	Conduct site surveys; assess and document current site network configuration and user requirements. Design and optimize network topologies. Analyze existing requirements and prepare specifications for hardware acquisitions. Prepare engineering plans and site installation Technical Design Packages. Develop hardware installation schedules. Prepare drawings documenting configuration changes at each site. Prepare site installation and test reports.

SIN	Labor Category Title	Description
54151S, 54151HEAL, 518210ERM	Help Desk Call Center Coordinator	Responsible for handling incoming calls and recording incidents. Serves as the initial point of contact for troubleshooting problems.
54151S, 54151HEAL, 518210ERM	Help Desk Manager	Supervises and directs overall operation of the help desk. Ensures standard methodology is followed and projects are successfully completed within resource constraints. Collaborates with other functions to ensure quality is maintained. Develops metrics to track and adhere to service level agreements
54151S, 54151HEAL, 518210FM, 518210ERM	Help Desk Specialist	Provide phone, email, web, and in-person support to users in the areas of e-mail, directories, computer operating systems, desktop applications for all types of computer systems, and applications developed. Serve as the first point of contact for troubleshooting hardware/software, all types of computer systems (PC and Mac), and printer problems.
54151HACS	Penetration Tester	Conducts assessments of threats and vulnerabilities; determines deviations from acceptable configurations, enterprise or local policy; assesses the level of risk; and develops and/or recommends appropriate mitigation countermeasures in operational and nonoperational situations. Performs assessments of systems and networks within the network environment or enclave and identifies where those systems/networks deviate from acceptable configurations, enclave policy, or local policy. Measures effectiveness of defense-in-depth architecture against known vulnerabilities. In general, work complexity and responsibility will be greater at higher levels.
54151S, 54151HEAL, 518210FM, 518210ERM	Program Manager	Responsible for organizing, directing, and managing all aspects of contract operational support functions involving multiple complex and inter-related project tasks that often require managing teams of contractor personnel at multiple locations. Provide overall direction of program activities. Manage and maintain contractor interface with the senior levels of the customer's organization. Consult with customer and contractor personnel to formulate and review task plans and deliverables, ensuring conformance with program and project task schedules and costs and contractual obligations. Establish and maintain technical and financial reports to show progress of projects to management and customers, organize and assign responsibilities to subordinates, oversee the successful completion of all assigned tasks, and assume the initiative and provide support to marketing personnel in identifying and acquiring potential business.
54151S, 54151HEAL, 518210FM, 518210ERM	Project Manager	Supervises or directly manages and coordinates project through all phases of the systems development life cycle, including planning, requirements analysis, design, development, testing, installation, and evaluation. Responsible for conducting the project in a timely manner, ensuring the quality of work products, maintaining financial soundness of the project, managing interactions, and reporting progress and issues. Ensures conformance with work standards; interprets policies, procedures, and goals and objectives of the organization. Coordinates work effort with all parties. Reviews work products for quality, completeness, and adherence to design concepts and user requirements. Has significant expertise in managing systems projects. Responsible for client liaison.
54151S, 54151HEAL, 518210FM	Project Specialist/Analyst	Direct all financial management and administrative activities, such as budgeting, manpower and resource planning and financial reporting. Provides critical data support to a technical team. Research and analysis functions may include budget tracking and financial forecasting, project

SIN	Labor Category Title	Description
		evaluation and monitoring, maintaining compliance with corporate and public regulations, and performing any data analysis relevant to project tasks. Project analysts define key performance parameters and create regular variance reports to track progress. Prepare timely and submit financial and performance reports.
54151S, 54151HEAL, 518210FM, 518210ERM	Quality Control Specialist	Responsible for performing tests on computer applications to isolate and solve issues. Initiates tests, analyzes results, and finds solutions to technical problems. Design and executes test plans on computer applications. Record and document results and compare to expected results. Detect software failures so that defects may be discovered and corrected. Generate historical analysis of test results.
54151S, 54151HEAL, 518210ERM	Quality Engineer	Develops, modifies, applies and maintains quality evaluation and control systems and protocols. Collaborates with other functions to ensure quality standards are in place. Devises and implements methods and procedures for inspecting, testing and evaluating the precision and accuracy of functionality. Designs and analyzes inspection and testing processes; conducts quality assurance tests; and performs statistical analysis to assess the cost of and determine the responsibility for, systems or materials that do not meet required standards and specifications. Audits quality systems for deficiency identification and correction. Ensures that corrective measures meet acceptable reliability standards and that documentation is compliant with requirements. Prepares reports and makes recommendations.
518210ERM	Records Management Subject Matter Expert	Provides technical, managerial, or administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex systems in the subject matter area. Makes recommendations and advises on system improvements in the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; life-cycle management; software development methodologies; and modeling and simulation.
54151S, 54151HEAL, 518210ERM	Security Analyst	Analyzes and defines security requirements. Verifies system protections meet designated certification and accreditation criteria. Plan, implement, upgrade, or monitor security measures for the protection of computer networks and information. May ensure appropriate security controls are in place that will safeguard digital files and vital electronic infrastructure. May respond to computer security breaches and viruses.
54151S, 54151HEAL, 518210ERM	Security Architect/Engineer	Gain a thorough understanding of the customer organization's systems. Perform vulnerability analysis and "Black Hat" testing. Recommend improvements and security updates for both hardware and software systems. Develop, monitor, and enforce user policies and protocols. Establish countermeasures that protect the system against unauthorized intrusions. Develop strategies to meet regulatory compliance requirements.
54151S, 54151HEAL	Security CIP Architect/SME	Designs and implements strategies, policies, procedures and building a complete, proactive IT security plan that impacts the infrastructure, the operating systems, the data and the greater good of the organization. Synthesizes data and develops exercises and training to identify and/or prevent intrusions. Performs inventory of critical cyber assets and conducts testing on backup and recovery procedures. Develop strategies to meet regulatory compliance requirements. Responsible for recommending informational and operational technology integration.

SIN	Labor Category Title	Description
54151S, 54151HEAL, 518210ERM	Security Manager	Responsible for determining enterprise information security standards. Develop and implements information security standards and procedures. Provide tactical information security advice and examining the ramifications of new technologies. Ensure that all information systems are functional and secure. Oversee security control. Supervise security systems. Coordinate with all responsible users and sites. Supervise staff.
54151S, 54151HEAL, 518210FM, 518210ERM	Software Architect/Engineer	Research, design, develop, and test operating systems-level software, compilers, and network distribution software. Set operational specifications and formulate and analyze software requirements. May design embedded systems software. Apply principles and techniques of multiple domain analysis.
54151S, 54151HEAL, 518210ERM	Software Designer	Create, modify, and test the code, forms, and script that allow computer applications to run. Work from specifications drawn up by software developers or other individuals. Design software or customize software for client use with the aim of optimizing operational efficiency. May assist software developers by analyzing user needs and designing software solutions. May develop and write computer programs to store, locate, and retrieve specific documents, data, and information.
54151S, 54151HEAL, 518210ERM	Software Developer/Programmer	Develop, create, and modify general computer applications software or specialized utility programs. Analyze user needs and develop software solutions. Develop software or customize software for client use with the aim of optimizing operational efficiency. May analyze and design databases within an application area, working individually or coordinating database development as part of a team. May supervise computer programmers.
54151S, 54151HEAL, 518210FM, 518210ERM	Software Tester	Design, implement, and conduct test and evaluation procedures to ensure system requirements are met. Develop, maintain, and upgrade automated test scripts and architectures for application products. Write, implement, and report status for system test cases for testing. Analyze test cases and provide regular progress reports. Serve as subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware applications. Direct and/or participate in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection.
54151HACS	Solutions Architect Senior	Identifies, compares and recommends solution options, performing high level options analyses and developing conceptual architectures by analyzing the technology environment; analyzing enterprise specifics; analyzing and documenting requirements; setting the collaboration framework; creating solution prototypes; participating in technology selections; and controlling solution developments.
54151HACS	Support Specialist	Safeguards information system assets by identifying and solving potential and actual security problems. Responsible for providing security for an organization's overall IT architecture and systems. Searches for vulnerabilities in software, hardware, networks, and data centers and design strategies and defensive systems to protect against attacks and threats. Protects systems by defining access privileges, control structures, and resources. Recognizes problems by identifying abnormalities; reporting violations. Uses information collected to obtain a quantitative, rational basis for decision-making, applying logic and scientific or economic disciplines and techniques to support of cyber operations. Aggregates cyber information from Government and industry sources for the purpose of analyzing and reporting on trends and activity

SIN	Labor Category Title	Description
		of sensor platforms. Performs open- and closed-source research on emerging threats and vulnerabilities, and develops and compiles mitigation strategies, incident response options, and analysis findings. Determines security violations and inefficiencies by conducting periodic audits. Upgrades systems by implementing and maintaining security controls. Keeps users informed by preparing performance reports and communicating system status. Supports reporting on network defense-related operations, providing front-line tactical analysis and support. In general, work complexity and responsibility will be greater at higher levels.
<b>54151S, 54151HEAL, 518210FM, 518210ERM</b>	Systems Administrator	Responsible for the internal or customer administration, maintenance and management of capacity resources for computers at the operating system and infrastructure level. Builds, configures, troubleshoots and integrates new and existing servers to provide service enhancements, application deployments and infrastructure upgrades. Recommends software and hardware enhancements, diagnoses and corrects issues, defines and implements new services with the goal of achieving maximum server uptime and availability for the customers. Responsible for monitoring performance, system usage. Contributes towards the Disaster Recovery Plan (DRP), backup systems and disk configurations. Conducts system analysis and development to keep systems current with changing technologies.
<b>54151S, 54151HEAL, 518210FM, 518210ERM</b>	Systems Analyst	Provides expertise in developing systems involving new technologies, methods, concepts or approaches. May provide supervisory, technical, and administrative direction for personnel performing system development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Formulates statements of management, scientific and business problems, and devises procedures for solutions of problems. Performs required analysis of information management and data requirements, develops test plans, procedures and data, and evaluate system, effectiveness and efficiency. Performs system development activities, design configuration management as needed.
<b>54151S, 54151HEAL, 518210FM, 518210ERM</b>	Systems Architect/Engineer	Establish system information requirements in the development of enterprise-wide or large-scale information systems. Design architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensure that the common operating environment is compliant with enterprise architecture and applicable reference models. Evaluate analytically and systematically problems of workflows, organization, and planning and develop appropriate corrective action. Provide daily supervision and direction to staff.
<b>54151HACS</b>	Systems Design and Development Engineer	Involved in the design, testing and implementation of state-of-the-art secure operating systems, networks, and database products. Conducts risk assessment and provide recommendations for application design. Deeply involved in a wide range of security issues including architectures, firewalls, electronic data traffic, and network access. Analyses are performed at all levels of total system product to include concept, design, fabrication, test, installation, operation, maintenance and disposal. Uses encryption technology, penetration and vulnerability analysis of various security technologies, and information technology security research. Deeply involved in the design and development of new systems, applications, and solutions for external customer enterprise-wide cyber systems and networks. Provides analysis, evaluation, and

SIN	Labor Category Title	Description
		<p>recommendations designed to promote economy, efficiency, and effectiveness in the customer's security program. Ensures the logical and systematic conversion of customer or product requirements into total systems solutions that acknowledge technical, schedule, and cost constraints. Integrates new architectural features into existing infrastructures, designs cyber security architectural artifacts, provides architectural analysis and relates existing system to future needs and trends, embeds advanced forensic tools and techniques for attack reconstruction, provides engineering recommendations, and resolves integration/testing issues. May interface with external entities including law enforcement, and intelligence/government agencies. In general, work complexity and responsibility will be greater at higher levels.</p>
<p><b>54151HACS</b></p>	<p>Threat Warning Architect Senior</p>	<p>Identifies and assesses the capabilities and activities of cybersecurity criminals or foreign intelligence entities. Produces findings to help initialize or support law enforcement and counterintelligence investigations or activities. Develops cyber indicators to maintain awareness of the status of the highly dynamic operating environment. Collects, processes, analyzes, and disseminates cyber threat/warning assessments.</p>
<p><b>54151S, 54151HEAL, 518210ERM</b></p>	<p>Training Manager</p>	<p>Provide leadership and management for training tasks. Responsible for the effective development, coordination and presentation of training and development programs. Prepare training documents and services that are required to support training requirements in compliance with training policies. May supervise the activity of junior training staff. Maintain contact with the customer to insure that the training meets their needs.</p>
<p><b>54151S, 54151HEAL, 518210FM, 518210ERM</b></p>	<p>Training Specialist/Developer</p>	<p>Designs, develops, documents, and delivers training courses to a wide range of audiences. Employs various training techniques including formal lectures, seminars, tutorials and self-paced exercises, and computer-based training (CBT). Provides professional guidance to managers, analysts, specialists, and programmers in the use of the software. Participates in user-support related tasks. Leads efforts in the areas of training plan development, training material preparation, curricula definition and training course delivery.</p>

### 31.b Sunflower Labor Categories and Descriptions

SIN	Specialty and SIN	Descriptions
54151S	Sunflower Technical Lead/Project Manager	<ul style="list-style-type: none"> <li>▪ <b>Summary:</b> The Technical Lead/Project Manager assumes responsibility for managing team and deliverables for an entire project in their area of discipline.</li> <li>▪ <b>Essential Functions:</b> Responsible for all aspects of the development and implementation of Information Technology assigned projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance the project team. Recommends and takes action to direct the analysis and solutions of problem</li> <li>▪ <b>Minimum Qualifications:</b> BS in Computer Science or Engineering or equivalent experience. MS in Computer Science or Engineering a plus.</li> <li>▪ <b>Six years' experience in information technology.</b> Excellent design and analysis skills. Experience with one or more CASE tools. Experience with project resource planning. Understanding of database structure, data analysis and related tools. Excellent written and verbal communication skills. Must understand basic information technology specialties like computer networking, web development and management, programming, data and network security, as well as data entry.</li> </ul>
54151S	Sunflower Senior Software Engineer	<ul style="list-style-type: none"> <li>▪ <b>Summary:</b> The Senior Software Engineer works both independently and as part of a team to meet deliverables in a timely manner.</li> <li>▪ <b>Essential Functions:</b> The Senior Software Engineer works both independently and as part of a team to meet deliverables in a timely manner. Assumes full responsibility for assigned deliverables. Ability to act as a mentor to less experienced team members. Assists in resource planning for assigned project as requested by project/resource manager. Fully master the technical skills surrounding the individual area of expertise.</li> <li>▪ <b>Minimum Qualifications:</b> BS in Computer Science or Engineering or equivalent experience.</li> <li>▪ <b>Minimum of four years recent experience with any RDBMS and tools based application design and development.</b> Proficient in design and analysis skills. Excellent in data modeling skills. Highly skilled in Oracle, SQL Server, DB2 or similar databases and their related tools. Programming skills in relevant programming languages. Strong written and verbal communication skills.</li> </ul>
54151S	Sunflower Software Engineer	<ul style="list-style-type: none"> <li>▪ <b>Summary:</b> The Software Engineer works both independently and as part of a team to meet deliverables in a timely manner.</li> <li>▪ <b>Essential Functions:</b> The Software Engineer works both independently and as part of a team to meet deliverables in a timely manner. Completes assigned tasks in an efficient manner. Assumes quality assurance responsibility and necessary documentation of assigned tasks. Works aggressively to develop his/her technical skills. Learns from more experienced team members.</li> <li>▪ <b>Minimum Qualifications:</b> Completed a BS in Computer Science or Engineering or equivalent experience.</li> <li>▪ Two to five years of experience in the Information Technology field. Minimum of 2 years recent experience with any RDBMS and tools based application design and development. Good understanding of design, development and analysis. Strong knowledge and experience with Oracle, SQL Server, DB2 or similar and their related tools. Programming skills in relevant programming languages. Strong written and verbal communication skills.</li> </ul>

SIN	Specialty and SIN	Descriptions
54151S	Sunflower Senior Business Analyst	<ul style="list-style-type: none"> <li>▪ <b>Summary:</b> The Senior Business Analyst is responsible for presenting to the clients the business and technical solutions based on the clients' needs, available technology and CGI Federal standards.</li> <li>▪ <b>Essential Functions:</b> The Senior Business Analyst is responsible for presenting to the clients the business and technical solutions based on the clients' needs, available technology and CGI Federal standards. Participate in client engagements, client relationship management, analysis, research, deliverable preparation, and lead specific work efforts over the course of the project. Coordinating with users to define problems, data availability, requirements and implements complex systems which are the most cost effective. Provide technical assistance in identifying, evaluating, and developing system procedures which are cost effective and meet user requirements. Analyzes and evaluates user and/or business problems of complex or diverse scope where analysis requires evaluation of various factors. Plans and conducts preliminary studies of alternative data processing applications and prepares design proposals.</li> <li>▪ <b>Minimum Qualifications:</b> BS or equivalent in business related discipline with coursework in computer science or engineering preferred.</li> <li>▪ <b>Minimum seven years of experience in the Information Technology field.</b> Minimum of five years as a business analyst. Prior project management experience highly preferred. Knowledge in business analysis strategy strongly recommended. Acts as a liaison between the client and the development team. Strong analysis, documentation, communication, writing and presentation skills.</li> </ul>
54151S	Sunflower Business Analyst	<ul style="list-style-type: none"> <li>▪ <b>Summary:</b> The Business Analyst is responsible for presenting to the clients the business and technical solutions based on the clients' needs, available technology and CGI Federal standards.</li> <li>▪ <b>Essential Functions:</b> The Business Analyst is responsible for presenting to the clients the business and technical solutions based on the clients' needs, available technology and CGI Federal standards. Coordinating with users to define problems, data availability, requirements and implements complex systems which are the most cost effective. Provide technical assistance in identifying, evaluating, and developing system procedures which are cost effective and meet user requirements. Analyzes and evaluates user and/or business problems of complex or diverse scope where analysis requires evaluation of various factors. Plans and conducts preliminary studies of alternative data processing applications and prepares design proposals</li> <li>▪ <b>Minimum Qualifications</b> <ul style="list-style-type: none"> <li>– BS or equivalent in Information Technology related discipline with coursework in computer science or engineering preferred.</li> <li>– Minimum five years of experience in the Information Technology field. Minimum of three years as a business analyst. Acts as a liaison between the client and the development team. Strong analysis, documentation, communication, writing and presentation skills.</li> </ul> </li> </ul>
54151S	Sunflower Senior Consultant	<ul style="list-style-type: none"> <li>▪ <b>Summary:</b> The Senior Consultant is responsible for providing business process, systems and operations support based on the clients' requirements, available technology and CGI Federal standards.</li> <li>▪ <b>Essential Functions:</b> Minimum two to five years of experience in the information technology, retail, service, business operations, maintenance, consulting or asset management fields. Acts as a service provider to clients and project teams. Understanding of database structure, data analysis and related tools.</li> <li>▪ Understanding of property management operational processes and procedures. Strong analysis, documentation, communication, writing and presentation skills.</li> <li>▪ <b>Minimum Qualifications:</b> <ul style="list-style-type: none"> <li>– BS in Information Technology related discipline or equivalent work experience.</li> </ul> </li> </ul>

SIN	Specialty and SIN	Descriptions
		<ul style="list-style-type: none"> <li>- Minimum two to five years of experience in the information technology, retail, service, business operations, maintenance, consulting or asset management fields. Acts as a service provider to clients and project teams.</li> <li>- Understanding of database structure, data analysis and related tools.</li> <li>- Understanding of property management operational processes and procedures. Strong analysis, documentation, <b>communication, writing and presentation skills.</b></li> </ul>
54151S	Sunflower Consultant	<ul style="list-style-type: none"> <li>▪ <b>Summary:</b> The Consultant is responsible for providing business process, systems and operations support based on the clients' requirements, available technology and CGI Federal standards.</li> <li>▪ <b>Essential Functions:</b> Minimum one to five years of experience in the information technology, retail, service, business operations, maintenance, consulting or asset management fields. Acts as a service provider to clients and project teams. Understanding of web based tools and RDBMS. Understanding of property management operational processes and procedures. Strong analysis, documentation, communication, writing and presentation skills.</li> <li>▪ <b>Minimum Qualifications:</b> BS in Information Technology related discipline or equivalent work experience.                             <ul style="list-style-type: none"> <li>- Minimum one to five years of experience in the information technology, retail, service, business operations, maintenance, consulting or asset management fields. Acts as a service provider to clients and project teams. Understanding of database structure, data analysis and related tools. Understanding of property management operational processes and procedures. Strong analysis, documentation, communication, writing and presentation skills.</li> </ul> </li> </ul>
54151S	Sunflower Installation & Testing (Sunflower MobileTrak, ExcessTrak® & PackTrak)	<ul style="list-style-type: none"> <li>▪ <b>Summary:</b> Sunflower Installation and Testing is responsible for providing installation and testing of Sunflower Software onto mobile computers.</li> <li>▪ <b>Essential Functions:</b> Installation and Testing of Sunflower Software onto mobile computers with barcode scanning technology, to be used by clients in the course of their asset/property management activities.</li> <li>▪ <b>Minimum Qualifications:</b> BS in Information Technology discipline or equivalent work experience.                             <ul style="list-style-type: none"> <li>- Minimum one to five years of experience in the information technology, retail, service, business operations, maintenance, consulting or asset management fields. Acts as a service provider to clients and project teams. Understanding of web based tools and RDBMS. Understanding of property management operational processes and procedures. Strong analysis, documentation, communication, writing and presentation skills.</li> </ul> </li> </ul>

## 32. CLOUD SIN OFFERINGS (SIN 518210C)

### Labor Categories Education and Experience and Substitution

Level	Description	HS/GED	Bachelor	Master	PhD
1	Associate	0	0	0	0
2	Intermediate	7	3	1	0
3	Journeyman	10	6	4	2
4	Senior	13	9	7	5
5	Expert	16	12	10	8

### 32.a Labor Categories and Descriptions

SIN	Labor Category Title	Description
518210C	Cloud AI/ML Specialist	Develop operating software that can be used for artificial intelligence applications. Work closely with software engineers or big data specialists produce solutions that utilize artificial intelligence, machine learning and deep learning capability to serve the business need. Showcase the potential for AI via early stage use cases to demonstrate the art of the possible in order to provide consulting and thought leadership towards adoption of AI and ML capabilities.
518210C	Cloud Big Data Specialist	Develop, test and maintain big data solutions for environments that requires collecting, storing, process and analyzing huge sets of data. Select and integrate big data tools both native to Cloud Service Providers and agnostic vendors and solutions. Implement ETL process, monitor for performance and cost and provide consulting advice on necessary improvements. Define retention policies as well as DR plan based on business continuity scenarios.
518210C	Cloud Business Analyst	Ability to research, analyze and compile business requirements for cloud based technologies. Have understanding of cloud based terminologies and Agile driven delivery models. Assist in running Scrums, generate metrics to rationalize the delivery progress and status while ensure cloud cost and best practices are implemented.
518210C	Cloud Center of Excellence Lead	Build and oversee Cloud Center of Excellence (CCoE) to support multi-cloud, hybrid cloud delivery & support models for the customer. Engage partners, vendors and cloud service providers to ensure training, engagement, cloud & services roadmap for the customer and delivery organization as a whole. Continuously improve CCoE over time with iterations that capture customer feedback and enhance & optimize with people, technology and process. Possess clear understanding of cloud vision, strategy and roadmap towards the future.
518210C	Cloud Customer Engagement Manager	Provide the first line of engagement with the customer for their cloud needs. Have an understanding of Cloud foundational and fundamentals to converse openly about the value of cloud when it comes to total cost of ownership, optimization, security, operations and CSP partnership support.
518210C	Cloud Developer	Performs application development from concept to design to implementation via programming languages or scripts based off architectural designs and business requirements. Oversees development, debugging, deployment and maintenance of host based, serverless and containerized applications in cloud based environments. Have ability to write cloud native API to support software, automation scripts and solutions for the customer base. Possess

SIN	Labor Category Title	Description
		understanding of development in Agile methodology utilizing DevSecOps concepts and principles.
518210C	Cloud Engineer	Execute the cloud architecture designs from the architects to implement secure cloud workloads at Networking, Compute, Storage and native services layers. Document all configuration, management and optimization changes to the cloud environment either via SOP or as code. Implement cloud governance, build, deployment and monitoring standards for the clients.
518210C	Cloud Migration Specialist	Possess subject matter expertise on moving from on-premise/private cloud workloads to public cloud. Plan and implement migration strategies to ensure data and workloads are moved to cloud with minimal downtime and impact. Possess strong understanding of migration tools/vendors and ensure right tool is used for the right job.
518210C	Cloud Program Manager	Senior executive responsible for providing program level vision and direction to the team through regular feedback sessions with the client leadership and internal team members. Maintain successful client relationships by establish goals, plans and delivery expectations. Ensures resources are deployed in effective manners to maximize customer value and ensure requirements are met. Works with clients to identify and resolve contractual issues.
518210C	Cloud Project Manager	Senior manager responsible for coordinating the management of all work performed under the contract from team members to contractors to vendors. Act as central point of contact to ensure task orders are performed to the requirements of the contract and ensure project timelines and delivery milestones are met. Possess excellent oral and written communication skills as well as deep business administration and project management principles.
518210C	Cloud Security Architect	Analyze, gather requirements and design security architecture to protect customer environments. Architect pre-emptive security and guardrails to ensure security is shifted to the left according to DevSecOps principles and mindset while having ability to implement both signature and heuristic based security approaches. Ensures security controls are implemented, compliance is met and performs assessments to mitigate business risk to the cloud workloads. Possess clear understanding of cloud shared responsibility model and conduct cloud risk assessment to minimize security impacts to the customer.
518210C	Cloud Security Engineer	Implement security controls, configure security tools and provide end to end security delivery model to customer environments. Adopt Security Orchestration, Automation and Responses (SOAR) and work with Security Operation Center to facilitate proper security incident response. Ensures logging and security audits are operationalized to reduce business risk to the cloud workloads. Possess clear understanding of cloud shared responsibility model and DevSecOps principles and mindset.
518210C	Cloud Solutions Architect	Architect, design, and implement cloud-based and cloud-native solutions for development, test DR (Disaster Recovery) and production workloads while factoring in compliance, security, cost and industry best practices. Engage customers based on Well Architected Framework and provide thought leadership relating to customer plans on cloud technology and strategy. Possess understanding of Instructure as Code, Agile methodology and DevSecOps principles and mindset. Establish end to end delivery model as a managed service provider and provide cloud subject matter expertise to the customer mission.
518210C	Cloud Strategist	Cloud subject matter expert that can help CIO offices strategize for cloud adoption and engagement at a holistic view. Help establish cloud roadmap and

SIN	Labor Category Title	Description
		vision for the customer according to the mission and business needs. Enable cloud adoption enterprise wide for the organization at scale.
518210C	Cloud SysOps	Performs systems operations for cloud based environments such as patching, backup and monitoring. Deploy and maintain workloads from Dev to Prod to ensure they are up and running and meets SOP and SLA standards. Possess understanding of Agile methodology and DevSecOps mindset to break down silos and ensure cloud environments are operationalized at scale.
518210C	Cloud Testing Specialist	Designing and executing cloud IT software & hardware tests and evaluate results to ensure compliance to testing requirements. Prepares test scripts, data and write required test documentation. Reviews test results and ensures it meets application, security and other functional needs. Possess ability to leverage automated testing tools as part of CI/CD process.

### 33. PROFESSIONAL SERVICES CATEGORY SIN OFFERINGS

**SINs 541611, 522310, 541219, 541214, 541330ENG, 541715, 541380, 541420**

#### 33.a Labor Categories Description for SIN 541611

SIN(s)	Job Title	Education	Years of Experience
541611	Subject Matter Expert 4	Master's Degree or equivalent**	10 years of experience
<p>General Summary: Is well known expert in chosen field. Possesses requisite knowledge and expertise so recognized in the professional community that the Government is able to qualify the individual as an expert in the field for an actual Task Order (TO). Works under guidance of management to analyze problems, produce an understanding of the current environment and then to define alternatives for change.</p> <p><b>Functional Responsibilities/Duties</b></p> <p>Examples of duties and responsibilities are as follows:</p> <ul style="list-style-type: none"> <li>Formulates first problem statement of the issues involved in relating field of expertise to problems of client agency.</li> <li>Performs functional allocation to identify required tasks and their interrelationships to execute change.</li> <li>Identifies resources required for each task.</li> </ul>			
541611	Subject Matter Expert 3	Master's Degree or equivalent**	6 years of experience
<p>General Summary: Is very knowledgeable in chosen field with considerable work experience. Possesses requisite knowledge and expertise so recognized in the professional community that the Government is able to qualify the individual as an expert in the field for an actual Task Order (TO). Works under management supervision to analyze problems and produce classical output.</p> <p><b>Functional Responsibilities/Duties</b></p> <p>Examples of duties and responsibilities are as follows:</p> <ul style="list-style-type: none"> <li>Prepares functional allocation to identify required tasks and their interrelationships to develop solutions for implementation options.</li> <li>Identifies resources required for each task.</li> </ul>			
541611	Subject Matter Expert 2	Bachelor's Degree or equivalent*	10 years of experience
<p><b>General Summary:</b> Is professionally trained expert in the field with considerable work experience. Possesses requisite knowledge and expertise recognized in the professional community that the Government is able to qualify the individual as an expert in the field for an actual Task Order (TO). Works under management supervision or as a member of a team to analyze problems and produce classical output.</p> <p><b>Functional Responsibilities/Duties</b></p> <p>Examples of duties and responsibilities are as follows:</p> <ul style="list-style-type: none"> <li>Performs functional allocation to identify required tasks and their interrelationships to develop solutions for implementation options.</li> <li>Identifies resources required for each task.</li> </ul>			
541611	Subject Matter Expert 1	Bachelor's Degree or equivalent*	4 years of experience
<p><b>General Summary:</b> Is professionally trained expert in the field with limited experience. Works under supervision or as member of a team to analyze problems and produce classical output.</p> <p><b>Functional Responsibilities/Duties</b></p> <p>Examples of duties and responsibilities are as follows:</p> <ul style="list-style-type: none"> <li>Outlines functional allocation to identify required tasks and their interrelationships to broaden solution for implementation considerations.</li> </ul>			
541611	Program Manager 6	Master's Degree or equivalent**	10 years of experience
<p><b>General Summary:</b> Based upon extensive direct experience and working with the guidance of senior management, provides advice, assistance, guidance or consulting for a variety of services in support of the management and integration of programs and/or projects.</p> <p><b>Functional Responsibilities/Duties</b></p> <p>Examples of duties and responsibilities are as follows:</p>			

SIN(s)	Job Title	Education	Years of Experience
			<ul style="list-style-type: none"> <li>Program management leadership from analysis to execution, program integration (particularly as a team leader), program oversight analysis and options development, and project management and all it details.</li> </ul>
541611	<b>Program Manager 5</b>	<b>Master's Degree or equivalent**</b>	<b>7 years of experience</b>
	<p><b>General Summary:</b> Based upon direct experience and working with the guidance of senior management, provides advice, assistance, guidance or consulting for a variety of services in support of the management and integration of programs and/or projects or performs as a program manager.</p> <p><b>Functional Responsibilities/Duties</b> Examples of duties and responsibilities are as follows:</p> <ul style="list-style-type: none"> <li>Program management leadership from analysis to execution, program integration (particularly as a team leader), program oversight analysis and options development, and project management and all it details.</li> </ul>		
541611	<b>Program Manager 4</b>	<b>Master's Degree or equivalent**</b>	<b>4 years of experience</b>
	<p><b>General Summary:</b> May work as a team member or under the general guidance of senior management or a program/project leader. Provides advice, assistance, guidance or consulting for a variety of services in support of the management and integration of programs and/or projects or perform as a program manager.</p> <p><b>Functional Responsibilities/Duties</b> Examples of duties and responsibilities are as follows:</p> <ul style="list-style-type: none"> <li>Program management leadership from analysis to execution, program integration (particularly as a team leader), program oversight analysis and options development, and project management and all it details.</li> </ul>		
541611	<b>Program Manager 3</b>	<b>Bachelor's Degree or equivalent*</b>	<b>10 years of experience</b>
	<p><b>General Summary:</b> Serves as the project manager for a large-complex task order (or group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Technical Representative (COTR), the task order-level COR(s), government management personnel and customer agency representatives.</p> <p><b>Functional Responsibilities/Duties</b> Examples of duties and responsibilities are as follows:</p> <ul style="list-style-type: none"> <li>Responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner.</li> <li>Performs enterprise wide horizontal integration planning and interfaces to other functional systems.</li> </ul>		
541611	<b>Program Manager 2</b>	<b>Bachelor's Degree or equivalent*</b>	<b>6 years of experience</b>
	<p><b>General Summary:</b> Serves as the project manager for a medium sized task order (or group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Technical Representative (COTR), the task order-level COR(s), government management personnel and customer agency representatives.</p> <p><b>Functional Responsibilities/Duties</b> Examples of duties and responsibilities are as follows:</p> <ul style="list-style-type: none"> <li>Responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner.</li> <li>Performs enterprise wide horizontal integration planning and interfaces to other functional systems.</li> </ul>		
541611	<b>Program Manager 1</b>	<b>Bachelor's Degree or equivalent*</b>	<b>4 years of experience</b>
	<p><b>General Summary:</b> Serves as the project manager for a small task order (or group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Technical Representative (COTR), the task order-level COR(s), government management personnel and customer agency representatives.</p> <p><b>Functional Responsibilities/Duties</b> Examples of duties and responsibilities are as follows:</p> <ul style="list-style-type: none"> <li>Responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner.</li> <li>Performs enterprise wide horizontal integration planning and interfaces to other functional systems.</li> </ul>		

SIN(s)	Job Title	Education	Years of Experience
541611	Management Consultant 5	Master's Degree or equivalent*	7 years of experience
<p><b>General Summary:</b> Based upon extensive experience and working independently, provides expert advice, assistance, guidance or consulting in support of the agencies' management needs for strategic, business, and action planning.</p> <p><b>Functional Responsibilities/Duties</b>                      Examples of duties and responsibilities are as follows:</p> <ul style="list-style-type: none"> <li>▪ System alignment studies and practices, cycle time analysis and alternatives, building high performance work teams, adopting leadership systems, developing performance measures and indicators, presenting process and productivity improvement options, making organizational assessments, and performing program audits, and evaluations.</li> </ul>			
541611	Management Consultant 4	Master's Degree or equivalent**	4 years of experience
<p><b>General Summary:</b> Based upon experience and working independently and/or with the guidance of senior management, provides expert advice, assistance, guidance or consulting in support of the agencies' management needs for strategic, business, and action planning.</p> <p><b>Functional Responsibilities/Duties</b>                      Examples of duties and responsibilities are as follows:</p> <ul style="list-style-type: none"> <li>▪ System alignment studies and practices, cycle time analysis and alternatives, building high performance work teams, adopting leadership systems, developing performance measures and indicators, presenting process and productivity improvement options, making organizational assessments, and performing program audits, and evaluations.</li> </ul>			
541611	Management Consultant 3	Bachelor's Degree or equivalent*	10 years of experience
<p><b>General Summary:</b> In response to various needs, provides expert and/or detailed advice, assistance, guidance or consulting to management in support of the agencies' management needs for strategic, business, and action planning.</p> <p><b>Functional Responsibilities/Duties</b>                      Examples of duties and responsibilities are as follows:</p> <ul style="list-style-type: none"> <li>▪ System alignment studies and practices, cycle time analysis and alternatives, building high performance work teams, adopting leadership systems, developing performance measures and indicators, presenting process and productivity improvement options, making organizational assessments, and performing program audits, and evaluations.</li> </ul>			
541611	Management Consultant 2	Bachelor's Degree or equivalent*	6 years of experience
<p><b>General Summary:</b> Provides expert advice to project teams, identification of analysis techniques and tools, and providing other MOBIS services as required.</p> <p><b>Functional Responsibilities/Duties</b>                      Examples of duties and responsibilities are as follows:</p> <ul style="list-style-type: none"> <li>▪ Under supervision and based upon experience, assist others in developing and documenting management consulting activities associated with system alignment studies and practices, cycle time analysis and alternatives, building high performance work teams, adopting leadership systems, developing performance measures and indicators, presenting process and productivity improvement options, making organizational assessments, and performing program audits, and evaluations.</li> </ul>			
541611	Management Consultant 1	Bachelor's Degree or equivalent*	4 years of experience
<p><b>General Summary:</b> Provide expert advice to project teams, identify of analysis techniques and tools, and providing other MOBIS services as required.</p> <p><b>Functional Responsibilities/Duties</b>                      Examples of duties and responsibilities are as follows:</p> <ul style="list-style-type: none"> <li>▪ Develops and documents management consulting activities associated with system alignment studies and practices, cycle time analysis and alternatives, building high performance work teams, adopting leadership systems, developing performance measures and indicators, presenting process and productivity improvement options, making organizational assessments, and performing program audits, and evaluations.</li> </ul>			

SIN(s)	Job Title	Education	Years of Experience
541611	Program Analyst 4	Bachelor's Degree or equivalent*	6 years of experience
	<p><b>General Summary:</b> May work relatively independently as a team lead or under the general guidance of senior management or a program/project leader. Provides a variety of services in support of the management and integration of programs and/or projects.</p> <p><b>Functional Responsibilities/Duties</b>                      Examples of duties and responsibilities are as follows:</p> <ul style="list-style-type: none"> <li>Program management leadership from analysis to execution, program integration (particularly as a team leader), program oversight analysis and options development, and project management and all its details.</li> </ul>		
541611	Program Analyst 3	Bachelor's Degree or equivalent*	5 years of experience
	<p><b>General Summary:</b> May work as a team member or under the general guidance of management or a program/project leader.</p> <p><b>Functional Responsibilities/Duties</b>                      Examples of duties and responsibilities are as follows:</p> <ul style="list-style-type: none"> <li>Performs a variety of management tasks that are broad in nature and are concerned with the integration of teams/personnel, tools and techniques to provide MOBIS based program/project management services to improve operations.</li> </ul>		
541611	Program Analyst 2	Bachelor's Degree or equivalent*	4 years of experience
	<p><b>General Summary:</b> Under supervision and based upon experience, assist others in analysis and preparation of program and project review materials.</p> <p><b>Functional Responsibilities/Duties</b>                      Examples of duties and responsibilities are as follows:</p> <ul style="list-style-type: none"> <li>Uses a variety of project management tools and database tools like Access, and Microsoft office to make representations of program/project issues and problems.</li> </ul>		
541611	Program Analyst 1	High School or GED	4 years of experience
	<p><b>General Summary:</b> Under close supervision and based upon experience, assist others in analysis and preparation of program and project review materials.</p> <p><b>Functional Responsibilities/Duties</b>                      Examples of duties and responsibilities are as follows:</p> <ul style="list-style-type: none"> <li>Uses variety of project management tools, simple database tools like Access, and Microsoft office to make representations of program/project issues and problems.</li> </ul>		
541611	Technical Support 3	Bachelor's Degree or equivalent*	4 years of experience
	<p><b>General Summary:</b> May work as a team member or independently in the formation of system designs, development, and specifications translation to design.</p> <p><b>Functional Responsibilities/Duties</b>                      Examples of duties and responsibilities are as follows:</p> <ul style="list-style-type: none"> <li>ADP systems analysis and programming and using major application programming on large-scale database management systems.</li> <li>Uses state-of-the-art computer equipment and high level computer languages.</li> </ul>		
541611	Technical Support 2	High School or GED	5 years of experience
	<p><b>General Summary:</b> Under close supervision and utilizing past experience, assist other in the technical aspects of the task order assignment and supports MOBIS organization development activities.</p> <p><b>Functional Responsibilities/Duties</b>                      Examples of duties and responsibilities are as follows:</p> <ul style="list-style-type: none"> <li>Develops applications based on COTS or on microcomputer hardware as applied to web-based networks.</li> </ul>		
541611	Technical Support 1	High School or GED	3 years of experience
	<p><b>General Summary:</b> Entry level position. Demonstrated ability through coursework and certifications. Works under close supervision to perform well-prescribed tasks.</p>		

SIN(s)	Job Title	Education	Years of Experience
	<p><b>Functional Responsibilities/Duties</b>                      Examples of duties and responsibilities are as follows:</p> <ul style="list-style-type: none"> <li>▪ Programming</li> <li>▪ Full installation of applications</li> <li>▪ Network interfacing</li> </ul>		
541611	<b>Senior Administrative Support</b>	<b>Bachelor's Degree or equivalent*</b>	<b>1 year of experience</b>
	<p><b>General Summary:</b> Provides administrative-type support to technical and management personnel.  <b>Functional Responsibilities/Duties</b>                      Examples of duties and responsibilities are as follows:</p> <ul style="list-style-type: none"> <li>▪ Documentation planning and support</li> <li>▪ Project administration, and general office support and word processing</li> <li>▪ Spreadsheet development</li> <li>▪ Executive secretarial support, human resource planning</li> <li>▪ Event planning and administration</li> <li>▪ Office relocation planning, mail services, records data input</li> </ul>		
541611	<b>Junior Administrative Support</b>	<b>High School or GED</b>	<b>5 years of Experience</b>
	<p><b>General Summary:</b> Provides administrative-type support to technical and management personnel.  <b>Functional Responsibilities/Duties</b>                      Examples of duties and responsibilities are as follows:</p> <ul style="list-style-type: none"> <li>▪ Documentation planning and support</li> <li>▪ Project administration, and general office support and word processing</li> <li>▪ Spreadsheet development</li> <li>▪ Executive secretarial support, human resource planning</li> <li>▪ Event planning and administration</li> <li>▪ Office relocation planning, mail services, records data input</li> </ul>		
541611	<b>Senior Process Specialist</b>	<b>Bachelor's Degree or equivalent*</b>	<b>2 years of experience</b>
	<p><b>General Summary:</b> Consults on projects for organizational transformation that require the application of reengineering, organizational, and operational change management approaches and information technology infrastructure redesign.  <b>Functional Responsibilities/Duties</b>                      Examples of duties and responsibilities are as follows:</p> <ul style="list-style-type: none"> <li>▪ Applies process improvement and reengineering methodologies and principles to conduct process modernization projects</li> <li>▪ Activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, and training.</li> </ul>		
541611	<b>Junior Process Specialist</b>	<b>Bachelor's Degree or equivalent*</b>	
	<p><b>General Summary:</b> Under supervision and based upon experience, formulates and defines fundamental business processes and objectives through research and fact-finding combined with an understanding of applicable business systems and industry requirements.  <b>Functional Responsibilities/Duties</b>                      Examples of duties and responsibilities are as follows:</p> <ul style="list-style-type: none"> <li>▪ Develops or modifies moderately complex information systems.</li> <li>▪ Analyzes business and user needs, documenting requirements and revising existing system logic difficulties as necessary.</li> </ul>		

SIN(s)	Job Title	Education	Years of Experience
541611	<b>Business Consultant 1</b>	<b>Bachelor's degree</b>	<b>Minimum of two years of experience in related areas supporting commercial or federal organizations</b>
	Business Consultant has experience in business support, business architecture design, financial analysis, change management, or business or systems process redesign practices. Duties include applying analytical and technical skills to assist in implementing solutions and conducting research, collecting and distilling data. Other duties may include performing assessments, documenting organizational business and systems process flows, identifying and documenting functional requirements, developing project documentation and training materials, and producing reports.		
541611	<b>Business Consultant 2</b>	<b>Bachelor's degree</b>	<b>Minimum of four years of experience in related areas supporting commercial or federal organizations</b>
	Business Consultant has experience in business support, business architecture design, financial analysis, change management, or business or systems process redesign practices. Duties include applying analytical and technical skills to assist in implementing solutions and conducting research, collecting and distilling data. Other duties may include performing assessments, documenting organizational business and systems process flows, identifying and documenting functional requirements, developing project documentation and training materials, and producing reports.		
541611	<b>Business Consultant 3</b>	<b>Bachelor's degree</b>	<b>Minimum six years of experience in related areas supporting commercial or federal organizations</b>
	Business Consultant has experience in business support, business architecture design, financial analysis, change management, or business or systems process redesign practices. Duties include applying analytical and technical skills to assist in implementing solutions and conducting research, collecting and distilling data. Other duties may include performing assessments, documenting organizational business and systems process flows, identifying and documenting functional requirements, developing project documentation and training materials, and producing reports.		
541611	<b>Business Solutions Architect</b>	<b>Bachelor's degree</b>	<b>Minimum of eight years of experience in related areas supporting commercial or federal organizations</b>
	Business Solutions expert charged with leading the design and implementation of a client business or technology solution. Duties include developing and selecting the technology tools to meet client deliverable, providing the technical expertise to the team developing the solutions, ensuring the solutions meets all government requirements, identifying and informing the client of potential risks as they arise, ensure the solutions will be delivered on time and within budget.		
541611	<b>Functional Analyst 1</b>	<b>Bachelor's degree</b>	<b>Minimum of four years of experience in related areas supporting commercial or federal organizations</b>
	Experience in functional program areas to include strategy, financial management and systems, supply chain, human capital and change management, analytics, or program management disciplines. Operates under the direction of the Program manager. Duties include Conduct research and analysis; requirements, design, documentation; and business process improvement efforts in core functional areas of strategy, financial management, supply chain, human capital and change management, analytics, or program management disciplines.		
541611	<b>Functional Analyst 2</b>	<b>Bachelor's degree</b>	<b>Minimum of six years of experience in related areas supporting commercial or federal organizations</b>
	Experience in functional program areas to include strategy, financial management and systems, supply chain, human capital and change management, analytics, or program management disciplines. Operates under the direction of the Program manager. Duties include Conduct research and analysis; requirements, design,		

SIN(s)	Job Title	Education	Years of Experience
			documentation; and business process improvement efforts in core functional areas of strategy, financial management, supply chain, human capital and change management, analytics, or program management disciplines.
541611	Functional Analyst 3	Bachelor's degree	Minimum eight years of experience in related areas supporting commercial or federal organizations
			Experience in functional program areas to include strategy, financial management and systems, supply chain, human capital and change management, analytics, or program management disciplines. Operates under the direction of the Program manager. Duties include Conduct research and analysis; requirements, design, documentation; and business process improvement efforts in core functional areas of strategy, financial management, supply chain, human capital and change management, analytics, or program management disciplines.
541611	Business Director 1	Bachelor's degree	Minimum eight years of experience in related areas supporting commercial or federal organizations
			Business Director has experience in leading large complex solutions. Comfortable developing slides and presenting to stakeholders and clients. Duties include monitoring achievement of strategic, financial and operational benefits; ensuring planned business outcomes are achieved and helping adjust programs if necessary; providing guidance to project teams analyzing client and systems data; developing client solutions; performs business strategy and systems assessments.
541611	Business Director 2	Bachelor's degree	Minimum ten years of experience in related areas supporting commercial or federal organizations
			Business Director has experience in leading large complex solutions. Comfortable developing slides and presenting to stakeholders and clients. Duties include monitoring achievement of strategic, financial and operational benefits; ensuring planned business outcomes are achieved and helping adjust programs if necessary; providing guidance to project teams analyzing client and systems data; developing client solutions; performs business strategy and systems assessments.
541611	Advisory Executive 1	Bachelor's degree	Minimum twelve years of experience in related areas supporting commercial or federal organizations
			Advisory Executive has primary management authority for client engagements. Responsible for the overall work performed. Provides primary interface with client management regarding strategic issues. Sets overall policy direction for the client. Directs completion of projects within estimated time frames and budget constraints, reviews work products, advises client in key priorities and solution development.
541611	Advisory Executive 2	Bachelor's degree	Minimum fourteen years of experience in related areas supporting commercial or federal organizations
			Advisory Executive has primary management authority for client engagements. Responsible for the overall work performed. Provides primary interface with client management regarding strategic issues. Sets overall policy direction for the client. Directs completion of projects within estimated time frames and budget constraints, reviews work products, advises client in key priorities and solution development.

\* Four (4) years of experience is considered equivalent to a Bachelor's Degree

\*\*Two (2) years of experience plus BS/BA is equivalent to a Master's Degree

**33.b Labor Categories Description for SIN 541330ENG, 541380, 541420, 541715**

SIN(s)	Job Title	Education	Years of Experience
<b>541330ENG, 541380, 541420, 541715</b>	<b>Senior Program Manager</b>	<b>Master's degree required</b>	<b>Fourteen years of experience required</b>
Provide administrative and technical leadership in completion of multiple contracts, including responsibility for cost, schedule, and overall performance. Plan and procure necessary staff to achieve work completion milestones and deliverables. Direct investigation and resolution of operational problems in conjunction with other engineering and technical personnel. Develop detailed staffing requirements, assignments, and plans to meet customer needs.			
<b>541330ENG, 541380, 541420, 541715</b>	<b>Senior Research Engineer</b>	<b>A Bachelor's degree in Engineering is required and a PhD is required</b>	<b>Eighteen years of experience is required</b>
Plans and conducts testing on assigned project to prove/modify theoretical propositions on basis of comments in literature field, established research findings, and experience of other staff members in technological area. Interacts with other research staff. Discusses progress and interim findings at monthly technical review meetings. Continues with project in original concept or modifies direction based on commentary and decision of technical review committee. Sets up prototype equipment; uses experimental materials to test theories. Works with customer/technical personnel to test theories / findings.			
<b>541330ENG, 541380, 541420, 541715</b>	<b>Senior Research Scientist</b>	<b>PhD degree required</b>	<b>Eighteen years of experience is required</b>
Plan and conduct analysis on assigned projects to prove/modify theories or findings in support of customer requirements. Interacts with other advanced staff. Discusses progress and interim findings at monthly technical review meetings. Continue with project in original concept or modify direction based on commentary and decision of review committee. Provide a high level of knowledge and analysis capability on specialized applications and environments as well as advice on exceptionally complex problems which require high-level knowledge of the subject matter for effective implementation.			
<b>541330ENG, 541380, 541420, 541715</b>	<b>Senior Engineer</b>	<b>A Bachelor's degree in Engineering is required and a Master's degree is required</b>	<b>Seventeen years of experience is required</b>
Develops engineering plans and designs in a particular field for a specific area. Investigates and analyzes new materials, equipment invoices, and engineering practices. Analyzes quotations/bids and in developing recommendations.			
<b>541330ENG, 541380, 541420, 541715</b>	<b>Senior Scientist</b>	<b>Master's degree required</b>	<b>Seventeen years of experience is required</b>
Develop specialized plans and designs in a particular field for a specific area. Investigate and analyze new materials, equipment, procedures, processes and engineering practices. Analyze quotations/bids and develop recommendations. Provide expertise in support of customer requirements for complex to highly complex projects.			
<b>541330ENG, 541380, 541420, 541715</b>	<b>G15 Supervisor</b>	<b>Bachelor's degree required</b>	<b>Ten years of experience required</b>
Manage expenditures of material, travel, and labor hours for contracts. Perform manpower planning and staffing for assigned group and support division manpower planning. Present program reviews for upper management. Interact with customers to obtain new business and monitor current contract work.			
<b>541330ENG, 541380, 541420, 541715</b>	<b>Senior Technical Staff</b>	<b>Bachelor's degree required</b>	<b>Twelve years of experience required</b>
Provide administrative and technical leadership in the completion of multiple contracts, including responsibility for cost, schedule and overall performance. Monitor fulfillment of contract requirements to ensure quality and timeliness of services/deliverables to various customers. Conduct the investigation and resolution of operational problems in conjunction with other engineering and technical personnel. Conduct employee performance evaluations.			
<b>541330ENG, 541380, 541420, 541715</b>	<b>G14 Research Engineer</b>	<b>A Bachelor's degree in Engineering is required and a Master's degree is required</b>	<b>Eight years of experience required</b>
Plans and conducts testing on an assigned project to prove or modify theoretical propositions on the basis of comments in the literature field, established research findings, and the experience of other staff members in the technological area. Interacts with other research staff. Discusses progress and interim findings at monthly technical review meetings. Continues with			

SIN(s)	Job Title	Education	Years of Experience
<p>project in original concept or modifies direction based on commentary and decision of technical review committee. Sets up prototype equipment and uses experimental materials to test theories developed. Works with customer line and technical personnel to test out theories and/ or findings.</p>			
<b>541330ENG, 541380, 541420, 541715</b>	<b>G14 Research Scientist</b>	<b>Master's degree required</b>	<b>Eight years of experience required</b>
<p>Plan and conduct analysis on assigned projects to prove/modify theories or findings in support of customer requirements. Interacts with other advanced staff. Discuss progress and interim findings at monthly review meetings. Continue with project in original concept or modify direction based on commentary and decision of review committee. Work with customer and technical personnel to test out theories and/or findings. Serves as a specialized expert in areas relevant to the project. Demonstrating experience in conducting analysis and developing solutions. Produces and reviews specialized documentation reflecting detailed knowledge of specific area. Recommends measures to improve methods, performance, and quality of product or service, and suggests changes to increase efficiency.</p>			
<b>541330ENG, 541380, 541420, 541715</b>	<b>G14 Engineer</b>	<b>Bachelor's degree in Engineering is required</b>	<b>Eight years of experience is required</b>
<p>Assist in the development of engineering plans and designs in a particular field for a specific area. Assist in the investigation and analysis of new materials, equipment invoices, and engineering practices. Assists in analyzing quotations / bids and in developing recommendations.</p>			
<b>541330ENG, 541380, 541420, 541715</b>	<b>G14 Scientist</b>	<b>Bachelor's degree required</b>	<b>Eight years of experience is required</b>
<p>Plan and conduct analysis on assigned projects. Perform complex evaluations of existing procedures, processes, techniques, models, and/or systems. Assist in the development of specialized plans and designs in a particular field for a specific area. Assist in the investigation and analysis of new materials, equipment, and engineering practices. Prepare charts, tables, graphs, and diagrams to assist in analyzing problems. Coordinates the activities of junior personnel on projects. Provide daily supervision and direction to administrative staff. Coordinate and work closely with engineering, logistics, financial and program management disciplines to define system specifications/ requirements. Assist in analyzing quotations/bids and in developing recommendations. Serve as a specialized expert in areas relevant to the project. Demonstrate experience in conducting analysis and developing solutions. Produce and review documentation reflecting detailed knowledge of specific area. Recommend measures to improve methods, performance, and quality of product or service, and suggest changes to increase efficiency.</p>			
<b>541330ENG, 541380, 541420, 541715</b>	<b>G13 Research Engineer</b>	<b>A Bachelor's degree in Engineering is required</b>	<b>Seven years of experience required</b>
<p>Plans and conducts testing on assigned project to prove/modify theoretical propositions on basis of comments in literature field, established research findings, and experience of other staff members in technological area. Interacts with other research staff. Discusses progress and interim findings at monthly technical review meetings. Continues with project in original concept or modifies direction based on commentary and decision of technical review committee. Sets up prototype equipment; uses experimental materials to test theories. Works with customer/technical personnel to test theories/findings.</p>			
<b>541330ENG, 541380, 541420, 541715</b>	<b>G13 Research Scientist</b>	<b>Bachelor's degree required</b>	<b>Seven years of experience required</b>
<p>Plans and conducts analysis on assigned projects. Interact with other advanced staff members. Discuss progress and interim findings at monthly technical review meetings. Continues with project in original concept or modifies direction based on commentary and decision of technical review committee. Supplies knowledge and experience of the subject matter for specialized solutions. Work with customer/specialized personnel to tests theories/findings. Coordinate and work closely with engineering, logistics, financial and program management disciplines to define, audit, and support the system specifications/requirements/data.</p>			
<b>541330ENG, 541380, 541420, 541715</b>	<b>Lead Technician</b>	<b>High school or equivalent required</b>	<b>Fifteen years of experience required</b>
<p>Provides technical leadership in the completion of assigned contract efforts. Insures that work is satisfactory in meeting contract requirements. Direct on-site customer interface for installation, design, repair, upgrade and maintenance network hardware and software components. Diagnose, repair, assemble and upgrade hardware and software. Maintain liaison with outside hardware and software vendors for system upgrades and maintenance. Provide technical assistance and informal</p>			

SIN(s)	Job Title	Education	Years of Experience
<p>training in implementing network programs based on user requirements. Administer and manage complex LANs including installation of server software and hardware, system monitoring, license compliance, virus detection, disaster prevention and backups, capacity management, usage reporting and the e-mail system.</p>			
<b>541330ENG, 541380, 541420, 541715</b>	<b>Senior Technician</b>	<b>High school or equivalent required</b>	<b>Eight years of experience required</b>
<p>Provide technical management and leadership for a given project, task or subtask with overall responsibility for cost, schedule, technical and employee performance. Direct on-site customer interface for installation, design, repair, upgrade and maintenance on both hardware and software. Provides input to diagnose, repair, assemble and upgrade hardware and software. Maintain liaison with outside hardware and software vendors for system upgrades and maintenance. Provide technical assistance and informal training in implementing user requirements.</p>			
<b>541330ENG, 541380, 541420, 541715</b>	<b>G13 Engineer</b>	<b>A Bachelor's degree in Engineering is required</b>	<b>Five years of experience is required</b>
<p>Prepares scientific and technical reports for superiors. Discusses progress and interim findings at monthly technical review meetings. Sets up prototype equipment and uses experimental materials to test theories developed. Draws on expertise from academia, where needed, to assist with relevant parts of the project.</p>			
<b>541330ENG, 541380, 541420, 541715</b>	<b>G13 Scientist</b>	<b>Bachelor's degree required</b>	<b>Five years of experience is required</b>
<p>Plan and conduct analysis on assigned projects. Performs evaluations of existing procedures, processes, techniques, models, and/or systems. Prepare specialized reports for superiors. Discuss progress and interim findings at monthly review meetings. Prepares charts, tables, graphs, and diagrams to assist in analyzing problems. Coordinates the activities of junior personnel on projects. Analyze equipment and use required materials and processes to test theories developed. Coordinate and work closely with engineering, logistics, financial and program management disciplines to define, audit, and support the system specifications/ requirements/documentation.</p>			
<b>541330ENG, 541380, 541420, 541715</b>	<b>Principal Systems Analyst</b>	<b>Bachelor's degree required</b>	<b>Ten years of experience is required</b>
<p>Provide technical management and leadership for a given project, task or subtask with overall responsibility for cost, schedule, technical and employee performance. Perform evaluations in the development, design and implementation, and maintenance of complex programs or systems. Perform site visits and investigations, and analyze problems associated with directed task.</p>			
<b>541330ENG, 541380, 541420, 541715</b>	<b>G13 Program Analyst</b>	<b>Bachelor's degree required</b>	<b>Five years of experience is required</b>
<p>Provide regular status reports to project leaders and customers. Make presentations to customers and company management. Manage small tasks including technical, cost, and schedule tracking and reporting.</p>			
<b>541330ENG, 541380, 541420, 541715</b>	<b>G12 Engineer</b>	<b>Bachelor's degree required</b>	<b>Three years of experience is required</b>
<p>Assists in the development of engineering plans and designs in a particular field for a specific area. Assists in the investigation and analysis of new materials, equipment invoices, and engineering practices. Prepares or assists in preparing engineering computations, estimates, surveys, and statistics. Analyzes costs for work projects, performs and assists with equipment and material test studies.</p>			
<b>541330ENG, 541380, 541420, 541715</b>	<b>G12 Scientist</b>	<b>Bachelor's degree required</b>	<b>Three years of experience is required</b>
<p>Plan and conduct analysis on assigned projects. Perform evaluations of existing procedures, processes, techniques, models, and/or systems. Prepares charts, tables, graphs, and diagrams to assist in analyzing problems. Coordinates the activities of junior personnel on projects. Assists in the development of plans and design in a particular field for a specific area. Assist in the investigation and analysis of new materials, equipment, procedures, processes and specialized practices. Prepares or assists in preparing engineering computations, estimates, surveys, and statistics. Analyze costs for work projects, performs and assists with equipment and material test studies. Coordinate and work closely with engineering, logistics, financial and program management disciplines to define, audit, and support the system specifications/requirements/documentation.</p>			

SIN(s)	Job Title	Education	Years of Experience
<b>541330ENG, 541380, 541420, 541715</b>	<b>Senior Systems Analyst</b>	<b>Bachelor's degree required</b>	<b>Eight years of experience required</b>
Lead team in development or analysis of large-scale SW projects. Provide technical management and leadership for a given project, contract or job with overall responsibility for cost, schedule, technical and employee performance. Perform evaluations in the development, design and implementation, and maintenance of complex programs or systems. Perform site visits and investigations, and analyze problems associated with directed task.			
<b>541330ENG, 541380, 541420, 541715</b>	<b>G11 Engineer</b>	<b>Bachelor's degree required</b>	<b>Two years of experience required</b>
Assists in the development of engineering plans and designs in a particular field for a specific area. Assists in the investigation and analysis of new materials, equipment invoices, and engineering practices. Prepares or assists in preparing engineering computations, estimates, surveys, and statistics. Analyzes costs for work projects, performs and assists with equipment and material test studies.			
<b>541330ENG, 541380, 541420, 541715</b>	<b>G11 Scientist</b>	<b>Bachelor's degree required</b>	<b>Two years of experience required</b>
Plan and conduct analysis on assigned projects. Performs evaluations of existing procedures, processes, techniques, models, and/or systems. Prepares charts, tables, graphs, and diagrams to assist in analyzing problems. Provide periodic written reports to Program Manager and/or work area lead. Coordinate and work closely with engineering, logistics, financial and program management disciplines to define, audit, and support the system specifications/ requirements/ documentation.			
<b>541330ENG, 541380, 541420, 541715</b>	<b>Technical Writer</b>	<b>High school or equivalent required</b>	<b>Four years of experience required</b>
Responsible for quality control, production, and distribution of documents in accordance with customer requests and schedules. Utilize appropriate computer software. Completes projects with minimum supervision. Proofs carefully to ensure accuracy, completeness and consistency in the work produced. Applies creative writing to customer requests and communicates with the client to ensure the final output appropriately addresses needs, deadlines and budgets.			
<b>541330ENG, 541380, 541420, 541715</b>	<b>Illustrator</b>	<b>High school or equivalent required</b>	<b>Four years of experience required</b>
Responsible for quality control, production, and distribution of documents in accordance with customer requests and schedules. Utilize appropriate computer software. Completes projects with minimum supervision. Proofs carefully to ensure accuracy, completeness and consistency in the work produced. Prepares artwork with appropriate compositions, layout and design in accordance with military, commercial or company specifications and standards. Applies creative artwork to customer requests and communicates with the client to ensure the final output appropriately addresses needs, deadlines and budgets.			
<b>541330ENG, 541380, 541420, 541715</b>	<b>G9 Engineer</b>	<b>Bachelor's degree required</b>	<b>One year of experience required</b>
Assists engineering department in regard to product redesign to resolve product or production difficulties. Performs work as assigned by group leader or project manager. Provide weekly written report to Program Manager and work-area lead.			
<b>541330ENG, 541380, 541420, 541715</b>	<b>G9 Scientist</b>	<b>Bachelor's degree required</b>	<b>One year of experience required</b>
Plan and conduct analysis on assigned projects. Performs evaluations of existing procedures, processes, techniques, models, and/or systems. Prepares charts, tables, graphs, and diagrams to assist in analyzing problems. Provide periodic written report to Program Manager and/or work-area lead. Coordinate and work closely with engineering, logistics, financial and program management disciplines to define, audit, and support the system specifications/requirements/ documentation.			
<b>541330ENG, 541380, 541420, 541715</b>	<b>G7 Engineer</b>	<b>A Bachelor's degree in Engineering is required</b>	<b>Entry level/no experience required</b>
Assists engineering department in regard to product redesign to resolve product or production difficulties. Performs work as assigned by group leader or project manager. Provide weekly written report to Program Manager and work-area lead.			
<b>541330ENG, 541380, 541420, 541715</b>	<b>G7 Scientist</b>	<b>Bachelor's degree required</b>	<b>Entry level/no experience required</b>

SIN(s)	Job Title	Education	Years of Experience
Assists engineering department in regard to product redesign to resolve product or production difficulties. Performs work as assigned by group leader or project manager. Provide weekly written report to Program Manager and work-area lead.			
<b>541330ENG, 541380, 541420, 541715</b>	<b>Technician</b>	<b>High school or equivalent required</b>	<b>Four years of experience required</b>
Provide technical input for a given project, task, or subtask. Provides input on installation, design, repair, for both hardware and software components. Provides advice to diagnose, repair, and assemble for hardware and software. Works with outside hardware and software vendors. Provide technical assistance and informal training in implementing user requirements.			
<b>541330ENG, 541380, 541420, 541715</b>	<b>Senior Programmer</b>	<b>Bachelor's degree required</b>	<b>Eight years of experience required</b>
Performs a range of design development, analysis, or review tasks independently. Direct interface with internal/ external customers at all levels from quotations to final design & test activities, design, reviews, and technical working group meetings to comply with requirements & specifications. Conduct site visits and experimental investigations and analyze engineering problems, propose solutions and alternatives, and provide recommendations. Coordinate and work closely with other engineering, logistics, financial, & program management disciplines to define system specifications / requirements.			
<b>541330ENG, 541380, 541420, 541715</b>	<b>Programmer</b>	<b>Bachelor's degree required</b>	<b>Five years of experience required</b>
Performs a range of design development, analysis, or review tasks. Provide input on quotations to final design & test activities, design, reviews, and technical working group meetings to comply with requirements & specifications. Conduct site visits and experimental investigations and analyze engineering problems, propose solutions and alternatives, and provide recommendations. Coordinate and work closely with other engineering, logistics, financial, & program management disciplines to define system specifications/ requirements.			
<b>541330ENG, 541380, 541420, 541715</b>	<b>Analyst</b>	<b>Bachelor's degree required</b>	<b>Eight years of experience required</b>
Performs a range of design development, analysis, or review tasks. Provide input on quotations to final design & test activities, design, reviews, and technical working group meetings to comply with requirements & specifications. Conduct site visits and experimental investigations and analyze engineering problems, propose solutions and alternatives, and provide recommendations. Coordinate and work closely with other engineering, logistics, financial, & program management disciplines to define system specifications/requirements.			
<b>541330ENG, 541380, 541420, 541715</b>	<b>Systems Analyst</b>	<b>Bachelor's degree required</b>	<b>Five years of experience required</b>
Perform a range of design development, analysis or review tasks under minimal supervision. Act as a lead on less complex tasks and responsible for a portion of a design of a design or section of an analysis or design review. Develop, maintain and produce technical documentation and system/ subsystem specifications. Coordinate and work closely with other engineering, logistics, financial, and program management disciplines to define system specifications and requirements.			
<b>541330ENG, 541380, 541420, 541715</b>	<b>Associate Engineer</b>	<b>A Bachelor's degree in Engineering is required</b>	<b>This is an entry level category with no experience required</b>
Perform range of design development, analysis or review tasks. Prepare, deliver, submit technical papers & perform engineering studies. Verify/comply with engineering documentation standards/test procedures. Analyze/provide solutions for engineering problems/complex situations.			
<b>541330ENG, 541380, 541420, 541715</b>	<b>Associate Analyst</b>	<b>Bachelor's degree required</b>	<b>This is an entry level category with no experience required</b>
Perform range of design development, analysis or review tasks independently. Prepare, deliver, submit technical papers & perform engineering studies Verify/comply with engineering documentation standards/test procedures. Analyze/provide solutions for engineering problems/complex situations.			

SIN(s)	Job Title	Education	Years of Experience
541330ENG, 541380, 541420, 541715	Engineering Aide	Personnel in this labor category shall be enrolled in an accredited BS program	
Plans and directs the construction of prototypes to meet customer and internal requirements. Assists engineering department in regard to product redesign to resolve product or production difficulties. Maintains company-required performance/maintenance records for electronic & electrical equipment.			
541330ENG, 541380, 541420, 541715	Senior Administrative	HS or equivalent	Four years of experience required
Plans, directs, and coordinates a program management or program support office. Directs the work of a staff of program analysts and procurement personnel either directly or through subordinate supervisors. Develops, plans, reviews, directs, and controls all activities within the department. Makes major decisions, anticipates problems and develops solutions. Supervises the establishment and maintenance of a review and analysis system that assures "closed loop" management within the program and provides the necessary checks and balances. Develops and maintains a close communication with higher level Government personnel, contractor, and company personnel. Responsible for compliance with company policy on equal employment opportunity and affirmative action in all personnel actions under their jurisdiction. Maintains a comprehensive knowledge of analytical models and simulations. Validates the user of models and simulations for performance of sensitivity analysis for decision making under extreme uncertainty. Performs other duties as required.			
541330ENG, 541380, 541420, 541715	Administrative Support	HS or equivalent	Two years of experience required
Supports program management or program support office. Supports all activities within the department. Assists in the establishment and maintenance of a review and analysis system that assures "closed loop" management within the program. Assists in the maintenance of close communication with higher level Government personnel, contractor, and company personnel. Supports compliance with company policy on equal employment opportunity and affirmative action in all personnel actions. Performs other duties as required.			
541330ENG, 541380, 541420, 541715	Logistician III	Bachelor's degree required	Three years of experience required
Provides engineering specific logistics planning and analysis support to the life cycle of technology-based systems. Analyzes functional processes to identify required tasks. Identifies resource requirements, develops functional requirements for complex integrated logistical systems and develops recommendations for functional process improvement.			
541330ENG, 541380, 541420, 541715	Logistician I	Bachelor's degree required	This is an entry level category with no experience required
Provide data collection, limited analysis, and compiling required end-user documentation for developed systems.			
541330ENG, 541380, 541420, 541715	Program Administrator	Bachelor's degree required	One year of experience required
Performs project support work such as Data Management, Business Management, Contract Management, Cost Variance Analysis, General Management, Procurement Strategy and Analysis. Perform analysis, planning, establishment of contract compliance and accounting requirements. Develops procedures and other related management and technical duties.			
541330ENG, 541380, 541420, 541715	Contracts Administrator	Bachelor's degree required	One year of experience required
Performs project support work such as Data Management, Business Management, Contract Management, Cost Variance Analysis, General Management, Procurement Strategy and Analysis. Perform analysis, planning, establishment of contract compliance and accounting requirements, development of procedures and other related management and technical duties.			
541330ENG, 541380, 541420, 541715	Project Administrator I	High School Diploma required	This is an entry level category with no experience required.
Serves as file clerk and general office liaison.			

\*NOTE 1: Substitution equivalent does not apply to Engineering Bachelor's degree requirements.

\*NOTE 2: Education may be substituted for experience and vice versa as follows: PhD=8 years, MS=6 years, BS=4 years

### 33.c Labor Categories for SINs 522310, 541214, 541219, 541611

SIN(s)	Job Title	Education	Years of Experience
522310, 541214, 541219, 541611	Finance Analyst 1	Bachelor's degree in finance, accounting, business, economics	

Finance Analyst 1 provides administrative, data entry, budgeting, accounting, documentation and research support on client engagements. Performs document management tasks such as document preparation and imaging.

522310, 541214, 541219, 541611	Finance Analyst 2	Bachelor's degree in finance, accounting, business, economics	Minimum of one year experience in financial, accounting, or business management areas
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Finance Analyst 2 analyzes information, conducts relevant research, data analysis, and report creation in areas of finance, accounting, budget, and financial management. Assists in drafting and preparing project deliverables. Supports team in implementation and providing budgeting and accounting support; documenting requirements for financial and business management and systems solutions.

522310, 541214, 541219, 541611	Finance Analyst 3	Bachelor's degree in finance, accounting, business, economics	Minimum of two years experience in financial, accounting, or business management
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Finance Analyst 3 analyzes information, conducts relevant research, data analysis, and report creation in areas of finance, accounting, budget, and financial management. Assists in drafting and preparing project deliverables. Supports team in implementation and providing budgeting and accounting support; documenting requirements for financial and business management and systems solutions.

522310, 541214, 541219, 541611, 518210FM	Finance Consultant 1	Bachelor's degree in finance, accounting, statistics, business, economics	Minimum of two years experience in financial, accounting, or business management
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Finance Consultant 1 plans, organizes, directs and conducts tasks related to designing financial, business management, and systems processes and capabilities; performing budgeting and accounting activities; defining financial and business solution requirements; conducting business solution testing and deployment; analyzing improper payments; performing value analysis; and, providing financial and business support functional responsibilities to support projects, including financial management of contract management and administration, resource planning and other general business administration functions that directly support the project. May lead teams of Finance Analysts.

522310, 541214, 541219, 541611, 518210FM	Finance Consultant 2	Bachelor's degree in finance, accounting, statistics, business, economics	Minimum of three years experience in financial, accounting, or business management areas
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Finance Consultant 2 plans, organizes, directs and conducts tasks related to designing financial, business management, and systems processes and capabilities; performing budgeting and accounting activities; defining financial and business solution requirements; conducting business solution testing and deployment; analyzing improper payments; performing value analysis; and, providing financial and business support functional responsibilities to support projects, including financial management of contract management and administration, resource planning and other general business administration functions that directly support the project. May lead teams of Finance Analysts.

522310, 541214, 541219, 541611, 518210FM	Finance Consultant 3	Bachelor's degree in finance, accounting, statistics, business, economics	Minimum of four years experience in financial, accounting, or business management areas
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Finance Consultant 3 plans, organizes, directs and conducts tasks related to designing financial, business management, and systems processes and capabilities; performing budgeting and accounting activities; defining financial and business solution requirements; conducting business solution testing and deployment; analyzing improper payments; performing value analysis;

SIN(s)	Job Title	Education	Years of Experience
<p>and, providing financial and business support functional responsibilities to support projects, including financial management of contract management and administration, resource planning and other general business administration functions that directly support the project. May lead teams of Finance Analysts.</p>			
522310, 541214, 541219, 541611, 518210FM	Financial Sr. Consultant 1	Bachelor's degree in finance, accounting, statistics, business, economics	Minimum of four years experience in financial, accounting, or business management areas
<p>Financial Sr. Consultant 1 provides analytical and program support and is focused on performance of work in financial management and systems disciplines. Completes assigned engagement tasks within the project scope and budget, while meeting deliverable requirements. Serves as a key analytical resource on engagement team. Assumes responsibility for conducting relevant research, distilling data, and creating reports. Actively engages consulting tools and methodologies to meet project objectives and complete program management activities. Responsible for quality assurance practices and fostering completion and accuracy of system and process documentation. May participate in organizational assessments, and performance measures and indicators. May lead teams of Finance Analysts and/or Finance Consultants.</p>			
522310, 541214, 541219, 541611, 518210FM	Financial Sr. Consultant 2	Bachelor's degree in finance, accounting, statistics, business, economics	Minimum of five years experience in financial, accounting, or business management areas
<p>Financial Sr. Consultant 2 provides analytical and program support and is focused on performance of work in financial management and systems disciplines. Completes assigned engagement tasks within the project scope and budget, while meeting deliverable requirements. Serves as a key analytical resource on engagement team. Assumes responsibility for conducting relevant research, distilling data, and creating reports. Actively engages consulting tools and methodologies to meet project objectives and complete program management activities. Responsible for quality assurance practices and fostering completion and accuracy of system and process documentation. May participate in organizational assessments, and performance measures and indicators. May lead teams of Finance Analysts and/or Finance Consultants.</p>			
522310, 541214, 541219, 541611, 518210FM	Financial Sr. Consultant 3	Bachelor's degree in finance, accounting, statistics, business, economics	Minimum of six years experience in financial, accounting, or business management areas
<p>Financial Sr. Consultant 3 provides analytical and program support and is focused on performance of work in financial management and systems disciplines. Completes assigned engagement tasks within the project scope and budget, while meeting deliverable requirements. Serves as a key analytical resource on engagement team. Assumes responsibility for conducting relevant research, distilling data, and creating reports. Actively engages consulting tools and methodologies to meet project objectives and complete program management activities. Responsible for quality assurance practices and fostering completion and accuracy of system and process documentation. May participate in organizational assessments, and performance measures and indicators. May lead teams of Finance Analysts and/or Finance Consultants.</p>			
522310, 541214, 541219, 541611	Program Manager 1	Bachelor's degree in finance, accounting, statistics, business, economics	Minimum of eight years of experience in financial, accounting, or business management areas May have PMP certification or other PM certification or training; or financial management certification such as CGFM, CDFM, CPA, etc.
<p>Program Manager 1 provides senior-level management and has responsibility for overall project activities, business and systems solution, with interaction with client executives. Provides technical guidance and project management functions associated with client requirements including financial management of projects through budget monitoring; recruitment of qualified personnel to support unique client environments; assist in the development and writing of client work plans and budgets. Performs independent quality assurance reviews of program performance and deliverables for contractual compliance. Recognized expert in business process design, financial management, and financial integration. May lead teams of Finance Analysts, Finance Consultants, and/or Managers.</p>			
522310, 541214, 541219, 541611	Program Manager 2	Bachelor's degree in finance, accounting, statistics, business, economics	Minimum of ten years of experience in financial, accounting, or business management areas

SIN(s)	Job Title	Education	Years of Experience
			<b>May have PMP certification or other PM certification or training; or financial management certification such as CGFM, CDFM, CPA, etc.</b>

Program Manager 2 provides senior-level management and has responsibility for overall project activities, business and systems solution, with interaction with client executives. Provides technical guidance and project management functions associated with client requirements including financial management of projects through budget monitoring; recruitment of qualified personnel to support unique client environments; assist in the development and writing of client work plans and budgets. Performs independent quality assurance reviews of program performance and deliverables for contractual compliance. Recognized expert in business process design, financial management, and financial integration. May lead teams of Finance Analysts, Finance Consultants, and/or Managers.

Substitutions: An associates degree +2 years relevant experience or 4 years relevant experience may be substituted.

### 33.d Service Contract Labor Standards (SCLS) Matrix

SCLS Eligible Labor Category	SCLS Equivalent Code Title	Wage Determination
Technical Writer	30462 – Technical Writer II	2015-4281
Illustrator	13042 – Illustrator II	2015-4281
Technician	30083 – Engineering Technician III	2015-4281
Engineering Aide	30081 – Engineering Technician I	2015-4281
Administrative Support	01311 – Secretary I	2015-4281
Project Administrator I	01112 – General Clerk II	2015-4281
Program Analyst 1	14071 – Computer Programmer I	2015-4281
Technical Support 1	14101 – Computer Systems Analyst I	2015-4281
Technical Support 2	14102 – Computer Systems Analyst II	2015-4281
Sr. Administrative Support	01020 – Administrative Assistant	2015-4281
Jr. Administrative Support	01311 – Secretary I	2015-4281
Senior Administrative	01020 – Administrative Assistant	2015-4281

The Service Contract Labor Standards (SCLS), formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (\*\*) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

#### Order-Level Materials (OLM)

OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.

OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.

#### OLM SIN-Level Requirements/Ordering Instructions

OLMs are:

- Purchased under the authority of the FSS Program
- Unknown until an order is placed
- Defined and priced at the ordering activity level in accordance with GSAR clause 552.238-115 Special Ordering Procedures for the Acquisition of Order-Level Materials. (Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs)
- Only authorized for use in direct support of another awarded SIN.
- Only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN)
- Subject to a Not-To-Exceed (NTE) ceiling price

OLMs are not:

- Open Market Items.

- Items awarded under ancillary supplies/services or other direct cost (ODC) SINs (these items are defined, priced, and awarded at the FSS contract level)

OLM Pricing:

- Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF).
- The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against an FSS BPA awarded under an FSS contract, cannot exceed 33.33%.

NOTE: When used in conjunction with a Cooperative Purchasing eligible SIN, this SIN is Cooperative Purchasing Eligible.

## 34. ELECTRONIC RECORDS MANAGEMENT LETTER

### SIN 518210ERM Vendor Certification for Electronic Records Management Solutions

Version 3.0 (As of MAS Refresh 18)

For the purposes of the MAS Solicitation, eight (8) specific elements of Electronic Records Management (ERM) Services have been identified. These 8 elements are fully defined and the corresponding requirements are identified in NARA's *Universal Electronic Records Management Requirements* spreadsheet attachment to the Solicitation. These requirements have been established and are administered by the National Archives and Records Administration (NARA). Vendors may provide any combination of the 8 elements of ERM solutions; however, vendors must certify that they are capable of meeting all standards associated with the elements they propose by completing this self-certification. Vendors must include a completed copy of this certification in their published GSA MAS Contract Price List to help illustrate their ERM capabilities to federal customer agencies.

#### Proposed Elements of Electronic Records Management Services:

By selecting the below Elements, you are self-certifying you meet NARA's Universal ERM Requirements for that Element. Select all Elements that apply.

- Element 1 - Office Management Applications
- Element 2 - Electronic Messages
- Element 3 - Social Media
- Element 4 - Websites
- Element 5 - Photographs (Born-Digital and Scanned Images)
- Element 6 - Digital Audio and Video
- Element 7 - Structured Data
- Element 8 - Shared Drives

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In the space below you must provide a brief summary description for each of the above Elements that you have checked off. The summary must include which ERM products/ services/ solutions — currently awarded under SIN 518210ERM of your MAS contract — are related to the respective Element. Example questions are provided for each Element to assist with your response. Those questions are based on NARA's Universal Electronic Records Management Requirements and reflect common questions from agencies. *If you cannot provide a summary description for a given Element, or you do not currently offer products/services/solutions under SIN 518210ERM related to that Element, you cannot self-certify that Element on this form.* Please use as much space as you need below, but be concise! Please respond as "Not applicable" for any Element you did not select above.

The specifics of your below responses are not part of the evaluation criteria for adding SIN 518210ERM. The intention of the below section is to assist agencies with market research and

help agencies understand your offerings / capabilities as they relate to the above ERM Elements you have selected.

If you have questions about the above ERM Elements and the information on NARA's Universal ERM Requirements spreadsheet, please contact NARA's Records Management Policy Team at [rmpolicy@nara.gov](mailto:rmpolicy@nara.gov).

#### **Element 1 - Office Management Applications**

*Please provide a brief summary of your awarded offerings (products/services/solutions) under SIN 518210ERM that help agencies meet Element 1. Some example questions to consider are: Which office management applications does your service/solution manage (e.g. Microsoft 365, Google Workspace, etc.)? How do you associate Office Management documents with a records schedule? How do you apply metadata to Office Management documents?*

*CGI Federal provides implementation and O&M services for Microsoft 365 that we customize to apply metadata and business rules for records schedules. We have also implemented ERM systems such as Alfresco, OpenText, Documentum and FileNet with M365 integration.*

#### **Element 2 - Electronic Messages**

*Please provide a brief summary of your awarded offerings (products/services/solutions) under SIN 518210ERM that help agencies meet Element 2. Some example questions to consider are: Which electronic messages does your service/solution manage (e.g. SMS/MMS, iMessage, WhatsApp, social media messages, voicemail, etc.)? Are you able to capture SMS/MMS at the carrier-level? How do you apply metadata to electronic messages? Where are records stored (e.g. managed in the system in which they were created or in a dedicated recordkeeping system)?*

*CGI Federal designs and implements solutions on Microsoft 365 that can manage email records, Teams messages and chats according to agency retention policies.*

#### **Element 3 - Social Media**

*Please provide a brief summary of your awarded offerings (products/services/solutions) under SIN 518210ERM that help agencies meet Element 3. Some example questions to consider are: Which social media platforms does your solution/services capture and manage (e.g. Facebook, YouTube, Instagram, WordPress)? What technology is used to capture social media records? What frequency can your solution/services capture? How do you address changes in what social media platforms allow for capture?*

*CGI Federal has implemented ERM Systems such as Alfresco, OpenText, Documentum, FileNet and MS SharePoint with the capability to manage social media records.*

#### **Questions for Element 4 - Websites**

*Please provide a brief summary of your awarded offerings (products/services/solutions) under SIN 518210ERM that help agencies meet Element 4. Some example questions to consider are: What technology do you use to crawl websites? Do you have the capability to capture internal and external sites? What formats do you use for web captures? Can you capture websites in NARA-acceptable formats? What quality assurance processes/tools do you offer?*

*CGI Federal has implemented ERM Systems such as Alfresco, OpenText, Documentum, FileNet and MS SharePoint with the capability to manage website pages and documents as records.*

**Questions for Element 5 - Photographs (Born-Digital and Scanned Images)**

*Please provide a brief summary of your awarded offerings (products/services/solutions) under SIN 518210ERM that help agencies meet Element 5. Some example questions to consider are: How do you associate Photographs with a records schedule? How do you apply metadata for categorization and searchability to Photographs?*

*CGI Federal supports the digitization of immigration records that includes born-digital and scanned images. This includes applying metadata for permanent and temporary records and implementing disposition rules in the Alfresco repository.*

**Questions for Element 6 - Digital Audio and Video**

*Please provide a brief summary of your awarded offerings (products/services/solutions) under SIN 518210ERM that help agencies meet Element 6. Some example questions to consider are: How do you associate Digital Audio and Video files with a records schedule? How do you apply metadata for categorization and searchability to Digital Audio and Video?*

*CGI Federal supported the development of the policy in managing digital audio and video records created as part of a customer agency's process. This includes the definition of metadata to be applied to the digital audio and video records for storage in the records repository, which manages the records categorization and allows records to be searchable.*

**Questions for Element 7 - Structured Data**

*Please provide a brief summary of your awarded offerings (products/services/solutions) under SIN 518210ERM that help agencies meet Element 7. Some example questions to consider are: What is your approach to managing structured data? Do you offer solutions additional to what the agency uses, work with their current systems, or both?*

*CGI Federal has implemented ERM Systems such as Alfresco, OpenText, Documentum, FileNet and MS SharePoint with the capability to manage structured data.*

**Questions for Element 8 - Shared Drives**

*Please provide a brief summary of your awarded offerings (products/services/solutions) under SIN 518210ERM that help agencies meet Element 8. Some example questions to consider are: What capabilities does your solution/services provide for identifying duplicates? What other organizational methods do you employ for managing shared drives?*

*CGI Federal has implemented ERM Systems such as Alfresco, OpenText, Documentum, FileNet and MS SharePoint with the capability to manage records in shared drives.*

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CGI Federal Inc. hereby certifies that we are capable of meeting all standards described in the solicitation and NARA's Universal Electronic Records Management Requirements attachment for each of the sections of ERM Elements we have proposed, as indicated above.

  
\_\_\_\_\_  
Offeror

*(To be signed only by an authorized principal, with authority to bind the undersigned contractor)*

Julia Conti

Name (Printed)

Contracts Director

Title

04/26/2024

Date

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Change log for Version 3.0

1. The following ERM Elements were removed or updated in order to remain at parity with the Elements listed in NARA's Universal Electronic Records Management Requirements spreadsheet (Version 3)
  - o Removed Cloud Services
  - o Removed Engineering Drawings
  - o Changed Digital Media (Photo) to Photographs
  - o Combined Digital Audio and Video
2. The following ERM Elements names have been updated to remove the reference to their former name used in Version 1 of this document:
  - o Element 1 - Office Management Applications: removed "(formerly 'Desktop Applications')"
  - o Element 7 - Structured Data: removed "(formerly 'Databases')"
3. Added requirement for contractors to provide a brief summary of awarded offerings for each ERM Element that they self-certify. Added instructional language along with example questions for each Element to assist contractors with their responses.

## USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

### Preamble

CGI Federal Inc. provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses 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.

### Commitment

- 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 insure 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 small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact the Small Business Liaison Office at (703) 227-6000.

## BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL ACQUISITION SERVICE SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (Ordering Activity) and (CGI Federal Inc.) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Acquisition Service Schedule Contract(s) \_\_\_\_\_.

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

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

Signatures:

_____	_____	_____	_____
Ordering Activity	Date	CGI Federal Inc.	Date

BPA NUMBER \_\_\_\_\_

**(Customer Name) Blanket Purchase Agreement**

Pursuant to GSA Federal Acquisition Service Schedule Contract Number(s) GS-35F-281DA, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) exclusively with (Ordering Activity):

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

Model Number/Part Number	*Special BPA Discount/Price
_____	_____
_____	_____
_____	_____

- (2) Delivery:

Destination	Delivery Schedules/Dates
_____	_____
_____	_____
_____	_____

- (3) The ordering activity estimates, but does not guarantee that the volume of purchases through this agreement will be \_\_\_\_\_.
- (4) This BPA does not obligate any funds.
- (5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.
- (6) The following office(s) is hereby authorized to place orders under this BPA:

Office	Point of Contact
_____	_____
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.
- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:
  - a. Name of Contractor; \_\_\_\_\_
  - b. Contract Number; \_\_\_\_\_
  - c. BPA Number; \_\_\_\_\_
  - d. Model Number or National Stock Number (NSN); \_\_\_\_\_
  - e. Purchase Order Number; \_\_\_\_\_

- f. Date of Purchase; \_\_\_\_\_
  - g. Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information) \_\_\_\_\_
  - h. Date of Shipment \_\_\_\_\_
- (9) The requirements of a proper invoice are specified in the Federal Acquisition Service Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.