



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST
OFFICE IMAGING AND DOCUMENT SOLUTIONS - FSC GROUP 36**

Special Item No. 51-504 – Records Management Services (RMS)
Special Item No. 733-1 – Mail Room Administrative Support
Special Item No. 733-3 – Miscellaneous Mail Services



**Vistronix, LLC
11091 Sunset Hills Road
Suite 700
Reston, VA 20190
Phone: (703) 463-2059 / Fax: (703) 483-2500**

Internet Address: www.vistronix.com

Business Size: Large Business

Contract Number: GS-10F-0098J

For more information on ordering from Federal Supply Schedule click on the FSS Schedule button at fss.gsa.gov

Period Covered by Contract: 30 April 2014 to 29 April 2019

**General Services Administration
Federal Supply Service**

Pricelist current through Modification # 30, dated 18 March 2014.

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

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VISTRONIX CORPORATE INFORMATION

Our Company:

Vistronix founded in 1990, based in Reston, Virginia, with offices located throughout the United States, is a leading consulting and strategic outsourcing company serving government agencies and other organizations. Our solutions are designed to enable our clients to utilize human capital and information technology systems to achieve their organizational objectives through real-time access to business-critical information, enhanced business systems integration, and improved processes. Our customers consider us their partner because we deliver what we promise and are committed to their success. For more information, visit the company's Web site at www.vistronix.com

The Vistronix, LLC Information Management Solution offers a complete approach to your information and document management needs. Our solution offers a highly efficient, affordable and secure way to convert your physical documents into digital images, allowing you instant access to the data you need, when you need it.

Vistronix assesses each client's unique document management requirements based on their current business environment and the goals of the organization. The needs range from: Access control to documents, Frequency of access, Information dissemination, Archiving in accordance with NARA requirements, Minimizing the possibility of losing information, Information processing, Records management, Mail/application processing and eForms and eFiling. Vistronix is committed to hold fast the values on which it was founded - investing in people to do great things.

Our Vision:

"To provide continuous value through innovation, expertise and commitment to excellence"

Core Values:

- *Integrity & Ethics* - We are committed to conducting ourselves with the uncompromising integrity and ethics wherever we operate
- *Committed to Excellence* - We are committed to excellence in the markets we choose to serve
- *Respect for the Individual* - We are committed to creating a culture of trust, respect, and open communications – a culture that respects the dignity, diversity and quality of life of the individual
- *Innovation* - We are committed to fostering innovation through an entrepreneurial spirit, teamwork and creativity

Core Purpose: Enable our clients and employees success

VISTRONIX OFFICE IMAGING AND DOCUMENT SOLUTIONS SERVICES

Vistronix, a Reston, Virginia-based management support services, consulting and integration firm focused on responsive and rapid solutions to client requirements. Founded in 1990, we have enjoyed rapid and continuing growth in our strategic areas of management support services and information technology. Today, we are a 236-person firm, with a solid record of performance in providing a diverse set of solutions for our client base.

We have a sound understanding of what it takes to perform mailroom operation and other mail processing requirements, as we are currently performing numerous mail service operations and have processed more than 75 million pieces of incoming, outgoing and interoffice mail during the past five years. Vistronix has mail service contracts and responsibilities at numerous departments and agencies in the National Capitol Area. Vistronix has extensive expertise in:

Services Offered	Description
Mail Operation Support Services	Total mail operations capability, Receiving, sorting and delivery, Pickup and courier service, Correspondence and application processing services, Opening and initial screening, Confirming accuracy and completeness, Initiate corrective action, Application packaging, Fee processing & Consulting Services
Content Management	Library, Records, Document, and Mail Management
Enterprise Solutions	Help Desk, Database Management and Warehousing, Enterprise Architecture, Enterprise Application Development and Integration
Grants Management	Proprietary Web-based Framework, Application Processing, Accountability & Data Quality, and Funds Reconciliation and Tracking

VISTRONIX SPECIAL ITEM NUMBER DESCRIPTIONS

51 504 RECORDS MANAGEMENT SERVICES (RMS)

File Organization And File Maintenance Services - This services includes on-site services but are not limited to, organize paper or electronic files in any work area and track them electronically, information and document indexing, scanning, labeling, bar coding, and filing.

733 1: MAIL ROOM ADMINISTRATIVE SUPPORT SERVICES

Accepts, and signs for certified mail, registered mail and overnight mail; distribution of mail using an Office Roster, processes outgoing mail, metering flats, letters, and packages

733 3 MISCELLANEOUS MAIL SERVICES

Preparing/packaging mail, Addressing, Labeling, Folding, Inserting, Bursting, Collating, Mail match, Wrapping, Software services, Metering and stamping in accordance with the U.S. P.S. regulations

CUSTOMER INFORMATION

FSS SIN(s): 51-504, 733-1 & 733-3

Contractor's Name: Vistronix, LLC.

Contractor's Address: 11091 Sunset Hills Road, Suite 700, Reston, VA 20190

Phone Number: (703) 463-2059

Business Size: Large Business

Data Universal Numbering System (DUNS): 78-6520767

Woman Owned Small Business: No

Contractor's Taxpayer Identification Number (TIN): 54-1543041

CAGE Code: 1XCP0

1a. Proposed Special Item Numbers for this Contract:

SIN	DESCRIPTION
51-504	Records Management Services (RMS)
733-1	Mail Room Administrative Support
733-3	Miscellaneous Mail Services

1b. Lowest Priced Model Number and Lowest Unit Price: Refer to pricing detail below.

1c. See Pages 16-28 for Labor Category Rates and Descriptions.

1. Maximum Order: \$1,000,000.00

2. Minimum Order: \$ 100.00

3. Reserved

4. Geographic Coverage (Delivery Area): Nationally – All SIN(s)

5. Point of Production: See list on the last page of this Pricelist.

6. Discount from List Price: All prices listed herein are Net prices.

7. Quantity Discounts: See prices

8. Prompt Payment Terms: Not being offered at this time.

9a. Government Purchase Cards: Vistronix will accept the Government Commercial Credit Card up to the micropurchase threshold, with no additional discount.

9b. Government Purchase Cards: Vistronix will accept the Government Commercial Credit Card above the micropurchase threshold.

10. Foreign Items: Not applicable to services.

11a. Time of Delivery: 30 Days ARO

11b. Expedited Delivery: Items available for expedited delivery are noted in this pricelist. – Contact Vistronix at (703) 463-2059.

11c. Overnight & 2-Day Delivery: As negotiated with the Ordering Agency, contact Vistronix at (703)463-2059.

11d. Urgent Requirements: As negotiated with the Ordering Agency, contact Vistronix at (703) 463-2059.

12. F.O.B. Points: Destination to the 48 contiguous States and the District of Columbia.

13a. Contractor's Ordering Address:

Vistronix, LLC.
11091 Sunset Hill Road, Suite 700
Reston, VA 20190
Attention: Lisa Kennedy, Sr. Contract Manager
(703) 463-2059 Phone
(703) 463-2500 Fax

13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Contractor's Payment Address:

To Remit Payment by Mail:	To Remit Payment Thru EFT
Vistronix, LLC.	SunTrust Bank
11091 Sunset Hills Road, Suite 700	ABA Routing: 061000104
Reston, VA 20190	Account No.: 1000142474773
Attention: Accounts Receivable	Phone No.: (800) 221-9792

- 15. Warranty Provision:** If applicable; Vistronix' standard commercial warranty applies.
- 16. Export Packing Charges:** Not applicable to services.
- 17. Terms and Conditions of Government Purchase Card Acceptance:** None
- 18. Terms and Conditions of Rental, Maintenance and Repair :** None
- 19. Terms and Conditions of Installation:** None
- 20. Terms and Conditions of Repair Parts:** None
- 20a. Terms and Conditions for any other services:** Wage Determination may apply to some services.
- 21. List of Service and Distribution Points:** See last page of this pricelist.
- 22. List of Participating Dealers:** None.
- 23. Preventative Maintenance:** Not applicable to services.
- 24a. Special Attributes such as Environmental Attributes:** Not applicable.
- 24b. Section 508 Compliance Information:** Not Applicable to Services
- 25. Data Universal Numbering System (DUNS):** 78-6520767
- 26. Vistronix is registered with the System for Award Management (SAM).**

ORDERING PROCEDURES FOR SERVICES

ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

When ordering services over \$100,000, Department of Defense (DOD) ordering offices and non-DOD agencies placing orders on behalf of DOD must follow the policies and procedures in the Defense Federal Acquisition Regulation Supplement (DFARS) 208.404-70. Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering procedures contained in this clause and the additional ordering procedures for services in DFARS 208.404-70, the DFARS procedures take precedence.

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(a) When ordering services, ordering offices shall:

- (1) Prepare a Request (Request for Quote or other communication tool):
 - (i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
 - (ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials quote may be requested. The firm-fixed price shall be based on the prices in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other direct charges related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

- (iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.
- (iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses.

(2) Transmit the Request to Contractors:

Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate) and transmit the request as follows:

- (i) The request shall be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.
- (ii) For proposed orders exceeding the maximum order threshold, the request shall be provided to an appropriate number of additional contractors that offer services that will meet the agency's needs.
- (iii) In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.
- (iv) Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

- (b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall:

- (1) Inform contractors in the request (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.
 - (i) **SINGLE BPA:** Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)
 - (ii) **MULTIPLE BPAs:** When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing multiple BPAs, the procedures in (a)(2) above must be followed. The procedures at (a)(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders and then place the order with the BPA holder that represents the best value.
 - (2) **Review BPAs Periodically:** Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)
- (c) The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
- (d) When the ordering office's requirement involves both products as well as executive, administrative and/or professional, services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)
- (e) The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

PROCEDURES FOR FIXED PRICES ON GSA SCHEDULE

The ordering procedures set forth at [FAR 8.404](#) should be used for those services based on fixed prices. The Contractor is advised that based on the specific task identified at the task order level, it may use Clause 552.238-75, Price Reduction, to provide a proposed fixed price to the agency to more accurately reflect the actual work required.

SPECIAL PROVISIONS FOR TASK ORDERS

Agencies may incorporate provisions in their task order that are essential to their requirements (e.g., security clearances, hazardous substances, special handling, key personnel, etc.). These provisions, when required, will be included in individual task orders. Any cost necessary for the contractor to comply with the provision(s) will be included in the task order proposal, unless otherwise prohibited by law. Contractors are strongly encouraged to price all items in the contract, to the maximum extent practicable.

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS
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PREAMBLE

Vistronix, LLC provides commercial products and services to the Federal Government. 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 Lisa Kennedy at Phone: (703) 483-2059, Fax: (703) 483-2500 or Email: lisa.kennedy@vistronix.com

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule contractors may use “Contractor Team Arrangements” (see [FAR 9.6](#)) to provide solutions when responding to a customer agency requirements. These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPA’s are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule contractors.

Customers should refer to [FAR 9.6](#) for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule contractors may individually meet the customers needs, or
- Federal Supply Schedule contracts may submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.

BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

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

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers.

Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

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

Signatures

AGENCY

DATE

CONTRACTOR

DATE

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

(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 SCHEDULE/DATES

(3) The Government 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) Task/Delivery Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the task/delivery 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.

VISTRONIX LABOR CATEGORY GOVERNMENT SITE RATES

Overview of Vistronix Special Item Number(s) 51-504, 733-1 & 733-3 for all Labor Categories.
See Following Full Product Descriptions*.

BASE YEAR: 4/30/14 - 4/29/15	GSA Rate for Orders up to \$250,000	GSA Rate for Orders >\$250,000 up to \$500,000	GSA Rate for Orders >500,000 up to \$750,000	GSA Rate for Orders > \$750,000
* Clerk I	\$22.88	\$22.88	\$22.88	\$22.88
* Clerk II	\$28.98	\$28.98	\$28.98	\$28.98
* Clerk III	\$29.08	\$29.08	\$29.08	\$29.08
* Secretary II	\$30.73	\$30.73	\$30.73	\$30.73
* Secretary III	\$35.07	\$35.07	\$35.07	\$35.07
* Administrative Assistant	\$49.34	\$49.34	\$49.34	\$49.34
* Production Control Clerk	\$33.53	\$33.53	\$33.53	\$33.53
* Forklift Operator	\$27.08	\$27.08	\$27.08	\$27.08
* Librarian	\$56.39	\$56.39	\$56.39	\$56.39
* Librarian Technician	\$32.79	\$32.79	\$32.79	\$32.79
* Library Information Technology Systems Administrator	\$48.63	\$48.63	\$48.63	\$48.63
Operations Supervisor I	\$46.35	\$44.84	\$43.83	\$42.82
Operations Supervisor II	\$52.84	\$51.11	\$49.96	\$48.82
Operations Supervisor III	\$54.69	\$52.91	\$51.72	\$50.53
Data/IT Analyst I	\$48.06	\$46.99	\$45.92	\$44.86
Data/IT Analyst II	\$58.94	\$57.63	\$56.32	\$55.01
Data/IT Analyst III	\$65.29	\$63.84	\$62.39	\$60.94
Records Information Manager I	\$48.97	\$47.88	\$46.79	\$45.70
Records Information Manager II	\$58.94	\$57.63	\$56.32	\$55.01
Records Information Manager III	\$70.73	\$69.16	\$67.59	\$66.02
Records Information Manager IV	\$88.87	\$86.89	\$84.92	\$82.94
Records Information Manager V	\$96.17	\$93.85	\$91.54	\$89.22
Sr. Librarian	\$55.62	\$53.80	\$52.59	\$51.39
Managing Librarian	\$64.89	\$62.77	\$61.36	\$59.95
Library Director	\$86.21	\$83.40	\$81.52	\$79.65
Project Supervisor	\$88.87	\$86.89	\$84.92	\$82.94
Project Manager	\$95.21	\$93.10	\$88.87	\$86.75
Sr. Project Manager	\$104.28	\$101.96	\$97.33	\$95.01
Program Manager	\$115.87	\$110.83	\$109.57	\$105.79
Subject Matter Expert - Level I	\$95.21	\$87.66	\$81.61	\$78.59
Subject Matter Expert - Level II	\$123.78	\$113.95	\$106.10	\$102.17
Subject Matter Expert - Level III	\$139.65	\$128.56	\$119.70	\$115.26

OPTION YEAR 1: 4/30/15 - 4/29/16	GSA Rate for Orders up to \$250,000	GSA Rate for Orders >\$250,000 up to \$500,000	GSA Rate for Orders >500,000 up to \$750,000	GSA Rate for Orders > \$750,000
* Clerk I	\$22.88	\$22.88	\$22.88	\$22.88
* Clerk II	\$28.98	\$28.98	\$28.98	\$28.98
* Clerk III	\$29.08	\$29.08	\$29.08	\$29.08
* Secretary II	\$30.73	\$30.73	\$30.73	\$30.73
* Secretary III	\$35.07	\$35.07	\$35.07	\$35.07
* Administrative Assistant	\$49.34	\$49.34	\$49.34	\$49.34
* Production Control Clerk	\$33.53	\$33.53	\$33.53	\$33.53
* Forklift Operator	\$27.08	\$27.08	\$27.08	\$27.08
* Librarian	\$56.39	\$56.39	\$56.39	\$56.39
* Librarian Technician	\$32.79	\$32.79	\$32.79	\$32.79
* Library Information Technology Systems Administrator	\$48.63	\$48.63	\$48.63	\$48.63
Operations Supervisor I	\$47.14	\$45.60	\$44.58	\$43.55
Operations Supervisor II	\$53.74	\$51.98	\$50.81	\$49.65
Operations Supervisor III	\$55.62	\$53.81	\$52.60	\$51.39
Data/IT Analyst I	\$48.88	\$47.79	\$46.70	\$45.62
Data/IT Analyst II	\$59.94	\$58.61	\$57.28	\$55.95
Data/IT Analyst III	\$66.40	\$64.93	\$63.45	\$61.98
Records Information Manager I	\$49.80	\$48.69	\$47.59	\$46.48
Records Information Manager II	\$59.94	\$58.61	\$57.28	\$55.95
Records Information Manager III	\$71.93	\$70.34	\$68.74	\$67.14
Records Information Manager IV	\$90.38	\$88.37	\$86.36	\$84.35
Records Information Manager V	\$97.80	\$95.45	\$93.10	\$90.74
Sr. Librarian	\$56.57	\$54.71	\$53.48	\$52.26
Managing Librarian	\$65.99	\$63.84	\$62.40	\$60.97
Library Director	\$87.68	\$84.82	\$82.91	\$81.00
Project Supervisor	\$90.38	\$88.37	\$86.36	\$84.35
Project Manager	\$96.83	\$94.68	\$90.38	\$88.22
Sr. Project Manager	\$106.05	\$103.69	\$98.98	\$96.63
Program Manager	\$117.84	\$112.71	\$111.43	\$107.59
Subject Matter Expert - Level I	\$96.83	\$89.15	\$83.00	\$79.93
Subject Matter Expert - Level II	\$125.88	\$115.89	\$107.90	\$103.91
Subject Matter Expert - Level III	\$142.02	\$130.75	\$121.73	\$117.22

OPTION YEAR 2: 4/30/16 - 4/29/17	GSA Rate for Orders up to \$250,000	GSA Rate for Orders >\$250,000 up to \$500,000	GSA Rate for Orders >500,000 up to \$750,000	GSA Rate for Orders > \$750,000
*Clerk I	\$22.88	\$22.88	\$22.88	\$22.88
*Clerk II	\$28.98	\$28.98	\$28.98	\$28.98
*Clerk III	\$29.08	\$29.08	\$29.08	\$29.08
*Secretary II	\$30.73	\$30.73	\$30.73	\$30.73
*Secretary III	\$35.07	\$35.07	\$35.07	\$35.07
*Administrative Assistant	\$49.34	\$49.34	\$49.34	\$49.34
*Production Control Clerk	\$33.53	\$33.53	\$33.53	\$33.53
*Forklift Operator	\$27.08	\$27.08	\$27.08	\$27.08
*Librarian	\$56.39	\$56.39	\$56.39	\$56.39
*Librarian Technician	\$32.79	\$32.79	\$32.79	\$32.79
*Library Information Technology Systems Administrator	\$48.63	\$48.63	\$48.63	\$48.63
Operations Supervisor I	\$47.94	\$46.38	\$45.33	\$44.29
Operations Supervisor II	\$54.65	\$52.86	\$51.67	\$50.49
Operations Supervisor III	\$56.57	\$54.72	\$53.49	\$52.26
Data/IT Analyst I	\$49.71	\$48.60	\$47.49	\$46.40
Data/IT Analyst II	\$60.96	\$59.61	\$58.25	\$56.90
Data/IT Analyst III	\$67.53	\$66.03	\$64.53	\$63.03
Records Information Manager I	\$50.65	\$49.52	\$48.39	\$47.27
Records Information Manager II	\$60.96	\$59.61	\$58.25	\$56.90
Records Information Manager III	\$73.16	\$71.53	\$69.91	\$68.28
Records Information Manager IV	\$91.92	\$89.87	\$87.83	\$85.78
Records Information Manager V	\$99.47	\$97.07	\$94.68	\$92.28
Sr. Librarian	\$57.53	\$55.64	\$54.39	\$53.15
Managing Librarian	\$67.12	\$64.92	\$63.46	\$62.01
Library Director	\$89.17	\$86.26	\$84.32	\$82.38
Project Supervisor	\$91.92	\$89.87	\$87.83	\$85.78
Project Manager	\$98.47	\$96.29	\$91.92	\$89.72
Sr. Project Manager	\$107.86	\$105.46	\$100.67	\$98.27
Program Manager	\$119.84	\$114.63	\$113.33	\$109.42
Subject Matter Expert - Level I	\$98.47	\$90.67	\$84.41	\$81.28
Subject Matter Expert - Level II	\$128.02	\$117.86	\$109.74	\$105.67
Subject Matter Expert - Level III	\$144.44	\$132.97	\$123.80	\$119.21

OPTION YEAR 3: 4/30/17 - 4/29/18	GSA Rate for Orders up to \$250,000	GSA Rate for Orders >\$250,000 up to \$500,000	GSA Rate for Orders >500,000 up to \$750,000	GSA Rate for Orders > \$750,000
* Clerk I	\$22.88	\$22.88	\$22.88	\$22.88
* Clerk II	\$28.98	\$28.98	\$28.98	\$28.98
* Clerk III	\$29.08	\$29.08	\$29.08	\$29.08
* Secretary II	\$30.73	\$30.73	\$30.73	\$30.73
* Secretary III	\$35.07	\$35.07	\$35.07	\$35.07
* Administrative Assistant	\$49.34	\$49.34	\$49.34	\$49.34
* Production Control Clerk	\$33.53	\$33.53	\$33.53	\$33.53
* Forklift Operator	\$27.08	\$27.08	\$27.08	\$27.08
* Librarian	\$56.39	\$56.39	\$56.39	\$56.39
* Librarian Technician	\$32.79	\$32.79	\$32.79	\$32.79
* Library Information Technology Systems Administrator	\$48.63	\$48.63	\$48.63	\$48.63
Operations Supervisor I	\$48.75	\$47.17	\$46.10	\$45.04
Operations Supervisor II	\$55.58	\$53.76	\$52.55	\$51.35
Operations Supervisor III	\$57.53	\$55.65	\$54.40	\$53.15
Data/IT Analyst I	\$50.55	\$49.43	\$48.30	\$47.19
Data/IT Analyst II	\$62.00	\$60.62	\$59.24	\$57.86
Data/IT Analyst III	\$68.68	\$67.15	\$65.63	\$64.10
Records Information Manager I	\$51.51	\$50.36	\$49.22	\$48.07
Records Information Manager II	\$62.00	\$60.62	\$59.24	\$57.86
Records Information Manager III	\$74.40	\$72.75	\$71.10	\$69.44
Records Information Manager IV	\$93.48	\$91.40	\$89.32	\$87.24
Records Information Manager V	\$101.16	\$98.72	\$96.29	\$93.85
Sr. Librarian	\$58.51	\$56.59	\$55.32	\$54.06
Managing Librarian	\$68.26	\$66.03	\$64.54	\$63.06
Library Director	\$90.68	\$87.73	\$85.75	\$83.78
Project Supervisor	\$93.48	\$91.40	\$89.32	\$87.24
Project Manager	\$100.15	\$97.93	\$93.48	\$91.25
Sr. Project Manager	\$109.69	\$107.25	\$102.38	\$99.94
Program Manager	\$121.88	\$116.58	\$115.25	\$111.28
Subject Matter Expert - Level I	\$100.15	\$92.21	\$85.84	\$82.67
Subject Matter Expert - Level II	\$130.20	\$119.86	\$111.60	\$107.47
Subject Matter Expert - Level III	\$146.89	\$135.23	\$125.91	\$121.24

OPTION YEAR 4: 4/30/18 - 4/29/19	GSA Rate for Orders up to \$250,000	GSA Rate for Orders >\$250,000 up to \$500,000	GSA Rate for Orders >500,000 up to \$750,000	GSA Rate for Orders > \$750,000
*Clerk I	\$22.88	\$22.88	\$22.88	\$22.88
*Clerk II	\$28.98	\$28.98	\$28.98	\$28.98
*Clerk III	\$29.08	\$29.08	\$29.08	\$29.08
*Secretary II	\$30.73	\$30.73	\$30.73	\$30.73
*Secretary III	\$35.07	\$35.07	\$35.07	\$35.07
*Administrative Assistant	\$49.34	\$49.34	\$49.34	\$49.34
*Production Control Clerk	\$33.53	\$33.53	\$33.53	\$33.53
*Forklift Operator	\$27.08	\$27.08	\$27.08	\$27.08
*Librarian	\$56.39	\$56.39	\$56.39	\$56.39
*Librarian Technician	\$32.79	\$32.79	\$32.79	\$32.79
*Library Information Technology Systems Administrator	\$48.63	\$48.63	\$48.63	\$48.63
Operations Supervisor I	\$49.58	\$47.97	\$46.89	\$45.81
Operations Supervisor II	\$56.53	\$54.68	\$53.44	\$52.23
Operations Supervisor III	\$58.50	\$56.60	\$55.33	\$54.05
Data/IT Analyst I	\$51.41	\$50.27	\$49.12	\$47.99
Data/IT Analyst II	\$63.05	\$61.65	\$60.25	\$58.85
Data/IT Analyst III	\$69.84	\$68.29	\$66.74	\$65.19
Records Information Manager I	\$52.39	\$51.22	\$50.05	\$48.89
Records Information Manager II	\$63.05	\$61.65	\$60.25	\$58.85
Records Information Manager III	\$75.66	\$73.98	\$72.30	\$70.63
Records Information Manager IV	\$95.07	\$92.95	\$90.84	\$88.73
Records Information Manager V	\$102.88	\$100.40	\$97.93	\$95.44
Sr. Librarian	\$59.50	\$57.55	\$56.26	\$54.97
Managing Librarian	\$69.42	\$67.15	\$65.64	\$64.13
Library Director	\$92.22	\$89.22	\$87.21	\$85.21
Project Supervisor	\$95.07	\$92.95	\$90.84	\$88.73
Project Manager	\$101.85	\$99.59	\$95.07	\$92.80
Sr. Project Manager	\$111.55	\$109.07	\$104.12	\$101.64
Program Manager	\$123.95	\$118.56	\$117.21	\$113.17
Subject Matter Expert - Level I	\$101.85	\$93.77	\$87.30	\$84.07
Subject Matter Expert - Level II	\$132.41	\$121.90	\$113.50	\$109.30
Subject Matter Expert - Level III	\$149.39	\$137.53	\$128.05	\$123.30

Note 1: All non-professional labor categories must be incidental to and used solely to support services under this GSA Schedule, and cannot be purchased separately.

Note 2: For orders greater than \$1,000,000 please contact Vistronix for available discounts.

* Escalation of SCA categories is dependent upon changes in the SCA WD's and will be adjusted as new Revisions are released. Current rates are based on 05-2103, Revision #13 dated 06/25/13.

For additional information please contact Lisa Kennedy at (703) 463-2059, Fax: (703) 483-2500 or Email: lisa.kennedy@vistronix.com

LABOR CATEGORY DESCRIPTIONS

Labor Category	Education/Yrs Exp	Functional Responsibilities
Operations Supervisor I	Associates Degree and 5 years of experience including a minimum of 1 year supervisory experience OR Bachelor's Degree and 3 years of experience including a minimum of 1 year supervisory experience	Assigns staff and schedules work to facilitate accomplishment of tasks. Directs training or trains staff members on project requirements. Confers with the Project Manager to ensure compliance with project requirements and customer expectations. Works with the Project Manager for the purposes of adjusting workflow or schedules to accommodate for delays and/or project changes. Recommends changes in daily task performance/routines, and quality control standards to improve efficiency. Consults with Project Manager about problems such as personnel issues, project deadlines, etc. Coordinates flow of work between groups. Issues written and oral instructions. Addresses customer service issues relative to daily operations and escalates to the PM as needed. Directly supervises 2-10 employees dependent upon project complexity. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. May participate with the Project Manager in: interviewing; hiring; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Must be knowledgeable and have hands-on experience in the service area/discipline of the project work being performed.
Operations Supervisor II	Bachelor's Degree and 5 years of experience including a minimum of 2 years supervisory experience.	Assigns staff and schedules work to facilitate accomplishment of tasks. Directs training or trains staff members on project requirements. Confers with the Project Manager to ensure compliance with project requirements and customer expectations. Works with the Project Manager for the purposes of adjusting workflow or schedules to accommodate for delays and/or project changes. Recommends changes in daily task performance/routines, and quality control standards to improve efficiency. Consults with Project Manager about problems such as personnel issues, project deadlines, etc. Coordinates flow of work between groups. Issues written and oral instructions. Addresses customer service issues relative to daily operations and escalates to the PM as needed. Directly supervises 2-10 employees dependent upon project complexity. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. May participate with the Project Manager in: interviewing; hiring; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Must be knowledgeable and have hands-on experience in the service area/discipline of the project work being performed.

Operations Supervisor III	Bachelor's Degree and 8 years of experience including a minimum of 3 years supervisory experience.	Assigns staff and schedules work to facilitate accomplishment of tasks. Develops training plans and directs training of staff members on project requirements. Compiles project reports needed for deliverables and program control activities. Confers with the Project Manager to ensure compliance with project requirements and customer expectations. Makes recommendations to the Project Manager for the purposes of adjusting workflow or schedules to accommodate for delays and/or project changes. Recommends changes in daily task performance/routines, and quality control standards to improve efficiency. Consults with Project Manager about problems such as personnel issues, project deadlines, etc. Coordinates flow of work between groups. Issues written and oral instructions. Addresses customer service issues relative to daily operations and escalates to the PM as needed. Provides project reporting support to the Project Manager. Directly supervises 10-30 employees dependent upon project complexity. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Participates with the Project Manager in: interviewing; hiring; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. May perform in the role of Deputy PM and backfill for the Project Manager as needed. Must be knowledgeable and have hands-on experience in the service area/discipline of the project work being performed.
Data/IT Analyst I	Requires a Bachelor's degree in a technology or business analysis related field with 2 years of hands-on experience.	Supports the analysis of organizational, database, and relevant IT systems and applications. Is familiar with both commercially available off-the-shelf (COTS) and custom database software platforms. Performs simple analysis. Works with other technology professionals to support the design and implementation of computer systems, databases, and applications in both stand-alone and network configurations. Works under the direct supervision of more senior Data/IT Analyst and/or Project Manager.
Data/IT Analyst II	Requires a Bachelor's degree in a technology or business analysis related field with 4 years of hands-on experience.	Supports the analysis of organizational, database, and relevant IT systems and applications. Is familiar with both commercially available off-the-shelf (COTS) and custom database software platforms. Performs more complex analysis tasks. Works with other technology professionals to support the design and implementation of computer systems, databases, and applications in both stand-alone and network configurations. May be tasked to provide reports on analysis tasks and recommendations to the PM and/or other members of the technical team. Works under the direct supervision of more senior Data/IT Analyst and/or Project Manager and may oversee/collaborate with lower level Data/IT Analysts.
Data/IT Analyst III	Requires a Bachelor's degree in a technology or business analysis related field with 6 years of hands-on experience.	Supports the analysis of organizational, database, and relevant IT systems and applications. Possesses demonstrated experience working with both commercially available off-the-shelf (COTS) and custom database software platforms. Performs complex analysis tasks and makes recommendations to the Project Manager and other technical staff to support the design and implementation of computer systems, databases, and applications in both stand-alone and network configurations. Compiles reports and may contribute to project reports/deliverables relative to analysis activities and tasks. Works independently but under the general supervision of a Technical Task Lead and/or Project Manager. May oversee/supervise the work of others.

Records Information Manager I	Requires an Associate's degree in a related information management or business administration field with 1 years of hands-on experience.	Provides support for records management programs, records centers, dockets, and other ongoing information service functions. May supervise the work of lower level staff members such as Records Clerks and Records Specialists. Performs daily functional requirements for the purposes of managing a records program or function and adheres to records management practices such as NARA guidelines. May assist with the review of records procedures and make recommendations for improvement. Performs under the technical direction and direct supervision of a Project Manager or more senior records professional. Participates in report compilation needed to meet contract requirements/deliverables
Records Information Manager II	Requires an Associate's degree in a related information management or business administration field with 3 years of hands-on experience OR a Bachelor's degree in a related field with 1 year of hands-on experience.	Provides oversight for the operation of a records management program, records center, dockets, and other ongoing information service functions. May supervise the work of lower level staff members such as Records Clerks and Records Specialists. Performs daily functional requirements for the purposes of managing a records program or function and adheres to records management practices such as NARA guidelines. Assists with the review of records procedures and make recommendations for improvement. Evaluates records practices and develops strategies and procedures to ensure compliance with changing standards. Participates in report compilation needed to meet contract requirements/deliverables. Performs under the technical direction of a Project Manager or more senior records professional.
Records Information Manager III	Requires an Associate's degree in a related information management or business administration field with 5 years of hands-on experience OR a Bachelor's degree in a related field with 2 year of hands-on experience.	Responsible for the successful operation of a records management program, records center, dockets, and other ongoing information service functions. May supervise the work of lower level staff members such as Records Clerks and Records Specialists. Performs daily functional requirements for the purposes of managing a records program or function and adheres to records management practices such as NARA guidelines. Reviews records procedures and make recommendations for improvement. Evaluates records practices and develops strategies and procedures to ensure compliance with changing standards. Compiles reports as needed to meet contract requirements/deliverables and program control activities. Works independently under the general direction of a Project Manager.
Records Information Manager IV	Requires a Bachelor's degree in a related field with 4 years of hands-on experience OR a Master's degree in a related field 2 years of hands-on experience.	Responsible for the successful operation of a records management program, records center, dockets, and other ongoing information service functions. May supervise the work of lower level staff members such as Records Clerks and Records Specialists. Performs daily functional requirements for the purposes of managing a records program or function and adheres to records management practices such as NARA guidelines. Reviews records procedures and make recommendations for improvement. Evaluates records practices and develops strategies and procedures to ensure compliance with changing standards. Compiles reports as needed to meet contract requirements/deliverables and program control activities and may act as the primary client liaison based upon project complexity and structure. Works independently and with limited direction from a Project Manager.

Records Information Manager V	Requires a Bachelor's degree in a related field with 7 years of hands-on experience OR a Master's degree in a related field 4 years of hands-on experience.	Responsible for the successful operation of a records management program, records center, dockets, and other ongoing information service functions. May supervise the work of lower level staff members such as Records Clerks and Records Specialists. Performs daily functional requirements for the purposes of managing a records program or function and adheres to records management practices such as NARA guidelines. Reviews records procedures and make recommendations for improvement. Evaluates records practices and develops strategies and procedures to ensure compliance with changing standards. Compiles reports as needed to meet contract requirements/deliverables and program control activities and may act as the primary client liaison based upon project complexity and structure. Works independently and with limited direction from a Project Manager.
Sr. Librarian	Requires a Master's Degree in Library/Information Science, Communications, Public Policy or other directly related field and 3 years of management experience.	Oversees reference services, collection development and maintenance, circulation procedures, interlibrary loan programs, and cataloging, acquisition support, and other related library services. Provides support in reviewing and identifying resource requirements and provides guidance as required. Functions as the primary client liaison. Troubleshoots issues pertaining to library management as well as other areas such as staff management and contract compliance. Supervises other Librarians and library staff.
Managing Librarian	Requires a Master's Degree in Library/Information Science, Communications, Public Policy or other directly related field and 5 years of management experience.	Oversees reference services, collection development and maintenance, circulation procedures, interlibrary loan programs, and cataloging, acquisition support, and other related library services. Reviews and identifies resource requirements and provides guidance as needed to maximize library resources. Functions as the primary client liaison. Troubleshoots issues pertaining to library management as well as other areas such as staff management and contract compliance. Spearheads community/patron outreach and the marketing of library services. Supervises other Librarians and library staff which may include Supervisory Librarians dependent upon library complexity, structure, and patron requirements.
Library Director	Requires a Master's Degree in Library/Information Science, Communications, Public Policy or other directly related field and 5 years of management experience.	Oversees reference services, collection development and maintenance, circulation procedures, interlibrary loan programs, and cataloging, acquisition support, and other related library services. Reviews and identifies resource requirements and provides guidance as needed to maximize library resources. Participates in project planning and makes recommendations to the end-client regarding operational management of library functions/systems. Functions as the primary client liaison. Troubleshoots issues pertaining to library management as well as other areas such as staff management and contract compliance. Spearheads community/patron outreach and the marketing of library services. Supervises other Librarians and library staff which may include Supervisory Librarians dependent upon library complexity, structure, and patron requirements. May direct the work of multiple library programs which includes supervision of other Managing Librarians.

Project Supervisor	Requires a Bachelor's degree in an IT or related field with a minimum of 4 years of hands-on experience including 2 years in a supervisory capacity.	Performs project management for small projects and/or common tasks. Provides competent leadership and responsible project direction through successful performance of a variety of detailed, diverse elements of project management tasks. Directs completion of tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates and subcontractors to ensure assignments are completed as directed. Interfaces with client counterpart when appropriate. Collaborates with the Project/Program Manager or Director for the purposes of compiling project reports as needed for contract deliverables and project control requirements. Reports in writing and orally to Program Manager (Director) on project progress/status and various issues or problems. May contribute to project planning activities at inception of project work. Trains and/or oversees training of subordinates when required. Performs with limited direction from a more Senior Project Manager, Program Manager or Program Director.
Project Manager	Requires a Bachelor's degree in IT or related field with a minimum of 6 years of hands-on experience including 3 years in a supervisory capacity.	Performs project management for small to mid-size projects and/or common tasks. Provides competent leadership and responsible project direction through successful performance of a variety of detailed, diverse elements of project management tasks. Directs completion of tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates and subcontractors to ensure assignments are completed as directed. Interfaces with client counterpart when appropriate. Compiles project reports as needed for contract deliverables and project control requirements. Reports in writing and orally to Program Manager (Director) on project progress/status and various issues or problems. Is responsible for developing project plans for successful project implementation and performance throughout the life of the project. Trains and/or oversees training of subordinates when required. Works independently and may receive technical direction from a more Senior Project Manager, Program Manager, or Program Director.
Sr. Project Manager	Requires a Bachelor's degree in IT or a related field with a minimum of 8 years of hands-on experience. Must have 2 years of experience performing project management tasks.	Performs project management for large and/or complex projects, or multiple complex tasks. Provides competent leadership and responsible project direction through successful performance of a variety of detailed, diverse elements of project management tasks. Directs completion of tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates and subcontractors to ensure assignments are completed as directed. Acts as the primary client liaison. Compiles project reports as needed for contract deliverables and project control requirements. Reports in writing and orally to Program Manager (Director) on project progress/status and various issues or problems. Develops project plans, work-flow, and project performance timelines at project inception. Trains and/or oversees training of subordinates when required. Works independently and with only high level oversight from a Program Manager or Program Director.

Program Manager	Requires a Bachelor's degree in IT or a related field with a minimum of 10 years of hands-on experience. Must have 4 years managing large and/or complex programs.	Serves as the counterpart to the client program/technical manager for a complex program or multiple inter-operating projects. Manages program/technical support operations involving multiple tasks/projects and personnel at diverse locations. Organizes, directs and coordinates planning and execution of all program/technical support activities. Has demonstrated knowledge and expertise in IT or service focus of the program. Is the primary client liaison and interfaces with all levels of staff and management within the client and corporate organizations. Assigns duties and reviews work of subordinates. Develops project plans, schedules, budgets, and program control activities. Establishes and alters management structure within the program to effectively direct program/technical support activities. Meets and confers with client management officials regarding the status of specific contractor program/technical activities and progress. Resolves problems, issues or conflicts as required.
Subject Matter Expert - Level I	Requires a Master's degree in IT or a related field with a minimum of 6 years of specialized experience in the field.	Provides high-level subject matter expertise for work described in the program/task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and/or implementation advice on complex problems which require high level knowledge of the subject matter for effective implementation. Regarding IT systems/services, participates as needed in all phases of software and hardware development with emphasis on the planning, analysis, testing, integration, documentation, training, and presentation phases. Pertaining to business processes, provides technical advice, guidance and direction for the improvement, modification, and re-engineering of business processes, policies and procedures for any functional area under consideration or review. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task orders/programs. Works independently at the highest level.
Subject Matter Expert - Level II	Requires a Master's degree in IT or a related field with a minimum of 10 years of specialized experience in the field.	Provides high-level subject matter expertise for work described in the program/task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and/or implementation advice on complex problems which require high level knowledge of the subject matter for effective implementation. Regarding IT systems/services, participates as needed in all phases of software and hardware development with emphasis on the planning, analysis, testing, integration, documentation, training, and presentation phases. Pertaining to business processes, provides technical advice, guidance and direction for the improvement, modification, and re-engineering of business processes, policies and procedures for any functional area under consideration or review. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task orders/programs. Works independently at the highest level. Compiles documentation as needed.

Subject Matter Expert - Level III

Requires a Master's degree in IT or a related field with a minimum of 12 years of specialized experience in the field.

Provides high-level subject matter expertise for work described in the program/task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and/or implementation advice on complex problems that require high level knowledge of the subject matter for effective implementation. Regarding IT systems/services, participates as needed in all phases of software and hardware development with emphasis on the planning, analysis, testing, integration, documentation, training, and presentation phases. Pertaining to business processes, provides technical advice, guidance and direction for the improvement, modification, and re-engineering of business processes, policies and procedures for any functional area under consideration or review. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task orders/programs. Works independently at the highest level. Compiles documentation as needed.

VISTRONIX SALES AND SERVICE POINTS

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