



General Services Administration (GSA) Federal Supply Service Authorized Federal Supply Schedule Price List

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GSA Multiple Award Schedule (MAS)

Special Item Numbers (SINs):

54151S – Information Technology Professional Services

541219 – Budget and Financial Management Services

OLM – Order-Level Materials (OLM)

Contract Number: GS-35F-0591X

Contract Period: September 14, 2011 to September 13, 2026

ASET PARTNERS Corporation

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Contract Administration Source:

Mr. David Goldstein, Chief Financial Officer

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Business Size: Small Business

1. Customer Information:

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

- SIN 54151S: Information Technology Professional Services
- 541219 - Budget and Financial Management Services
- OLM - Order-Level Materials (OLM)

See 1b for GSA awarded prices and 1c for labor category descriptions

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price.

ASET PARTNERS SIN 54151S Price Table

SIN(s)	LABOR CATEGORY	RATE	RATE	RATE	RATE
		09/14/2022 -09/13/2023	09/14/2023 -09/13/2024	09/14/2024 -09/13/2025	09/14/2025 -09/13/2026
54151S	Analyst I	\$89.25	\$91.03	\$92.85	\$94.71
54151S	Analyst II	\$98.85	\$100.83	\$102.85	\$104.90
54151S	Analyst IV	\$113.84	\$116.12	\$118.44	\$120.81
54151S	Analyst IX	\$160.41	\$163.62	\$166.89	\$170.23
54151S	Analyst V	\$122.34	\$124.79	\$127.29	\$129.83
54151S	Associate Analyst	\$77.88	\$79.44	\$81.03	\$82.65
54151S	Associate Developer/Programmer	\$87.09	\$88.83	\$90.61	\$92.42
54151S	Associate Engineer	\$77.71	\$79.26	\$80.84	\$82.46
54151S	Chief Data Scientist	\$237.34	\$242.09	\$246.93	\$251.87
54151S	Data Specialist III	\$119.01	\$121.39	\$123.82	\$126.30
54151S	Data Specialist VII	\$160.41	\$163.62	\$166.89	\$170.23
54151S	Database Administrator II	\$119.01	\$121.39	\$123.82	\$126.30
54151S	Developer/Programmer I	\$114.75	\$117.04	\$119.38	\$121.77
54151S	Developer/Programmer III	\$122.07	\$124.51	\$127.00	\$129.54
54151S	Developer/Programmer IV	\$130.20	\$132.81	\$135.46	\$138.17
54151S	Developer/Programmer VII	\$160.41	\$163.62	\$166.89	\$170.23
54151S	Developer/Programmer VIII	\$167.53	\$170.88	\$174.30	\$177.78
54151S	Developer/Programmer X	\$191.10	\$194.92	\$198.82	\$202.79
54151S	Enterprise Architect IV	\$196.63	\$200.56	\$204.58	\$208.67

SIN(s)	LABOR CATEGORY	RATE	RATE	RATE	RATE
		09/14/2022 -09/13/2023	09/14/2023 -09/13/2024	09/14/2024 -09/13/2025	09/14/2025 -09/13/2026
54151S	IT Computer Specialist II	\$47.32	\$48.27	\$49.23	\$50.22
54151S	Program Manager II	\$126.00	\$128.52	\$131.09	\$133.72
54151S	Program Manager V	\$168.55	\$171.92	\$175.36	\$178.87
54151S	Project Manager I	\$113.41	\$115.68	\$117.99	\$120.35
54151S	Project Manager V	\$173.15	\$176.61	\$180.15	\$183.75
54151S	QA Specialist I	\$81.90	\$83.54	\$85.21	\$86.92
54151S	Security & System Administrator/Engineer I	\$113.84	\$116.12	\$118.44	\$120.81
54151S	Security & System Administrator/Engineer III	\$124.34	\$126.83	\$129.37	\$131.96
54151S	Subject Matter Expert II	\$115.51	\$117.82	\$120.18	\$122.58
54151S	Subject Matter Expert IV	\$129.36	\$131.95	\$134.59	\$137.28
54151S	Subject Matter Expert VII	\$163.49	\$166.75	\$170.09	\$173.49
54151S	Subject Matter Expert - Data	\$280.64	\$286.26	\$291.98	\$297.82
54151S	Subject Matter Expert - Engineering	\$230.07	\$234.67	\$239.37	\$244.15
54151S	Subject Matter Expert - Technology IV	\$225.99	\$230.51	\$235.12	\$239.82
54151S	Subject Matter Expert - Technology V	\$253.35	\$258.41	\$263.58	\$268.85
54151S	Systems Engineer I	\$92.41	\$94.26	\$96.14	\$98.07
54151S	Systems Engineer III	\$110.32	\$112.53	\$114.78	\$117.08
54151S	Systems Engineer VII	\$141.75	\$144.59	\$147.48	\$150.43
54151S	Systems Engineer X	\$168.55	\$171.92	\$175.36	\$178.87
54151S	Systems Engineer V	\$126.00	\$128.52	\$131.09	\$133.72
54151S	Systems Engineer VI	\$131.31	\$133.93	\$136.61	\$139.34
54151S	Technical Liaison	\$102.90	\$104.96	\$107.06	\$109.20
54151S	Technical Writer/Editor I	\$67.27	\$68.61	\$69.99	\$71.39
54151S	Technical Writer/Editor III	\$79.04	\$80.62	\$82.24	\$83.88
54151S	Test Engineer I	\$71.43	\$72.86	\$74.31	\$75.80
54151S	Test Engineer V	\$124.94	\$127.44	\$129.99	\$132.59

*Prices include GSA Industrial Funding Fee (IFF)

ASET PARTNERS SIN 541219 Price Table

SIN(s)	LABOR CATEGORY	RATE	RATE	RATE	RATE
		09/14/2022 - 09/13/2023	09/14/2023 - 09/13/2024	09/14/2024 - 09/13/2025	09/14/2025 - 09/13/2026
541219	Senior Accountant	\$123.88	\$126.36	\$128.88	\$131.46
541219	Mid-level Accountant	\$110.79	\$113.00	\$115.26	\$117.57
541219	Junior Accountant	\$78.56	\$80.13	\$81.73	\$83.37
541219	Senior Audit Specialist	\$123.88	\$126.36	\$128.88	\$131.46
541219	Mid-level Audit Specialist	\$110.79	\$113.00	\$115.26	\$117.57
541219	Junior Audit Specialist	\$78.56	\$80.13	\$81.73	\$83.37
541219	Senior Budget Operations Manager	\$123.88	\$126.36	\$128.88	\$131.46
541219	Mid-level Budget Operations Manager	\$110.79	\$113.00	\$115.26	\$117.57
541219	Junior Budget Operations Manager	\$78.56	\$80.13	\$81.73	\$83.37
541219	Senior Budget Operations Specialist	\$123.88	\$126.36	\$128.88	\$131.46
541219	Mid-level Budget Operations Specialist	\$110.79	\$113.00	\$115.26	\$117.57
541219	Junior Budget Operations Specialist	\$78.56	\$80.13	\$81.73	\$83.37
541219	Senior Financial Assistant	\$123.88	\$126.36	\$128.88	\$131.46
541219	Mid-level Financial Assistant	\$110.79	\$113.00	\$115.26	\$117.57
541219	Junior Financial Assistant	\$78.56	\$80.13	\$81.73	\$83.37
541219	Senior Financial Support	\$123.88	\$126.36	\$128.88	\$131.46
541219	Mid-level Financial Support	\$110.79	\$113.00	\$115.26	\$117.57
541219	Junior Financial Support	\$78.56	\$80.13	\$81.73	\$83.37
541219	Senior Reconciliation Technician	\$123.88	\$126.36	\$128.88	\$131.46
541219	Mid-level Reconciliation Technician	\$110.79	\$113.00	\$115.26	\$117.57
541219	Junior Reconciliation Technician	\$78.56	\$80.13	\$81.73	\$83.37
541219	Senior Customer Relationship Manager	\$123.88	\$126.36	\$128.88	\$131.46
541219	Mid-level Customer Relationship Manager	\$110.79	\$113.00	\$115.26	\$117.57
541219	Junior Customer Relationship Manager	\$78.56	\$80.13	\$81.73	\$83.37
541219	Senior Trainer	\$123.88	\$126.36	\$128.88	\$131.46
541219	Mid-level Trainer	\$110.79	\$113.00	\$115.26	\$117.57
541219	Junior Trainer	\$78.56	\$80.13	\$81.73	\$83.37
541219	Senior Financial Planner/Programmer	\$123.88	\$126.36	\$128.88	\$131.46

SIN(s)	LABOR CATEGORY	RATE	RATE	RATE	RATE
		09/14/2022 - 09/13/2023	09/14/2023 - 09/13/2024	09/14/2024 - 09/13/2025	09/14/2025 - 09/13/2026
541219	Mid-level Financial Planner/Programmer	\$110.79	\$113.00	\$115.26	\$117.57
541219	Junior Financial Planner/Programmer	\$78.56	\$80.13	\$81.73	\$83.37
541219	Senior Financial Specialist	\$123.88	\$126.36	\$128.88	\$131.46
541219	Mid-level Financial Specialist	\$110.79	\$113.00	\$115.26	\$117.57
541219	Junior Financial Specialist	\$78.56	\$80.13	\$81.73	\$83.37
541219	Senior Financial Management Technician	\$123.88	\$126.36	\$128.88	\$131.46
541219	Mid-level Financial Management Technician	\$110.79	\$113.00	\$115.26	\$117.57
541219	Junior Financial Management Technician	\$78.56	\$80.13	\$81.73	\$83.37

**Prices include GSA Industrial Funding Fee (IFF)*

1c. Description of all job titles, experience, functional responsibility and education for those employees who will perform services under this contract.

Allowable Substitutions of Education and Experience

The minimum education and experience requirements will be met when the educational equivalencies in the tables below are considered. Additional educational achievements in excess of requirements can be substituted for experience requirements, as follows:

Required Education	Actual Education Obtained	Additional Years of Experience Credited
MBA/MS/MA	PhD	3
BA/BS	PhD	5
BA/BS	MA/MS	2

Additional experience in excess of requirements can be substituted for educational requirements, as follows:

Actual Education	Required Education	Additional Years of Experience Needed for Educational Requirements Equivalency
HS/GED	BA/BS	4
HS/GED	MA/MS	6
HS/GED	PhD	9
BA/BS	MA/MS	2
BA/BS	PhD	5
MA/MS	PhD	3
HS/GED	BA/BS	4
HS/GED	MA/MS	6

ASET PARTNERS SIN 54151S LABOR CATEGORY DESCRIPTIONS

Labor Category: Analyst I

Minimum/General Experience: Three years of experience demonstrating the ability to work independently or under general direction in an IT-related field is required.

Functional Responsibility: Performs advanced reviews to determine application and design of systems or models. Participates in various testing functions. Develops and updates manuals. Provides guidance to junior personnel on complex projects.

Minimum Education: An Associate degree in management, engineering, computer science, mathematics, or an IT-related field is required. A Bachelor's degree is preferred.

Labor Category: Analyst II

Minimum/General Experience: Five years of experience in management or business

Functional Responsibility: Performs project-related research and analysis. Supports project process improvement analysis, design, reengineering, compliance, and change management analytical activities. Specializes in all forms of process, compliance, information analysis. May produce reports and other products. May interact directly with customers in providing analyses and findings to customers.

Minimum Education: Bachelor's degree in business, finance, engineering, or an IT-related field is required. A Master's degree is preferred

Labor Category: Analyst IV

Minimum/General Experience: Six years of experience in information technology, business, or analysis

Functional Responsibility: Performs project-related research and analysis. Executes and may occasionally manage compliance and planning activities. May lead small teams in design, improvement, requirements, and project execution activities. Assesses and validates potential solutions and alternatives to project analysis, and engineering challenges. Analyzes, delivers, and communicates findings to customers. May serve as support to the Project Manager in the successful execution of the project and related project activities.

Minimum Education: Bachelor's degree in business, finance, engineering, or an IT-related field is required. A Master's degree is preferred

Labor Category: Analyst IX

Minimum/General Experience: *Eight years of experience in information technology, business, or analysis*

Functional Responsibility: *Conducts highly specialized and usually very complex analysis, research, and study of data and information sources to produce complex project or program analytical results that result in the creation of reports, products, insights, identification of trends; or inform or support strategy development, planning, compliance, and design. Works closely and frequently with customers in performing analytical activities. Supervises a team and may supervise several small teams of analysts.*

Minimum Education: *Bachelor's degree in business, finance, engineering, or an IT-related field is required. A Master's degree is preferred*

Labor Category: Analyst V

Minimum/General Experience: Seven years of experience in information technology, business, or analysis

Functional Responsibility: Specializes in project-related analysis and research activities. Leads research and analysis activities. Executes and manages project compliance, planning, analysis, compliance, and/ or project execution activities. Occasionally leads complex design, requirements, data analysis and project execution activities. May work closely with customers in performing analytical activities. Analyzes, delivers, and communicates findings to customers. Serves as support to Project Manager in the successful execution of the project and related project activities.

Minimum Education: Bachelor's degree in business, finance, engineering, or an IT-related field is required. A Master's degree is preferred

Labor Category: Associate Analyst

Minimum/General Experience: Two years of experience in management or business

Functional Responsibility: Generally, performs operational- and informational-related analytical activities. Gathers data that supports others in developing solutions to meet business needs. Evaluates processes and information from multiple sources. Suggests the implementation of operational metrics, and reports on complex data analysis to enhance business efficiency.

Minimum Education: Associate degree in business, finance, engineering, or an IT-related field is required. A Bachelor's degree is preferred

Labor Category: Associate Developer/Programmer

Minimum/General Experience: Three years of general application development experience is required.

Functional Responsibility: Creates test transactions, runs tests, finds errors, and confirms that programs meet specifications. Possesses analytical consulting and technical documentation skills. Defines errors in application programs and has the technical ability to revise/fix programs via customer feedback. Develops technical solutions to IT problems and/or provides designs for new software development efforts and/or software reengineering projects. May work at the direction of a senior staff member or a senior developer.

Minimum Education: A Bachelor's degree in management, business, logistics, engineering, computer science, mathematics, or an IT-related field is required.

Labor Category: Associate Engineer

Minimum/General Experience: Three years of experience working with IT systems and subsystems is required.

Functional Responsibility: Develops user requirements and proposals and gathers facts, analyzes data, and prepares project synopses that compare alternatives in terms of cost, time, availability of equipment, and personnel. Prepares specifications for development of systems. Determines and resolves system problems and coordinates the work with program users. Orients users on new or changed procedures. Demonstrates an ability to work independently. Brings any unusual problems or conflicts to the attention of management.

Minimum Education: A Bachelor's degree in management, engineering, computer science, mathematics, or an IT-related field is required.

Labor Category: Chief Data Scientist

Minimum/General Experience: Ten years of experience in data analytics performing complex data mining and data analysis activities

Functional Responsibility: Provides senior-level complex consulting services relating to the data mining and analysis of data from a range of sources to transform raw data into concise and actionable insights and protect that data. Designs and implements data-driven solutions, with specific focus on advanced analytical methods, data models, and visualizations. Designs and develops advanced analytical methods such as link analysis, natural language processing, decision trees, and risk scoring. Uses data visualizations to analyze and present complex trends to bring structure to large quantities of formless data and make analysis possible. Maintains current knowledge in emerging tools and techniques in machine learning, statistical modeling, and analytics. Supervises teams of engineers, developers, and data analysts in meeting the requirements of data-intensive projects.

Minimum Education: Bachelor's degree in information technology, engineering or related discipline required. Master's degree preferred.

Labor Category: Data Specialist III

Minimum/General Experience: Three years of experience in information technology, data, or engineering

Functional Responsibility: Designs and develops data strategy, data models, data analytics and related products in support of underlying data, architectures, or engineering and analysis requirements. Extracts, transforms, loads, analyzes, and provides data management support. Supports the security, compliance, cleansing, and curation of data. If required, perform data modeling on the data for easier analysis.

Minimum Education: Associate degree in an IT-related field is required

Labor Category: Data Specialist VII

Minimum/General Experience: Seven years of experience in information technology, data, or engineering

Functional Responsibility: Applies specialized skills and experience in technical areas of data, data management, data technologies, data modeling, and data strategy. May lead teams in the design and development of data strategy, data models, data analytics, the planning for the security, cleansing, and curation of data, and the development of related products in support of large-scale underlying data and analysis requirements.

Minimum Education: Bachelor's degree in an IT-related field is required. A Master's degree is preferred

Labor Category: Database Administrator II

Minimum/General Experience: Four years of experience in information technology, data, or engineering

Functional Responsibility: Designs, implements, optimizes, secures, maintains, and operates data and database management systems. Uses specialized software to store and organize data. May support capacity planning, installation, configuration, database design, migration, performance monitoring, security, troubleshooting, as well as backup and data recovery.

Minimum Education: Bachelor's degree in an IT-related field is required. A Master's degree is preferred

Labor Category: Developer/Programmer I

Minimum/General Experience: Five years of experience in information technology, software development, programming, or engineering

Functional Responsibility: Performs a broad range of tasks associated with the design, implementation, and operation of software systems including web-based software solutions using common browsers and mobile platforms. Supports system software analysis, design, development, testing, and documentation activities in both a web and non-web environment. Utilizes agile development methodologies, designs, implements, tests, integrates, and deploys stand-alone or web-based software solutions. Functions in one or more of a variety of environments including but not limited to: C, C++, Cobol, Documentum, Hyperion, IBM products, Informatica, Java, JavaScript, Linux, .Net, OBIEE, Oracle products, SAP/SBAP, SharePoint, or SQL.

Minimum Education: Bachelor's degree in engineering, computer science, or an IT-related field is required

Labor Category: Developer/Programmer III

Minimum/General Experience: Six years of progressive software development experience is required

Functional Responsibility: Performs a broad range of tasks associated with the design, implementation, and operation of software systems. Uses own knowledge and information supplied relative to the technical or administrative aspects to perform and/or support system software analysis and design activities. Implements software designs; tests, troubleshoots, and maintains software systems; performs data retrieval; prepares related documentation; develops/supports software enhancements; and designs software applications using specific programs.

Minimum Education: A Bachelor's degree in engineering, computer science, or an IT-related field is required

Labor Category: Developer/Programmer IV

Minimum/General Experience: Seven years of progressive software development experience is required.

Functional Responsibility: Performs a broad range of tasks associated with the design, implementation, and operation of software systems. Uses own knowledge and information supplied relative to the technical or administrative aspects to perform and/or support system software analysis and design activities. Implements software designs; tests, troubleshoots, and maintains software systems; performs data retrieval; prepares related documentation; develops/supports software enhancements; and designs software applications using specific programs. Participates in meetings, design reviews, briefings, etc.; identifies and reports on issues or related problems and potential risks; and recommends risk mitigation actions. Works independently, under general guidelines, and modifies and/or adapts techniques and standard approaches to solve difficult problems encountered. Performs requirements gathering, design, programming, testing, documentation, and implementation of applications. Requires knowledge of information systems and related system concepts for effective development and deployment of software modules. Participates in all phases of software development with an emphasis on the design, coding, testing, documentation, and acceptance phases. Interviews customers regarding requirements and provides guidance, problem-solving expertise, and training to other programmers/analysts.

Minimum Education: A Bachelor's degree in engineering, computer science, or an IT-related field is required. A Master's degree is preferred.

Labor Category: Developer/Programmer VII

Minimum/General Experience: Ten years of experience in software development or coding, or 7-10 years of experience in specialized languages or methods

Functional Responsibility: Occasionally manages complex development activities involving all aspects of the software engineering lifecycle. Designs, implements, tests, integrates, and deploys software. Implements software designs and security aspects; tests, troubleshoots, and maintains software systems; performs data retrieval; prepares related documentation; develops/supports software enhancements; and designs software applications using specific programs. May lead efforts to identify and resolve all system, development, or application issues or problems. May approve actions designed to eliminate or reduce existing or potential risks. May lead meetings, design reviews and planning sessions. Functions in one or more of a variety of environments including but not limited to: C, C++, Cobol, Documentum, Hyperion, IBM products, Informatica, Java, JavaScript, Linux, .Net, OBIEE, Oracle products, SAP/SBAP, SharePoint, or SQL.

Minimum Education: Bachelor's degree in engineering, computer science, or an IT-related field is required. A Master's degree is preferred

Labor Category: Developer/Programmer VIII

Minimum/General Experience: Eleven years of experience in information technology, software development, programming, or engineering

Functional Responsibility: Manages large, highly complex development activities performing all aspects of the full software engineering lifecycle, including requirements collection, design, implementation, development, deployment, testing, documentation, security, compliance, and deployment. Applies project specific skills which may include agile development, cloud migration, software development, testing automation, and release planning. Leads all efforts to identify and resolve all system, development, or application issues or problems. Approves all actions designed to eliminate or reduce existing or potential risks. Leads meetings, design reviews and planning sessions. Functions in one or more of a variety of environments including but not limited to: C, C++, Cobol, Documentum, Hyperion, IBM products, Informatica, Java, JavaScript, Linux, .Net, OBIEE, Oracle products, SAP/SBAP, SharePoint, or SQL.

Minimum Education: Bachelor's degree in engineering, computer science, or an IT-related field is required. A Master's degree is preferred

Labor Category: Developer/Programmer X

Minimum/General Experience: Thirteen years of experience in information technology, software development, programming, or engineering

Functional Responsibility: Manages large, highly complex development activities managing or performing all aspects of the full software engineering lifecycle, including requirements collection, design, implementation, development, deployment, testing, documentation, security, compliance, and deployment. Applies project-specific skills such as agile development, cloud migration, software or application development, testing, release planning, and management. Leads all efforts to identify and resolve system, development, or application issues or problems. Approves and implements actions designed to eliminate existing or potential risks. Leads meetings, design reviews and planning sessions. Functions in one or more of a variety of environments including but not limited to: C, C++, Cobol, Documentum, Hyperion, IBM products, Informatica, Java, JavaScript, Linux, .Net, OBIEE, Oracle products, SAP/SBAP, SharePoint, or SQL.

Minimum Education: Bachelor's degree in engineering, computer science, or an IT-related field is required. A Master's degree is preferred

Labor Category: Enterprise Architect IV

Minimum/General Experience: Ten years of experience in enterprise architecture, project management, technology management, or strategic planning

Functional Responsibility: Designs, develops, and manages enterprise strategy, data and process models, processes and artifacts, as well as change management approach in support of underlying mission and organization objectives. Develops as-is current state process, data, and technology models, captures and maintains the to-be future state of the organization and value streams, and oversees the transition from current to future state including planning, design, and change control. Supports organizational planning, change, and reengineering efforts.

Minimum Education: Bachelor's degree in information technology, engineering or related discipline required. IT Architect Certification preferred

Labor Category: IT Computer Specialist II

Minimum/General Experience: Two years of experience in IT support activities

Functional Responsibility: Under close supervision, supports the design, requirements, implementation, compliance, testing, operation, maintenance, documentation, and/ or system engineering lifecycle activities.

Minimum Education: Associate degree in engineering or mathematics or an IT-related discipline is required. A Bachelor's degree is preferred

Labor Category: Program Manager II

Minimum/General Experience: Twelve years of related experience including project development; direction of multiple complex tasks; and management and control of funds, personnel, and other resources is required

Functional Responsibility: Manages funds and personnel for timely delivery of high-quality programs. Ensures that all required resources are available for program development and implementation. Manages programs having multiple projects. Provides technical advice to project managers and assists with problem resolution.

Minimum Education: A Bachelor's degree in management, business, logistics, engineering, computer science, or an IT-related field is required.

Labor Category: Program Manager V

Minimum/General Experience: Fifteen years of IT-related experience in project management, technology management, or engineering management

Functional Responsibility: Manages a program, portfolio, or multiple projects including cost, schedule, deliverables, compliance, resources, quality, and continuous improvement. Oversees multiple project teams. Identifies, acquires, and uses client and corporate resources necessary to achieve program goals and technical objectives. Serves as the client liaison on assigned program, managing client input, feedback, and managing expectations. Meets independently with client representatives including senior staff. Responsible for hiring and firing of all staff.

Minimum Education: Bachelor's degree in management, business, logistics, engineering, computer science, or an IT-related field is required

Labor Category: Project Manager I

Minimum/General Experience: Six years of IT-related experience, with more than four of those years being in project development with demonstrated expertise in the management and control of funds, resources, and multiple tasks, is required.

Functional Responsibility: Leads a project or multiple tasks and is responsible for cost, schedule, deliverables, and compliance, including establishment of priorities and task assignments, sequencing, and completion. Identifies, acquires, and utilizes resources necessary to achieve project technical objectives. Works within established deadlines and budget constraints. Serves as the client liaison on assigned projects. Supervises junior staff and works under the supervision of a more senior manager.

Minimum Education: An Associate degree in management, business, logistics, engineering, computer science, or an IT-related field is required. A Bachelor's degree is preferred.

Labor Category: Project Manager V

Minimum/General Experience: Ten years of IT-related experience in project management, technology management, or engineering management

Functional Responsibility: Manages a highly complex project or multiple complex tasks and is responsible for cost, schedule, deliverables, compliance, resources, quality, and continuous improvement. Oversees project or task teams by identifying, acquiring, and utilizing resources necessary to achieve project technical objectives. Works within established deadlines and budget constraints. Serves as the client liaison on assigned projects, managing client input, feedback, and managing expectations. Meets independently with client representatives including senior staff. Responsible for hiring, performance, and firing of staff.

Minimum Education: Bachelor's degree in management, business, logistics, engineering, computer science, or an IT-related field is required.

Labor Category: Quality Assurance Specialist I

Minimum/General Experience: Two years of IT-related experience working with quality control tools and methodologies and software testing/integration is required.

Functional Responsibility: Demonstrates a general knowledge of system and project life cycles. Assists in the evaluation of software and associated documentation. Participates in formal and informal reviews to determine and enhance quality.

Minimum Education: An Associate degree in management, business, logistics, engineering, computer science, or an IT-related field is required. A Bachelor's degree is preferred.

Labor Category: Security & System Administrator/Engineer I

Minimum/General Experience: Three years of experience in information technology, security, or engineering

Functional Responsibility: Supports the design, implementation, optimization, securing, documenting, maintenance, and operation of technology systems including desktops, networks, servers, cloud, mobile devices, and technology resources. Troubleshoots network access problems and implements network security policies and procedures. Ensures network (LAN/WAN, telecommunications, and voice) security access and protects against unauthorized access, modification, or destruction.

Minimum Education: Associate degree in engineering, computer science, or an IT-related field is required

Labor Category: Security and System Administrator/Engineer III

Minimum/General Experience: Five years of experience in working with and supporting computers and related IT devices with a focus on information and systems security is required.

Functional Responsibility: Supports and maintains security to ensure the highest possible level of protection from internal (virus invasion, etc.) and outside threats. Reviews and revises Security Plans as needed to reflect current best practices and to ensure compliance with security standards, directives, and policies. Processes all security-related reports and requests for information in a timely manner. Ensures that all system platforms are functional and secure and works with management to determine acceptable level of risk for enterprise computing platforms. Troubleshoots network access problems and implements network security policies and procedures. Ensures network (LAN/WAN, telecommunications, and voice) security access and protects against unauthorized access, modification, or destruction.

Minimum Education: A Bachelor's degree in engineering, computer science, or an IT-related field is required.

Labor Category: Subject Matter Expert II

Minimum/General Experience: Ten years of IT-related experience providing technical expertise within a specific subject area or discipline is required. Knowledge and understanding of applicable technical concepts and practices is required.

Functional Responsibility: Leads teams and provides staff guidance in specified subject matter. Provides unique and/or in-depth technical and/or business analyses and insight related to subject matter. May support a wide variety of technical/business assignments based on the specific needs of the task.

Minimum Education: A Bachelor's degree in a subject-related discipline is required. A Master's degree is preferred.

Labor Category: Subject Matter Expert IV

Minimum/General Experience: Twelve years of specialized experience in a specific domain, on a specific technology, or with specialized processes, methods, or techniques

Functional Responsibility: Applies specialized knowledge in a variety of subjects that may include but are not limited to business, finance, or information technology. Supports efforts using specialized methods, techniques, experiences, or technologies leveraging unique knowledge, experience, and capabilities. Leads teams and provides guidance in specified subject matter. Occasionally works with customer stakeholders to understand their process and requirements.

Minimum Education: Bachelor's degree in a subject-related discipline is required. A Master's degree is preferred

Labor Category: Subject Matter Expert VII

Minimum/General Experience: Fourteen years of specialized experience in a specific domain, on a specific technology, or with specialized processes, methods, or techniques

Functional Responsibility: Applies highly specialized knowledge in a wide variety of subjects that may include but are not limited to business, finance, or information technology. Leads efforts using specialized methods, techniques, experiences, or technologies leveraging unique knowledge, experience, and capabilities. Efforts led are frequently large and highly complex. Provides unique and/or in-depth technical and/or business analysis and insight related to subject matter. Works closely with customer stakeholders of all levels to understand their process and requirements.

Minimum Education: Bachelor's degree in a subject-related discipline is required. A Master's degree is preferred

Labor Category: Subject Matter Expert – Data

Minimum/General Experience: Fifteen years of specialized experience in the data domain, on a specific data technology, or with specialized data strategies, processes, methods, or techniques.

Functional Responsibility: Applies highly specialized knowledge in a data domain including but not limited to data analytics, data science, data management, data visualization, and/or with data technology systems. Leads efforts using specialized methods, techniques, experiences, or technologies leveraging unique knowledge, experience, and capabilities. Efforts led are frequently large and highly complex. Provides unique and/or in-depth technical and/or business analysis and insight related to subject matter. Works closely with customer stakeholders of all levels to understand their process and requirements.

Minimum Education: Bachelor's degree in a subject-related discipline is required. A Master's degree is preferred.

Labor Category: Subject Matter Expert – Engineering

Minimum/General Experience: Fifteen years of specialized experience in a data and technology engineering domain, on specific data and technology strategies, designs, or implementations, or with specialized engineering or architectural strategies, processes, methods, or techniques.

Functional Responsibility: Applies highly specialized knowledge in a data and technology engineering domain including but not limited to data and technology engineering, architectures, design, strategy, and engineering related to data, technology, cloud, and/or security. Leads efforts using specialized methods, techniques, experiences, or technologies leveraging unique knowledge, experience, and capabilities. Efforts led are frequently large and highly complex. Provides unique and/or in-depth technical and/or business analysis and insight related to subject matter. Works closely with customer stakeholders of all levels to understand their process and requirements.

Minimum Education: Bachelor's degree in a subject-related discipline is required. A Master's degree is preferred.

Labor Category: Subject Matter Expert – Technology V

Minimum/General Experience: Fifteen years of specialized experience in an information technology specific domain, on a specific technology, or with specialized IT processes, methods, or techniques.

Functional Responsibility: Applies highly specialized knowledge in an information technology domain including but not limited to systems, applications, IT infrastructure, IT architecture, cloud, data, IT security, DevOps/ DevSecOps, artificial intelligence, and/or technology management. Leads efforts using specialized methods, techniques, experiences, or technologies leveraging unique knowledge, experience, and capabilities. Efforts led are frequently large and highly complex. Provides unique and/or in-depth technical and/or business analysis and insight related to subject matter. Works closely with customer stakeholders of all levels to understand their process and requirements.

Minimum Education: Bachelor's degree in a subject-related discipline is required. A Master's degree is preferred.

Labor Category: Subject Matter Expert – Technology IV

Minimum/General Experience: Ten years of specialized experience in an information technology specific domain, on a specific technology, or with specialized IT processes, methods, or techniques.

Functional Responsibility: Applies specialized skills in an information technology domain including but not limited to systems, applications, infrastructure, architecture, cloud, data, security, DevOps/ DevSecOps, and/or artificial intelligence. Supports efforts using specialized methods, techniques, experiences, or technologies leveraging unique knowledge, experience, and capabilities. Leads teams and provides guidance in specified subject matter. Works closely with customer stakeholders of all levels to understand their process and requirements.

Minimum Education: Bachelor's degree in a subject-related discipline is required. A Master's degree is preferred.

Labor Category: Systems Engineer I

Minimum/General Experience: Three years of experience training in information technology, management, or business.

Functional Responsibility: Supports problem solving through the application of technology, process, and policy. Provides business knowledge and technical skills to implement technical strategies and solutions for information technology systems. Helps evaluate customer needs and analyzes system requirements. Creates technical reports, artifacts, and documentation for systems architecture and technology portfolios.

Minimum Education: Bachelor's degree in engineering, computer science, or an IT-related field is required. A Master's degree is preferred

Labor Category: Systems Engineer III

Minimum/General Experience: Five years of experience in information technology, management, or business

Functional Responsibility: Performs a variety of systems engineering activities. Supports highly complex problem solving through the application of technology, process, and policy. Assists in design, development, implementation, compliance, and analysis of technology products and system solutions. Evaluates customer needs, analyzes system requirements, and develops comprehensive solutions to problems and client needs. Creates technical reports, artifacts, and documentation for systems architecture and technology portfolios.

Minimum Education: Bachelor's degree in engineering, computer science, or an IT-related field is required. A Master's degree is preferred

Labor Category: Systems Engineer VII

Minimum/General Experience: Nine years of IT-related progressive experience within the engineering area directly related to the specified task is required.

Functional Responsibility: Works with top management to independently review program results. Assesses the performance of appropriate information systems to identify and correct problems that impact operational efficiency and work quality. Maintains active liaison with upper management personnel to ensure compliance with technical goals/objectives and the continuing responsiveness of applicable systems. Analyzes performance indicators such as system response time and number of programs being processed to ensure operational efficiency. Designs, codes, installs, and maintains appropriate systems software programs. Directs the implementation of vendor-supplied software packages. Performs special system regeneration, where applicable, to reflect changes in peripheral configuration. Ensures the maintenance of adequate system documentation. Recommends to management the purchase or lease of system and software packages and related hardware and provides technical assistance to less experienced systems software personnel in the resolution of complex system-related problems. Trains users and other personnel in applications programming and the use of systems and related hardware. Has primary accountability for the maintenance and operating efficiency of a major subsystem, such as the teleprocessing network, database management systems, etc.

Minimum Education: A Bachelor's degree in engineering, computer science, or an IT-related field is required. A Master's degree is preferred.

Labor Category: Systems Engineer X

Minimum/General Experience: Twelve years of experience in information technology, management, or business, or 5-7 years of highly specialized experience related to a specified task or specialized discipline

Functional Responsibility: Performs a variety of usually very complex systems engineering activities. Leads efforts of all sizes and complexities using specialized methods, techniques, experiences, or technologies leveraging unique knowledge, experience, and capabilities throughout systems life cycle phases. Interacts directly and independently with customers regarding advanced systems engineering technical considerations and associated problems, issues or conflicts. Advises stakeholders and project staff on complex aspects of systems engineering process areas. Experienced in a very wide variety of engineering and operational environments. Manages multiple projects involving the designing, coding, installing, and maintenance of appropriate systems and software programs. Directs the implementation of vendor-supplied solutions.

Minimum Education: Bachelor's degree in engineering, computer science, or an IT-related field is required. A Master's degree is preferred

Labor Category: Systems Engineer V

Minimum/General Experience: Seven years of progressive IT-related experience within the engineering area directly related to the specified task is required.

Functional Responsibility: Assesses the performance of appropriate systems to identify and correct problems that impact operational efficiency and work quality. Maintains active liaison with user personnel to ensure continuing responsiveness to applicable system user requirements. Analyzes performance indicators such as system response time and number of programs being processed to ensure operational efficiency. Designs, codes, installs, and maintains appropriate systems software programs. Identifies, evaluates, tailors, and directs implementation of vendor-supplied software packages.

Minimum Education: A Bachelor's degree in engineering, computer science, or an IT-related field is required. A Master's degree is preferred.

Labor Category: Systems Engineer VI

Minimum/General Experience: Eight years of progressive IT-related experience in data engineering and management is required. Extensive experience in data engineering with data warehousing and relational database concepts is required.

Functional Responsibility: Designs, develops, and manages the various core analytical data models for enterprise-wide solutions and its suite of analytical applications, based upon developing an understanding of key business requirements and proprietary analytical applications. Works with other members of technical teams to identify the appropriate system data flows and data management strategies; designs and architects proprietary data marts and data warehouses; and works with applications teams in validating data models, key metrics, and analytics.

Minimum Education: A Bachelor's degree in management, engineering, computer science, or an IT-related field is required. A Master's degree is preferred.

Labor Category: Technical Liaison

Minimum/General Experience: Eight years of progressive IT-related experience performing advanced studies in the planning, design, development, and modification of business and technology systems is required.

Functional Responsibility: Assumes responsibility for the successful completion of assigned project activities and ensure that they meet the customers' technical needs. Forecasts costs and risks of projects. Assists in the evaluation of staffing requirements. Ensures the understanding of global business requirements via interviews with business domain experts. Is competent in all phases of complex analysis of customer requirements and end results. Operates independently on all types of projects. Understands where technology can be inserted into the business to maximize benefits and minimize costs. Bridges the gap between the business and technology areas of the enterprise. Researches and understands alternative information analysis techniques. Performs in-depth analysis of multiple business processes. As needed, is able to translate findings in a concise and clear manner to both business and technical components.

Minimum Education: A Bachelor's degree in engineering, computer science, or an IT-related field is required.

Labor Category: Technical Writer/Editor I

Minimum/General Experience: One year of experience

Functional Responsibility: Writes, edits and helps rewrite on-line and hard-copy documents for proper grammar, syntax, spelling, punctuation, and adherence to applicable standards. Edits and checks documents for consistency, format, and presentation. Proofreads documentation and graphics for accuracy and adherence to original content. May provide quality-control checking on documents received from photocopying and word processing. Assembles master copies, including graphics, appendices, tables of contents, and title pages. Assists in document tracking and logging. Consults with technical staff to determine format, content, and organization of technical reports and proposals.

Minimum Education: An Associate degree in journalism, English, engineering, business, or a related discipline is required. A Bachelor's degree is preferred

Labor Category: Technical Writer/Editor III

Minimum/General Experience: Two years of experience as an IT-related documentation and/or publications specialist performing research, writing, and editing functions to prepare briefings, manuals, reports, etc. is required

Functional Responsibility: Edits and rewrites on-line and hard-copy documents for proper grammar, syntax, spelling, punctuation, and adherence to applicable standards. Edits and checks documents for consistency, format, and presentation. Proofreads documentation and graphics for accuracy and adherence to original content. Provides quality-control checking on documents received from photocopying and word processing. Assembles master copies, including graphics, appendices, tables of contents, and title pages. Assists in scheduling printing, copying, and graphics with vendors. Obtains "quotes" and determines best prices to achieve quality documents. Assists in determining level of effort required for incoming documents. Assists in document tracking and logging. Consults with technical staff to determine format, content, and organization of technical reports and proposals.

Minimum Education: An Associate degree in journalism, English, engineering, business, or a related discipline is required. A Bachelor's degree is preferred

Labor Category: Test Engineer I

Minimum/General Experience: One year of experience in testing

Functional Responsibility: Applies demonstrated knowledge of the processes and procedures related to full life-cycle systems testing. Helps develop, design, and execute systems and software tests, test cases and scenarios, and employs testing tools. Compiles results, works with project team to remediate issues, and produces test reports. Documents related testing results/issues.

Minimum Education: Associate degree in engineering or an IT-related discipline is required. A Bachelor's degree is preferred

Labor Category: Test Engineer V

Minimum/General Experience: Six years of progressive IT-related experience within the testing area directly related to the specified task area is required.

Functional Responsibility: Has demonstrated knowledge of the processes and procedures related to full life-cycle systems testing. Has substantial knowledge of and skills in systems and software test technology. Provides testing guidance to clients, project management, and engineering project teams on issues related to their specific areas of testing. Plans, estimates, defines, and documents testing requirements for complex systems, equipment, and software configurations. Documents related testing results/issues. Demonstrates superb technical and managerial skills. Possesses extensive knowledge of all aspects of the testing program or programs under his/her lead. Establishes testing objectives and requirements; develops test budgets; develops testing standards and schedules; and monitors testing resources. Performs assignments in the test arena when provided specific objectives and standards. Establishes and uses appropriate management information feedback systems to review, control, and report on assigned projects. Applies knowledge of and experience with test and evaluation (T&E) in the design, planning, execution, and analysis phases of test programs to assess the performance of systems, subsystems, and equipment. Uses comprehensive knowledge and necessary skills to determine the levels of effort, resources, and integration required to develop executable T&E programs and the technical/managerial ability to execute T&E plans.

Minimum Education: A Bachelor's degree in engineering, computer science, or an IT-related field is required

ASET PARTNERS SIN 541219 LABOR CATEGORY DESCRIPTIONS

Labor Category: Senior Accountant

Minimum/General Experience: Eight years of experience in accounting and finance.

Functional Responsibility: Senior-level accounting expert works within the accounting professional occupational specialty. Provides accounting support services with detailed knowledge of the U.S. Standard General Ledger (USSGL) for direct and reimbursable funding and understand the relationships between proprietary and budgetary USSGL accounts. Possesses experience using the Treasury Financial Manual (TFM) for year-end and post-closing of the ledgers. Prepares and ensures accuracy of daily, monthly, quarter end and year end journal vouchers.

Minimum Education: A Bachelor's degree in an area related to the labor category. Additional years of experience may serve as a substitute for education.

Labor Category: Mid-level Accountant

Minimum/General Experience: Five years of experience in accounting and finance.

Functional Responsibility: This more senior-level accounting expert works within the accounting professional occupational specialty. Provides accounting support services with detailed knowledge of the U.S. Standard General Ledger (USSGL) for direct and reimbursable funding and understand the relationships between proprietary and budgetary USSGL accounts. Possesses experience using the Treasury Financial Manual (TFM) for year-end and post-closing of the ledgers. Prepares and ensures accuracy of daily, monthly, quarter end and year end journal vouchers.

Minimum Education: A Bachelor's degree in accounting, management, or a finance-related field is required. Additional years of experience may serve as a substitute for education.

Labor Category: Junior Accountant

Minimum/General Experience: Two years of general accounting experience is required.

Functional Responsibility: Provides accounting support services with detailed knowledge of the U.S. Standard General Ledger (USSGL) for direct and reimbursable funding and understand the relationships between proprietary and budgetary USSGL accounts. Possesses experience using the Treasury Financial Manual (TFM) for year-end and post-closing of the ledgers. Prepares and ensures accuracy of daily, monthly, quarter end and year end journal vouchers.

Minimum Education: A Bachelor's degree in accounting, management, or a finance-related field is required. Additional years of experience may serve as a substitute for education.

Labor Category: Senior Audit Specialist

Minimum/General Experience: Eight years of experience in accounting and finance.

Functional Responsibility: Assists in providing requested documents and develops new analysis in support of the resolution of known deficiencies documented in corrective action plans or an independent audit leading to an unmodified audit opinion.

Minimum Education: A Bachelor's degree in an area related to the labor category. Additional years of experience may serve as a substitute for education.

Labor Category: Mid-level Audit Specialist

Minimum/General Experience: Five years of experience in accounting and finance.

Functional Responsibility: Assists in providing requested documents and develops new analysis in support of the resolution of known deficiencies documented in corrective action plans or an independent audit leading to an unmodified audit opinion.

Minimum Education: A Bachelor's degree in accounting, management, or a finance-related field is required. Additional years of experience may serve as a substitute for education.

Labor Category: Junior Audit Specialist

Minimum/General Experience: Two years of general accounting experience is required.

Functional Responsibility: Assists in providing requested documents and develops new analysis in support of the resolution of known deficiencies documented in corrective action plans or an independent audit leading to an unmodified audit opinion.

Minimum Education: A Bachelor's degree in accounting, management, or a finance-related field is required. Additional years of experience may serve as a substitute for education.

Labor Category: Senior Budget Operations Manager

Minimum/General Experience: Eight years of experience in accounting and finance.

Functional Responsibility: Applies general guidance to perform daily execution to manage budget requirements within the financial management systems through allocating, monitoring, and analyzing budgets to ensure compliance with regulatory guidance and Generally Accepted Accounting Procedures (GAAP). Advises and assists to ensure financial management systems interface properly, timely, and posting errors are researched and resolved.

Minimum Education: A Bachelor's degree in accounting, management, or a finance-related field is required. Additional years of experience may serve as a substitute for education.

Labor Category: Mid-level Budget Operations Manager

Minimum/General Experience: Five years of experience in accounting and finance.

Functional Responsibility: Applies general guidance to perform daily execution to manage budget requirements within the financial management systems through allocating, monitoring, and analyzing budgets to ensure compliance with regulatory guidance and Generally Accepted Accounting Procedures (GAAP). Advises and assists to ensure financial management systems interface properly, timely, and posting errors are researched and resolved.

Minimum Education: A Bachelor's degree in accounting, management, or a finance-related field is required. Additional years of experience may serve as a substitute for education.

Labor Category: Junior Budget Operations Manager

Minimum/General Experience: Two years of experience in accounting and finance.

Functional Responsibility: Applies general guidance to perform daily execution to manage budget requirements within the financial management systems through allocating, monitoring, and analyzing budgets to ensure compliance with regulatory guidance and Generally Accepted Accounting Procedures (GAAP). Advises and assists to ensure financial management systems interface properly, timely, and posting errors are researched and resolved.

Minimum Education: A Bachelor's degree in accounting, management, or a finance-related field is required. Additional years of experience may serve as a substitute for education.

Labor Category: Senior Budget Operations Specialist

Minimum/General Experience: Eight years of experience in accounting and finance.

Functional Responsibility: Responsible for reviewing, applying lines of accounting, creating the Purchase Order (PO) within the Agency financial systems. This includes daily monitoring, retrieving documents, reviewing for fiscal validity, and communicating with budget analysts for clarification and/or correction. Validates all feeder systems and subsidiary ledgers for the current month have been close before month end processing begins; open subsequent month subsidiary ledgers. Develops, enhances, and supports reconciliation procedures or tools used to ensure general ledger accounts are accurate and the form and content is accurate; conduct routine analysis of account balances to ensure account balance relationships are accurate, track progress on transaction backlogs, identify and resolve abnormal balances.

Minimum Education: A Bachelor's degree in accounting, management, or a finance-related field is required. Additional years of experience may serve as a substitute for education.

Labor Category: Mid-level Budget Operations Specialist

Minimum/General Experience: Five years of experience in accounting and finance.

Functional Responsibility: Responsible for reviewing, applying lines of accounting, creating the Purchase Order (PO) within the Agency financial systems. This includes daily monitoring, retrieving documents, reviewing for fiscal validity, and communicating with budget analysts for clarification and/or correction. Validates all feeder systems and subsidiary ledgers for the current month have been close before month end processing begins; open subsequent month subsidiary ledgers. Develops, enhances, and supports reconciliation procedures or tools used to ensure general ledger accounts are accurate and the form and content is accurate; conduct routine analysis of account balances to ensure account balance relationships are accurate, track progress on transaction backlogs, identify and resolve abnormal balances.

Minimum Education: A Bachelor's degree in accounting, management, or a finance-related field is required. Additional years of experience may serve as a substitute for education.

Labor Category: Junior Budget Operations Specialist

Minimum/General Experience: Two years of experience in accounting and finance.

Functional Responsibility: Responsible for reviewing, applying lines of accounting, creating the Purchase Order (PO) within the Agency financial systems. This includes daily monitoring, retrieving documents, reviewing for fiscal validity, and communicating with budget analysts for clarification and/or correction. Validates all feeder systems and subsidiary ledgers for the current month have been close before month end processing begins; open subsequent month subsidiary ledgers. Develops, enhances, and supports reconciliation procedures or tools used to ensure general ledger accounts are accurate and the form and content is accurate; conduct routine analysis of account balances to ensure account balance relationships are accurate, track progress on transaction backlogs, identify and resolve abnormal balances.

Minimum Education: A Bachelor's degree in accounting, management, or a finance-related field is required. Additional years of experience may serve as a substitute for education.

Labor Category: Senior Financial Assistant

Minimum/General Experience: Eight years of experience in accounting and finance.

Functional Responsibility: Updates and maintains the currency of financial documents or finance-related information. Assists in the preparation and facilitation of nontechnical finance-related administrative tasks. Assembles file information and enters data into a management information system. Reviews reports and researches errors or conflicting information in file documentation. Assembles and prepares reports or briefings by gathering and consolidating pertinent information. Requisitions office supplies and services. Schedules meetings which include reserving rooms, VTC, notifying participants, etc. Maintains office filing systems. Writes simple or repetitive, non-technical correspondence. Serves as office Data Transfer Officer.

Minimum Education: A Bachelor's degree in an area related to the labor category. Additional years of experience may serve as a substitute for education.

Labor Category: Mid-level Financial Assistant

Minimum/General Experience: Five years of experience in accounting and finance.

Functional Responsibility: Updates and maintains the currency of financial documents or finance-related information. Assists in the preparation and facilitation of nontechnical finance-related administrative tasks. Assembles file information and enters data into a management information system. Reviews reports and researches errors or conflicting information in file documentation. Assembles and prepares reports or briefings by gathering and consolidating pertinent information. Requisitions office supplies and services. Schedules meetings which include reserving rooms, VTC, notifying participants, etc. Maintains office filing systems. Writes simple or repetitive, non-technical correspondence. Serves as office Data Transfer Officer.

Minimum Education: A Bachelor's degree in an area related to the labor category. Additional years of experience may serve as a substitute for education.

Labor Category: Junior Financial Assistant

Minimum/General Experience: Two years of experience in accounting and finance.

Functional Responsibility: Updates and maintains the currency of financial documents or finance-related information. Assists in the preparation and facilitation of nontechnical finance-related administrative tasks. Assembles file information and enters data into a management information system. Reviews reports and researches errors or conflicting information in file documentation. Assembles and prepares reports or briefings by gathering and consolidating pertinent information. Requisitions office supplies and services. Schedules meetings which include reserving rooms, VTC, notifying participants, etc. Maintains office filing systems. Writes simple or repetitive, non-technical correspondence. Serves as office Data Transfer Officer.

Minimum Education: A Bachelor's degree in an area related to the labor category. Additional years of experience may serve as a substitute for education.

Labor Category: Senior Financial Support

Minimum/General Experience: Eight years of experience in accounting and finance.

Functional Responsibility: Devise and implement performance measures, conduct special cost studies, perform actuarial services, perform economic, regulatory, and data analyses, assists with financial quality assurance efforts, and performs benchmarking. Verify proper use of funds and monitor status of financial activity and obligation targets Reviews reports and researches errors or conflicting information in file documentation. Assembles and prepares reports or briefings by gathering and consolidating pertinent information.

Minimum Education: A Bachelor's degree in accounting, management, or a finance-related field is required. Additional years of experience may serve as a substitute for education.

Labor Category: Mid-level Financial Support

Minimum/General Experience: Five years of experience in accounting and finance.

Functional Responsibility: Devise and implement performance measures, conduct special cost studies, perform actuarial services, perform economic, regulatory, and data analyses, assists with financial quality assurance efforts, and performs benchmarking. Verify proper use of funds and monitor status of financial activity and obligation targets Reviews reports and researches errors or conflicting information in file documentation. Assembles and prepares reports or briefings by gathering and consolidating pertinent information.

Minimum Education: A Bachelor's degree in accounting, management, or a finance-related field is required. Additional years of experience may serve as a substitute for education.

Labor Category: Junior Financial Support

Minimum/General Experience: Two years of experience in accounting and finance.

Functional Responsibility: Devise and implement performance measures, conduct special cost studies, perform actuarial services, perform economic, regulatory, and data analyses, assists with financial quality assurance efforts, and performs benchmarking. Verify proper use of funds and monitor status of financial activity and obligation targets Reviews reports and researches errors or conflicting information in file documentation. Assembles and prepares reports or briefings by gathering and consolidating pertinent information.

Minimum Education: A Bachelor's degree in accounting, management, or a finance-related field is required. Additional years of experience may serve as a substitute for education.

Labor Category: Senior Reconciliation Technician

Minimum/General Experience: Eight years of experience in accounting and finance.

Functional Responsibility: Reconciles budgetary transaction to make informed decisions that utilize resources to improve mission effectiveness. Reviews documents and post commitments into the accounting system; tracks and monitors open purchase orders; researches budget errors; reviews commitments transactions for timeliness, accuracy and completeness; prepare, review and validate standard operating procedures, ensures fund availability at the detail level, notify customer of insufficient documentation; and assists with implementing new systems, tools and agile processes to include data analysis and evolving technology to improve business, intelligence and analytics requirements that support budget planning and execution. Reconciles monthly budgetary data to include unliquidated obligations (ULO) and unfulfilled customer orders (UFCO); identify trends and implement resolutions; obtain and prepare documentation; prepare, track and update internal/external reports by appropriation and customer; prepare or revise standard operating procedures.

Minimum Education: A Bachelor's degree in an area related to the labor category. Additional years of experience may serve as a substitute for education.

Labor Category: Mid-level Reconciliation Technician

Minimum/General Experience: Five years of experience in accounting and finance.

Functional Responsibility: Reconciles budgetary transaction to make informed decisions that utilize resources to improve mission effectiveness. Reviews documents and post commitments into the accounting system; tracks and monitors open purchase orders; researches budget errors; reviews commitments transactions for timeliness, accuracy and completeness; prepare, review and validate standard operating procedures, ensures fund availability at the detail level, notify customer of insufficient documentation; and assists with implementing new systems, tools and agile processes to include data analysis and evolving technology to improve business, intelligence and analytics requirements that support budget planning and execution. Reconciles monthly budgetary data to include unliquidated obligations (ULO) and unfulfilled customer orders (UFCO); identify trends and implement resolutions; obtain and prepare documentation; prepare, track and update internal/external reports by appropriation and customer; prepare or revise standard operating procedures.

Minimum Education: A Bachelor's degree in accounting, management, or a finance-related field is required. Additional years of experience may serve as a substitute for education.

Labor Category: Junior Reconciliation Technician

Minimum/General Experience: Two years of general accounting experience is required.

Functional Responsibility: Reconciles budgetary transaction to make informed decisions that utilize resources to improve mission effectiveness. Reviews documents and post commitments into the accounting system; tracks and monitors open purchase orders; researches budget errors; reviews commitments transactions for timeliness, accuracy and completeness; prepare, review and validate standard operating procedures, ensures fund availability at the detail level, notify customer of insufficient documentation; and assists with implementing new systems, tools and agile processes to include data analysis and evolving technology to improve business, intelligence and analytics requirements that support budget planning and execution. Reconciles monthly budgetary data to include unliquidated obligations (ULO) and unfulfilled customer orders (UFCO); identify trends and implement resolutions; obtain and prepare documentation; prepare, track and update internal/external reports by appropriation and customer; prepare or revise standard operating procedures.

Minimum Education: A Bachelor's degree in accounting, management, or a finance-related field is required. Additional years of experience may serve as a substitute for education.

Labor Category: Senior Customer Relationship Manager

Minimum/General Experience: Eight years of experience in accounting and finance.

Functional Responsibility: Assesses and manages current Government customer relationship and experience programs via customer surveys, policy review, interviews, focus groups and product reviews. Provides customer outreach and relationship management services that effectively facilitate communications between participating organizations and their customers. Supports, develops, and implements improvements to the CRM framework that will ensure customers are adequately supported throughout the service lifecycle within the context of the hybrid environments.

Minimum Education: A Bachelor's degree in an area related to the labor category. Additional years of experience may serve as a substitute for education.

Labor Category: Mid-level Customer Relationship Manager

Minimum/General Experience: Five years of experience in accounting and finance.

Functional Responsibility: Assesses and manages current Government customer relationship and experience programs via customer surveys, policy review, interviews, focus groups and product reviews. Provides customer outreach and relationship management services that effectively facilitate communications between participating organizations and their customers. Supports, develops, and implements improvements to the CRM framework that will ensure customers are adequately supported throughout the service lifecycle within the context of the hybrid environments.

Minimum Education: A Bachelor's degree in accounting, management, or a finance-related field is required. Additional years of experience may serve as a substitute for education.

Labor Category: Junior Customer Relationship Manager

Minimum/General Experience: Two years of general accounting experience is required.

Functional Responsibility: Assesses and manages current Government customer relationship and experience programs via customer surveys, policy review, interviews, focus groups and product reviews. Provides customer outreach and relationship management services that effectively facilitate communications between participating organizations and their customers. Supports, develops, and implements improvements to the CRM framework that will ensure customers are adequately supported throughout the service lifecycle within the context of the hybrid environments.

Minimum Education: A Bachelor's degree in accounting, management, or a finance-related field is required. Additional years of experience may serve as a substitute for education.

Labor Category: Senior Trainer

Minimum/General Experience: Eight years of experience in accounting and finance.

Functional Responsibility: With Government oversight, develops, maintains, and/or delivers training material to drive finance and/or acquisition goals, objectives, tradecraft, and standards. Provides lesson plans / presentations / curricula in support of educational goals and maintains materiel within the assigned educational system (i.e. AGILE, Training Development Capability (TDC), etc.). Prepares reports concerning quality control/assurance and administrative training records. Reviews emerging policy and doctrine publications, provides feedback, and assesses for incorporation into training products. Develops/maintains training records and tracking systems as required or designated by the Government.

Minimum Education: A Bachelor's degree in an area related to the labor category. Additional years of experience may serve as a substitute for education.

Labor Category: Mid-level Trainer

Minimum/General Experience: Five years of experience in accounting and finance.

Functional Responsibility: With Government oversight, develops, maintains, and/or delivers training material to drive finance and/or acquisition goals, objectives, tradecraft, and standards. Provides lesson plans / presentations / curricula in support of educational goals and maintains materiel within the assigned educational system (i.e. AGILE, Training Development Capability (TDC), etc.). Prepares reports concerning quality control/assurance and administrative training records. Reviews emerging policy and doctrine publications, provides feedback, and assesses for incorporation into training products. Develops/maintains training records and tracking systems as required or designated by the Government.

Minimum Education: A Bachelor's degree in accounting, management, or a finance-related field is required. Additional years of experience may serve as a substitute for education.

Labor Category: Junior Trainer

Minimum/General Experience: Two years of experience in accounting and finance.

Functional Responsibility: With Government oversight, develops, maintains, and/or delivers training material to drive finance and/or acquisition goals, objectives, tradecraft, and standards. Provides lesson plans / presentations / curricula in support of educational goals and maintains materiel within the assigned educational system (i.e. AGILE, Training Development Capability (TDC), etc.). Prepares reports concerning quality control/assurance and administrative training records. Reviews emerging policy and doctrine publications, provides feedback, and assesses for incorporation into training products. Develops/maintains training records and tracking systems as required or designated by the Government.

Minimum Education: A Bachelor's degree in accounting, management, or a finance-related field is required. Additional years of experience may serve as a substitute for education.

Labor Category: Senior Financial Planner/Programmer

Minimum/General Experience: Eight years of experience in accounting and finance.

Functional Responsibility: Tracking and managing financial spend plans and contract financial data. Tracks the status of acquisition actions through commitment, obligation, and expenditure of funding. Provides status reports, weekly or at intervals pertaining to recent funding execution as well as the current status of all requisitions in the contract management system. Tracks the status of Purchase Requisitions (PRs) from creation through final accounting for completion of tasks, receipt of deliverables, recording of all expenses, and de-obligation of any unused funds.

Minimum Education: A Bachelor's degree in accounting, management, or a finance-related field is required. Additional years of experience may serve as a substitute for education.

Labor Category: Mid-level Financial Planner/Programmer

Minimum/General Experience: Five years of experience in accounting and finance.

Functional Responsibility: Tracking and managing financial spend plans and contract financial data. Tracks the status of acquisition actions through commitment, obligation, and expenditure of funding. Provides status reports, weekly or at intervals pertaining to recent funding execution as well as the current status of all requisitions in the contract management system. Tracks the status of Purchase Requisitions (PRs) from creation through final accounting for completion of tasks, receipt of deliverables, recording of all expenses, and de-obligation of any unused funds.

Minimum Education: A Bachelor's degree in accounting, management, or a finance-related field is required. Additional years of experience may serve as a substitute for education.

Labor Category: Junior Financial Planner/Programmer

Minimum/General Experience: Two years of experience in accounting and finance.

Functional Responsibility: Tracking and managing financial spend plans and contract financial data. Tracks the status of acquisition actions through commitment, obligation, and expenditure of funding. Provides status reports, weekly or at intervals pertaining to recent funding execution as well as the current status of all requisitions in the contract management system. Tracks the status of Purchase Requisitions (PRs) from creation through final accounting for completion of tasks, receipt of deliverables, recording of all expenses, and de-obligation of any unused funds.

Minimum Education: A Bachelor's degree in accounting, management, or a finance-related field is required. Additional years of experience may serve as a substitute for education.

Labor Category: Senior Financial Specialist

Minimum/General Experience: Eight years of experience in accounting and finance.

Functional Responsibility: Assesses, analyzes, and improves financial planning, execution, reporting and analysis. Devise and implement performance measures, conduct special cost studies, perform actuarial services, perform economic, regulatory, and data analyses, assists with financial quality assurance efforts, and performs benchmarking.

Minimum Education: A Bachelor's degree in accounting, management, or a finance-related field is required. Additional years of experience may serve as a substitute for education.

Labor Category: Mid-level Financial Specialist

Minimum/General Experience: Five years of experience in accounting and finance.

Functional Responsibility: Assesses, analyzes, and improves financial planning, execution, reporting and analysis. Devise and implement performance measures, conduct special cost studies, perform actuarial services, perform economic, regulatory, and data analyses, assists with financial quality assurance efforts, and performs benchmarking.

Minimum Education: A Bachelor's degree in accounting, management, or a finance-related field is required. Additional years of experience may serve as a substitute for education.

Labor Category: Junior Financial Specialist

Minimum/General Experience: Two years of experience in accounting and finance.

Functional Responsibility: Assesses, analyzes, and improves financial planning, execution, reporting and analysis. Devise and implement performance measures, conduct special cost studies, perform actuarial services, perform economic, regulatory, and data analyses, assists with financial quality assurance efforts, and performs benchmarking.

Minimum Education: A Bachelor's degree in accounting, management, or a finance-related field is required. Additional years of experience may serve as a substitute for education.

Labor Category: Senior Financial Management Technician

Minimum/General Experience: Eight years of experience in accounting and finance.

Functional Responsibility: Reconciles budgetary transaction to make informed decisions that utilize resources to improve mission effectiveness. Reviews documents and post commitments into the accounting system; tracks and monitors open purchase orders; research budget errors; reviews commitments transactions for timeliness, accuracy and completeness. Prepare, review and validate standard operating procedures, ensures fund availability at the detail level, notify customer of insufficient documentation; and assists with implementing new systems, tools and agile processes to include data analysis and evolving technology to improve business intelligence.

Minimum Education: A Bachelor's degree in accounting, management, or a finance-related field is required. Additional years of experience may serve as a substitute for education.

Labor Category: Mid-level Financial Management Technician

Minimum/General Experience: Five years of experience in accounting and finance.

Functional Responsibility: Reconciles budgetary transaction to make informed decisions that utilize resources to improve mission effectiveness. Reviews documents and post commitments into the accounting system; tracks and monitors open purchase orders; research budget errors; reviews commitments transactions for timeliness, accuracy and completeness. Prepare, review and validate standard operating procedures, ensures fund availability at the detail level, notify customer of insufficient documentation; and assists with implementing new systems, tools and agile processes to include data analysis and evolving technology to improve business intelligence.

Minimum Education: A Bachelor's degree in accounting, management, or a finance-related field is required. Additional years of experience may serve as a substitute for education.

Labor Category: Junior Financial Management Technician

Minimum/General Experience: Two years of experience in accounting and finance.

Functional Responsibility: Reconciles budgetary transaction to make informed decisions that utilize resources to improve mission effectiveness. Reviews documents and post commitments into the accounting system; tracks and monitors open purchase orders; research budget errors; reviews commitments transactions for timeliness, accuracy and completeness. Prepare, review and validate standard operating procedures, ensures fund availability at the detail level, notify customer of insufficient documentation; and assists with implementing new systems, tools and agile processes to include data analysis and evolving technology to improve business intelligence.

Minimum Education: A Bachelor's degree in accounting, management, or a finance-related field is required. Additional years of experience may serve as a substitute for education.

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- 2. Maximum order:** \$500,000 (54151S – Information Technology Professional Services); \$1,000,000 (541219 – Budget and Financial Management Services); and \$250,000 (OLM)
- 3. Minimum order:** \$100.00
- 4. Geographic coverage (delivery area):** CONUS and OCONUS
- 5. Point(s) of production (city, county, and State or foreign country):** Same as company address/as required by task order
- 6. Discount from list prices or statement of net price:** Government net prices (discount for government users of this schedule already deducted)
- 7. Volume discounts:** 1% over \$2 million.
- 8. Prompt payment terms:** 1% net 20 days.
- 9. Foreign Items:** None
- 10. Delivery:**
- 10a. Time of delivery:** As specified in task order.
- 10b. Expedited Delivery:** Negotiated per task order. Items available for expedited delivery are noted in this price list.
- 10c. Overnight and 2-day delivery:** Not available
- 10d. Urgent Requirements:** Contact ASET PARTNERS to discuss obtaining faster delivery.
- 11. F.O.B. point(s):** Destination
- 12. Ordering:**
- 12a. Ordering address(es):** ASET PARTNERS CORPORATION
5523 Research Park Drive, Suite 240
Baltimore, Maryland 21228
- 12b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3. A sample BPA can be found at the GSA/FSS Schedule homepage www.fss.gsa.gov/schedules.
- 13. Payment address(es):** ASET PARTNERS CORPORATION
5523 Research Park Drive, Suite 240
Baltimore, Maryland 21228
- 14. Warranty provision:** N/A
- 15. Export packing charges, if applicable:** N/A
- 16. Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 17. Terms and conditions of installation (if applicable):** N/A
- 18. Other Terms and conditions**
- 18a. Terms and conditions of repair parts (if applicable):** N/A
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18a. Terms and conditions for any other service (if applicable): N/A

19. List of service and distribution points (if applicable): N/A

20. List of participating dealers (if applicable): N/A

21. Preventive maintenance (if applicable): N/A

22. Attributes:

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

22b. Section 508 Compliance: The section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services at www.Section508.gov/. Contact ASET PARTNERS for details on 508 compliance information with regard to products and services

23. Unique Entity Identifier: X7VDRNMZFWL6

24. Notification regarding registration in System for Award Management (SAM) database:
Registered