Forefront
Digital Technologies

GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service

Authorized Federal Supply Schedule FSS Price List

Online 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 web address for GSA *Advantage!*® is GSAAdvantage.gov.

Multiple Award Schedule

Forefront Digital Technologies, LLC is a joint venture between the following joint venture partners: Innovative Management Concepts, Inc. (Mentor) and MBL Technologies (Protégé).

The joint venture partner(s) are prohibited from submitting competing quotations for FSS program orders and BPAs using either their own FSS program contract(s) or any joint venture FSS program contract(s) for which they are a joint venture partner.

FSS program contract number or eOffer number	Joint venture offer or contract OR individual offer or contract	Name of offeror or contractor (indicate if joint venture offer or contract)	Name of each partner under the joint venture (indicate N/A if individual contract)	SINs offered or awarded
GS-35F-0475X	Individual contract	MBL Technologies, Inc.	N/A	54151S 54151HACS 54151HEAL 518210C
GS-35F-569GA	Individual contract	Innovative Management Concepts, Inc.	N/A	54151S 54151ECOM 54151HACS 54151HEAL

FSC Group: Information Technology

Contract number: **47QTCA24D001M**

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

Contract period: **11/13/2023-11/12/2028**

Forefront Digital Technologies, LLC
1100 North Glebe Road. Suite 1010
Arlington, VA 22201
Phone: 202-281-4759

forefrontdigitaltech.com

Contract Administrator:
Kristin Noneman
KNoneman@4frontdigitaltech.com
Phone: 614-203-1903

Business size: Small Business, Veteran Owned Small Business, Service Disabled
Veteran Owned Small Business

CUSTOMER INFORMATION

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

SIN	Description
54151S	Information Technology Professional Services
518210C	Cloud Computing and Cloud Related IT Professional Services
541990RISK	Risk Assessment and Mitigation Services
OLM	Order-Level Materials (OLMs)

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

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. *See Page 7*

2. Maximum order: **$1,000,000**

3. Minimum order: $100

4. Geographic coverage (delivery area): V-48 States, DC

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

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

7. Quantity discounts: NONE

8. Prompt payment terms. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions: NET 30

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

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

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

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

10d. Urgent Requirements. Contact Contractor

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

12a. Ordering address(es).
Forefront Digital Technologies, LLC
1100 North Glebe Road. Suite 1010
Arlington, VA 22201

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

13. Payment address(es).
Forefront Digital Technologies, LLC
1100 North Glebe Road. Suite 1010
Arlington, VA 22201

14. Warranty provision. Standard Commercial Warranty Terms & Conditions

15. Export packing charges, if applicable. Not Applicable

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

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

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

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

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

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

21. Preventive maintenance (if applicable). Not Applicable

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

22b. If applicable, indicate that Section 508 compliance information is available for the information and communications technology (ICT) products and services and show where full details can be found (e.g. contractor's website or other location) ICT accessibility standards can be found at: section508.gov - Not Applicable

23. Unique Entity Identifier (UEI) number: *TK9YVE5U8JN8*

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

LABOR CATEGORY RATES
(All rates below include IFF)

SIN	Labor Category	11/13/2023-11/12/2024	11/13/2024-11/12/2025	11/13/2025-11/12/2026	11/13/2026-11/12/2027	11/13/2027-11/12/2028
518210C	Cloud IT Application Developer Level I	$82.48	$86.19	$90.07	$94.12	$98.35
518210C	Cloud IT Application Developer Level II	$92.39	$96.55	$100.90	$105.44	$110.19
518210C	Cloud IT Application Developer Level III	$115.02	$120.20	$125.61	$131.26	$137.17
518210C	Cloud IT Application Developer Level IV	$122.74	$128.26	$134.04	$140.07	$146.38
518210C	Cloud IT Computer Systems Analyst Level II	$75.48	$78.87	$82.42	$86.13	$90.01
518210C	Cloud IT Computer Systems Analyst Level III	$98.15	$102.56	$107.17	$112.00	$117.04
518210C	Cloud IT Customer Service Analyst I	$42.28	$44.18	$46.17	$48.24	$50.41
518210C	Cloud IT Customer Service Manager	$64.76	$67.67	$70.71	$73.89	$77.22
518210C	Cloud IT Cyber Security Specialist Level I	$84.63	$88.44	$92.42	$96.58	$100.93
518210C	Cloud IT Cyber Security	$93.39	$97.59	$101.98	$106.57	$111.37

Forefront Digital Technologies

SIN	Labor Category	11/13/2023-11/12/2024	11/13/2024-11/12/2025	11/13/2025-11/12/2026	11/13/2026-11/12/2027	11/13/2027-11/12/2028
	Specialist Level II					
518210C	Cloud IT Cyber Security Specialist Level III	$115.43	$120.62	$126.06	$131.73	$137.65
518210C	Cloud IT Data Analyst III	$127.45	$133.18	$139.17	$145.44	$151.99
518210C	Cloud IT Data Management Specialist	$95.45	$99.74	$104.22	$108.91	$113.80
518210C	Cloud IT Data Security Specialist	$103.17	$107.82	$112.68	$117.74	$123.04
518210C	Cloud IT Database Administrator II	$80.30	$83.92	$87.70	$91.65	$95.77
518210C	Cloud IT Project Manager I	$131.50	$137.41	$143.60	$150.06	$156.81
518210C	Cloud IT Project Manager III	$156.05	$163.07	$170.41	$178.08	$186.09
518210C	Cloud IT Policy & Strategy Manager	$135.46	$141.55	$147.92	$154.58	$161.53
518210C	Cloud IT Project Analyst	$73.93	$77.26	$80.74	$84.37	$88.17
518210C	Cloud IT Security Compliance Assessor IV	$156.37	$163.41	$170.76	$178.45	$186.48
518210C	Cloud IT Subject Matter Expert Level I	$132.58	$138.55	$144.79	$151.30	$158.12
518210C	Cloud IT Systems Engineer - Level II	$101.93	$106.52	$111.31	$116.32	$121.56
518210C	Cloud IT Systems Engineer - Level III	$126.86	$132.57	$138.54	$144.78	$151.29

SIN	Labor Category	11/13/2023-11/12/2024	11/13/2024-11/12/2025	11/13/2025-11/12/2026	11/13/2026-11/12/2027	11/13/2027-11/12/2028
518210C	Cloud IT Technical Writer/Editor Level II	$75.68	$79.08	$82.64	$86.36	$90.25
518210C	Cloud IT Test Planner/Engineer	$80.09	$83.70	$87.47	$91.41	$95.52
518210C	Cloud IT Training Manager	$88.35	$92.33	$96.48	$100.83	$105.36
54151S	Application Developer Level I	$82.48	$86.19	$90.07	$94.12	$98.35
54151S	Application Developer Level II	$92.39	$96.55	$100.90	$105.44	$110.19
54151S	Application Developer Level III	$115.02	$120.20	$125.61	$131.26	$137.17
54151S	Application Developer Level IV	$122.74	$128.26	$134.04	$140.07	$146.38
54151S	Computer Systems Analyst Level II	$75.48	$78.87	$82.42	$86.13	$90.01
54151S	Computer Systems Analyst Level III	$98.15	$102.56	$107.17	$112.00	$117.04
54151S	Customer Service Analyst	$42.28	$44.18	$46.17	$48.24	$50.41
54151S	Customer Service Manager	$64.76	$67.67	$70.71	$73.89	$77.22
54151S	Cyber Security Specialist Level I	$84.63	$88.44	$92.42	$96.58	$100.93
54151S	Cyber Security Specialist Level II	$93.39	$97.59	$101.98	$106.57	$111.37
54151S	Cyber Security Specialist Level III	$115.43	$120.62	$126.06	$131.73	$137.65
54151S	Data Analyst III	$127.45	$133.18	$139.17	$145.44	$151.99

SIN	Labor Category	11/13/2023-11/12/2024	11/13/2024-11/12/2025	11/13/2025-11/12/2026	11/13/2026-11/12/2027	11/13/2027-11/12/2028
54151S	Data Management Specialist	$95.45	$99.74	$104.22	$108.91	$113.80
54151S	Data Security Specialist	$103.17	$107.82	$112.68	$117.74	$123.04
54151S	Database Administrator II	$80.30	$83.92	$87.70	$91.65	$95.77
54151S	IT Project Manager I	$131.50	$137.41	$143.60	$150.06	$156.81
54151S	IT Project Manager III	$156.05	$163.07	$170.41	$178.08	$186.09
54151S	IT Training Manager	$88.35	$92.33	$96.48	$100.83	$105.36
54151S	Policy & Strategy Manager	$135.46	$141.55	$147.92	$154.58	$161.53
54151S	Project Analyst	$73.93	$77.26	$80.74	$84.37	$88.17
54151S	Security Compliance Assessor IV	$156.37	$163.41	$170.76	$178.45	$186.48
54151S	Subject Matter Expert Level I	$132.58	$138.55	$144.79	$151.30	$158.12
54151S	Systems Engineer - Level II	$101.93	$106.52	$111.31	$116.32	$121.56
54151S	Systems Engineer - Level III	$126.86	$132.57	$138.54	$144.78	$151.29
54151S	Technical Writer/Editor Level II	$75.68	$79.08	$82.64	$86.36	$90.25
54151S	Test Planner/Engineer	$80.09	$83.70	$87.47	$91.41	$95.52
541990RISK	Business Analyst Level II	$102.13	$106.72	$111.53	$116.54	$121.79
541990RISK	Business Analyst Level IV	$118.32	$123.64	$129.20	$135.01	$141.09
541990RISK	Functional Analyst I	$98.67	$103.11	$107.76	$112.60	$117.67

SIN	Labor Category	11/13/2023-11/12/2024	11/13/2024-11/12/2025	11/13/2025-11/12/2026	11/13/2026-11/12/2027	11/13/2027-11/12/2028
541990RISK	Functional Analyst II	$113.10	$118.19	$123.51	$129.07	$134.87
541990RISK	Functional Analyst IV	$132.23	$138.19	$144.40	$150.90	$157.69
541990RISK	Program Analyst	$101.55	$106.13	$110.90	$115.89	$121.11
541990RISK	Program Manager	$162.93	$170.27	$177.92	$185.93	$194.30
541990RISK	Project Manager	$138.18	$144.39	$150.89	$157.68	$164.78
541990RISK	Resilience Planner II	$110.81	$115.80	$121.01	$126.45	$132.14
541990RISK	Resilience Planner III	$144.72	$151.22	$158.03	$165.14	$172.57
541990RISK	Risk Management Consultant I	$67.77	$70.82	$74.01	$77.34	$80.82
541990RISK	Risk Management Consultant III	$123.14	$128.69	$134.48	$140.53	$146.86
541990RISK	Risk Management Consultant IV	$142.83	$149.26	$155.98	$163.00	$170.34
541990RISK	Risk Management Consultant SME	$219.90	$229.79	$240.13	$250.93	$262.23
541990RISK	Sr. Privacy Compliance III	$139.98	$146.28	$152.86	$159.74	$166.92
541990RISK	Sr. Privacy Compliance SME	$180.81	$188.95	$197.45	$206.34	$215.63

SIN	Labor Category	Functional Responsibility	Minimum Education	Minimum Years of Experience
518210C	Cloud IT Application Developer Level I	Responsible for participating in the planning, design, and implementation of various cloud related technology products, or enhancements to computer programs. Applies knowledge of cloud software and programming to develop and test systems and produce the necessary outcome for clients in a cloud environment. Assists with drafting technical white papers to better understand the technology behind them. Aids in the analysis of information requirements and assists in the evaluation of problems with workflow, organization, and planning.	Associate Degree	3

518210C	Cloud IT Application Developer Level II	Responsible for participating in the planning, design, and implementation of various cloud-related technology products, or enhancements to computer programs. Translates detailed design into computer software in a cloud environment. Tests, debugs, and refines the software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency.	Bachelor's Degree	2

518210C	Cloud IT Application Developer Level III	Responsible for leading the planning, design, and implementation of various cloud-related technology products, or enhancements to computer programs. Translates detailed design into computer software. Tests, debugs, and refines the cloud software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Assists engineers and lower-level programmers to interpret software requirements and design specifications to code, and integrates and tests software components.	Bachelor's Degree	4

| 518210C | Cloud IT Application Developer Level IV | Responsible for leading the planning, design, and implementation of various cloud-related technology products, or enhancements to computer programs. Translates detailed design into computer software in a cloud environment. Tests, debugs, and refines the software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Assists engineers and lower-level programmers to interpret software requirements and design specifications to code and integrates and tests software components. Performs quality control and quality assurance procedures when required. Provides guidance and supervision to daily support staff. | Bachelor's Degree | 4 |

518210C	Cloud IT Computer Systems Analyst Level II	Responsible for analyzing cloud related information requirements. Evaluates analytical aspects, and systematically problems of workflow. Provides organization, planning and assisting analysts to develop appropriate corrective actions. Assists in developing plans for cloud information systems from project inception to closeout. Defines problems and develops system requirements and program specifications.	Associate Degree	1
518210C	Cloud IT Computer Systems Analyst Level III	Responsible for analyzing cloud-related information requirements. Evaluates analytical, and systematically problems of workflow. Provides organization and planning and leads analysts to develop appropriate corrective actions. Prepares development plans for cloud information systems from project inception to closeout. Defines problems and develops system requirements and program specifications. Provides guidance and supervision to daily support staff.	Bachelor's Degree	3

518210C	Cloud IT Customer Service Analyst I	Responds to end user request for assistance regarding cloud-based IT systems using existing manuals and scripted responses. Must be able to effectively interact with customers and be able to refer ongoing issues to the appropriate cloud engineering support team.	HS Diploma	2
518210C	Cloud IT Customer Service Manager	Demonstrates experience in planning, implementing, and managing customer service systems, specifically servicing a cloud environment. Is able to handle customer satisfaction issues. Has experience in reviewing data to identify trends and issues. Is able to effectively report trends to cloud-based program teams. Has strong communications skills.	HS Diploma	4

518210C	Cloud IT Cyber Security Specialist Level I	Responsible for providing monitoring, auditing, scanning, and other technical analysis and reporting as needed for compliance with security requirements for cloud related programs, systems, applications and environments. Responsible for physical cloud security assessments of servers, computer systems, and networks. Conducts regular security audits. Completes network mapping to identify live hosts and active Ports, Protocols and Services (PPS) and analyze the results of data to identify risk. Assists in conducting vulnerability and system compliance assessments for Cyber Vulnerability Assessments (CVA).	Bachelor's Degree	1

| 518210C | Cloud IT Cyber Security Specialist Level II | Provides support for implementation of enterprise and system security requirements for complex Cloud IT systems. Analyzes user, policy, and regulatory requirements and resource demands and coordinates with customer organization to establish and define programs, resources, and risks. Performs monitoring, auditing, scanning, and other technical analysis and reporting as needed for compliance with cloud security requirements. May be responsible for physical security assessments of cloud servers, computer systems, and networks. May conduct regular security audits. May complete network mapping to identify live hosts and active Ports, Protocols and Services (PPS) and analyze the results of data to identify risk. May conduct vulnerability and system compliance assessments for Cyber Vulnerability Assessments (CVA). | Bachelor's Degree | 2 |

| 518210C | Cloud IT Cyber Security Specialist Level III | Provides support for implementation of enterprise and system security requirements for complex Cloud IT systems. Analyzes user, policy, and regulatory requirements and resource demands and coordinates with customer organization to establish and define programs, resources, and risks. Performs monitoring, auditing, scanning, and other technical analysis and reporting as needed for compliance with security requirements. May be responsible for physical security assessments of cloud servers, computer systems, and networks. May conduct regular security audits. May complete network mapping to identify live hosts and active Ports, Protocols and Services (PPS) and analyze the results of data to identify risk. Leads vulnerability and system compliance assessments for Cyber Vulnerability Assessments (CVA). Provides guidance and supervision to daily support staff. | Bachelor's Degree | 4 |

518210C	Cloud IT Data Analyst III	Responsible for developing data models to implement for business needs related to Cloud IT programs and activities. Uses and supports database applications and analytical tools in a cloud environment. Performs research and documents and establishes standards and protocols for data analysis.	Bachelor's Degree	5
518210C	Cloud IT Data Management Specialist	Responsible for performing tasks which ensure strategic and coordinated cloud data systems management, accuracy, integrity of data and reporting of data to internal and external stakeholders. Ensuring timely and accurate reports, establishing, maintaining and updating databases and records for recurring internal reports. Recommends and implements new operating methods to improve data flow, collection, processing and distribution.	Bachelor's Degree	2

518210C	Cloud IT Data Security Specialist	Responsible for overseeing data security operations. Provides support to plan, coordinate and implement the organization's information security for cloud programs and activities. Provides support for facilitating and identifying current security issues on data networks. Maintains working knowledge of business security practices and procedures, current security tools, hardware/software and their implementation.	Bachelor's Degree	3

| 518210C | Cloud IT Database Administrator II | Responsible for administering an organization's database using database management systems to organize and store data in a cloud environment. Ascertains user requirements, creates computer databases, and tests and coordinates changes. Interacts with development and end user personnel to determine application data access requirements, transaction rates, volume analysis, and other pertinent data required to develop and maintain integrated cloud databases. | Associate Degree | 3 |

| 518210C | Cloud IT Project Manager I | Performs analysis, provides solution definition, and supports product releases with high quality. Quickly understands the business issues and data challenges of target markets and industries of the application. Utilizes technical and business expertise to evaluate project needs. By acquiring a deep understanding of the application domain and researching how functionality is to be used in customer environments, they have the ability to apply this functional knowledge and expertise to design value and add features that meet the needs of clients. With both a technical and business perspective, they are able to develop functional and system design specifications that meet the business requirements of the proposed cloud system. | Bachelor's Degree | 6 |

518210C	Cloud IT Project Manager III	Serves as a main Point-Of-Contact (POC) for status reporting and stability of project-oriented work efforts. Manages a multi-domain enterprise system implementation or similar size project for cloud programs and activities. Establishes and implements project management processes and methodologies for the Cloud IT community to ensure projects are delivered on time, within budget, and adheres to high quality standards and meets customer expectations. Responsible for assembling project plans and teamwork assignments; directing and monitoring work efforts on a daily basis; identifying resource needs; performing quality review; and escalating functional, quality, and timeline issues appropriately. Considered the main POC corresponding to key project milestones and adjusting project plans and/or resources to meet the needs of customers. They will possess leadership qualities and can recognizes and be able	Bachelor's Degree	7

		to encourage the behaviors that contribute to teamwork, tracks, and communicates team progress effectively.		
518210C	Cloud IT Policy & Strategy Manager	Develops and maintains cybersecurity and privacy plans, strategy, and policy to support and align with organizational cybersecurity and privacy initiatives and regulatory compliance for cloud-based IT systems. Reviews existing and proposed policies with stakeholders. Interprets and applies applicable laws, statutes, and regulatory documents and integrates into policy. Provides policy guidance to cyber management, staff, and users regarding cloud-based IT Systems. Seeks consensus on proposed policy changes from stakeholders.	Bachelor's Degree	6
518210C	Cloud IT Project Analyst	Responsible for providing technical analysis, tracking, and/or support to Cloud IT programs, projects or tasks and performs a variety of Cloud Information Technology related tasks. Performs day-to-day management of assigned tasks.	Associate Degree	1

518210C	Cloud IT Security Compliance Assessor IV	Responsible for conducting independent and comprehensive compliance assessments of the management, operational and technical security controls of a cloud application, system, program or task. Performs assessments for the privacy, security controls and vulnerability management. Evaluates projects and business risk and conducts compliance assessments that adhere to the defined security guidelines. Provides guidance and supervision to daily support staff.	Bachelor's Degree	7

518210C	Cloud IT Subject Matter Expert Level I	Provides Cloud related IT technical, managerial, and administrative direction for problem resolution including, but not limited to: Cloud analysis, requirements development, and implementation for complex cloud systems and/or solutions. Makes recommendations and advises on Cloud IT system improvements, complex architecture, automated capabilities, networking and communications, software and hardware solutions, and modeling and simulation.	Bachelor's Degree	6

518210C	Cloud IT Systems Engineer - Level II	Responsible for developing and applying advanced methods, theories and research techniques to define engineering requirements, guidance and direction for implementation and testing of Cloud information systems. Assists with the assessments of cloud architecture and current hardware limitations, defines and designs complex cloud system specifications, input/output processes and working parameters for hardware/software compatibility.	Bachelor's Degree	3

518210C	Cloud IT Systems Engineer - Level III	Responsible for developing and applying advanced methods, theories and research techniques to define engineering requirements, guidance and direction for implementation and testing of Cloud information systems. Conducts assessments of cloud architecture and current hardware limitations, defines and designs complex Cloud IT system specifications, input/output processes and working parameters for hardware/software compatibility. Plans, conducts and technically directs projects or major phases of significant Cloud related projects. Provides guidance and supervision to daily support staff.	Bachelor's Degree	5

518210C	Cloud IT Technical Writer/Editor Level II	Responsible for assisting in the collection/consolidation and organizing of information/artifacts required for preparation of user manuals, training materials, installation guides, proposals and reports and other deliverables for Cloud IT programs and activities. Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents.	Associate Degree	1
518210C	Cloud IT Test Planner/Engineer	Coordinates and manages Cloud IT system test events in accordance with approved test plans, procedures and scripts. Must have knowledge and skills to ensure that test environments are set up accurately. Must be able to create test reports. The test engineer must be able to test hardware, software, and networks.	Associate Degree	3

518210C	Cloud IT Training Manager	Works across departments and with many stakeholders to ensure that the training developed by the organization meets the needs of each function and is aligned with the goals of the business. Identifies and assesses future and current training needs, deploys a wide variety of training methods, conducts orientation sessions, monitors training program effectiveness, and tailors training programs as necessary.	Bachelor's Degree	1

54151S	Application Developer Level I	Responsible for participating in the planning, design, and implementation of various technology products, or enhancements to computer programs. Applies knowledge of software and programming to develop and test systems and produce the necessary outcome for clients. Assists with drafting technical white papers to better understand the technology behind them. Aids in the analysis of information requirements and assists in the evaluation of problems with workflow, organization, and planning.	Associate Degree	3

54151S	Application Developer Level II	Responsible for participating in the planning, design, and implementation of various technology products, or enhancements to computer programs. Translates detailed design into computer software. Tests, debugs, and refines the software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency.	Bachelor's Degree	2

54151S	Application Developer Level III	Responsible for leading the planning, design, and implementation of various technology products, or enhancements to computer programs. Translates detailed design into computer software. Tests, debugs, and refines the software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Assists engineers and lower-level programmers to interpret software requirements and design specifications to code and integrates and tests software components.	Bachelor's Degree	4

54151S	Application Developer Level IV	Responsible for leading the planning, design, and implementation of various technology products, or enhancements to computer programs. Translates detailed design into computer software. Tests, debugs, and refines the software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Assists engineers and lower-level programmers to interpret software requirements and design specifications to code and integrates and tests software components. Performs quality control and quality assurance procedures when required. Provides guidance and supervision to daily support staff.	Bachelor's Degree	4

54151S	Computer Systems Analyst Level II	Responsible for analyzing information requirements. Evaluates analytical and systematic problems of workflow. Provides organization, planning and assisting analysts to develop appropriate corrective actions. Assists in developing plans for information systems from project inception to closeout. Defines problems and develops system requirements and program specifications.	Associate Degree	1
54151S	Computer Systems Analyst Level III	Responsible for analyzing information requirements. Evaluates analytical and systematic problems of workflow. Provides organization, planning and leads analysts to develop appropriate corrective actions. Prepares developing plans for information systems from project inception to closeout. Defines problems and develops system requirements and program specifications. Provides guidance and supervision to daily support staff.	Bachelor's Degree	3

54151S	Customer Service Analyst	Responds to end user request for assistance regarding IT systems using existing manuals and scripted responses. Must be able to effectively interact with customers and be able to refer ongoing issues to the appropriate cloud engineering support team.	High School Diploma	2
54151S	Customer Service Manager	Demonstrates experience in planning, implementing, and managing customer service systems. Can handle customer satisfaction issues. Has experience in reviewing data to identify trends and issues. Can effectively report trends to program teams. Has excellent communication skills.	High School Diploma	4

54151S	Cyber Security Specialist Level I	Responsible for providing monitoring, auditing, scanning, and other technical analysis and reporting as needed for compliance with security requirements. Responsible for physical security assessments of servers, computer systems, and networks. Conducts regular security audits. Completes network mapping to identify live hosts and active Ports, Protocols and Services (PPS) and analyze the results of data to identify risk. Assists in conducting vulnerability and system compliance assessments for Cyber Vulnerability Assessments (CVA).	Bachelor's Degree	1

| 54151S | Cyber Security Specialist Level II | Provides support for implementation of enterprise and system security requirements for complex IT systems. Analyzes user, policy, and regulatory requirements and resource demands and coordinates with customer organization to establish and define programs, resources, and risks. Performs monitoring, auditing, scanning, and other technical analysis and reporting as needed for compliance with security requirements. May be responsible for physical security assessments of servers, computer systems, and networks. May conduct regular security audits. May complete network mapping to identify live hosts and active Ports, Protocols and Services (PPS) and analyze the results of data to identify risk. May conduct vulnerability and system compliance assessments for Cyber Vulnerability Assessments (CVA). | Bachelor's Degree | 2 |

| 54151S | Cyber Security Specialist Level III | Provides support for implementation of enterprise and system security requirements for complex IT systems. Analyzes user, policy, and regulatory requirements and resource demands and coordinates with customer organization to establish and define programs, resources, and risks. Performs monitoring, auditing, scanning, and other technical analysis and reporting as needed for compliance with security requirements. May be responsible for physical security assessments of servers, computer systems, and networks. May conduct regular security audits. May complete network mapping to identify live hosts and active Ports, Protocols and Services (PPS) and analyze the results of data to identify risk. Leads vulnerability and system compliance assessments for Cyber Vulnerability Assessments (CVA). Provides guidance and supervision to daily support staff. | Bachelor's Degree | 4 |

54151S	Data Analyst III	Responsible for developing data models to implement for business needs. Uses and supports database applications and analytical tools. Performs research and documents and establishes standards and protocols for data analysis.	Bachelor's Degree	5
54151S	Data Management Specialist	Responsible for performing tasks which ensure strategic and coordinated data systems management, accuracy, integrity of data and reporting of data to internal and external stakeholders. Ensuring timely and accurate reports, establishing, maintaining and updating databases and records for recurring internal reports. Recommends and implements new operating methods to improve data flow, collection, processing and distribution.	Bachelor's Degree	2

54151S	Data Security Specialist	Responsible for supporting data security operations. Provides support to plan, coordinate and implement the organization's information security. Provides support for facilitating and identifying current security issues on data networks. Maintains working knowledge of business security practices and procedures, current security tools, hardware/software and their implementation.	Bachelor's Degree	3
54151S	Database Administrator II	Responsible for administering an organization's database using database management systems to organize and store data. Ascertains user requirements, creates computer databases, and tests and coordinates changes. Interacts with development and end user personnel to determine application data access requirements, transaction rates, volume analysis, and other pertinent data required to develop and maintain integrated databases.	Associate Degree	3

| 54151S | IT Project Manager I | Performs analysis, provides solution definition, and supports product releases with high quality. Quickly understands the business issues and data challenges of target markets and industries of the application. Utilizes technical and business expertise to evaluate project needs. By acquiring a deep understanding of the application domain and researching how functionality is to be used in customer environments, they have the ability to apply this functional knowledge and expertise to design value and add features that meet the needs of our clients. With both a technical and business perspective, they are able to develop functional and system design specifications that meet the business requirements of the proposed system. | Bachelor's Degree | 6 |

54151S	IT Project Manager III	Serves as a main Point-Of-Contact (POC) for status reporting and stability of project-oriented work efforts. Demonstrates the ability to manage a multidomain enterprise system implementation or similar size project. Establishes and implements project management processes and methodologies for the IT community to ensure projects are delivered on time, within budget, and adheres to high quality standards and meet customer expectations. Responsible for assembling project plans and teamwork assignments; directing and monitoring work efforts on a daily basis; identifying resource needs; performing quality review; and escalating functional, quality, and timeline issues appropriately. Considered the main POC corresponding to key project milestones and adjusting project plans and/or resources to meet the needs of customers. They will possess leadership qualities and can recognize and able to	Bachelor's Degree	7

		encourage the behaviors that contribute to teamwork, tracks, and communicates team progress effectively.		
54151S	IT Training Manager	Works across departments and with many stakeholders to ensure that the training developed by the organization meets the needs of each function and is aligned with the goals of the business. Identifies and assesses future and current training needs, deploys a wide variety of training methods, conducts orientation sessions, monitors training program's effectiveness, and tailors training programs as necessary.	Bachelor's Degree	1

54151S	Policy & Strategy Manager	Develops and maintains cybersecurity and privacy plans, strategy, and policy to support and align with organizational cybersecurity and privacy initiatives and regulatory compliance. Reviews existing and proposed policies with stakeholders. Interprets and applies applicable laws, statutes, and regulatory documents and integrates into policy. Provides policy guidance to cyber management, staff, and users. Seeks consensus on proposed policy changes from stakeholders.	Bachelor's Degree	6
54151S	Project Analyst	Responsible for providing technical analysis or support to programs, projects or tasks and performs a variety of Information Technology-related tasks. Performs day-to-day management of assigned tasks.	Associate Degree	1

54151S	Security Compliance Assessor IV	Responsible for conducting independent and comprehensive compliance assessments of the management, operational and technical security controls. Performs assessments for the privacy, security controls and vulnerability management. Evaluates projects and business risk and conducts compliance assessments that adhere to industry standards and organizational guidance. Provides daily guidance and supervision to support staff.	Bachelor's Degree	7
54151S	Subject Matter Expert Level I	Provides IT technical, managerial, and administrative direction for problem resolution including, but not limited to: IT analysis, requirements development, and implementation for complex systems and/or solutions. Makes recommendations and advises on IT system improvements, complex architecture, automated capabilities, networking and communications, software and hardware solutions, and modeling and simulation.	Bachelor's Degree	6

54151S	Systems Engineer - Level II	Responsible for applying advanced methods, theories and research techniques to define engineering requirements, guidance and direction for implementation and testing of information systems. Assists with the assessments of architecture and current hardware limitations, defines and designs complex system specifications, input/output processes and working parameters for hardware/software compatibility.	Bachelor's Degree	3

| 54151S | Systems Engineer - Level III | Responsible for developing and applying advanced methods, theories and research techniques to define engineering requirements, guidance and direction for implementation and testing of information systems. Conducts assessments of architecture and current hardware limitations, defines and designs complex system specifications, input/output processes and working parameters for hardware/software compatibility. Plans, conducts and technically directs projects or major phases of significant projects. Provides guidance and supervision to daily support staff. | Bachelor's Degree | 5 |

54151S	Technical Writer/Editor Level II	Responsible for assisting in the collection/consolidation and organizing of information required for preparation of user manuals, training materials, installation guides, proposals and reports. Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents.	Associate Degree	1
54151S	Test Planner/Engineer	A Test Planner/Engineer must have experience in the coordination and management of IT system test events in accordance with approved test plans, procedures and scripts. Must have knowledge and skills to ensure that test environments are set up accurately. Must be able to create test reports. The test engineer must be able to test hardware, software, and networks.	Associate Degree	3

541990RISK	Business Analyst Level II	Responsible for gathering data and presenting data analysis using a variety of techniques, ranging from simple data aggregation via statistical analysis to complex data mining. Implements and maintains business solutions. Works with data to identify analytical requirements.	Bachelor's Degree	3
541990RISK	Business Analyst Level IV	Responsible for interpreting results using a variety of techniques, ranging from simple data aggregation via statistical analysis to complex data mining independently. Designs, develops, implements and maintains business solutions. Works with customer to identify analytical requirements. Assesses products and procedures for compliance with government standards & accounting principles. Provides leadership and direction to support staff.	Bachelor's Degree	4

541990RISK	Functional Analyst I	Responsible for ensuring that technical and/or business/financial solutions and schedules are implemented in a timely manner by executing project plans and monitoring performance. Provides updates on project progress to management. Resolves project staffing and planning issues. Works with agency/department resources on implementation issues.	Bachelor's Degree	3
541990RISK	Functional Analyst II	Responsible for ensuring that technical and/or business/financial solutions and schedules are implemented in a timely manner by executing project plans and monitoring performance. Provides updates on project progress to management. Resolves project staffing and planning issues. Works with agency/department resources on implementation issues. Manages staff assigned to project.	Bachelor's Degree	3

541990RISK	Functional Analyst IV	Responsible for ensuring that technical and/or financial solutions and schedules are implemented in a timely manner by executing project plans and monitoring performance. Provides updates on project progress to management. Resolves project staffing and planning issues. Works with agency/department resources on implementation issues. Manages staff assigned to project. Conducts preliminary quality assurance over project deliverables and activities. Delivers presentations and leads client meetings. Performs quality assurance and quality control tasks, when required.	Bachelor's Degree	6
541990RISK	Program Analyst	Responsible for providing technical analysis, tracking and/or support to programs, projects or tasks and performs a variety of Risk Assessment and Mitigation Services related tasks. Performs day-to-day management of assigned tasks.	Bachelor's Degree	3

541990RISK	Program Manager	Responsible for providing interface with client management personnel regarding strategic technical, and accounting and financial management issues, Risk and Mitigation programs and activities. Responsible for planning, organizing, executing and the overall management of multiple RISK related programs.	Bachelor's Degree	8
541990RISK	Project Manager	Manages risk projects that involve teams of information system or information technology professionals who are responsible for analysis, design, integration, testing, documenting, converting, extending, and implementing automated information and/or telecommunication systems. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities	Bachelor's Degree	6

| 541990RISK | Resilience Planner II | Directly supports the development and maintenance of continuity plans, continuity policies, and related projects through project management, coordination support, and technical writing. Provides technical writing and coordination support for continuity plans. Works with organizational Points of Contact to develop and maintain Business Continuity Plans. Facilitates regular continuity planning and information-sharing forums, to include scheduling meetings, developing meeting materials, and documenting and tracking action items. Supports the development and implementation of a Business Process Analysis/Business Impact Analysis. Assists with developing and updating BC/DR contact cards and rosters. Ensures the quality of all products by ensuring deliverables are error free and represent the professional, executive-level nature of this work. Provides Information System | Bachelor's Degree | 3 |

		Contingency, Disaster Recovery, Continuity of operations (COOP) and/or business continuity subject matter expertise, focused on continuity plan development and maintenance, risk management, and developing and conducting a Business Process Analysis/Business Impact Analysis.		

541990RISK	Resilience Planner III	Leads the development and maintenance of all or major portions of continuity plans, continuity policies, and related projects through project management, coordination support, and technical writing. Provides technical writing and coordination support for continuity plans. Works with organizational Points of Contact to develop and maintain Business Continuity Plans. Facilitates regular continuity planning and information-sharing forums, to include scheduling meetings, developing meeting materials, and documenting and tracking action items. Leads the development and implementation of a Business Process Analysis/Business Impact Analysis. Develops and updates BC/DR contact cards and rosters. Oversees quality assurance/quality control of key work products by ensuring deliverables are error free and represent the professional, executive-level nature of this work. Provides Information System	Bachelor's Degree	7

		Contingency, Disaster Recovery, Continuity of operations (COOP) and/or business continuity subject matter expertise, focused on continuity plan development and maintenance, risk management, and developing and conducting a Business Process Analysis/Business Impact Analysis.		
541990RISK	Risk Management Consultant I	Responsible for acting as a resource in use of risk management data to identify discrete area and overall program/project risk in terms of cost, schedule, and performance. Coordinates with program team members to gather and validate data. Identify risk areas and create narrative, graphic, and oral status reports.	High School Diploma	4

| 541990RISK | Risk Management Consultant III | Responsible for performing the reviews of program risk data, create overall view of program risk based on individual discrete risk elements; coordinate with program team to identify new creative and strategic approaches for managing risks. Must have experience in briefing senior staff on risk status using routine, ad hoc, written and oral reports. Must have experience in risk treatment by selecting and implementing measures to control and mitigate risks including activities to avoid risks, transfer risks and finance risks; and be able to monitor and review processes to ensure risk and compliance arrangements are in place. They must also have experience in conducting audits of policy and compliance to standards, including liaison with internal and external auditors. | Bachelor's Degree | 4 |

| 541990RISK | Risk Management Consultant IV | Responsible for performing the reviews of program risk data, create overall view of program risk based on individual discrete risk elements; coordinate with program team to identify new creative and strategic approaches for managing risks. Must have experience in briefing senior staff on risk status using routine, ad hoc, written and oral reports. Must have experience in risk treatment by selecting and implementing measures to control and mitigate risks including activities to avoid risks, transfer risks and finance risks; and be able to monitor and review processes to ensure risk and compliance arrangements are in place. They must also have experience in conducting audits of policy and compliance to standards, including liaison with internal and external auditors. Provides guidance and supervision to daily support staff. | Bachelor's Degree | 7 |

541990RISK	Risk Management Consultant SME	Responsible for performing the reviews of programs of high complexity for risk data, create overall view of program risk based on individual discrete risk elements; coordinate with program team to identify new creative and strategic approaches for managing risks. Must have experience in briefing senior staff on risk status using routine, ad hoc, written and oral reports. Must have experience in risk treatment by selecting and implementing measures to control and mitigate risks including activities to avoid risks, transfer risks and finance risks; and be able to monitor and review processes to ensure risk and compliance arrangements are in place. They must also have experience in conducting audits of policy and compliance to standards, including liaison with internal and external auditors. Provides guidance and supervision to daily support staff.	Bachelor's Degree	12

541990RISK	Sr. Privacy Compliance III	Assists in developing and overseeing privacy compliance program tasks, supporting privacy compliance, governance/policy, and incident response needs of privacy and security teams. Conducts privacy impact assessments of proposed rules on the privacy of personal information, including the type of personal information collected and the number of people affected. Conducts Privacy Impact Assessments (PIAs) of an application's security design for the appropriate security and privacy controls, which protect the confidentiality and integrity of Personally Identifiable Information (PII).	Bachelor's Degree	7

541990RISK	Sr. Privacy Compliance SME	Assists in developing and overseeing privacy compliance program tasks, supporting privacy compliance, governance/policy, and incident response needs of privacy and security teams. Conducts privacy impact assessments of proposed rules on the privacy of personal information, including the type of personal information collected and the number of people affected. Conducts Privacy Impact Assessments (PIAs) of an application's security design for the appropriate security and privacy controls, which protect the confidentiality and integrity of Personally Identifiable Information (PII).	Bachelor's Degree	10

SUBTITUTION METHODOLOGY

Forefront Digital Technologies, LLC. understands that very talented and experienced individuals, such as but not limited to former military veterans, want to support Government activities, but may not have extensive formal education. As a result, the education/experience equivalency table below will apply to all labor categories.

Degree Type	Experience Equivalency
Associate Degree	2 years of relevant experience
Bachelor's Degree	4 years of relevant experience
Two-Year Advanced Degree	6 years of relevant experience
Four-Year Advanced Degree (except MD / PhD)	8 years of relevant experience

Service Contract Labor Standards: The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and / or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.