SECTION J – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

ATTACHMENT J-8.C.3.11 Minimum Labor Qualifications for Labor Hour CLINs

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For performance of PWS Section C.3.11, the Contractor shall provide the following minimum labor qualifications:

EEOICPA SUPPORT	
Labor Category	**Minimum Qualification(s)**
A301/B301 EEOICPA Records Technician	A minimum of 1 year of records management experience, plus a working knowledge of DOE requirements for EEOICPA verifications, claims processing, and EEOICPA-related records work. Database systems experience related to records management also required.
A302/B302 EEOICPA Derivative Classifier	The Derivative Classifier must have demonstrated competence in the subject area in which the authority will be used and be knowledgeable in DOE classification policies and procedures (especially with all classification guides in the subject area in which the authority will be used). The Derivative Classifier must successfully complete a training program and passed an examination, and be so designated in writing by the appropriate authority.

For performance of PWS Section C.3.12, the Contractor shall provide the following minimum labor qualifications:

1. Whether or not specifically stated, all job categories shall exhibit the following qualities:
    - Proficiency in MS Office (Word, Excel, PowerPoint and Outlook).
    - Effective oral and written communication skills.
    - Ability to work independently or in a team environment.
    - Exhibit a high degree of professionalism in the production of deliverables and in interactions with fellow employees and client personnel.
2. Selected Labor Categories are consolidations and serve multiple specialties.
3. The Minimum Qualifications are not intended to be exhaustive or all inclusive. They are intended to allow placement of appropriately skilled personnel.
4. Additional duties may also be included per Labor Categories that are not specifically listed, (i.e., Other duties as assigned).
5. The DOE is not endorsing that one or more individuals are required for each labor category.

NOTE: *If accepted, the labor category and minimum position qualifications proposed will be incorporated into (and/or replace) the below listing.*

INFORMATION TECHNOLOGY (IT)	
Labor Category	**Minimum Qualification(s)**
A303/B303 **Information Technology Manager**	**Must have at a minimum**: • Bachelor's degree in computer science or information technology and 10 years' experience or 15 years' experience in Information Technology Operations or Management • Ability to manage and lead staff in all IT functions including daily operational needs, project planning, technology updates and management briefings • Knowledge of Microsoft, VMware, Storage, NIST, FISMA and Cisco technologies • Experience in managing and overseeing IT projects, operations and cyber security activities **Preferred Qualifications:** • Information Systems Audit and Control Association (ISACA) Certification (any) • Information Technology Infrastructure Library (ITIL) Certification (any) • PMP Certification

A304/B304 **Database Administrator**	**Must have at a minimum:** • Bachelor's degree in computer science or Information Technology (IT) from an accredited college or university and five years' experience or ten years' IT experience • Experience in supporting servers and database systems on those servers • Expert level experience in the areas of design, deployment and maintenance of Microsoft SQL **Preferred Qualifications:** • Application support • Livelink Database Administration • Application Development
A305/B305 **Application Developer**	**Must have at a minimum:** • Bachelor's degree in computer science or IT from an accredited college or university and five years' experience or ten years' IT experience • Experience with developing specific computer code and design and development of intranet sites • Specific experience with .NET and Microsoft SharePoint **Preferred Qualifications:** • Experience with livelink • Content management systems support • Records management systems support
A306/B306 **Senior System Administrator**	**Must have at a minimum:** • Bachelor's degree in computer science or IT from an accredited college or university and five years' experience or ten years' experience in network and server administration • Experience with designing, deploying and maintaining VMware Datacenter, Horizon View and network storage • Expert level experience in designing, deploying and maintaining Microsoft Active Directory and infrastructure systems including Exchange, File Servers, MDM management, SharePoint and PKI • Detailed knowledge of networking, Linux and Cisco equipment **Preferred Qualifications:** • VMware Certifications • Microsoft Certifications • Cisco Certifications

A307/B307 **System Administrator**	**Must have at a minimum:** • Bachelor's degree in computer science or IT from an accredited college or university and five years' experience or ten years' experience with network and server administration • Experience providing maintenance and operation of the computer system and network through installation of new hardware and software on servers and network wide • Knowledge of troubleshooting of systems • Experience in administration of shared resources • Experience supporting MDM device management systems • Experience providing Horizon view support • Experience in Exchange management and Backup management • Experience software compatibility testing • Knowledge of networking, Microsoft platforms, Linux and Cisco equipment **Preferred Qualifications:** • VMware Certifications • Microsoft Certifications
A308/B308 **End User Support Specialist**	**Must have at a minimum:** • Bachelor's degree in computer science or IT from an accredited college or university and five years' experience or ten years' experience with supporting end users via helpdesk calls and deskside visits • Experience in providing maintenance and operation of computers and user support through installation of new hardware and software on user's desktops • Knowledge of troubleshooting of computers • Experience in administration of shared resources including account creation, MDM device management, remote user support and other user support tasks • Experience in hardware inventory tracking • Basic knowledge of networking, Microsoft Server Support and Cisco Interfaces **Preferred Qualifications:** • A+ Certification • Microsoft certifications

A309/B309 **Electronic Mechanic**	**Must have at a minimum:** • Knowledge of network configuration • Knowledge of computer hardware and connections for peripheral equipment
A310/B310 **IT Project Manager**	**Must have at a minimum:** • Bachelor's degree in computer science or IT from an accredited college or university and five years' experience or ten years' experience IT Project Management and general IT Administration • Ability to lead the staff in IT projects through the use of Microsoft Project for milestone tracking and project status • Experience in presenting IT projects to management • Experience in supporting IT projects including deployment and testing of applications and systems • Must have strong organizational and communication skills **Preferred Qualifications:** • PMP Certification • ITIL Certification (any) • Microsoft Certifications

A311/B311 **Senior Network Administrator**	**Must have at a minimum:** • Bachelor's degree in computer science or IT from an accredited college or university and five years' experience or ten years' experience in operating and maintaining Enterprise networks • Experience in designing and maintaining company- wide multi-site computer networks • Experience troubleshooting, maintaining and updating hardware/software on Microsoft, Linux and Cisco platforms • Knowledge in Cisco Nexus OS, Cisco IOS and Cisco routing protocols • Experience in deploying and maintaining VoIP systems • Ability to design and support cisco wireless, ISE, Prime and backhaul wireless links **Preferred Qualifications:** • Cisco Certifications • Network+ certification
A312/B312 **Senior Quality Assurance (QA)/Quality Control Specialist:**	**Must have at a minimum:** • Bachelor's Degree in Engineering or Science (or related field) from an accredited school and 10 years of QA experience on DOE projects. Requires expert knowledge of 10 CFR 830, Subpart A, developing and conducting assessments, and oversight of DOE contractor's QA programs • Requires ability to manage programmatic oversight requirements between sites in supporting field oversight personnel

CYBER	
Labor Category	**Minimum Qualification(s)**
A313/B313 **Cyber Security Manager**	**Must have at a minimum:** • Bachelor's degree in an IT related subject matter area from an accredited college or university and seven years of experience in an IT related position with at least five years being in an operational cyber security specific role (e.g., information system security manager, information system security officer, cyber security specialist) or have ten years of experience in an IT related position with at least seven of those years in an operational cyber security specific role • Possess a Certified Information System Security Professional (CISSP), Certified Information Security Manager (CISM), or similar professional certification • Detailed knowledge of National Institute of Standards and Technology (NIST) and Committee on National Security Systems (CNSS) cyber security requirements and guidance, cyber security related risk management techniques • Experience managing in a small team environment • Excellent verbal and written communication skills • Extensive experience working with external audit teams **Preferred qualifications:** Knowledge of national security systems and industrial control systems
A314/B314 **Senior Cyber Security Specialist**	**Must have at a minimum:** • Bachelor's degree in an IT related subject matter area from an accredited college or university and seven years of experience in an IT related position with at least five years being in an operational cyber security specific role (e.g., information system security manager, information system security officer, cyber security specialist) or have ten years of experience in an IT related position with at least seven of those years in an operational cyber security specific role • Possess a Certified Information System Security Professional (CISSP), Certified Information Security Manager (CISM), or similar professional certification • Detailed knowledge of National Institute of Standards and Technology (NIST) and Committee on National Security Systems (CNSS) cyber security requirements and guidance, cyber security related risk management techniques • Excellent verbal and written communication skills

A315/B315 **Cyber Security Specialist**	**Must have at a minimum:** • Bachelor's degree in an IT related subject matter area from an accredited college or university and have three years of experience in an operational cyber security specific role (e.g., information system security manager, information system security officer, cyber security specialist) or have five years of experience in an operational cyber security specific role and possess a technical IT related professional certification • Experience working with external audit teams **Preferred qualifications:** Knowledge of national security systems and industrial control systems