

# **GENERAL SERVICES ADMINISTRATION**

## **Federal Acquisition Service** *Authorized Federal Supply Schedule Price List*

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

### **Schedule for – Professional Services**

**Federal Supply Group:** PSS      **Class:** 871, 874

**Contract Number:** GS00F148CA

**For more information on ordering from Federal Supply Schedules**  
**click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>**

**Contract Period:** 27 May 2015 – 26 May 2020

**Contractor:** Systems Technology Forum, LTD  
150 Riverside Parkway, Suite 309  
Fredericksburg, VA 22406 1094

**Business Size:** Small, Veteran Owned Business

**In accordance with 13 C.F.R. 121.404, the Contractor is ineligible to participate in any RFQ that is set aside for small business where the subject contract's awarded size status for the preponderance NAICS designated in the RFQ is "other than small".**

**Telephone:** 540.899.3536  
**Extension:**  
**FAX Number:** 540.899.0997  
**Web Site:** [www.stf-ltd.com](http://www.stf-ltd.com)  
**E-mail:** [emily.morris@stfltd.com](mailto:emily.morris@stfltd.com)  
**Contract Administration:** Emily Morris

## **CUSTOMER INFORMATION:**

### **1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:**

SIN	Recovery	SIN Description
871-1	871-1RC	Strategic Planning for Technology Programs/Activities
871-2	871-2RC	Concept Development and Requirements Analysis
871-3	871-3RC	System Design, Engineering and Integration
871-4	871-4RC	Test and Evaluation
871-5	871-5RC	Integrated Logistics Support
871-6	871-6RC	Acquisition and Life Cycle Management
871-7	871-7RC	Construction Management
874-1	874-1RC	Integrated Consulting Services
874-7	874-7RC	Integrated Business Program Support Services

2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic and Overseas
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.
7. **Quantity discounts:** None Offered
8. **Prompt payment terms:** None Offered
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will accept over \$2,500
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. **Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. **Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
14. **Payment address(es):** Same as company address
15. **Warranty provision.:** Contractor’s standard commercial warranty.
16. **Export Packing Charges (if applicable):** N/A

17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).**
25. **Data Universal Numbering System (DUNS) number:** 134157333
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered

**27. Final Pricing:**

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

Item	SIN	Awarded Labor Category	Site	5/27/2015 to 5/26/2016Year 1	5/27/2016 to 5/26/2017Year 2	5/27/2017 to 5/26/2018Year 3	5/27/2018 to 5/26/2019Year 4	5/27/2019 to 5/26/2020Year 5
1	874-1,871-7	Executive Mgmt Consultant	Contractor	\$233.42	\$240.42	\$247.64	\$255.06	\$262.72
2	874-1,871-7	Principal Consultant	Contractor	\$207.57	\$213.80	\$220.21	\$226.82	\$233.62
3	874-1,871-7	Principal Consultant	Customer	\$147.37	\$151.79	\$156.34	\$161.04	\$165.87
4	874-1,871-7	Mgmt Consultant IV	Contractor	\$131.59	\$135.54	\$139.60	\$143.79	\$148.11
5	874-1,871-7	Mgmt Consultant IV	Customer	\$89.31	\$91.99	\$94.75	\$97.59	\$100.52
6	874-1,871-7	Mgmt Consultant III	Contractor	\$122.53	\$126.21	\$129.99	\$133.89	\$137.91
7	874-1,871-7	Mgmt Consultant III	Customer	\$60.83	\$62.65	\$64.53	\$66.47	\$68.46
8	874-1,871-7	Mgmt Consultant II	Contractor	\$78.15	\$80.49	\$82.91	\$85.40	\$87.96
9	874-1,871-7	Mgmt Consultant I	Contractor	\$68.09	\$70.13	\$72.24	\$74.40	\$76.64
10	874-1,871-7	Mgmt Consultant I	Customer	\$94.66	\$97.50	\$100.42	\$103.44	\$106.54
11	874-1,871-7	Technical Analyst II	Contractor	\$105.90	\$109.08	\$112.35	\$115.72	\$119.19
12	874-1,871-7	Technical Analyst II	Customer	\$55.24	\$56.90	\$58.60	\$60.36	\$62.17
13	874-1,871-7	Technical Analyst I	Contractor	\$64.18	\$66.11	\$68.09	\$70.13	\$72.24
14	874-1,871-7	Technical Analyst I	Customer	\$65.76	\$67.73	\$69.76	\$71.86	\$74.01
15	874-1,871-7	Admin Specialist II	Contractor	\$69.18	\$71.26	\$73.39	\$75.59	\$77.86

Item	SIN	Awarded Labor Category	Site	5/27/2015 to 5/26/2016Year 1	5/27/2016 to 5/26/2017Year 2	5/27/2017 to 5/26/2018Year 3	5/27/2018 to 5/26/2019Year 4	5/27/2019 to 5/26/2020Year 5
16	874-1,871-7	Admin Specialist II	Customer	\$65.76	\$67.73	\$69.76	\$71.86	\$74.01
17	874-1,871-7	Admin Specialist I	Contractor	\$44.35	\$45.68	\$47.05	\$48.46	\$49.92
18	874-1,871-7	Admin Specialist I	Customer	\$40.58	\$41.80	\$43.05	\$44.34	\$45.67
19	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Engineering Program Manager – Level III	Contractor	\$200.24	\$206.25	\$212.43	\$218.81	\$225.37
20	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Engineering Program Manager – Level III	Customer	\$136.06	\$140.14	\$144.35	\$148.68	\$153.14
21	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Engineering Program Manager – Level II	Contractor	\$159.31	\$164.09	\$169.01	\$174.08	\$179.30

Item	SIN	Awarded Labor Category	Site	5/27/2015 to 5/26/2016Year 1	5/27/2016 to 5/26/2017Year 2	5/27/2017 to 5/26/2018Year 3	5/27/2018 to 5/26/2019Year 4	5/27/2019 to 5/26/2020Year 5
22	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Engineering Program Manager – Level II	Customer	\$97.26	\$100.18	\$103.18	\$106.28	\$109.47
23	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Engineering Program Manager – Level I	Contractor	\$134.19	\$138.22	\$142.36	\$146.63	\$151.03
24	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Engineering Program Manager – Level I	Customer	\$83.50	\$86.01	\$88.59	\$91.24	\$93.98
25	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Subject Matter Expert – Level III	Contractor	\$217.11	\$223.62	\$230.33	\$237.24	\$244.36

Item	SIN	Awarded Labor Category	Site	5/27/2015 to 5/26/2016Year 1	5/27/2016 to 5/26/2017Year 2	5/27/2017 to 5/26/2018Year 3	5/27/2018 to 5/26/2019Year 4	5/27/2019 to 5/26/2020Year 5
26	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Subject Matter Expert – Level III	Customer	\$121.85	\$125.51	\$129.27	\$133.15	\$137.14
27	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Subject Matter Expert – Level II	Contractor	\$161.23	\$166.07	\$171.05	\$176.18	\$181.47
28	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Subject Matter Expert – Level II	Customer	\$103.24	\$106.34	\$109.53	\$112.81	\$116.20
29	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Subject Matter Expert – Level I	Contractor	\$117.03	\$120.54	\$124.16	\$127.88	\$131.72

Item	SIN	Awarded Labor Category	Site	5/27/2015 to 5/26/2016Year 1	5/27/2016 to 5/26/2017Year 2	5/27/2017 to 5/26/2018Year 3	5/27/2018 to 5/26/2019Year 4	5/27/2019 to 5/26/2020Year 5
30	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Subject Matter Expert – Level I	Customer	\$106.37	\$109.56	\$112.85	\$116.23	\$119.72
31	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Engineer – Level V	Contractor	\$176.05	\$181.33	\$186.77	\$192.37	\$198.15
32	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Engineer – Level V	Customer	\$94.86	\$97.71	\$100.64	\$103.66	\$106.77
33	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Engineer – Level IV	Contractor	\$118.60	\$122.16	\$125.82	\$129.60	\$133.49



Item	SIN	Awarded Labor Category	Site	5/27/2015 to 5/26/2016Year 1	5/27/2016 to 5/26/2017Year 2	5/27/2017 to 5/26/2018Year 3	5/27/2018 to 5/26/2019Year 4	5/27/2019 to 5/26/2020Year 5
34	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Engineer – Level IV	Customer	\$91.85	\$94.61	\$97.44	\$100.37	\$103.38
35	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Engineer – Level III	Contractor	\$121.31	\$124.95	\$128.70	\$132.56	\$136.54
36	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Engineer – Level III	Customer	\$85.75	\$88.32	\$90.97	\$93.70	\$96.51
37	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Engineer – Level II	Contractor	\$105.43	\$108.59	\$111.85	\$115.21	\$118.66

Item	SIN	Awarded Labor Category	Site	5/27/2015 to 5/26/2016Year 1	5/27/2016 to 5/26/2017Year 2	5/27/2017 to 5/26/2018Year 3	5/27/2018 to 5/26/2019Year 4	5/27/2019 to 5/26/2020Year 5
38	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Engineer – Level II	Customer	\$86.98	\$89.59	\$92.28	\$95.05	\$97.90
39	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Engineer – Level I	Contractor	\$101.03	\$104.06	\$107.18	\$110.40	\$113.71
40	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Engineer – Level I	Customer	\$70.50	\$72.62	\$74.79	\$77.04	\$79.35
41	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Management Analyst – Level III	Contractor	\$123.90	\$127.62	\$131.45	\$135.39	\$139.45

Item	SIN	Awarded Labor Category	Site	5/27/2015 to 5/26/2016Year 1	5/27/2016 to 5/26/2017Year 2	5/27/2017 to 5/26/2018Year 3	5/27/2018 to 5/26/2019Year 4	5/27/2019 to 5/26/2020Year 5
42	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Management Analyst – Level III	Customer	\$120.32	\$123.93	\$127.65	\$131.48	\$135.42
43	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Management Analyst – Level II	Contractor	\$100.89	\$103.92	\$107.03	\$110.25	\$113.55
44	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Management Analyst – Level II	Customer	\$100.79	\$103.81	\$106.93	\$110.14	\$113.44
45	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Management Analyst – Level I	Contractor	\$91.13	\$93.86	\$96.68	\$99.58	\$102.57

Item	SIN	Awarded Labor Category	Site	5/27/2015 to 5/26/2016Year 1	5/27/2016 to 5/26/2017Year 2	5/27/2017 to 5/26/2018Year 3	5/27/2018 to 5/26/2019Year 4	5/27/2019 to 5/26/2020Year 5
46	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Management Analyst – Level I	Customer	\$71.02	\$73.15	\$75.35	\$77.61	\$79.93
47	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Technician – Level III	Contractor	\$88.51	\$91.17	\$93.90	\$96.72	\$99.62
48	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Technician – Level III	Customer	\$88.19	\$90.84	\$93.56	\$96.37	\$99.26
49	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Technician – Level II	Contractor	\$72.43	\$74.60	\$76.84	\$79.15	\$81.52

Item	SIN	Awarded Labor Category	Site	5/27/2015 to 5/26/2016Year 1	5/27/2016 to 5/26/2017Year 2	5/27/2017 to 5/26/2018Year 3	5/27/2018 to 5/26/2019Year 4	5/27/2019 to 5/26/2020Year 5
50	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Technician – Level II	Customer	\$83.50	\$86.01	\$88.59	\$91.24	\$93.98
51	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Technician – Level I	Contractor	\$58.06	\$59.80	\$61.60	\$63.44	\$65.35
52	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Technician – Level I	Customer	\$69.98	\$72.08	\$74.24	\$76.47	\$78.76
53	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Administrative Support – Level II	Contractor	\$59.58	\$61.37	\$63.21	\$65.10	\$67.06

Item	SIN	Awarded Labor Category	Site	5/27/2015 to 5/26/2016Year 1	5/27/2016 to 5/26/2017Year 2	5/27/2017 to 5/26/2018Year 3	5/27/2018 to 5/26/2019Year 4	5/27/2019 to 5/26/2020Year 5
54	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Administrative Support – Level II	Customer	\$49.96	\$51.46	\$53.00	\$54.59	\$56.23
55	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Administrative Support – Level I	Contractor	\$54.48	\$56.11	\$57.80	\$59.53	\$61.32
56	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Administrative Support – Level I	Customer	\$48.81	\$50.27	\$51.78	\$53.34	\$54.94
57	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Project Control Analyst	Contractor	\$76.40	\$78.69	\$81.05	\$83.48	\$85.99

Item	SIN	Awarded Labor Category	Site	5/27/2015 to 5/26/2016Year 1	5/27/2016 to 5/26/2017Year 2	5/27/2017 to 5/26/2018Year 3	5/27/2018 to 5/26/2019Year 4	5/27/2019 to 5/26/2020Year 5
58	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Project Control Analyst	Customer	\$61.14	\$62.97	\$64.86	\$66.81	\$68.81

**Service Contract Act (SCA) Matrix**

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Administrative Support - Level I	01611 - Word Processor I	2005-2103

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (\*\*\*) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).



## **LABOR CATEGORY DESCRIPTIONS**

### **EXECUTIVE MANAGEMENT CONSULTANT (SINs 874-1, 874-7)**

Functional Duties/Responsibilities: This position will act as a cognizant authority over one or more of the top-level leadership issues including leadership assessment, organizational assessment and design, strategic planning, policy planning and development, business and process improvement. Will interface and provide direction, guidance and consulting to the highest levels within an agency up to and including the Secretary. Excellent management, communications, interpersonal, organizational and analytical skills are required. Position may require travel. Position may also require the ability to pass and maintain a security clearance. Provide leadership, assistance and direction across a number of key organizational areas, including: Formulation and implementation of strategic plans. Policy planning and analysis. Business and financial process and reengineering to meet strategic objectives. Developing process modeling and simulation. Executive level facilitation and support. High level, agency cross-functional facilitation and support. Interagency committee facilitation and support. Program integration support. Interfacing with executive level customers on a regular basis. Monitor customer feedback and provide advice on a broad range of issues related to programs/services being delivered. Leadership at the highest programmatic and/or technical levels in order to accomplish customer driven projects. Manages all phases of a program from inception to completion. Serving as a technical expert in areas relevant to a major program, exercise, or initiative.

Minimum Education: Masters degree

Required/Supplemental Certifications: None

Minimum Experience Requirements: Fifteen (15) years general experience.

### **PRINCIPAL CONSULTANT (SINs 874-1, 874-7)**

Functional Duties/Responsibilities: Supports management, organizational and business tasks, consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Provides expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits, investigations and studies to gather information. Prepares reports, presentations and papers to document findings, opinions and recommendations.

In business process reengineering, candidate will provide facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, activity and data modeling.

Supervises teams in accomplishing tasks and trains junior-level personnel in the technical aspects of assigned work. Requires excellent management, communication, interpersonal, organizational and analytical skills are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

Minimum Education: Masters degree

Required/Supplemental Certifications: None

Minimum Experience Requirements: Twelve (12) years general experience.

#### **MANAGEMENT CONSULTANT IV (SINs 874-1, 874-7)**

Functional Duties/Responsibilities: Supports management, organizational and business tasks, consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Provides expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits, investigations and studies to gather information. Prepares reports, presentations and papers to document findings, opinions and recommendations. Supervises teams in accomplishing tasks and train junior-level personnel in the technical aspects of assigned work. Good communications skills; working knowledge of word processing and integrated software applications; good management and organizational skills and ability to perform detail-oriented work are required. Position may require travel. Positions may require the ability to pass and maintain a Security Clearance.

Minimum Education: Bachelors degree

Required/Supplemental Certifications: None

Minimum Experience Requirements: Ten (10) years general experience

#### **MANAGEMENT CONSULTANT III (SINs 874-1, 874-7)**

Functional Duties/Responsibilities: Supports management, organizational and business tasks, consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Provides expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits, investigations and studies to gather information. Prepares reports, presentations and papers to document findings, opinions and recommendations. Leads/mentors junior personnel. Excellent communications and analytical skills; working knowledge of computer systems and integrated software application programs. Some positions may require the ability to investigate, troubleshoot and design solutions to technical problems. Position may require travel. Positions may require the ability to pass and maintain a Security Clearance.

Minimum Education: Bachelors degree

Required/Supplemental Certifications: None

Minimum Experience Requirements: Eight (8) years general experience

#### **MANAGEMENT CONSULTANT II (SINs 874-1, 874-7)**

Functional Duties/Responsibilities: Supports management, organizational and business tasks, consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Provides expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits, investigations and studies to gather information. Prepares reports, presentations and papers to document findings, opinions and recommendations. May lead/mentor junior personnel. Excellent communications and analytical skills; working knowledge of computer systems and integrated software application programs. Some positions may require the ability to investigate, troubleshoot and design solutions to problems in specific areas of expertise. Position may require travel. Positions may require the ability to pass and maintain a Security Clearance.

Minimum Education: Bachelors degree

Required/Supplemental Certifications: None

Minimum Experience Requirements: Six (6) years general experience

### **MANAGEMENT CONSULTANT I (SINs 874-1, 874-7)**

Functional Duties/Responsibilities: Supports management, organizational and business tasks, consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Provides expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits, investigations and studies to gather information. Prepares reports, presentations and papers to document findings, opinions and recommendations. May lead/mentor junior personnel. Excellent communications and analytical skills; working knowledge of computer systems and integrated software application programs. Some positions may require the ability to investigate, troubleshoot and design solutions to problems in specific areas of expertise. Position may require travel. Positions may require the ability to pass and maintain a Security Clearance.

Minimum Education: Bachelors Degree  
Required/Supplemental Certifications: None  
Minimum Experience Requirements: Four (4) years general experience

### **TECHNICAL ANALYST II (SINs 874-1, 874-7)**

Functional Duties/Responsibilities: Performs customer requirements analyses. As part of a technical team, solves complex technical problems. Conducts analytic and/or scientific studies in a specific technical area to support management, organizational or business decisions. Performs conceptual, developmental and planning functions for major programs. Generates specifications or plans for operational implementation. Prepares detailed technical documentation to support technical findings, opinions or recommendations. Performs customer liaison, makes presentations and attends customer meetings. Tests technical applications to ensure correct management decisions. Acts as a recognized expert in a specific discipline/capability. May supervise support personnel as required. Good written communication skills; working knowledge of word processing and integrated software applications; organizational skills and ability to perform detailed oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

Minimum Education: Bachelors degree  
Required/Supplemental Certifications: None  
Minimum Experience Requirements: Four (4) years general experience

### **TECHNICAL ANALYST I (SINs 874-1, 874-7)**

Functional Duties/Responsibilities: Assists subject matter experts in solving complex technical problems. Gathers and compiles data and maintains databases. Supports analytic and/or scientific studies in a specific technical area to support management, organizational or business decisions. Supports conceptual, developmental and planning functions for major programs. Drafts specifications or plans for operational implementation. Drafts/reviews investigative reports, papers and memoranda. Attends/supports customer meetings. Requires excellent communications and analytical skills; demonstrated working knowledge of computer systems and integrated software application programs. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

Minimum Education: Bachelors degree  
Required/Supplemental Certifications: None  
Minimum Experience Requirements: One (1) year of general experience

### **ADMINISTRATIVE SPECIALIST II (SINs 874-1, 874-7)**

Functional Duties/Responsibilities: Maintains the project financials and/or schedule and overseas cost control and cost projections. Supports the project manager or client in use of the project management tools used for cost budgeting and tracking, financial and program analysis, activity assignment, resource planning, or cost control.

Ensures problem resolution and customer satisfaction for individual task orders. Collects and analyzes performance data. Prepares and coordinates inputs for acquisition documentation, status reports, briefings and information inquiries. Conducts special studies and evaluations. Researches, analyzes problems and determines element(s) requirements with minimum supervision. Collaborates with customer(s) to define, coordinates and tracks the status of multi-disciplinary task(s) and advises on management and business element planning and implementation. May train new staff (internal and external) on concepts, techniques and reporting. Assesses and quantifies cost/schedule/management/business status and risk. Evaluates trends and projects cost completion estimates.

May provide program control support for strategic, tactical, and operational level planning and management studies to determine the Government's MEO and for comparison of in-house bids to proposed ISSA prices. Prepares, analyses, and updates project schedules and cost spreadsheets related to studies, assessments, administrative appeals, and development of in-house Government cost estimates and PWSs for technical, logistics, or engineering projects. Provides program control support to source selection efforts and private-public partnerships. May provide documentation support for strategic, tactical, and operational level planning and management studies. Prepares and edits documents related to studies, assessments, administrative appeals, and development of in-house Government cost estimates and PWSs for technical, logistics, or engineering projects. Provides documentation and project library support to source selection efforts and private-public partnerships.

Minimum Education: High School Diploma

Required/Supplemental Certifications: None

Minimum Experience Requirements: Has five (5) years general experience in project control and financials.

#### **ADMINISTRATIVE SPECIALIST I (SINs 874-1, 874-7)**

Functional Duties/Responsibilities: Prepares and maintains word processing, spreadsheets, databases and/or other software files and information. Prepares technical reports, including gathering, analyzing, organizing, and presenting information and data in a logical, persuasive manner. Reads, understands, and brings to management's attention items requiring attention from the variety of data and reports sent to the office for action. Gathers data from various sources and synthesizes the options for action from that data, for the decision making process. In concert with program staff or Division Manager, designs and implements the necessary business processes to cause the effective functioning of the office. Screens, directs, and handles incoming telephone calls and requests. Responds to inquiries exercising significant initiative and judgment based on knowledge of policies and procedures, including answering customer inquiries and acting as a liaison. Organizes and maintains departmental files in accordance with applicable procedures and may support logistics tasking or financial control on projects. Schedules appointments, arranges meetings, and prepares required materials. May attend meetings to record and/or report on proceedings.

Minimum Education: High School Diploma

Required/Supplemental Certifications: None

Minimum Experience Requirements: Has one (1) year of general experience

#### **Engineering Program Manager (SINs 871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7)**

Manages the project in order to expand participation, anticipating and meeting customer needs; directs the tactical activities of the program including, but not limited to, engineering, finance and/or operations. General experience includes working with all phases of the development life cycle as well as obtaining increasing levels of management experience. Technical experience shall include the specific engineering discipline, system, products, or field of study applicable to the assigned task/project. The Engineering Program Manager is responsible for performing engineering activities for the assigned task or project and may be responsible for some or all of staffing, cost, and quality performance for the assigned project and task areas. The Engineering Program Manager is responsible for the resolution of technical issues; analyzes engineering requirements and directs/conducts engineering design activities; and conducts engineering analysis, design, and development for areas requiring a moderate degree of experience, training, and skill.

Level Education/Experience Requirement

I A Bachelor's degree plus 7 years of work experience

II A Bachelor's degree plus 10 years of work experience is required

III A Bachelor's degree and 15 or more years of work experience is generally required

**Subject Matter Expert (SINs 871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7)**

An organizational expert in the mechanical, electrical, chemical, components of civil engineering, aerospace, nuclear, bioengineering, communication systems, science or marine architecture fields. The Subject Matter Expert provides technical knowledge and analysis of highly specialized applications and operational environments; high-level functional systems analysis; and design, integration, configuration management, documentation or implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. The Subject Matter Expert participates as needed in all phases of science and engineering disciplines with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Technical experience shall include the specific engineering discipline, system, products, or field of study applicable to the assigned task/project. Further the Subject Matter Expert applies principles, methods and knowledge of the functional area of capability to specific task order requirements. May have authored and published papers, articles or books in field of expertise.

Level Education/Experience Requirement

- I A Bachelor's degree plus 7 years of work experience
- II A Bachelor's degree plus 10 years of work experience is required
- III A Bachelor's degree and 15 or more years of work experience is generally required

**Engineer (SINs 871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7)**

Plans, schedules, conducts or coordinates detailed phases of the engineering or scientific work in a project or performs work that involves engineering or scientific practices. Technical experience shall include the specific engineering discipline, system, products, or field of study applicable to the assigned task/project. Typical work may include the following: research, development, design, testing, logistics, communications, configuration management, and analysis, production, maintenance and operation. Engineer's work may also include system security, planning, estimating, application, standardization of engineering facilities, systems, structures, software applications, firmware, processes equipment, devices, and documentation or materials. An Engineer applies knowledge of and experience with engineering principles and techniques to develop moderately complex specifications and procedures, develop and analyze designs, and evaluate technical reports. Conducts research concerned with design, manufacture and test of components, equipment and systems, including application of equipment to new uses. May create and analyze moderately complex engineering designs.

Level Education/Experience Requirement

- I A Bachelor's degree plus 2 years of work experience is required.
- II A Bachelor's degree plus 4 years of work experience is required.
- III A Bachelor's degree plus 7 years of work experience is required.
- IV A Bachelor's degree plus 10 years of work experience is required.
- V A Bachelor's degree and 15 or more years of work experience is required

**Management Analyst (SINs 871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7)**

Management Analyst experience will include one or more of the following: development of program acquisition documentation; requirements analysis; development of testing criteria; configuration management; development of corrective action systems; development of program planning or monitoring approach (e.g. PERT, CPM, EVM); analysis of programs health; data collection and analysis; development of cost estimates and/or development of Program Status Reports. Knowledge of acquisition policies and procedures is desired. Additional experience in Information Assurance, Information Warfare and knowledge /experience in computer/network systems protection policies and procedures such as FISMA and CISSP may be required.

Level Education/Experience Requirement

- I A Bachelor's degree plus 6 years of work experience
- II A Bachelor's degree plus 10 years of work experience is required.
- III A Bachelor's degree and 15 or more years of work experience is required.

**Technician (SINs 871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7)**

Technician supports the planning and performance of engineering and customer specifications. Designs or installs components, equipment, or test sets and executes procedures and processes in conjunction with requirements and specifications developed by engineering staff. Supports the technical or engineering activities related to the development and integration of testing of a project assigned to higher level engineers. Oversees, completes or

supports emergency repairs and routine maintenance. Observes experiments, records test data, performs routine analyses and maintenance, and prepares charts and graphs. A Technician may create/review diagrams, may maintain or update configuration documentation and specifications of equipment as well as complies with safety and security procedures in the performance of work.

Level Education/Experience Requirement

- I An Associate's degree or technical training and 2 years work experience is required.
- II An Associate's degree or technical training and 5 years of work experience is required.
- III An Associate's degree or technical training and 8 years of experience is required.

**Administrative Support (SINs 871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7)**

Working under general supervision, provides secretarial, clerical, and administrative support to technical and managerial staff.

Level Education/Experience Requirement

- I A High School diploma and 2 years work experience is required.
- II A High School diploma and 5+ years work experience is required.

**Project Control Analyst (SINs 871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7)**

Develops, analyzes, forecasts and reports on programmatic and financial operating data. Establishes and maintains contract cost and schedule performance baseline, monitors performance, supports development of Work Breakdown Structures (WBS), supports development of estimates to complete and has thorough understanding of related financial policies. Supports contractual scheduling as required, implements earned value methodologies (as applicable), or performs related variance analyses. The Project Control Analyst prepares written and verbal reports regarding cost and performance schedule variances; ensures that job cost information is accurately reported and timely.

Education/Experience Requirement

Generally requires a Bachelor's degree and six years work experience.

**SUBSTITUTION CRITERIA**

Education for Experience

An Associate's degree may be substituted for two years of general and specialized experience for those labor categories requiring a High School diploma. A Bachelor's degree may be substituted for four years of general and specialized experience for those labor categories requiring a High School diploma. A Master's degree may be substituted for six years of general and specialized experience for those labor categories requiring a High School diploma. Formal accreditation in an area related to the statement of work may be substituted for one year of general and specialized experience. A Master's degree may be substituted for two years of general and specialized experience for those labor categories requiring a Bachelor's degree.

Experience for Education

The labor category description provides the minimal degree required to qualify for each labor category. Experience may be substituted for the minimal degree as follows:

High School Diploma plus 2 years = Associate's Degree

High School Diploma plus 4 years = Bachelor's Degree

High School Diploma plus 6 years = Master's Degree

Bachelor's Degree plus 2 years = Master's Degree