



**GSA CONSOLIDATED CONTRACT
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SERVICE PRICELIST**



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**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SERVICE PRICELIST**

OVERVIEW - CORPORATE CONTRACT NUMBER: GS-00F-0009N

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order, are available through GSA's menu-driven, searchable database system. The INTERNET address for **GSA Advantage!**:

<http://www.GSAAdvantage.gov>



 **INFORMATION TECHNOLOGY SCHEDULE**

- **CD301** - IT FACILITY OPERATION AND MAINTENANCE SERVICES
- **CD302** - IT SYSTEMS DEVELOPMENT SERVICES
- **CD306** - IT SYSTEMS ANALYSIS SERVICES
- **CD307** - AUTOMATED INFORMATION SYSTEM DESIGN AND INTEGRATION SERVICES
- **CD308** - PROGRAMMING SERVICES
- **CD311** - IT DATA CONVERSION SERVICES
- **CD313** - COMPUTER AIDED DESIGN/COMPUTER AIDED MANUFACTURING (CAD/CAM) SERVICES
- **CD316** - TELECOMMUNICATIONS NETWORK MANAGEMENT SERVICES
- **CD399** - OTHER INFORMATION TECHNOLOGY SERVICES, NOT ELSEWHERE CLASSIFIED

 **PROFESSIONAL ENGINEERING SCHEDULE**

- **CR425** - ENGINEERING AND TECHNICAL SERVICES

 **LOGISTICS**

- **CR706** - LOGISTICS SUPPORT SERVICES

 **MISSION ORIENTED BUSINESS IMPROVEMENT SERVICES SCHEDULE**

- **CR409** – MISSION ORIENTED BUSINESS INTEGRATED SERVICES
 - **874-1** – CONSULTING SERVICES
 - **874-2** – FACILITATION SERVICES
 - **874-3** – SURVEY SERVICES
 - **874-7** – PROGRAM INTEGRATION & PROJECT MANAGEMENT SERVICES

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SERVICE PRICELIST**

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

*PERIOD COVERED BY CONTRACT:
OCTOBER 1, 2002 THROUGH JANUARY 3, 2012*

Pricelist current through Modification 15, dated 7 November 2007.

SPECIAL NOTICE TO AGENCIES

Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation, SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micro-purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors, or consider reasonably available information by using the GSA *Advantage!* on-line shopping service: www.fss.gsa.gov. The catalogs/pricelists, from GSA *Advantage!* and the Federal Supply Service Home Page, www.fss.gsa.gov, contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small-disadvantaged, and women-owned businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micro-purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

ORDERING INFORMATION

1. GEOGRAPHIC SCOPE OF CONTRACT

The geographic scope of this contract is the 48 contiguous states and the District of Columbia.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION

ENVISIONEERING, INC.
5904 RICHMOND HWY, SUITE 300
ALEXANDRIA, VA 22303

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number can be used by ordering agencies to obtain technical and/or ordering assistance: (571) 483-4128, Director of Corporate Contracts

3. LIABILITY FOR INJURY OR DAMAGE



The Contractor shall not be liable for any injury to Government personnel or damage to Government property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF SF 279

- Block 9:** Order/Modification Under Federal Schedule
- Block 16:** Data Universal Numbering System (DUNS) Number: 132587846
- Block 30:** Type of Contractor: Small Disadvantaged Business
- Block 31:** Woman-Owned Small Business: No
- Block 36:** Contractor's Taxpayer Identification Number (TIN): 54-1746682
 - CAGE Code: 1PQS6
 - Contractor is registered with the Central Contractor Registration Database






5. FOB DESTINATION.

6. DELIVERY SCHEDULE

-  TIME OF DELIVERY: As negotiated with ordering agencies
-  URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. Telephonic replies shall be confirmed by the Contractor in writing. If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. DISCOUNTS

Prices shown are NET Prices; Basic Discounts have been deducted.

-  Prompt Payment: NET - 30 days from receipt of invoice or date of acceptance, whichever is later.
-  Quantity: None
-  Dollar Volume: None
-  Government Educational Institutions: Offered the same discounts as all other Government customers
-  Other: None

8. TRADE AGREEMENTS ACT OF 1979, AS AMENDED

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING

None.

10. SMALL REQUIREMENTS

The minimum dollar value of orders to be issued is **\$100.00**.

11. MAXIMUM ORDER

(ALL DOLLAR AMOUNTS ARE EXCLUSIVE OF ANY DISCOUNT FOR PROMPT PAYMENT.)

The maximum dollar value per order for all IT Professional services will be **\$500,000**.

(This applies only to SIN(s) CD301, CD302, CD306, CD307, CD308, CD311, CD313, CD316, CD399.)

12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY

SCHEDULE CONTRACTS. IN ACCORDANCE WITH FAR 8.404

[NOTE: Special ordering procedures have been established for Special Item Numbers (SINs) CD301, CD302, CD306, CD307, CD308, CD311, CD313, CD316, CD399. For Professional Engineering and Logistics Services, please refer to the terms and conditions for those SINs.]

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

a) Orders placed at or below the micro-purchase threshold

Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

b) Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold

Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts

by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the supply or service representing the best value, the ordering office may consider:

- 1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
- 2) Trade-in considerations;
- 3) Probable life of the item selected as compared with that of a comparable item;
- 4) Warranty considerations;
- 5) Maintenance availability;
- 6) Past performance; and
- 7) Environmental and energy efficiency considerations.

c) Orders exceeding the maximum order threshold

Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall:

- 1) Review additional Schedule Contractors' catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;
- 2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
- 3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, the Contractor may:

- 1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
- 2) Offer the lowest price available under the contract; or
- 3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

d) Blanket purchase agreements (BPAs)

The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

e) **Price reductions**

In addition to the circumstances outlined in paragraph c, previous page, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

f) **Small business**

For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

g) **Documentation**

Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS

Federal departments and agencies acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering offices, shall be responded to promptly by the Contractor.

Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301) 975-6478.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS)

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical

Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 605-6060.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS)

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202) 619-8925. Please include a self-addressed mailing label when requesting information by mail.

14. SECURITY REQUIREMENTS

In the event security requirements are necessary, the ordering activities may incorporate in their delivery orders a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is lesser.

15. CONTRACT ADMINISTRATION FOR ORDERING OFFICES

Any ordering office, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the Government's convenience, and (m) Termination for Cause (See C.1.)

16. GSA ADVANTAGE!

GSA Advantage! is an on-line, interactive electronic information and ordering system, which provides on-line access to vendors' schedule prices with ordering information. *GSA Advantage!* will allow the user to perform various searches across all contracts including, but not limited to:

- a) Manufacturer;
- b) Special Item Number; and
- c) Product Categories.

Agencies can browse *GSA Advantage!* by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.fss.gsa.gov>

17. PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

18. CONTRACTOR COMMITMENTS, WARRANTIES, AND REPRESENTATIONS



a) For the purpose of this contract, commitments, warranties, and representations include, in addition to those agreed to for the entire schedule contract:

- 1) Time of delivery/installation quotations for individual orders;
- 2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package, submitted in response to requirements which result in orders under this schedule contract.
- 3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b) The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall not apply to all orders for installation, maintenance, and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

-  Outside scope of this contract
-  Available at additional cost to the government

Upon request of the Contractor, the Government may provide the Contractor with logistics support, as available, in accordance with all applicable Government regulations. Such Government support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. YEAR 2000 WARRANTY - COMMERCIAL SUPPLY ITEMS

a) As used in this clause, "Year 2000 compliant" means, with respect to information technology, that the information technology accurately processes date/time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000 and leap year calculations, to the extent that other information technology, used in combination with the information technology being acquired, properly exchanges date/time data with it.

b) The Contractor shall warrant that each hardware, software, and firmware product delivered under this contract shall be able to accurately process date/time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, including leap year calculations, when used in accordance with the product documentation provided by the Contractor, provided that all products (e.g. hardware, software, firmware) used in combination with products properly exchange date/time data with it. If the contract requires that specific listed products must perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those listed products as a system. The duration of this warranty and the remedies available under this warranty shall include repair or replacement of any product whose non-compliance is discovered and made known to the Contractor in writing within ninety (90) days after acceptance (installation is considered acceptance). The Contractor may offer an extended warranty to the Government to include repair or replacement of any product whose non-compliance is discovered and made known to the Contractor in writing at any time prior to June 1, 2000, or for a period of 6 months following acceptance (installation is considered acceptance) whichever is later. Nothing in this warranty shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

21. BLANKET PURCHASE AGREEMENTS (BPAs)

Federal Acquisition Regulation (FAR) 13.201(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.202(c) (3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

22. CONTRACTOR TEAM ARRANGEMENTS

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to customer agency requirements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules.

23. SECTION 508 COMPLIANCE

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: www.envisioneeringinc.com

The EIT standard can be found at: www.Section508.gov/

24. SCOPE

- a) The prices, terms, and conditions stated under Special Item Numbers CD301, CD302, CD306, CD307, CD308, CD311, CD313, CD316, and CD399 Information Technology Professional Services apply exclusively to IT Services within the scope of the Information Technology Schedule.
- b) The prices, terms, and conditions stated under Special Item Numbers CR425 Professional Engineering Services apply exclusively to Professional Engineering Services within the Scope of the Professional Engineering Schedule.
- c) The prices, terms, and conditions stated under Special Item Numbers CR706 Logistics Support Services apply exclusively to Logistics Services within the scope of Logistics.
- d) The prices, terms, and conditions stated under Special Item Numbers CR409 Mission Oriented Business Integrated Services apply exclusively to MOBIS Services within the scope of the MOBIS Schedule.
- e) The Contractor shall provide services at the Contractor's facility and/or at the Government location, as agreed to by the Contractor and the ordering office.

25. PERFORMANCE INCENTIVES

- a) When using a performance-based statement of work, performance incentives may be agreed upon between the Contractor and the ordering office on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.
- b) The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c) To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.
- d) The above procedures do not apply to Time and Material or labor hour orders.

26. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b) (2) through (b) (3). GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

a) When ordering services, ordering offices shall:

(1) Prepare a Request (Request for Quote or other communication tool):

(i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

(ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

(iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.

(iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph 2) (i) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

(i) Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate). When buying IT professional services under SIN 132-51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

(ii) The request should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

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

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

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

(1) Inform contractors in the request (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

(i) SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404.)

(ii) MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the

procedures in (a) (2) (ii) above and then place the order with the Schedule contractor that represents the best value.

(2) Review BPAs Periodically: Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404.)

c) The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

d) When the ordering office's requirement involves both products as well as executive, administrative and/or professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404.)

The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

Ordering procedures for other services available on schedule at fixed prices for specifically defined services or tasks should use the procedures in FAR 8.404. These procedures are listed in the pricelist, under "Information for Ordering Offices," Paragraph #12.

27. ORDER

a) Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

b) All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

28. PERFORMANCE OF SERVICES

a) The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering office.

b) The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.

c) The Agency should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d) Any Contractor travel required in the performance of services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

29. INSPECTION OF SERVICES

The Inspection of Services-Fixed Price (AUG 1996) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection-Time-and-Materials and Labor-Hour (JAN 1986) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

30. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character.

31. RESPONSIBILITIES OF THE GOVERNMENT

Subject to security regulations, the ordering office shall permit Contractor access to all facilities necessary to perform the requisite services.

32. INDEPENDENT CONTRACTOR

All services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the Government.

33. ORGANIZATIONAL CONFLICTS OF INTEREST

a) Definitions

"Contractor" means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

"Contractor and its affiliates" and "Contractor or its affiliates" refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An "Organizational conflict of interest" exists when the nature of the work to be performed under a proposed Government contract, without some restriction on activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor's or its affiliates' objectivity in performing contract work.

b) To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the Government, ordering offices may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when

placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

34. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for services. Progress payments may be authorized by the ordering office on individual orders, if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

35. PAYMENTS

For firm-fixed price orders the Government shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts (Alternate I (APR 1984)) at FAR 52.232-7 apply to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

36. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user agency, upon request.

37. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering agency in accordance with the guidelines set forth in the FAR.

38. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

INFORMATION TECHNOLOGY SCHEDULE

Envisioneering operates the GSA IT Schedule which covers Special Item Number (SIN) 132-51 and includes the following areas of specialty:

CD301 - IT FACILITY OPERATION AND MAINTENANCE SERVICES

CD302 - IT SYSTEMS DEVELOPMENT SERVICES

CD306 - IT SYSTEMS ANALYSIS SERVICES

CD307 - AUTOMATED INFORMATION SYSTEM DESIGN AND INTEGRATION SERVICES

CD308 - PROGRAMMING SERVICES

CD311 - IT DATA CONVERSION SERVICES












CD313 - COMPUTER AIDED DESIGN/COMPUTER AIDED MANUFACTURING
(CAD/CAM) SERVICES

CD316 - TELECOMMUNICATIONS NETWORK MANAGEMENT SERVICES

CD399 - OTHER INFORMATION TECHNOLOGY SERVICES, NOT ELSEWHERE
CLASSIFIED




1. AVAILABLE IT SERVICES

Envisioneering's Information Technology (IT) Services Schedule is designed to provide all Federal agencies with access to a full range of hardware, software and technology resources. Envisioneering. has been pre-qualified under FSC Group 70 to provide a broad range of IT related services and products including, but not limited to:

-  Technology Feasibility Studies
-  Prototype Development
-  Needs Assessment
-  User Interface Design
-  Requirements Analysis
-  System Design
-  Graphic Design
-  System Development
-  Quality Assurance
-  Database Management
-  Data Modeling and Statistical Analysis

2. IT SCHEDULE POSITION DESCRIPTIONS

The following are the range of positions available to implement the above services. The specific position descriptions are summarized in Table 1.

-  Analysts: Telecommunications, Business Process, Budget
-  Engineers and/or Programmers: Network, Systems, Software
-  Functional Technicians







-  Program/Project Managers
-  Specialists: Training, Office
-  Subject Matter Experts
-  Systems Administrators
-  Task Leaders
-  Technical Writers

Table 1. Information Technology (IT) Schedule Position Descriptions

IT SCHEDULE POSITION DESCRIPTIONS	
<p>1. Commercial Job Title: Program/Project Manager</p> <p>Minimum/General Experience: Minimum of ten years of experience is required, of which five years must be specialized. Specialized experience includes complete information systems project development from inception to deployment, and demonstrated ability to provide guidance and direction in multiple tasks across several functional areas and including the use of different technologies. Proven expertise in the management and control of funds and resources, and demonstrated ability to manage complex multi-task contracts.</p> <p>Functional Responsibility: Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of contractual items. Operates within client guidance, contractual limitations, and Company business and policy directives. Serves as focal point of contract with client on program activities. Ensures that all required resources including manpower, equipment, and facilities are available for program implementation. Manages program consisting of multiple projects including project identification, design, development, and delivery. Confers with the task manager to provide technical advice and to assist with problem resolution. Participates in contract negotiations.</p> <p>Minimum Education: Bachelor's degree in a technical field</p>	
<p>2. Commercial Job Title: Task Leader</p> <p>Minimum/General Experience: Minimum of eight years of experience is required, of which six years must be specialized. Specialized experience includes complete project development from inception to deployment, proven expertise in the management and control of funds and resources, and demonstrated capability in managing multitask contracts.</p> <p>Functional Responsibility: Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables, and contractual compliance. Provides the interface to the customer and other project leaders. May work under a Program Manager for multiple projects. Identifies, acquires, and utilizes company resources to achieve project technical objectives. Establishes priorities, task assignments, and completion. Ensures that quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Ensures quality assurance and timely delivery of all specified deliverables. Identifies all task responsibilities and reports any changes or suggestions accordingly to a Program Manager. Supervises the training of new personnel under the project to ensure compliance with government regulations, codes, and company policy and procedures. Participates in contract negotiations.</p> <p>Minimum Education: Bachelor's degree in a technical field</p>	

IT SCHEDULE POSITION DESCRIPTIONS

3. Commercial Job Title: Subject Matter Expert

Minimum/General Experience: Ten years of specialized technical experience in a functional area of expertise is required.

Functional Responsibility: Provides expert consultant support to a functional technical area of the project. Develops solutions to complex problems. Works closely with the information technologists to identify the best technological solution to technical issues.

Minimum Education: Master's Degree in a technical field

4. Commercial Job Title: Senior Network Engineer

Minimum/General Experience: Must have six years of experience in network and telecommunications design and management. Must demonstrate the ability to work independently or under only general direction on requirements that are moderately complex to analyze, plan, program, and implement. Must have at least two years of experience in analysis and design of voice networks, Local Area Network (LAN), and Wide Area Network (WAN) data networks, wireless networks, and/or network management systems to support voice and data services.

Functional Responsibility: Analyzes and develops telecommunications and networks supporting a wide range of capabilities including voice, data, video, and/or wireless service. Develops designs and plans for installation and maintenance of telecommunications or network systems, from project inception to conclusion. Analyzes the problems and the characteristics of the information to be transported. Defines the problem and develops system requirements and network specifications. Closely coordinates with other information systems professionals to ensure proper implementation of network services. Develops, in conjunction with functional users, alternative solutions and backup plans.

Minimum Education: Bachelor's degree in a technical field

5. Commercial Job Title: Network Engineer

Minimum/General Experience: Four years of related network experience is required.

Functional Responsibility: Manages network operations, maintenance, and troubleshooting of LAN/WAN hardware and software. Designs, develops, and tests proposed solutions to business problems and client requirements prior to implementation.

Minimum Education: Bachelor's degree in a related technical field

6. Commercial Job Title: Junior Network Engineer

Minimum/General Experience: Two years of related network experience is required.

Functional Responsibility: Performs operations, maintenance, and troubleshooting of LAN/WAN hardware and software. Tests new versions of applications and systems software prior to deployment.

Minimum Education: Bachelor's degree in a technical field

7. Commercial Job Title: Senior Systems Engineer

Minimum/General Experience: Ten years of experience with increasing responsibilities in the development and maintenance of client-server Database Management Systems (DBMS) including design and system analysis, functional and requirements analysis, configuration management, life-cycle planning, cost/benefit analysis, data structures, operating systems, and networked systems.

IT SCHEDULE POSITION DESCRIPTIONS

Functional Responsibility: Performs analysis, design, and development of complex computer systems software which may require research and analysis. Evaluates and determines user needs with the maintenance of single-product modules and subsystems. Designs and develops utility programs and operating systems. Participates in the development of test strategies, devices, and systems. Researches problems discovered by quality assurance or product support and develops solutions to the problems.

Minimum Education: Bachelor's degree in a related technical field

8. Commercial Job Title: Systems Engineer

Minimum/General Experience: Six years of experience with increasing responsibilities in the development and maintenance of client-server DBMS including design and system analysis, functional and requirements analysis, configuration management, life-cycle planning, cost/benefit analysis, data structures, operating systems, networked systems.

Functional Responsibility: Performs analysis, design, and development of complex computer systems software. Evaluates user needs with the maintenance of single-product modules and subsystems. Designs and develops utility programs and operating systems and participates in the development of test strategies, devices, and systems. Assists in the identification and evaluation of software and hardware products.

Minimum Education: Bachelor's degree in a related technical field

9. Commercial Job Title: Junior Systems Engineer

Minimum/General Experience: Must have two years of experience with work-flow analysis, DBMS, system analysis, data structures, and organization to support the management of network and systems.

Functional Responsibility: Is responsible for the analyses of information requirements, evaluation of problems with work-flows, organization, and planning. Develops and modifies complex systems and develops subsystems to enhance the overall operation of the system. Develops complete specifications to enable computer programmers to prepare required programs and analyzes methods of approach and alternatives.

Minimum Education: Bachelor's degree in a related technical field

10. Commercial Job Title: Senior Software Engineer/Programmer

Minimum/General Experience: Must have eight years of experience with Federal Government contemporary operating environment software and standards (e.g., C++, Visual Basic, Windows), have used contemporary relational DBMS in the design and development of applications, and experienced in Windows applications and developing SQL links to other software applications.

Functional Responsibility: Utilizes development software and databases, and software design tools to analyze systems requirements, devise program logic for business, management, communication, and technical problems, and program applications. Develops detailed flowcharts and instructions for programs, and processes flowcharts.

Minimum Education: Bachelor's degree in a computer-related field

11. Commercial Job Title: Software Engineer

Minimum/General Experience: Must have five years of experience with Federal Government contemporary operating environment software and standards (e.g., C++, Visual Basic, Windows), have used contemporary relational DBMS in the design and development of

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applications, and experienced in Windows applications and developing SQL links to other software applications.

Functional Responsibility: Utilizes development software and databases, and software design tools to analyze systems requirements, devise program logic for business, management, communication, and technical problems, and program applications. Develops detailed flowcharts and instructions for programs, and processes flowcharts.

Minimum Education: Bachelor's degree in a computer-related field

12. Commercial Job Title: Junior Software Engineer

Minimum/General Experience: Must have two years of system analysis and/or programming experience. Have experience with Federal Government contemporary operating environment software and standards (e.g., C++, Visual Basic, Windows), have used contemporary relational DBMS in the design and development of applications, and experienced in Windows applications and developing SQL links to other software applications.

Functional Responsibility: Utilizes development software and databases, and software design tools to analyze systems requirements, devise program logic for business, management, communication, and technical problems, and program applications. Develops detailed flowcharts and instructions for programs, and processes flowcharts.

Minimum Education: Bachelor's degree in a computer-related field

13. Commercial Job Title: Telecommunications Analyst

Minimum/General Experience: Must have five years of experience with voice, data, or video networks to include assisting engineers and analysts in network design, optimization, and capacity management. Over three years assisting in the application of telecommunications engineering principles and theory to identify substandard effectiveness of communications services and provide remedial solutions; and/or information security concepts and technology in the areas of voice, data, and communications systems.

Functional Responsibility: Converts user requirements into systems requirements into functional specifications and designs for transmission systems, switching systems, satellite, microwave, fiber optic, and telecommunications/network interfaces.

Minimum Education: Associates Degree in a technical field plus specialized training in telecommunications

14. Commercial Job Title: Functional Technician VII

Minimum/General Experience: Twelve years of experience in the applicable technical area.

Functional Responsibility: Provides a wide range of assistance to technical personnel in all labor categories, undertaking tasks that free them for other, more critical activities. Typically, functional technicians have extensive experience combined with some formal education in equipment and software configuration and installation, installing network cabling and components, performing manual and electronic drafting using computer aided design systems, conducting site surveys and measurements, and collecting field data. Typical experiences may include logistics support, and support of military electronic and mechanical systems.

Minimum Education: High School diploma plus specialized training

15. Commercial Job Title: Functional Technician VI

Minimum/General Experience: Ten years of experience in the applicable technical area.

Functional Responsibility: Provides a wide range of assistance to technical personnel in

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all labor categories, undertaking tasks that free them for other, more critical activities. Typically, functional technicians have extensive experience combined with some formal education in equipment and software configuration and installation, installing network cabling and components, performing manual and electronic drafting using computer aided design systems, conducting site surveys and measurements, and collecting field data. Typical experiences may include logistics support and support of military electronic and mechanical systems.

Minimum Education: High School diploma plus specialized training

16. Commercial Job Title: Functional Technician V

Minimum/General Experience: Seven years of experience in the applicable technical area.

Functional Responsibility: Provides a wide range of assistance to technical personnel in all labor categories, undertaking tasks that free them for other, more critical activities. Typically, functional technicians have extensive experience combined with some formal education in equipment and software configuration and installation, installing network cabling and components, performing manual and electronic drafting using computer aided design systems, conducting site surveys and measurements, and collecting field data. Typical experiences may include logistics support and support of military electronic and mechanical systems.

Minimum Education: High School diploma plus specialized training

17. Commercial Job Title: Functional Technician IV

Minimum/General Experience: Five years of experience in the applicable technical area.

Functional Responsibility: Provides a wide range of assistance to technical personnel in all labor categories, undertaking tasks that free them for other, more critical activities. Typically, functional technicians have extensive experience combined with some formal education in equipment and software configuration and installation, installing network cabling and components, performing manual and electronic drafting using computer aided design systems, conducting site surveys and measurements, and collecting field data. Typical experiences may include logistics support and support of military electronic and mechanical systems.

Minimum Education: High School diploma plus specialized training

18. Commercial Job Title: Functional Technician III

Minimum/General Experience: Four years of experience in the applicable technical area.

Functional Responsibility: Provides a wide range of assistance to technical personnel in all labor categories, undertaking tasks that free them for other, more critical activities. Typically, functional technicians have extensive experience combined with some formal education in equipment and software configuration and installation, installing network cabling and components, performing manual and electronic drafting using computer aided design systems, conducting site surveys and measurements, and collecting field data. Typical experiences may include logistics support and support of military electronic and mechanical systems.

Minimum Education: High School diploma plus specialized training

19. Commercial Job Title: Functional Technician II

Minimum/General Experience: Two years of experience in the applicable technical area.

Functional Responsibility: Provides a wide range of assistance to technical personnel in all labor categories, undertaking tasks that free them for other, more critical activities. Typically, functional technicians have extensive experience combined with some formal education in equipment and software configuration and installation, installing network cabling and

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components, performing manual and electronic drafting using computer aided design systems, conducting site surveys and measurements, and collecting field data. Typical experiences may include logistics support and support of military electronic and mechanical systems.

Minimum Education: High School diploma plus specialized training

20. Commercial Job Title: Functional Technician I

Minimum/General Experience: One year of experience in the applicable technical area.

Functional Responsibility: Provides a wide range of assistance to technical personnel in all labor categories, undertaking tasks that free them for other, more critical activities. Typically, functional technicians have extensive experience combined with some formal education in equipment and software configuration and installation, installing network cabling and components, performing manual and electronic drafting using computer aided design systems, conducting site surveys and measurements, and collecting field data. Typical experiences may include logistics support, and support of military electronic and mechanical systems.

Minimum Education: High School diploma plus specialized training

21. Commercial Job Title: Systems Administrator

Minimum/General Experience: Ten years experience in performing office automation studies, local area network (LAN), wide area network (WAN), and microcomputer systems administration, determining and meeting user requirements for automated tools, installing, configuring office automation software, and managing premise distribution systems. OR: Ten years experience in performing voice, data, or video network and system traffic analysis, network and system administration, determining and meeting user requirements for voice, data, and video services, installing and configuring phones, network interfaces and administration software, and managing premise distribution systems.

Functional Responsibility: Provides on or off-site administration of a unique computer and network system configuration, with its unique arrangement of operating systems and functional software. Provides management and performance reports relative to system's configuration and operation.

Minimum Education: Bachelor's degree plus specialized network training

22. Commercial Job Title: Senior Training Specialist

Minimum/General Experience: Five years of experience in preparing curriculum and lesson plans, and conducting training programs for computer systems, management, human resources, and general administration for government personnel.

Functional Responsibility: Conducts the research necessary to develop and revise training courses and prepare appropriate training materials. Prepares instructor materials (course outline, background material, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel through materials and by conducting formal classroom courses, workshops, and seminars.

Minimum Education: Bachelor's degree or Master Instructor Certification

23. Commercial Job Title: Training Specialist

Minimum/General Experience: Three years experience in preparing curriculum and lesson plans, and conducting training programs for computer systems, management, human resources, and general administration for government personnel.

Functional Responsibility: Conducts the research necessary to develop and revise

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training courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids), as well as student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Minimum Education: Bachelor's degree or Instructor Certification

24. Commercial Job Title: Technical Writer

Minimum/General Experience: Five years of experience with writing, editing, and formalizing technical documents utilizing contemporary word processing, publishing, and graphics systems.

Functional Responsibility: Serves as a leader in the collecting and organizing of information for preparation of user manuals, training materials, installation guides, and reports. Edits functional descriptions, system specifications, user manuals, reports, or other client deliverables.

Minimum Education: Bachelor's degree

25. Commercial Job Title: Business Process Analyst

Minimum/General Experience: Five years of experience providing business process analysis and re-engineering.

Functional Responsibility: Develops proposals for process improvement for computer systems, manual handling of work orders, repair orders, or equipment upgrades. Evaluates and generates revised procedures, user manuals, work flow processes, and management documentation. Facilitates meetings and conferences associated with business practices, organizations, and configurations. Reviews and prepares evaluations of cost/benefit analysis, applicability of management proposals, new computer technology, control systems, revisions to customer interfaces, and organizational structures. Prepares directives, procedures, desk guides, and work flow diagrams.

Minimum Education: Bachelor's degree in a related technical field

26. Commercial Job Title: Budget Analyst

Minimum/General Experience: Six years of financial management experience with four years of experience in financial management with demonstrated ability in analyzing, designing, and developing automated applications for unique business practices in a fee-for-service environment.

Functional Responsibility: Must be able to clearly define government financial business practices for integration into the government financial business system. Identifies potential problems and solutions through analysis identifying recommended solutions. Works with functional specialists, automation specialists, contractors, vendors, and customers to effectively automate the customer's requirement into an automated application. Acts as a focal point to coordinate all disciplines in the recommended solution.

Minimum Education: Bachelor's degree in an accounting-related field

27. Commercial Job Title: Office Specialist 9

Minimum/General Experience: Eight years of experience in general office operations and management.

Functional Responsibility: Performs all duties of Office Specialist 6 and below. May be a supervisor or lead for a large office, or serve as a management assistant or management analyst

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to a senior manager. Responsible for organizing work, personnel management, and related duties associated with efficient office operations consistent with operating procedures, desk guides, and agency guidelines and directives. Composes correspondence and draft reports on functions assigned by the Government. May perform technical editing. May assist with manpower studies and prepare electronic presentations. Responsible to a senior manager for the overall management and control of a specific task or function. Provides and coordinates comprehensive administrative support to customers such as managers, engineers, and technical personnel. Manages both manual and automated support systems for personnel accounting, time keeping and attendance, training, report tickler systems, electronic files, and directives.

Minimum Education: High School diploma plus specialized training. College or administrative trade school experience desired.

28. Commercial Job Title: Office Specialist 8

Minimum/General Experience: Seven years of experience in general office operations and management.

Functional Responsibility: Performs all duties of Office Specialist 6 and below. May be a supervisor or lead for a large office staff, or serve as a management assistant or management analyst to a senior manager. Responsible for organizing work, personnel management, and related duties associated with efficient office operations consistent with operating procedures, desk guides, and agency guidelines and directives. Composes correspondence and draft reports on functions assigned by the Government. May adapt technical information to a technical manual formats. Responsible to a senior manager for the overall management and control of a specific task or function. Provides and coordinates comprehensive administrative support to customers such as managers, engineers, and technical personnel. Manages both manual and automated support systems for personnel accounting, time keeping and attendance, training, report tickler systems, electronic files, and directives.

Minimum Education: High School diploma plus specialized training. College or administrative trade school experience desired.

29. Commercial Job Title: Office Specialist 7

Minimum/General Experience: Six years of experience in general office operations and management.

Functional Responsibility: Performs all duties of Office Specialist 6 and below. May be a supervisor or lead for an office staff, or serve as a management assistant to a senior manager. Responsible for organizing work, personnel management, and related duties associated with efficient office operations consistent with operating procedures, desk guides, and agency guidelines and directives. Composes correspondence and draft reports on functions assigned by the Government. Provides and coordinates comprehensive administrative support to customers such as managers, engineers, and technical personnel. Manages both manual and automated support systems for personnel accounting, time keeping and attendance, training, report tickler systems, electronic files, and directives.

Minimum Education: High School diploma plus specialized training. College or administrative trade school experience desired.

30. Commercial Job Title: Office Specialist 6

Minimum/General Experience: Five years of experience and/or formal training in general

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office knowledge and four years of related office experience

Functional Responsibility: Prepares draft and final standardized letters and documents from desk guides utilizing advanced MS Word capabilities including graphics and publishing features. Imports and exports electronic files from other software products. Sends and receives messages utilizing electronic mail. Prepares spreadsheets, links spreadsheets, and incorporates graphics using MS Excel. Prepares presentations and backup materials using MS PowerPoint. Is familiar with database concepts relative to extracting data to support report preparation or research. Utilizes other software products in office management, such as systems for accounting, personnel, or material management. Follows established procedures and routines relative to office operations and procedures. May act as lead or supervisor for one or more people. Learns customer-specific software through tutoring and on-the-job training.

Minimum Education: High School diploma plus specialized training. College or administrative trade school experience desired.

31. Commercial Job Title: Office Specialist 5

Minimum/General Experience: Four years of experience and/or formal training in general office knowledge and three years of related office experience

Functional Responsibility: Prepares standardized letters and documents from desk guides utilizing advanced MS Word capabilities including graphics and spreadsheet insertion. Imports and exports electronic files from other software products. Sends and receives messages utilizing electronic mail. Prepares spreadsheets using MS Excel. Is familiar with presentation graphics such as MS PowerPoint. Is familiar with database concepts relative to extracting data to support report preparation or research. Utilizes other software products in office management, such as systems for accounting, personnel, or material management. Follows established procedures and routines relative to office operations and procedures. May act as lead or supervisor for one or more people. Learns customer-specific software through tutoring and on-the-job training.

Minimum Education: High School diploma plus specialized training. College or administrative trade school experience desired.

32. Commercial Job Title: Office Specialist 4

Minimum/General Experience: Three years of experience and/or formal training in general office knowledge and three years of related office experience

Functional Responsibility: Prepares standardized letters and documents from desk guides utilizing advanced MS Word capabilities including graphics and spreadsheet insertion. Imports and exports electronic files from other software products. Sends and receives messages utilizing electronic mail. Prepares spreadsheets using MS Excel. Is familiar with presentation graphics such as MS PowerPoint. Is familiar with database concepts relative to extracting data to support report preparation or research. Utilizes other software products in office management, such as systems for accounting, personnel, or material management. Follows established procedures and routines relative to office operations and procedures. May act as lead or supervisor for one or more people. Learns customer-specific software through tutoring and on-the-job training.

Minimum Education: High School diploma plus specialized training. College or administrative trade school experience desired.

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33. Commercial Job Title: Office Specialist 3

Minimum/General Experience: Three years of experience and/or formal training in general office knowledge and at least two years of related office experience

Functional Responsibility: Prepares standardized letters and documents from desk guides utilizing advanced MS Word capabilities including graphics and spreadsheet insertion. Imports and exports electronic files from other software products. Sends and receives messages utilizing electronic mail. Prepares spreadsheets using MS Excel. Is familiar with presentation graphics such as MS PowerPoint. Follows established procedures and routines relative to office operations and procedures. Learns customer-specific software through tutoring and on-the-job training.

Minimum Education: High School diploma plus specialized training. College or administrative trade school experience desired.

34. Commercial Job Title: Office Specialist 2

Minimum/General Experience: Two years of experience and/or formal training in general office knowledge and two years of related office experience

Functional Responsibility: Prepares standardized letters and documents from desk guides utilizing advanced MS Word capabilities including graphics and spreadsheet insertion. Sends and receives messages utilizing electronic mail. Prepares spreadsheets using MS Excel. Follows established procedures and routines relative to office operations and procedures. Learns customer-specific software through tutoring and on-the-job training.

Minimum Education: High School diploma plus specialized training. College or administrative trade school experience desired.

35. Commercial Job Title: Office Specialist 1

Minimum/General Experience: One year of experience in general office knowledge.

Functional Responsibility: Prepares standardized letters and documents from desk guides utilizing advanced MS Word capabilities. Sends and receives messages utilizing electronic mail. Prepares spreadsheets using MS Excel. Follows established procedures and routines relative to office operations and procedures. Learns customer-specific software through tutoring and on-the-job training.

Minimum Education: High School diploma plus specialized training. College or administrative trade school experience desired.

Under "Minimum Education," and at the discretion of the Contracting Officer, one year of related experience may be substituted for one year of education. One year of education or a degree at a higher level may be substituted for one year of experience.

3. IT SCHEDULE RATES

Rates for the positions summarized in Table 1 are presented in Table 2 and are shown for work performed at either a government site or at a contractor's site.







Table 2. Current Information Technology (IT) Schedule Rates

IT LABOR CATEGORY	GOVERNMENT SITE	CONTRACTOR SITE
1. Program/Project Mgr	\$97.80	\$103.37
2. Task Leader	\$77.02	\$81.40
3. Subject Matter Expert	\$110.04	\$116.28
4. Sr. Network Engineer	\$83.14	\$87.87
5. Network Engineer	\$75.80	\$80.11
6. Jr. Network Engineer	\$63.57	\$67.18
7. Sr. Systems Engineer	\$83.14	\$87.87
8. Systems Engineer	\$75.80	\$80.11
9. Jr. Systems Engineer	\$63.57	\$67.18
10. Sr. Software Engineer	\$83.14	\$87.87
11. Software Engineer	\$75.80	\$80.11
12. Jr. Software Engineer	\$63.57	\$67.18
13. Telecommunications Analyst	\$78.25	\$82.69
14. Functional Technician 7	\$68.46	\$72.36
15. Functional Technician 6	\$61.13	\$64.61
16. Functional Technician 5	\$53.79	\$56.85
17. Functional Technician 4	\$46.47	\$49.10
18. Functional Technician 3	\$39.13	\$41.35
19. Functional Technician 2	\$34.23	\$36.18
20. Functional Technician 1	\$29.35	\$31.02
21. Systems Administrator	\$78.25	\$82.69
22. Sr. Training Specialist	\$73.37	\$77.53
23. Training Specialist	\$63.57	\$67.18
24. Technical Writer	\$53.79	\$56.85
25. Business Process Analyst	\$68.46	\$72.36
26. Budget Analyst	\$53.79	\$56.85
27. Office Specialist 9	\$53.79	\$56.85

IT LABOR CATEGORY	GOVERNMENT SITE	CONTRACTOR SITE
28. Office Specialist 8	\$46.47	\$49.10
29. Office Specialist 7	\$41.55	\$43.93
30. Office Specialist 6	\$36.67	\$38.76
31. Office Specialist 5	\$33.00	\$34.88
32. Office Specialist 4	\$29.35	\$31.02
33. Office Specialist 3	\$26.29	\$27.78
34. Office Specialist 2	\$23.84	\$25.19
35. Office Specialist 1	\$21.39	\$22.61

PROFESSIONAL ENGINEERING SERVICES SCHEDULE

This multiple award schedule grants agencies direct access to Envisioning subject matter experts who can thoroughly address the needs of the Federal engineering community through the six (6) Special Item Number (SIN) areas which comprise SIN CR425. These distinct phases of an engineering project include:

-  Strategic Planning for Technology Programs/Activities
-  Concept Development and Requirements Analysis
-  System Design, Engineering and Integration
-  Test and Evaluation
-  Integrated Logistics Support
-  Acquisition and Life Cycle Management

THE SERVICE CONTRACT ACT DOES NOT APPLY TO ENGINEERING AND TECHNICAL SERVICES. ALL NON-PROFESSIONAL LABOR CATEGORIES MUST BE INCIDENTAL TO AND USED SOLELY TO SUPPORT PROFESSIONAL SERVICES AND CANNOT BE PURCHASED SEPARATELY.

Strategic Planning for Technology Programs/Activities

Services required involve the definition and interpretation of high-level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Typical associated tasks include, but are not limited to, an analysis of mission, program goals and objectives, requirements analysis, organizational performance assessment, special studies and analysis, training, privatization and outsourcing.

Example: The evaluation and preliminary definition of new and/or improved performance goals for navigation satellites - such as launch procedures and costs, multi-user capability, useful service life, accuracy and resistance to natural and man-made electronic interference.

Concept Development and Requirements Analysis

Services required involve abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development or enhancement of high level general performance specifications of a system, project, mission or activity. Typical associated tasks include, but are not limited to, requirements analysis, cost/cost-performance trade-off analysis, feasibility analysis, regulatory compliance support, technology conceptual designs, training, privatization, and outsourcing.

Example: The development and analysis of the total mission profile and life cycle of the improved satellite including examination of performance and cost tradeoffs.

System Design, Engineering, and Integration

Services required involve the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis/mitigation, traceability, and then integrating the various components to produce a working prototype or model of the system. Typical associated tasks include, but are not limited to, computer-aided design, design studies and analysis, high level detailed specification preparation, configuration management and document control, fabrication, assembly and simulation, modeling, training, privatization, and outsourcing.

Example: The navigation satellite concept produced in the preceding stage will be converted to a detailed engineering design package, performance will be computer simulated, and a working model will be built for testing and design verification.

Test and Evaluation

Services required involve the application of various techniques demonstrating that a prototype system (subsystem, program, project or activity) performs in accordance with the objectives outlined in the original design. Typical associated tasks include, but are not limited to, testing of a prototype and first article(s) testing, environmental testing, independent verification and validation, reverse engineering, simulation and modeling (to test the feasibility of a concept), system safety, quality assurance, physical testing of the product or system, training, privatization, and outsourcing.

Example: The navigation satellite working model will be subjected to a series of tests which may simulate and ultimately duplicate its operational environment.

Integrated Logistics Support

Services required involve the analysis, planning, and detailed design of all engineering specific logistics support including material goods, personnel, and operational maintenance and repair of systems throughout their life cycles. Typical associated tasks include, but are not limited to, ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, long-term reliability and maintainability, training, privatization, and outsourcing.

Example: The full range of life cycle logistics support for the navigation satellite will be identified and designed in this stage including training, operation, and maintenance requirements, and replacement procedures.

Acquisition and Life Cycle Management

Services required involve all of the planning, budgetary, contract and systems/program management functions required to procure and/or produce, render operational and provide life cycle support (maintenance, repair, supplies, and engineering specific logistics) to technology-based systems, activities, subsystems, projects, etc. Typical associated tasks include, but are not limited to, operation and maintenance, program/project management, technology transfer/insertion, training, privatization, and outsourcing.

Example: During this stage the actual manufacturing, launch, and performance monitoring of the navigation satellite will be assisted through project management, configuration management, reliability analysis, engineering retrofit improvements, and similar functions.

DESCRIPTION OF WORK

1. BACKGROUND

The purpose of this solicitation is to provide a vehicle for all Government agencies to obtain the services of qualified/experienced contractor(s) under a Multiple Awards Federal Supply Schedule (FAR Part 8--as well as Part 38) that will provide PES in an efficient, streamlined, and cost effective manner in accordance with applicable statutes and regulations. Agencies will issue orders in accordance with the procedures found herein. An order may contain any service or combination of services described herein. The contractor may be required to manage more than one task at a time. However, there is no guarantee as to the volume of work that may be required by orders.

2. OBJECTIVE

To provide a Multiple Award Schedule to Federal government agencies for obtaining high quality professional engineering services in varying degrees, from small-scale to broad-based efforts to complete outsourcing.

3. SCOPE OF WORK

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities, and transportation necessary to provide a wide range of professional engineering services as specified in each order.

Services specified in an order may be performed at the contractor's facilities or the ordering agencies' facilities.










There are four primary disciplines in the engineering field and hundreds of sub-disciplines or specialties associated with engineering disciplines. Below is a list of primary engineering disciplines with a partial list of sub-disciplines or specialties contemplated under PES. For specialties asterisked below, see paragraph entitled "Services Not Included", for limitations on the extent to which the specialty is included.

Chemical Engineering

Planning, development, evaluation and operation of chemical, biochemical or physical plants and processes. Changes in composition, energy content, state of aggregation of materials, forces that act on matter and relationships are examined and new and conventional chemical materials, products and processes are produced and/or manufactured.

It includes, but is not limited to, planning, evaluating or operation of chemical plants and petroleum refineries, pollution control systems, biochemical processes, plastics, pharmaceuticals, fibers; analysis of chemical reactions that take place in mixtures; determination of methodologies for the systematic design, control and analysis of processes, evaluating economics, safety, etc.

Within the chemical engineering discipline, there are several specialties within the scope of this work; a partial listing follows:

-  Ceramics
-  Electronic Components & Chemicals
-  Environmental Control & Cleanup
-  Food
-  Petrochemicals
-  Pharmaceuticals
-  Pulp and Paper
-  Refining
-  Textiles

Other Chemical Engineering Specialties not listed in the "SERVICES NOT INCLUDED PARAGRAPH":

-  Biotechnology
-  Safety Engineering




Civil Engineering

Planning, evaluation and constructed infrastructure of facilities and buildings, transportation systems, water, earthworks, and other structures.



It includes, but is not limited to, planning, evaluation, and operations of bridges, dams, airports, highways, transportation systems, large buildings, power generating plants, sewage systems, water resources and supply, waste treatment facilities, soil, rock, etc. It also includes the manufacture, production, furnishing, construction, alteration, repair, processing or assembling of vessels, aircraft, or other kinds of personal property, including heating, ventilation and air-conditioning.

Within the civil engineering discipline, there are several specialties within the scope of this work; a partial listing follows:

-  Environmental*

-  Structural*
-  Transportation
-  Water resources

Other Civil Engineering Specialties not listed in the "SERVICES NOT INCLUDED PARAGRAPH"



















-  Geotechnical
-  Surveying














Electrical Engineering

Planning, design, development, evaluation and operation of electrical principles, models, and processes.

It includes, but is not limited to, the design, fabrication, measurement and operation of electrical devices, equipment and systems (e.g., signal processing; telecommunication; sensors, microwave, and image processing; micro-fabrication; energy systems and control; micro- and nano-electronics; plasma processing; laser and photonics; satellites, missiles and guidance systems, space vehicles, fiber optics, robotics, etc.).

Within the electrical engineering discipline, there are several specialties within the scope of this work; a partial listing follows:

-  Aerospace and Electronic Systems
-  Antennas and Propagation
-  Broadcast Technology
-  Circuits and Systems
-  Communications
-  Components Packaging, and Manufacturing Technology
-  Computer*
-  Consumer Electronics
-  Control Systems
-  Dielectrics and Electrical Insulation
-  Education
-  Electromagnetic Compatibility
-  Engineering in Medicine and Biology
-  Engineering Management
-  Geosciences & Remote Sensing
-  Industrial Electronics
-  Industry Applications
-  Information Theory
-  Instrumentation and Measurement
-  Intelligent Transportation Systems
-  Lasers & Electro-Optics
-  Magnetics
-  Microwave Theory and Techniques


















-  Neural Networks Council
-  Nuclear and Plasma Sciences
-  Oceanic Engineering
-  Power Electronics
-  Power Engineering
-  Professional Communication
-  Reliability
-  Robotics & Automation
-  Signal Processing on Social Implications of Technology
-  Solid-State Circuits
-  Systems, Man, and Cybernetics
-  Ultrasonics, Ferroelectrics, and Frequency Control
-  Vehicular Technology

Other Electrical Engineering Specialties not listed in the "SERVICES NOT INCLUDED PARAGRAPH"

Mechanical Engineering

Planning, development, evaluation, and control of systems and components involving the production and transfer of energy and with the conversion of one form of energy to another.

It includes, but is not limited to, planning and evaluation of power plants, analysis of the economical combustion of fuels, conversion of heat energy into mechanical energy, use of mechanical energy to perform useful work, analysis of structures and motion in mechanical systems, and conversion of raw materials into a final product, etc. (e.g., thermodynamics, mechanics, fluid mechanics, jets, rocket engines, internal combustion engines, steam and gas turbines, continuum mechanics, dynamic systems, dynamics fluid mechanics, heat transfer, manufacturing, materials, solid mechanics, reactors, etc.).

-  Advanced Energy Systems
-  Aerospace Engineering
-  Applied Mechanics
-  ASME Heat Transfer/K16
-  Bioengineering
-  Design Engineering*
-  Dynamic Systems and Control
-  Electrical and Electronic Packaging
-  Environmental Engineering*
-  Fluids Engineering
-  Fluids Power Systems and Technology Systems
-  Fuels and Combustion Technologies
-  Heat Transfer
-  Information Storage and Processing Systems
-  Internal Combustion Engine
-  International Gas Turbine
-  Management

- 🌐 Manufacturing Engineering *
- 🌐 Materials
- 🌐 Materials Handling Engineering*
- 🌐 Micro Channel Flow and Heat Transfer
- 🌐 Noise Control and Acoustics
- 🌐 Non-Destructive Evaluation Engineering
- 🌐 Nuclear Engineering
- 🌐 Ocean Engineering
- 🌐 Offshore Mechanics and Arctic Engineering
- 🌐 Petroleum
- 🌐 Plant Engineering and Maintenance
- 🌐 Power
- 🌐 Process Industries
- 🌐 Rail Transportation
- 🌐 Solar Energy
- 🌐 Textile Engineering
- 🌐 Tribology

Other Mechanical Engineering Specialties not listed in the "SERVICES NOT INCLUDED PARAGRAPH"

- 🌐 Pressure Vessels and Piping
- 🌐 Safety Engineering and Risk Analysis
- 🌐 Solid Waste Processing
- 🌐 Technology and Society

The following non-inclusive list represents a sampling of the types of engineering tasks contemplated:

- 🌐 Acquisition and Life Cycle Management
- 🌐 Analysis of Program Goals, Mission, Objectives, Performance
- 🌐 Assessment Support
- 🌐 Computer Aided Design, Computer Aided Engineering, Computer Aided Management
- 🌐 Concept Development
- 🌐 D&D (Decontamination and Decommissioning)
- 🌐 Demonstration and Validation
- 🌐 Design/Specifications
- 🌐 Documentation and Information Dissemination
- 🌐 Economic/Business Case Analysis, Economic Impact Evaluations
- 🌐 Education/Training
- 🌐 Environmental Control for Electrical Units (e.g., cooling units)
- 🌐 Forensic Engineering
- 🌐 Independent Verification and Validation (IV&V)
- 🌐 Information Services (studies, impact statements, program development, project documentation, data collection, data analysis/evaluation, etc.)

- 🌐 Instrumentation
- 🌐 Integration
- 🌐 Investigative Engineering Service
- 🌐 Life Cycle Costing
- 🌐 Logistics
- 🌐 Long-term Reliability and Maintainability
- 🌐 Migration Strategy
- 🌐 National Academy of Sciences studies
- 🌐 O&M (Operation and Maintenance)
- 🌐 Operations Research (Non R&D)
- 🌐 Permitting and Licensing
- 🌐 Plan, Organize, Establish, Implement, Manage, Maintain, Upgrade and Control of Technical Systems
- 🌐 Privatization
- 🌐 Program and Project Management
- 🌐 Prototype Development and First Article(s) Production
- 🌐 Radar/Sonar
- 🌐 Regulatory Compliance Support
- 🌐 Reliability and Maintainability Analysis
- 🌐 Reverse Engineering
- 🌐 Signal Processing
- 🌐 Simulation and Modeling
- 🌐 Site Development
- 🌐 Source Data Development (forward engineering hardware and software systems)
- 🌐 Source Data Validation (existing hardware and software systems)
- 🌐 Special Projects and Studies
- 🌐 Statistical Analysis
- 🌐 Support Services
- 🌐 Systems Engineering Data Base Development, Maintenance, and Analysis
- 🌐 Technical Analysis
- 🌐 Technical and Management Support
- 🌐 Technical Writing/Editorial Support
- 🌐 T&E (Test and Evaluation) of Products and Systems

Personnel categories for PES anticipated include, but are not limited to:

- 🌐 Administrative
- 🌐 Biologists
- 🌐 Chemists
- 🌐 Consultants
- 🌐 Documentation Specialists
- 🌐 Economists
- 🌐 Engineering and Technical Analysts
- 🌐 Engineering Software Developers and Analysts
- 🌐 Engineers
- 🌐 Information Specialists

- 🌐 Logistics Engineers and Technical Specialists
- 🌐 Material Management Engineers and Technical Specialists
- 🌐 Naval Architects
- 🌐 Operations Research Specialists
- 🌐 Physicists
- 🌐 Project/Program Analysts/Leaders/Managers
- 🌐 Scientists
- 🌐 Statisticians/Mathematicians
- 🌐 Support
- 🌐 Technicians
- 🌐 Trainers
- 🌐 Writers

4. SERVICES NOT INCLUDED*

The following services are not currently being solicited under PES.

- a) Construction and Architect-Engineering services as set forth in FAR Part 36 (including construction, alteration or repair (including dredging, excavating and painting) of buildings, structures, or other real property). Offerors interested in providing these services may contact GSA's Public Buildings Service (PBS) for additional information.
- b) Computer Engineering and Information Technology. Offerors interested in providing computer/software engineering and information technology services are directed to contact GSA's Group 70 Schedule for Information Technology. For additional information, contact Chuck Popelka at (703) 305-7573.
- c) Environmental Advisory Services, as listed below, are not currently being solicited.
 - 🌐 Environmental Planning Services & Documentation (i.e., environmental impact statements; endangered species, wetlands, watersheds and other natural resource management plans, studies and consultations; archeological, historic and other cultural resources management plans, studies, and consultations; economic, technical, and risk analyses in support of environmental needs).
 - 🌐 Environmental Compliance Services (i.e., environmental compliance audits; compliance management planning; and pollution prevention surveys).
 - 🌐 Environmental/Occupational Training Services specific to Environmental Planning and Environmental Compliance as discussed above (i.e., conventional course development and presentation; customized courses to meet specific needs; and computer-based interactive course development).
 - 🌐 Waste Management Services (i.e., data collection, data development, analyses of comments, regulatory and economic analyses, feasibility analyses, hazard assessments, exposure assessments, and risk analyses). Examples include, but are not limited to, development of waste characterization studies and recommendations for management strategy including identification of recycling options. Assessments might include studies relating to collection and transfer of waste, source reduction, and evaluation of energy/fuel options. Services could include data collection, data

development, and analyses of comments, regulatory and economic analyses, feasibility analyses, hazard assessments, exposure assessments, and risk analyses.

- 🌐 Hazardous Materials Management Advisory Services (i.e., furnishing of Material Safety Data Sheets (MSDS)) by compact disc, on-line via Internet, mail or facsimile (FAX); reporting and compliance software, hazardous materials tracking software, and other related software/services.
- 🌐 Telephone Advisory Services (i.e., telephone assistance with hazardous material spills, poisons, MSDS, and other related services).
- 🌐 Offerors interested in providing environmental advisory services are directed to contact GSA's group 899 Schedule. For additional information, contact Joan Rodgers at (253) 931-7900.

d) Foundations and Landscaping Engineering. Offerors interested in providing foundations and landscaping engineering is directed to contact GSA's PBS for additional information.

e) Heating, Ventilation and Air-Conditioning (HVAC) related to buildings, structures, or other real property set forth for Construction and Architect-Engineering services governed by FAR Part 36. Offerors interested in providing these services are directed to contact GSA's PBS for additional information. Please note that HVAC related to the manufacture, production, furnishing, construction, alteration, repair, processing or assembling of vessels, aircraft, or other kinds of personal property IS included and solicited within the scope of PES.

f) Research and Development as set forth in FAR Part 35.

g) Products/materials already solicited under other Federal Supply Service (FSS) Schedule contracts (e.g., information technology, paper, chemicals, pharmaceuticals, laboratory instruments, etc.). However, PES contractors may team across FSS Schedules to provide a total solution to agency requirements.

5. SAFETY

The Contractor shall provide all safety equipment and processes required in performance of the contract. All work shall be conducted in a safe manner and shall comply with all applicable Occupational Safety and Health Administration (OSHA) and other applicable requirements. The Contractor shall demonstrate proactive and innovative safety practices on a continual basis throughout the contract period.

6. OUTSOURCING OR PRIVATIZATION OF PROFESSIONAL SERVICES

Orders may be issued for complete outsourcing or privatization of a single task or any portion of an agency's operations within the scope of the contract. Under this type of an order, the contractor could be expected to provide a wide range of functions including administrative, management, and technical. The contractor would be responsible for overall operations including developing a management structure to properly provide the full range of required services; planning, management, direction, and supervision of the work activities involved and the personnel performing them; any facilities and/or equipment provided by the government, including the management of facilities and equipment in accordance with the provisions and/or regulations specified in the order. The individual ordering agency will be responsible for

assuring that pertinent governmental guidelines (e.g., OMB Circular A-76) are followed in deciding to use the outsourcing or privatization portion of this schedule.

7. ADDITIONAL ITEMS

Throughout the duration of this Multiple Award Schedule, the Government may identify and add new items. If an item is added, proper notification will be given to all eligible sources through the issuance of a refreshed solicitation.

8. ADDENDUM TO CONTRACT PRICE LIST

In addition to the requirements set forth in Paragraph C.21, Contract Price Lists, Contractors shall supplement their required Contract Price List with a matrix that outlines the primary engineering discipline(s) approved by GSA. This matrix will allow customer agencies to more efficiently select contractors with a particular type of engineering discipline. Some examples of engineering disciplines are found in the Statement of Work.

The contractor is encouraged to use creativity in creating its pricelist so that agencies are provided sufficient information regarding the contractor's area(s) of expertise. Please note that contract price lists are in the public domain.

9. PROFESSIONAL ENGINEERING SCHEDULE (PES) POSITION DESCRIPTIONS

Table 3 summarizes the PES position descriptions available for:










-  Administrative Support
-  Analysts
-  Editors
-  Engineers
-  Program Administrators
-  Program/Task Managers or Directors
-  Technicians
-  Training, Logistics, and Graphics Specialists
-  Writers

Table 3. Professional Engineering Schedule (PES) Position Descriptions

PES Position Descriptions	
1. Commercial Job Title: Engineer Expert 2	
Minimum/General Experience:	10 or more years of directly related experience
Functional Responsibility:	Senior technical/engineering professional who acts as an adviser in complex and critical client projects. Provides expert scholarly advice to projects. Generally has attained high levels within military, government and/or industry.
Minimum Education:	M.S. degree in Engineering, Scientific, or related

PES Position Descriptions

technical discipline or equivalent technical training
or work experience

2. Commercial Job Title: Engineer Expert 1

Minimum/General Experience: 5 or more years of directly related experience

Functional Responsibility: Senior technical/engineering professional. Performs highly specialized and technical tasks associated with most current and cutting edge technologies; may serve as a technical consultant to a project or to a number of projects dealing with areas of engineering and technical expertise; maintains current knowledge of relevant hardware systems, subsystems, components and parts and associated technologies; and/or possesses advanced knowledge of the principles, methods, and techniques used in the area of technical expertise.

Minimum Education: B.A./B.S. degree in Engineering, Scientific, or related technical discipline or equivalent technical training or work experience (Advanced degree preferred)

3. Commercial Job Title: Program Director

Minimum/General Experience: 10 or more years of directly related experience

Functional Responsibility: Senior company authority within the engineering/scientific/technical field providing management and/or expertise to complex and critical client projects. Responsibilities include project development from inception to deployment, ability to provide guidance and direction in the required tasks, management and control of funds and resources and capability for managing multi-task contracts.

Minimum Education: B.A./B.S. degree in Engineering, Scientific, or related technical discipline or equivalent technical training or work experience (Advanced degree preferred)

4. Commercial Job Title: Program Manager

Minimum/General Experience: 6 or more years of directly related experience

Functional Responsibility: Manages assigned scientific or engineering programs and performs tasks in area of technical expertise; supervises assigned technical and administrative staff, does related work as required. Manages task performance; ensures that tasks under assigned projects are completed to the satisfaction of the client; ensures quality assurance of project deliverables; schedules, coordinates, directs, monitors, and reviews activities of staff, performs contract administration duties such as preparation of monthly status report, budget development, task projections, and financial reviews and analysis; and interacts with clients, client staffs, vendors, subcontractors, and other agencies on a regular basis to determine customer requirements.

Minimum Education: B.A./B.S. degree in Engineering, Scientific, or related technical discipline or equivalent technical training or work experience

5. Commercial Job Title: Project Manager

Minimum/General Experience: 4 or more years of directly related experience

PES Position Descriptions

Functional Responsibility: Manages assigned scientific or engineering projects and performs tasks in area of technical expertise; supervises assigned project staff, manages task performance; ensures that tasks under assigned projects are completed to the satisfaction of the client; ensures quality assurance of project deliverables; performs contract administration duties such as preparation of monthly status report, and task projections; and interacts with clients on a regular basis to determine customer requirements, program workload, project status, and/or client satisfaction.

Minimum Education: B.A./B.S. degree or equivalent

6. Commercial Job Title: Task Manager

Minimum/General Experience: One or more years of directly related experience

Functional Responsibility: Provides technical leadership on assigned engineering or technical tasks; assists in the development of technical project plans, proposals, reports, and task order reporting; may serve as a technical/functional task lead and may have supervisory responsibility.

Minimum Education: B.A./B.S. degree or equivalent

7. Commercial Job Title: Sr. Electrical Engineer/Physicist

Minimum/General Experience: Ten or more years of directly related experience

Functional Responsibility: Provides senior technical leadership in the design, development, and implementation of electronic warfare systems to include directed energy technologies. Current knowledge and experience with operations, research and development, and intelligence organizations in directed energy weapons technology. May perform as technical/functional task lead and may have supervisory responsibility.

Minimum Education: M.A./M.S. degree with BS in Engineering or Physics (or equivalent)

8. Commercial Job Title: Electrical Engineer/Physicist

Minimum/General Experience: One or more years of directly related experience

Functional Responsibility: Provide sensor and system laboratory and field test and evaluation support. Design and develop mechanical fixtures for integrating measurement systems into land, ship, and air platforms and experienced in conducting experiments from land, ship, and air platforms.

Minimum Education: B.A./B.S. degree in Engineering or Physics (or equivalent)

9. Commercial Job Title: Principal Scientist

Minimum/General Experience: Fifteen or more years of directly related experience

Functional Responsibility: Provides laboratory/field research, development, test and evaluation related to electromagnetic and electronic sensor systems. Plans for and conducts laboratory and field characterization and radiometric measurements utilizing a wide variety of instrumentation; developments and evaluates accurate measurement techniques; organizes and conducts large-scale field tests; performs detailed analysis of

PES Position Descriptions

sensor systems design. Experienced with foreign materiel acquisition process and recent experience with directed energy research and development programs.

Minimum Education: M.A./M.S. degree (or equivalent)

10. Commercial Job Title: Principal Electrical Engineer

Minimum/General Experience: Fifteen or more years of directly related experience

Functional Responsibility: Directs laboratory/field research, development, test and evaluation related to electromagnetic and electronic sensor systems. Performs multi-disciplinary functions in the development of system requirements analysis and systems engineering. Provides specialized technical expertise in one or more areas of RF design, modeling and simulation, computer systems architecture, EW development and testing, low and high power microwave source development and testing, directed energy, sensor systems design, and E-O/IR. Directs large-scale field tests and provides analysis of such. Provides program oversight for R&D tasks and integration of diverse functional project management teams.

Minimum Education: PhD degree, engineering, science, math
(or equivalent)

11. Commercial Job Title: Sr. RF Engineer

Minimum/General Experience: Ten or more years of directly related experience

Functional Responsibility: Provides design, development, and implementation of multi-spectral electronic warfare systems for DoD applications, including high power RF systems and directed energy technologies. Participates as key member of operational, research and development, and intelligence organizations in directed energy weapons and RF countermeasure technology, including participation with Tri-Service technology advisory committees.

Minimum Education: M.A./M.S. degree with BS in Electrical Engineering
(or equivalent)

12. Commercial Job Title: Sr. Systems Engineer

Minimum/General Experience: Ten or more years of directly related experience

Functional Responsibility: Provides design, development, and implementation of multi-spectral electronic warfare systems for DoD applications, including high power RF systems and directed energy technologies. Participates as key member of operational, research and development, and intelligence organizations in directed energy weapons and RF countermeasure technology, including participation with Tri-Service technology advisory committees.

Minimum Education: M.A./M.S. degree with BS in Electrical Engineering
(or equivalent)

13. Commercial Job Title: Systems Engineer

Minimum/General Experience: Eight or more years of directly related experience

Functional Responsibility: Considered an experimental research and systems

PES Position Descriptions

engineering expert. Current experience with EW and RF countermeasure research and development programs. Experienced with development of systems engineering documents.

Minimum Education: M.A./M.S. degree with BS in Engineering

14. Commercial Job Title: Mechanical Engineer

Minimum/General Experience: Eight or more years of directly related experience

Functional Responsibility: Provide sensor and system laboratory and field test and evaluation support. Design and develop mechanical fixtures for integrating measurement systems into land, ship, and air platforms and experienced in conducting experiments from land, ship, and air platforms. Experienced in E-O/IR system mechanical design and integration.

Minimum Education: B.A./B.S. degree in Mechanical Engineering (or equivalent)

15. Commercial Job Title: Sr. Electronics Technician

Minimum/General Experience: Ten or more years of directly related experience

Functional Responsibility: Provide design, development and test and evaluation of a wide variety of electronic and electromagnetic sensors and systems. Provide operation and maintenance support of equipment such as lasers, vacuum systems, gas systems, RF sources, and other electronic, electrical, and optical equipment and instrumentation. Set up and conduct laboratory and field countermeasure tests. Design and fabricate electronic and electro-mechanical components and subsystems.

Minimum Education: Technical training

16. Commercial Job Title: Jr. Electronics Technician

Minimum/General Experience: One or more years of directly related experience

Functional Responsibility: Provide operation, troubleshooting, and repair of a wide variety of electronic and electromagnetic sensors and supporting instrumentation. Provide operation and maintenance support of equipment such as lasers, vacuum systems, gas systems, RF sources, and other electronic, electrical, and optical equipment and instrumentation. Assist with set up and conduct of laboratory and field countermeasure tests.

Minimum Education: Technical training

17. Commercial Job Title: Security Specialist

Minimum/General Experience: Five or more years of directly related experience

Functional Responsibility: Provides direction to senior staff regarding DoD security policies and procedures. Experienced with Top Secret, Special Compartmented Information (SCI) and Special Access Program (SAP) security policies and procedures, and with EW research and development programs. Provides prompt and responsive customer support and subject matter expertise regarding security issues related to specific

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programs and contracts. Interprets security policy on matters pertaining to processing, dissemination, and controlling of classified materials. Coordinates with other SSO offices and organizations as required. Develops solutions, and conveys to internal and external customers.

Minimum Education: B.A./B.S degree (or equivalent) and specialized security training

18. Commercial Job Title: Engineer 4

Minimum/General Experience: 8 or more years of directly related experience

Functional Responsibility: Conducts the engineering design, testing, and documentation of various technical systems at a highly technical level at contractor and/or client sites; provides technical support and subject matter expertise as requested. Engineers and designs various complex systems; performs highly technical engineering analyses for various systems; troubleshoots and repairs various systems and provides technical support to users; develops test procedures and plans according to various specification documents; performs on-site system testing at client locations; analyzes and evaluates test results and provides impact assessments and design recommendations to client. Conducts on-site system testing at client locations; analyzes and evaluates test results and provides impact assessments and design recommendations to client; identifies, documents, and evaluates functional requirements of clients; provides subject matter expertise for assigned areas; performs structural and design analyses of proposed equipment installation designs for various client sites; analyzes engineering designs to ensure equipment compatibility and proper performance; integrates and designs electrical/electronic controls, software, and mechanical systems; reviews, writes, and provides updates to technical documentation; develops mechanical and electrical drawings; identifies and assists with documentation of functional requirements for assigned projects; analyzes research and development plans; conducts research for system-related information as directed; and participates in design reviews, technical meetings, and briefings. May serve as a primary point of contact for clients.

Minimum Education: B.A./B.S. degree in Engineering, Scientific, or related technical discipline or equivalent technical training or work experience (Advanced degree preferred.) Electrical, mechanical, or industrial license desirable.

19. Commercial Job Title: Engineer 3

Minimum/General Experience: 5 or more years of directly related experience

Functional Responsibility: Conducts the engineering design, testing, and documentation of various technical systems; provides technical support and subject matter expertise as requested; may serve as a technical team or task lead. Engineers and designs various systems; performs engineering analyses for various systems; troubleshoots and repairs various systems; develops test plans according to various specifications; performs on-site system testing at client locations and reports test results

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to client; identifies and documents functional requirements of clients; and performs structural and design analyses of proposed equipment installation designs for various client sites. Integrates and designs electrical/electronic controls and mechanical systems; designs, fabricates, and installs various hardware and related systems; reviews, writes, and provides updates to technical documentation; develops mechanical and electrical drawings; and identifies and assists with documentation of functional requirements for assigned projects.

Minimum Education: B.A./B.S. degree in Engineering, Scientific, or related technical discipline or equivalent technical training or work experience

20. Commercial Job Title: Engineer 2

Minimum/General Experience: 2 or more years of directly related experience

Functional Responsibility: Participates in the engineering design, testing, and documentation of various technical systems under general supervision; provides technical support and subject matter expertise as requested; and may serve as a technical team lead. Engineers and designs various systems; troubleshoots and repairs various systems and provides technical support to users; identifies and documents functional requirements of clients; integrates and designs electrical/electronic controls, software, and mechanical systems; and fabricates and installs various hardware and related systems. Reviews and provides updates to technical documentation; develops test plans according to various specification documents; analyzes research and development plans; and conducts tests and evaluations of hardware and associated components.

Minimum Education: B.A./B.S. degree in Engineering, Scientific, or related technical discipline or equivalent technical training or work experience

21. Commercial Job Title: Engineer 1

Minimum/General Experience: 0-2 years of directly related experience

Functional Responsibility: Performs system/equipment/specialized testing and engineering design as requested under close supervision. Conducts various tests (including system/equipment instrumented tests), runs test descriptions, and documents results; performs data reduction and analysis for generation of test reports; performs technical reviews of test plans, reports, and other materials; and updates existing technical publications.

Minimum Education: B.A./B.S. degree in Engineering, Scientific, or related technical discipline or equivalent

22. Commercial Job Title: Environmental Engineer

Minimum/General Experience: 5 or more years of directly related experience

Functional Responsibility: Provides technical and programmatic environmental support to help meet project objectives and guidelines. Coordinates and prepares programmatic documentation including National Environmental Policy Act documentation and acquisition documentation; coordinates, tracks, and responds to technical issues involving hazardous waste disposal review; and evaluates impacts of new

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environmental regulations and requirements, and develops compliance strategies and technical solutions where needed. Participates in working groups and technology panels dealing with environmental and safety issues, tracks and coordinates various environmental projects, and prepares status reports for program management as required.

Minimum Education: B.S. Degree in Engineering or related technical discipline.

23. Commercial Job Title: Analyst 4

Minimum/General Experience: 8 or more years of directly related experience

Functional Responsibility: Provides the highest level of analytical expertise; applies advanced comprehensive knowledge of methodologies, theoretical concepts, principles, and practices in specific professional, scientific, or technical disciplines; conducts and directs complex projects; and performs in a professional position requiring an in-depth knowledge. Responsible for ensuring compliance with technological standards throughout the project and operates with considerable latitude for un-reviewed actions or decisions. May serve as a primary point of contact for clients.

Minimum Education: B.A./B.S./equivalent

24. Commercial Job Title: Analyst 3

Minimum/General Experience: 5 or more years of directly related experience

Functional Responsibility: Applies developed skills and knowledge of techniques in a specific professional, scientific/engineering, or technical area. Under general supervision, performs a variety of assigned tasks including analysis, evaluation, troubleshooting and preparation of procedures and documentation. May be called to assist with presentations, task planning, resource coordination and/or budget development. Must be able to work independently or under general direction.

Minimum Education: B.A./B.S./equivalent

25. Commercial Job Title: Analyst 2

Minimum/General Experience: 2 or more years of directly related experience

Functional Responsibility: Applies developed skills and knowledge of techniques in a specific professional, scientific/engineering, or technical area. Analyzes, evaluates and makes recommendations as part of a team or under supervision of senior personnel. Performs installations, basic troubleshooting, and support functions. Performs in an entry-level professional level under close supervision and within well-defined guidelines. May be called to assist with presentations, task planning, resource coordination and/or budget development.

Minimum Education: B.A./B.S./equivalent

26. Commercial Job Title: Analyst 1

Minimum/General Experience: 0-2 years of directly related experience

Functional Responsibility: Applies developed skills and knowledge of techniques in a specific professional, scientific/engineering, or technical area. Analyzes, evaluates and makes recommendations as part of a team or under supervision of senior personnel. Performs installations, basic troubleshooting, and support functions. Performs in an entry-level professional level under close supervision and within well-defined

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guidelines. May be called to assist with presentations, task planning, resource coordination and/or budget development.

Minimum Education: B.A./B.S./equivalent

27. Commercial Job Title: Technical Writer

Minimum/General Experience: 5 or more years of experience

Functional Responsibility: Serves as leader in the collecting and organizing of technical information for preparation of user manuals, training materials, installation guides, and reports. Edits functional descriptions, system specifications, user manual reports, and other client deliverables.

Minimum Education: B.A./B.S./equivalent

28. Commercial Job Title: Technical Editor

Minimum/General Experience: 2 or more years of experience

Functional Responsibility: Edits functional descriptions, system specifications, user manual reports, and other client deliverables.

Minimum Education: B.A./B.S./equivalent

29. Commercial Job Title: Training Specialist 2

Minimum/General Experience: 5 or more years of experience

Functional Responsibility: Conducts the research necessary to develop and revise technical/engineering training courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids), as well as student materials (course manuals, workbooks, handouts, completion certifications, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Minimum Education: B.A./B.S./equivalent

30. Commercial Job Title: Training Specialist 1

Minimum/General Experience: 3 or more years of experience

Functional Responsibility: Assists with the research necessary to develop and revise technical/engineering training courses and prepares appropriate training catalogs. Assists with the preparation of instructor materials (course outline, background material, and training aids), as well as student materials (course manuals, workbooks, handouts, completion certifications, and course critique forms). Assists with the training of personnel by conducting formal classroom courses, workshops, and seminars.

Minimum Education: B.A./B.S./equivalent

31. Commercial Job Title: Senior Logistics Specialist

Minimum/General Experience: 10 or more years of advanced logistics support experience

Functional Responsibility: Specializes in the full range of life cycle logistics support to include (but not limited to) the following: Analysis planning, organization, human performance analysis, requirements determination, feasibility analysis and long-term reliability and maintainability, program engineering analysis and trade studies. May develop Integrated Logistic Support (ILS) Plans for all project phases either individually

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or as part of a team.

Minimum Education: High School or the equivalent years in experience

33. Commercial Job Title: Technician 7

Minimum/General Experience: 12 or more years of directly related experience

Functional Responsibility: Performs in specific engineering and technical area using knowledge of principles, methods, and techniques acquired through extensive on-the-job or classroom training and practice. Generally may work in one or more engineering specialties. Reviews technical action items and related documents to ensure electromagnetic effects considerations reflect technical and acquisition reform guidance; fabricates, installs, maintains, and repairs a wide range of electronic systems at a highly technical level; fabricates at the sub-component, component, and unit levels; coordinates and schedules all test-related activities for assigned projects; and conducts research, drafts test plans, and analyzes test results.

Minimum Education: High School diploma or equivalent technical training or work experience in related field

34. Commercial Job Title: Technician 6

Minimum/General Experience: 10 or more years of directly related experience

Functional Responsibility: Performs in specific engineering and technical area using knowledge of principles, methods, and techniques acquired through extensive on-the-job or classroom training and practice. Generally may work in one or more engineering specialties. Reviews technical action items and related documents to ensure electromagnetic effects considerations reflect technical and acquisition reform guidance; fabricates, installs, maintains, and repairs a wide range of electronic systems at a highly technical level; fabricates at the sub-component, component, and unit levels; coordinates and schedules all test-related activities for assigned projects; and conducts research, drafts test plans, and analyzes test results.

Minimum Education: High School diploma or equivalent technical training or work experience in related field

35. Commercial Job Title: Technician 5

Minimum/General Experience: 7 or more years of directly related experience

Functional Responsibility: Performs in specific engineering and technical area using knowledge of principles, methods, and techniques acquired through extensive on-the-job or classroom training and practice. Generally may work in one or more engineering specialties. Reviews technical action items and related documents to ensure electromagnetic effects considerations reflect technical and acquisition reform guidance; fabricates, installs, maintains, and repairs a wide range of electronic systems at a highly technical level; fabricates at the sub-component, component, and unit levels; coordinates and schedules all test-related activities for assigned projects; and conducts research, drafts test plans, and analyzes test results.

Minimum Education: High School diploma or equivalent technical training or work experience in related technical field

36. Commercial Job Title: Technician 4

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Minimum/General Experience: 5 or more years of directly related experience

Functional Responsibility: Performs in specific engineering and technical area using knowledge of principles, methods, and techniques acquired through extensive on-the-job or classroom training and practice. Generally may work in one or more engineering specialties. Reviews technical action items and related documents to ensure electromagnetic effects considerations reflect technical and acquisition reform guidance; fabricates, installs, maintains, and repairs a wide range of electronic systems at a highly technical level; fabricates at the sub-component, component, and unit levels; coordinates and schedules all test-related activities for assigned projects; and conducts research, drafts test plans, and analyzes test results.

Minimum Education: High School diploma or equivalent technical training or work experience in related field

37. Commercial Job Title: Technician 3

Minimum/General Experience: 4 or more years of directly related experience

Functional Responsibility: Performs in specific engineering and technical area using knowledge of principles, methods, and techniques acquired through extensive on-the-job or classroom training and practice. Generally may work in one or more engineering specialties. Reviews technical action items and related documents to ensure electromagnetic effects considerations reflect technical and acquisition reform guidance; fabricates, installs, maintains, and repairs a wide range of electronic systems at a highly technical level; fabricates at the sub-component, component, and unit levels; coordinates and schedules all test-related activities for assigned projects; and conducts research, drafts test plans, and analyzes test results.

Minimum Education: High School diploma or equivalent technical training or work experience in related technical field

38. Commercial Job Title: Technician 2

Minimum/General Experience: 2 or more years of directly related experience

Functional Responsibility: Performs in specific engineering and technical area using knowledge of principles, methods, and techniques acquired through extensive on-the-job or classroom training and practice. Generally may work in one or more engineering specialties. Reviews technical action items and related documents to ensure electromagnetic effects considerations reflect technical and acquisition reform guidance; fabricates, installs, maintains, and repairs a wide range of electronic systems at a highly technical level; fabricates at the sub-component, component, and unit levels; coordinates and schedules all test-related activities for assigned projects; and conducts research, drafts test plans, and analyzes test results.

Minimum Education: High School diploma or equivalent technical training or work experience in related technical field

39. Commercial Job Title: Technician 1

Minimum/General Experience: 1 or more years of directly related experience

Functional Responsibility: Performs in specific engineering and technical area using knowledge of principles, methods, and techniques acquired through extensive on-

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the-job or classroom training and practice. Generally may work in one or more engineering specialties. Reviews technical action items and related documents to ensure electromagnetic effects considerations reflect technical and acquisition reform guidance; fabricates, installs, maintains, and repairs a wide range of electronic systems at a highly technical level; fabricates at the sub-component, component, and unit levels; coordinates and schedules all test-related activities for assigned projects; and conducts research, drafts test plans, and analyzes test results.

Minimum Education: High School diploma or equivalent technical training or work experience in related technical field

40. Commercial Job Title: Program Administrator 2

Minimum/General Experience: 4 or more years of directly related experience

Functional Responsibility: Provides a variety of administrative and staff support services to ensure efficient operations; serves as point of contact regarding administrative issues related to personnel and operations; works independently and provides supervision for administrative and staff support.

Minimum Education: Associates Degree or any equivalent education, technical training, or work experience

41. Commercial Job Title: Program Administrator 1

Minimum/General Experience: 2 or more years of directly related experience

Functional Responsibility: Provides a variety of administrative and staff support services to ensure efficient operations; serves as point of contact regarding administrative issues related to personnel and operations. Plans, directs, and manages the daily activities of configuration and operation of business systems. Must be able to work independently or under general direction.

Minimum Education: Associates Degree or any equivalent education, technical training, or work experience

42. Commercial Job Title: Graphics Specialist

Minimum/General Experience: 3 or more years of directly related experience

Functional Responsibility: Provides graphics support by producing brochures, briefings, displays, and other materials; coordinates production of materials; may serve as a technical team lead. Designs, lays out, and produces brochures, pamphlets, briefings, displays, posters, fliers, and printed materials such as magazines; coordinates the production of deliverables, marketing materials and trade shows; creates client requested displays, scanned documents, and photography; and participates in the design and creation of videos using computers and video equipment and cameras.

Minimum Education: High School diploma or equivalent (Associates Degree preferred)

43. Commercial Job Title: Administrative Support 9

Minimum/General Experience: 8 years of experience in general office operations and management.

Functional Responsibility: Performs all duties of Administrative Support 6 and below. May be a supervisor or lead for a large office, or serve as a management assistant

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or management analyst to a senior manager. Responsible for organizing work, personnel management, and related duties associated with efficient office operations consistent with operating procedures, desk guides, and agency guidelines and directives. Composes correspondence and draft reports on functions assigned by the Government. May perform technical editing. May assist with manpower studies and prepare electronic presentations. Responsible to a senior manager for the overall management and control of a specific task or function. Provides and coordinates comprehensive administrative support to customers such as managers, engineers, and technical personnel. Manages both manual and automated support systems for personnel accounting, time keeping and attendance, training, report tickler systems, electronic files, and directives.

Minimum Education: High School diploma plus specialized training.
College or administrative trade school experience desired.

44. Commercial Job Title: Administrative Support 8

Minimum/General Experience: 7 years of experience in general office operations and management.

Functional Responsibility: Performs all duties of Administrative Support 6 and below. May be a supervisor or lead for a large office staff, or serve as a management assistant or management analyst to a senior manager. Responsible for organizing work, personnel management, and related duties associated with efficient office operations consistent with operating procedures, desk guides, and agency guidelines and directives. Composes correspondence and draft reports on functions assigned by the Government. May adapt technical information to a technical manual formats. Responsible to a senior manager for the overall management and control of a specific task or function. Provides and coordinates comprehensive administrative support to customers such as managers, engineers, and technical personnel. Manages both manual and automated support systems for personnel accounting, time keeping and attendance, training, report tickler systems, electronic files, and directives.

Minimum Education: High School diploma plus specialized training.
College or administrative trade school experience desired.

45. Commercial Job Title: Administrative Support 7

Minimum/General Experience: 6 years of experience in general office operations and management.

Functional Responsibility: Performs all duties of Administrative Support 6 and below. May be a supervisor or lead for an office staff, or serve as a management assistant to a senior manager. Responsible for organizing work, personnel management, and related duties associated with efficient office operations consistent with operating procedures, desk guides, and agency guidelines and directives. Composes correspondence and draft reports on functions assigned by the Government. Provides and coordinates comprehensive administrative support to customers such as managers, engineers, and technical personnel. Manages both manual and automated support systems for personnel accounting, time keeping and attendance, training, report tickler

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systems, electronic files, and directives.

Minimum Education: High School diploma plus specialized training.
College or administrative trade school experience desired.

46. Commercial Job Title: Administrative Support 6

Minimum/General Experience: 5 years of experience and/or formal training in general office knowledge and four years of related office experience

Functional Responsibility: Prepares draft and final standardized letters and documents from desk guides utilizing advanced MS Word capabilities including graphics and publishing features. Imports and exports electronic files from other software products. Sends and receives messages utilizing electronic mail. Prepares spreadsheets, links spreadsheets, and incorporates graphics using MS Excel. Prepares presentations and backup materials using MS PowerPoint. Is familiar with database concepts relative to extracting data to support report preparation or research. Utilizes other software products in office management, such as systems for accounting, personnel, or material management. Follows established procedures and routines relative to office operations and procedures. May act as lead or supervisor for one or more people. Learns customer-specific software through tutoring and on-the-job training.

Minimum Education: High School diploma plus specialized training.
College or administrative trade school experience desired.

47. Commercial Job Title: Administrative Support 5

Minimum/General Experience: 4 years of experience and/or formal training in general office knowledge and three years of related office experience

Functional Responsibility: Prepares standardized letters and documents from desk guides utilizing advanced MS Word capabilities including graphics and spreadsheet insertion. Imports and exports electronic files from other software products. Sends and receives messages utilizing electronic mail. Prepares spreadsheets using MS Excel. Is familiar with presentation graphics such as MS PowerPoint. Is familiar with database concepts relative to extracting data to support report preparation or research. Utilizes other software products in office management, such as systems for accounting, personnel, or material management. Follows established procedures and routines relative to office operations and procedures. May act as lead or supervisor for one or more people. Learns customer-specific software through tutoring and on-the-job training.

Minimum Education: High School diploma plus specialized training.
College or administrative trade school experience desired.

48. Commercial Job Title: Administrative Support 4

Minimum/General Experience: 3 years of experience and/or formal training in general office knowledge and three years of related office experience

Functional Responsibility: Prepares standardized letters and documents from desk guides utilizing advanced MS Word capabilities including graphics and spreadsheet

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insertion. Imports and exports electronic files from other software products. Sends and receives messages utilizing electronic mail. Prepares spreadsheets using MS Excel. Is familiar with presentation graphics such as MS PowerPoint. Is familiar with database concepts relative to extracting data to support report preparation or research. Utilizes other software products in office management, such as systems for accounting, personnel, or material management. Follows established procedures and routines relative to office operations and procedures. May act as lead or supervisor for one or more people. Learns customer-specific software through tutoring and on-the-job training.

Minimum Education: High School diploma plus specialized training.
College or administrative trade school experience desired.

49. Commercial Job Title: Administrative Support 3

Minimum/General Experience: 3 years of experience and/or formal training in general office knowledge and at least two years of related office experience

Functional Responsibility: Prepares standardized letters and documents from desk guides utilizing advanced MS Word capabilities including graphics and spreadsheet insertion. Imports and exports electronic files from other software products. Sends and receives messages utilizing electronic mail. Prepares spreadsheets using MS Excel. Is familiar with presentation graphics such as MS PowerPoint. Follows established procedures and routines relative to office operations and procedures. Learns customer-specific software through tutoring and on-the-job training.

Minimum Education: High School diploma plus specialized training.
College or administrative trade school experience desired.

50. Commercial Job Title: Administrative Support 2

Minimum/General Experience: 2 years of experience and/or formal training in general office knowledge and two years of related office experience

Functional Responsibility: Prepares standardized letters and documents from desk guides utilizing advanced MS Word capabilities including graphics and spreadsheet insertion. Sends and receives messages utilizing electronic mail. Prepares spreadsheets using MS Excel. Follows established procedures and routines relative to office operations and procedures. Learns customer-specific software through tutoring and on-the-job training.

Minimum Education: High School diploma plus specialized training.
College or administrative trade school experience desired.

51. Commercial Job Title: Administrative Support 1

Minimum/General Experience: 1 year of experience in general office knowledge.

Functional Responsibility: Prepares standardized letters and documents from desk guides utilizing advanced MS Word capabilities. Sends and receives messages utilizing electronic mail. Prepares spreadsheets using MS Excel. Follows established procedures and routines relative to office operations and procedures. Learns customer-

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specific software through tutoring and on-the-job training.

Minimum Education: High School diploma plus specialized training.
College or administrative trade school experience desired.

10. EQUIVALENCY RELATIONSHIPS

- Four (4) years experience (in addition to minimum experience requirements) may be substituted for a Bachelor's degree.
- Two (2) years experience (in addition to minimum experience requirements and a Bachelor's degree) may be substituted for a Master's degree.
- Two (2) years experience (in addition to minimum experience requirements and a Master's degree) may be substituted for a Ph.D.
- For categories where Bachelor's degrees are required, a Master's degree may be substituted for two (2) years experience; or a doctoral degree may be substituted for three (3) years experience.
- Certifications (PE Certification) and unique experience in specialized or emerging technologies may be substituted for one year of experience.

11. CURRENT PES LABOR CATEGORY RATES PRICELIST







PES LABOR CATEGORY	GOVERNMENT SITE	CONTRACTOR SITE
1. Engineering Expert 2	\$134.14	\$164.68
2. Engineering Expert 1	\$119.85	\$147.12
3. Program Director	\$119.12	\$146.25
4. Program Manager	\$118.84	\$145.91
5. Project Manager	\$100.87	\$123.83
6. Task Manager	\$87.27	\$96.99
7. Sr. Electrical Engineer/ Physicist	\$162.24	\$162.24
8. Electrical Engineer/Physicist	\$122.42	\$90.55
9. Principal Scientist	\$182.35	\$182.35
10. Principal Electrical Engineer	\$288.49	\$288.49

PES LABOR CATEGORY	GOVERNMENT SITE	CONTRACTOR SITE
11. Sr. RF Engineer	\$221.10	\$163.53
12. Sr. Systems Engineer	\$161.49	\$161.49
13. Systems Engineer	\$125.80	\$125.80
14. Mechanical Engineer	\$115.04	\$115.04
15. Sr. Electronics Technician	\$139.61	\$103.30
16. Jr. Electronics Technician	\$73.85	\$54.62
17. Security Specialist	\$156.98	\$116.11
18. Engineer 4	\$120.95	\$148.50
19. Engineer 3	\$74.64	\$91.63
20. Engineer 2	\$62.39	\$76.58
21. Engineer 1	\$53.68	\$62.81
22. Environmental Engineer	\$64.76	\$64.76
23. Analyst 4	\$93.03	\$114.17
24. Analyst 3	\$87.27	\$107.13
25. Analyst 2	\$62.39	\$76.58
26. Analyst 1	\$53.68	\$65.33
27. Technical Writer	\$68.98	\$84.67
28. Technical Editor	\$47.81	\$53.13
29. Training Specialist 2	\$97.90	\$120.30
30. Training Specialist 1	\$67.24	\$67.24
31. Senior Logistics Specialist	\$44.19	\$44.19
32. Logistics Specialist	\$30.33	\$30.33
33. Technician 7	\$84.28	\$103.47
34. Technician 6	\$69.14	\$84.89
35. Technician 5	\$63.63	\$78.11

PES LABOR CATEGORY	GOVERNMENT SITE	CONTRACTOR SITE
36. Technician 4	\$61.25	\$64.74
37. Technician 3	\$38.24	\$46.96
38. Technician 2	\$29.37	\$36.07
39. Technician 1	\$19.36	\$23.77
40. Program Administrator 2	\$68.26	\$72.88
41. Program Administrator 1	\$45.14	\$51.60
42. Graphics Specialist	\$49.40	\$52.21
43. Administrative Support 9	\$83.31	\$102.27
44. Administrative Support 8	\$68.26	\$83.80
45. Administrative Support 7	\$47.81	\$58.68
46. Administrative Support 6	\$38.24	\$46.96
47. Administrative Support 5	\$33.87	\$38.59
48. Administrative Support 4	\$29.04	\$35.66
49. Administrative Support 3	\$27.11	\$33.27
50. Administrative Support 2	\$23.57	\$28.93
51. Administrative Support 1	\$19.36	\$23.77

LOGISTICS WORLDWIDE SCHEDULE

The Logistics Worldwide Schedule helps agencies use the latest concepts, methods, and technology in material, resources, distribution, and supply chain operations management to achieve efficient logistics operations while providing improved customer service. Worldwide logistics services and products enable Envisioneering clients to meet demands for supply and value chain management, transportation and distribution, and deployment logistic services. Envisioneering's services include, but are not limited to the following listing:

-  Project Planning and Management
-  Risk Assessment
-  Earned Value Management System (EVMS)
-  Financial Analysis
-  Operation, Support, and Maintenance Logistics Management
-  Improved Government Operations

Envisioneering provides industry experts who can help agencies reinvent their supply chains, acquire logistics support for a product or system, modify its transportation network, supplement its deployment capabilities, and more through our Corporate Contract [SIN CR706](#) which encompasses the following services:

874-501 Supply and Value Chain Management Services. Planning, development, management, operation, and maintenance of logistics systems dealing with the acquisition support, movement, and maintenance of resources. Envisioneering provides assistance and guidance in support of an agency's assessment of the best combination of channels to create value for its customers.

874-502 Acquisition Logistics. Integrated Logistics Support of a product or system throughout its life cycle. Envisioneering services include Acquisition Logistics or Integrated Logistics Support associated with the design, development, test, production, fielding, sustainment, and improvement of cost.

874-503 Distribution and Transportation Logistics Services. Envisioneering offers expertise related to scheduling, optimizing, and managing the movement of products and services.

874-504 Deployment Logistics. Envisioneering offers support required for military and civilian force deployments, including guidance or operational support to identify and utilize regional or global resources, and integrate public and private sector resources.

874-505 Logistics Training Services. Training in system operations and automated tools for supply and value chain management, property and inventory management, distribution and transportation management, and maintenance of equipment and facilities supporting these activities.

874-506 Support Products. Products in direct support of services provided under the other Special Item Numbers (SINs) including training manuals, CD-ROMs, overhead slides, etc.

874-507 Operations and Maintenance Logistics Management and Support Services. Envisioneering offers services providing the best practices, technologies, and methodologies to plan, design, manage, operate, and maintain reliable and efficient systems, equipment, facilities, and logistics infrastructures.

THE SERVICE CONTRACT ACT OF 1965, AS AMENDED (FAR CLAUSE 52.222-41) IS APPLICABLE TO NON-PROFESSIONAL LABOR CATEGORIES PROPOSED. SEE <http://www.northwest.gsa.gov/logistics.html> FOR WAGE DETERMINATIONS THAT ARE INCORPORATED BY REFERENCE.

1. PURPOSE & OBJECTIVES

Many Federal government agencies require business logistics management services and related products in order to supply material and other resources to meet their mission in a timely, efficient, and cost effective manner. It is the goal of this solicitation to help agencies utilize the latest concepts, methods, and technology in material, resource, distribution and supply chain operations management in order to achieve efficient supply and value chains and logistics operations while providing improved customer service.

Contractors shall provide logistics services to agencies as specified in orders under this Federal Supply Schedule (FSS).

The contractor may be required to provide all resources including personnel, management, supplies, services, materials, equipment, facilities, and transportation necessary to provide a wide range of services and products as specified in each order.






2. SCOPE OF WORK

The GSA is soliciting worldwide logistics services and products to enable government agencies to meet demands for supply and value chain management, transportation and distribution, and deployment logistic services.

The following is representative, but not all-inclusive, of the types of services or products that may be ordered as specified in individual orders.

3. SUPPLY AND VALUE CHAIN MANAGEMENT SERVICES

Planning, development, management, operation, and maintenance of logistics systems for the movement and maintenance of resources:

-  Asset or Property Visibility and Management
-  Configuration management
-  Consultation on Hazardous Material Storage and Handling
-  Design and Installation of Material Handling Systems
-  Expansion and Consolidation Studies

- 🌐 Fulfillment Systems and Operations
- 🌐 Global Integrated Supply Chain Solutions - Planning and Implementation
- 🌐 Information Processing Systems Analysis, Design, Implementation
- 🌐 Inventory Management and Operation
- 🌐 Logistics Business Process Re-engineering
- 🌐 Logistics Decision Support Solutions
- 🌐 Logistics Performance Measures
- 🌐 Logistics Program Management Services and Support
- 🌐 Logistics Strategic Planning Services
- 🌐 Logistics Systems Engineering Services
- 🌐 Maintenance, Repair, and Overhaul (MRO Process Management)
- 🌐 Maintenance, Repair, and Overhaul (MRO) Support
- 🌐 Material Requirements Planning
- 🌐 Moving and Storage (excluding household goods)
- 🌐 Operation and Maintenance of Distribution and/or Material Handling Equipment
- 🌐 Operation of Warehouses, Stockrooms, or Storage Facilities
- 🌐 Packaging, Labeling, Bar-coding System Consultation, Design, Implementation, Operation and Maintenance
- 🌐 Packing and Crating
- 🌐 Platform Management
- 🌐 Preservation and Protection of Specialized Inventory or Documents
- 🌐 Property Disposal Management
- 🌐 Recycling Program Management of Warehousing Materials
- 🌐 Staging, Shipping, and Receiving
- 🌐 Supply Chain Logistics Services, Solutions, and Support
- 🌐 System Assessment and Consultation
- 🌐 System Modernization Consultation
- 🌐 Vendor/Acquisition Management
- 🌐 Warehouse and Location Management Systems

4. ACQUISITION LOGISTICS

Provide logistics expertise in all program phases (planning, design, development, test, production, fielding, sustainment, improvement, modification, disposal, etc.):

- 🌐 Conduct field problem analysis and recommend corrective action

- 🌐 Configuration and Data Management and Related Documentation
- 🌐 Define and establish program objectives, strategies, plans, and schedules
- 🌐 Develop and monitor funding plans
- 🌐 Develop milestone documentation
- 🌐 Develop specifications or performance based work statements and task estimates
- 🌐 Develop, document, and support maintenance procedures and technical manuals
- 🌐 Disposal, Recycle, or Salvage Management
- 🌐 Inventory or Asset Management
- 🌐 Market Research and Acquisition Planning
- 🌐 Material Requirements Identification, Planning, Acquisition, and Management
- 🌐 Participation in or consultation to concept development or integrated process teams
- 🌐 Perform needs assessments
- 🌐 Spares Modeling
- 🌐 Supply Chain Integration Planning
- 🌐 Support packaging, handling, storage and transportation operations
- 🌐 Vendor Management

5. DISTRIBUTION AND TRANSPORTATION LOGISTICS SERVICES

- 🌐 Carrier Management and Routing
- 🌐 Distribution System Analysis, Development, and Management
- 🌐 Fleet Planning, Operation, and Maintenance
- 🌐 Freight Forwarding, Consolidation, and Management
- 🌐 Location Modeling and Distribution Network Analysis
- 🌐 Tracking System Analysis, Design, Operations, and Management

6. DEPLOYMENT LOGISTICS

- 🌐 Asset Management and Visibility
- 🌐 Communication and Logistics Systems Design, Planning, and Operation
- 🌐 Contingency Planning
- 🌐 Material and Property Requirements Planning, Movement, Storage, and Accountability Systems
- 🌐 Medical and Emergency Unit Storage and Restocking Management
- 🌐 Public and Private Sector Resource Management
- 🌐 Regional and Global Resource Capability Identification and Integration

7. LOGISTICS TRAINING SERVICES

Training in systems operations, warehousing, material planning and handling, transportation management, inventory management, and the tools utilized in supply and value chain management.

8. SUPPORT PRODUCTS

Ancillary products used in the delivery of a service, such as training manuals, CD-ROMS, overhead slides, etc. The acquisition of commercial-off-the-shelf (COTS) hardware and software under this SIN is not allowed.

9. SERVICES NOT INCLUDED













When tasking under schedule, agencies are not to use this vehicle for the acquisition of supplies other than that integral to the task and incidental to its central role of logistic services. Typical examples of services that are not appropriate for purchase under a schedule task include, but are not limited to: financial or freight rate audits; engineering services, IT systems integration, network services, volume purchase of IT hardware, software or software development, data base planning, and marketing/media services, household goods moving and storage, passenger airline service.

GSA will develop the LOGWORLD Federal Supply Schedule. It will indicate the contractors available for LOGWORLD support and the Special Item Number (SIN) awarded. The schedule will be provided in printed format and will also be maintained on the Management Services Center Web Page at: <http://www.northwest.gsa.gov/fss/services/msc.htm>

Contractors may propose to offer a full range of services to support the requirements specified in the Scope of Work or they may choose to offer services in the areas in which they specialize.

10. LOGISTICS POSITION DESCRIPTIONS

Table 5 summarizes particular jobs and the required experience for these positions:

-  Analysts: Systems, Program, Financial, Administrative
-  Blocker and Bracer
-  Clerks
-  Computers: Data Librarian, Operators, Systems Analysts
-  Configuration Management Analysts
-  Dispatcher, Motor Vehicle
-  Engineering Technologists
-  Fork Lift Operator
-  Information Systems Administrator
-  Logistics Managers/Analysts
-  Material: Coordinator, Expediter, Handling Laborer
-  Messenger (Courier)

- 🌐 Order: Clerk, Filler
- 🌐 Production Control Clerk
- 🌐 Program/Project Managers
- 🌐 Recycling
- 🌐 Rigger
- 🌐 Shipping: Packer, Receiving Clerk
- 🌐 Specialists: Training, Technical Support, Material Matter
- 🌐 Statistician/Mathematician
- 🌐 Store Worker
- 🌐 Subject Matter Expert
- 🌐 Supervisors: Warehouse and Inventory, Receiving and Shipping
- 🌐 Supply Technician
- 🌐 Task Leaders
- 🌐 Technical Writer
- 🌐 Tools and Parts Attendant
- 🌐 Truck Driver: Tractor-Trailer, Heavy Truck, Medium Truck, Light Truck
- 🌐 Unexploded: (UXO) Safety Escort, (UXO) Sweep Personnel, (UXO) Ordnance Technicians
- 🌐 Warehouse Specialist
- 🌐 Word Processor

Table 4. Logistics Worldwide Schedule Position Descriptions

LOGISTICS POSITION DESCRIPTIONS	
1. Commercial Job Title: Program Manager	
Minimum/General Experience:	8 years of experience in general program management.
Functional Responsibility:	Directs, coordinates, and exercises supervisory authority for planning, organizing, controlling, integrating, and completing logistics or technically-related programs. Develops and establishes procedures and guidelines for the daily operation of assigned programs. Supervises assigned technical and administrative staff. Executes and implements program directives and develops systems and controls to carry out program tasks. Determines work schedules, sets priorities, and implements procedures for performing work activities. Directs and monitors work results for meeting customer requirements, specifications, and quality assurance standards. Evaluates performance of assigned program tasks in terms of quality, cost control, and program schedules.
Minimum Education:	B.A. or equivalent related experience
2. Commercial Job Title: Project Manager	
Minimum/General Experience:	6 years of experience in general project management.
Functional Responsibility:	Directs, coordinates, and exercises supervisory authority for planning, organizing, controlling, integrating, and completing logistics or technically-related

LOGISTICS POSITION DESCRIPTIONS

projects. Supervises project staff. Determines work schedules, sets priorities, and implements procedures for performing work activities. Directs and monitors work results for meeting customer requirements, specifications, and quality assurance standards. Evaluates performance of assigned project tasks in terms of quality, cost control, and program schedules.

Minimum Education: B.A. degree or equivalent related experience

3. Commercial Job Title: Task Leader

Minimum/General Experience: 4 years of experience in general project management.

Functional Responsibility: Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables, and contractual compliance. Provides the interface to the customer and other project leaders. May work under a Program Manager for multiple projects. Identifies, acquires, and utilizes company resources to achieve project technical objectives. Establishes priorities, task assignments, and completion. Ensures that quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Ensures quality assurance and timely delivery of all specified deliverables. Identifies all task responsibilities and reports any changes or suggestions accordingly to a Program Manager. Supervises the training of new personnel under the project to ensure compliance with government regulations, codes, and company policy and procedures.

Minimum Education: B.A. degree or equivalent related experience

4. Commercial Job Title: Subject Matter Expert

Minimum/General Experience: 10 years of experience. Expert in one of the following areas: strategic planning, logistics, systems design, systems acquisition, operations research, performance specifications, life cycle management, and test and evaluation. May have authored and published articles or books in field of expertise.

Functional Responsibility: Uses a wide application of principles, theories, concepts, and techniques to develop innovative solutions to problems. Provides expert advice, assistance, or guidance in support of technical programs and projects. Applies expert knowledge to gather facts, research and analyze the data, and develop conclusions and recommendations.

Minimum Education: B.A./B.S. degree in a related technical discipline or equivalent technical training or work experience. (Advanced degree preferred.)

5. Commercial Job Title: Statistician/Mathematician

Minimum/General Experience: 4 years of experience in general statistical and mathematical disciplines.

Functional Responsibility: Develops practical solutions and resolves problems in areas of customer interest by using knowledge and experience in mathematics. Develops and conducts statistical analyses of measured data. Conducts mathematical and probability analyses into the performance of subsystems, their interfaces and interactions, including complete systems.

Minimum Education: B.A./B.S. degree in a related field

6. Commercial Job Title: Senior Systems Analyst

Minimum/General Experience: 6 years of experience in general systems analysis.

Functional Responsibility: Applies knowledge of and experience with technological, programmatic, program management or business fields to support the analysis of complex systems engineering, systems technology, support systems, program management, management

LOGISTICS POSITION DESCRIPTIONS

or other related programs. May supervise other analysts.

Minimum Education: B.A/B.S. degree in a related field or equivalent work experience

7. Commercial Job Title: Systems Analyst

Minimum/General Experience: 4 years of experience in general systems analysis.

Functional Responsibility: Applies knowledge of and experience with technological, programmatic, program management or business fields to support the analysis of moderately complex systems engineering, systems technology, support systems, program management, management or other related programs.

Minimum Education: B.A/B.S. degree in a related field or equivalent work experience

8. Commercial Job Title: Junior Systems Analyst

Minimum/General Experience: 1 year of experience in general systems analysis.

Functional Responsibility: Applies knowledge of and experience with technological, programmatic, program management or business fields to support the analysis of basic systems engineering, systems technology, support systems, program management, management or other related programs.

Minimum Education: B.A/B.S. degree in a related field or equivalent work experience

9. Commercial Job Title: Sr. Engineering Technologist

Minimum/General Experience: 6 years of experience in general engineering technologies applicable to systems acquisition and life cycle management and support.

Functional Responsibility: Applies knowledge of and experience with complex technological concepts in civil, electronic, electrical, mechanical, aeronautical, and related technological and engineering disciplines to prepare and accept specifications, design and production documentation, test plans, and procedures. May supervise other employees, assist engineering change review boards, and participate on test evaluation review boards.

Minimum Education: A.A. degree or equivalent related experience

10. Commercial Job Title: Engineering Technologist

Minimum/General Experience: 4 years of experience in general engineering technologies applicable to systems acquisition and life cycle and support.

Functional Responsibility: Applies knowledge of and experience with moderately complex technological concepts in civil, electronic, electrical, mechanical, aeronautical, and related technological and engineering disciplines to prepare and accept specifications, design and production documentation, test plans and procedures.

Minimum Education: A.A. degree or equivalent related experience

11. Commercial Job Title: Senior Training Specialist

Minimum/General Experience: 5 years of experience in preparing curriculum and lesson plans, and conducting training programs.

Functional Responsibility: Conducts the research necessary to develop and revise training courses and prepare appropriate training materials. Prepares instructor materials (course

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outline, background material, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel through materials and by conducting formal classroom courses, workshops, and seminars.

Minimum Education: B.A. Degree or Master Instructor Certification

12. Commercial Job Title: Training Specialist

Minimum/General Experience: 3 years experience in preparing curriculum and lesson plans, and conducting training programs.

Functional Responsibility: Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids), as well as student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Minimum Education: B.A. degree or Instructor Certification

13. Commercial Job Title: Technical Support Specialist

Minimum/General Experience: 3 years of experience in general engineering technologies applicable to systems engineering and life cycle management.

Functional Responsibility: Applies knowledge of and experience with moderately complex technological concepts in civil, electronic, electrical, mechanical, aeronautical, and related technological and engineering disciplines to prepare and accept specifications, design and production documentation, test plans and procedures.

Minimum Education: A.A. degree or equivalent related experience

14. Commercial Job Title: Senior Logistics Manager

Minimum/General Experience: 6 years of experience in general logistics support.

Functional Responsibility: Directs and coordinates integrated logistic support activities designed to provide effective and efficient life cycle support to equipment and systems. Designs integrated logistic support plans, logistic element plans, and maintenance plans.

Minimum Education: B.A. degree or equivalent related experience

15. Commercial Job Title: Logistics Manager

Minimum/General Experience: 5 years of experience in general logistics support.

Functional Responsibility: Directs, coordinates, and exercises supervisory authority over staff for planning, organizing, controlling, integrating, and completing logistic support activities designed to provide effective and efficient life cycle support to equipment and systems. Directs the preparation and implementation of integrated logistics support plans.

Minimum Education: B.A. degree or equivalent related experience

16. Commercial Job Title: Logistics Analyst

Minimum/General Experience: 4 years of experience in general logistics support.

Functional Responsibility: Designs integrated logistic support plans, logistic element plans, and maintenance plans. Formulates customer program requirements from consideration of equipment design and other data and recommends appropriate program activities from conceptual stage throughout life cycle of product.

Minimum Education: A.A. degree or equivalent related experience

17. Commercial Job Title: Junior Logistics Analyst

LOGISTICS POSITION DESCRIPTIONS

Minimum/General Experience: 1 year of experience in general logistics support.
Functional Responsibility: Analyzes and coordinates integrated logistic support activities designed to provide effective and efficient life cycle support to equipment or systems. Prepares handbooks, bulletins, and information systems to provide logistic support. Compiles data on standardization and interchangeability of parts to expedite logistics activities. Maintains logistic records of operation or project.
Minimum Education: A.A. degree or equivalent related experience

18. Commercial Job Title: Material Management Specialist

Minimum/General Experience: 4 years of experience in general acquisition support.
Functional Responsibility: Applies principles, techniques, and policies of acquisition management to the development, installation, deployment, and operation of new and existing systems. Identifies and monitors expenditures, provides projections, and prepares interim status and completion project reports.
Minimum Education: A.A. degree or equivalent related experience

19. Commercial Job Title: Senior Program Analyst

Minimum/General Experience: 6 years of experience in general program analysis and Integrated Logistics Support (ILS) management.
Functional Responsibility: Responsible for planning, organizing, and supervising staff involved in ILS activities. Directs the preparation of ILS element planning documents and interfaces with various support activities to ensure all logistics requirements are met.
Minimum Education: B.A. degree or equivalent related experience

20. Commercial Job Title: Program Analyst

Minimum/General Experience: 4 years of experience in general program analysis and Integrated Logistics Support (ILS) management.
Functional Responsibility: Develops and implements efficient methodologies to monitor the progress and compliance of one or more activities in meeting established program and/or contract milestones and deliverables.
Minimum Education: A.A. degree or equivalent related experience

21. Commercial Job Title: Financial Analyst

Minimum/General Experience: 5 years of experience in general accounting and financial disciplines.
Functional Responsibility: Applies broad knowledge of accounting and finance principles in the analysis and evaluation of the prior, current, and future financial conditions of ongoing and projected projects, programs and operations to determine status, performance, expenditures and revenue.
Minimum Education: A.A. degree or equivalent related experience

22. Commercial Job Title: Information Systems Administrator

Minimum/General Experience: 4 years of experience in computer systems, networks, and database applications.
Functional Responsibility: Designs, develops, implements, and coordinates database applications and data communication networks to accommodate a variety of user needs. Maintains Local Area Networks (LANs) and other automated systems ensuring system

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availability to users. Corrects system discrepancies reported by users through a help desk.

Minimum Education: B.A./B.S. degree in a related field or equivalent related experience

23. Commercial Job Title: Senior Configuration Management Analyst

Minimum/General Experience: 6 years of experience in general logistics processes and configuration management.

Functional Responsibility: Performs a variety of complex configuration engineering support services related to the design, development, and evaluation of assigned customer product/systems and equipment. May interpret changes in documentation for customer representatives. May supervise other employees.

Minimum Education: B.A. degree or equivalent related experience

24. Commercial Job Title: Configuration Management Analyst

Minimum/General Experience: 4 years of experience in general logistics processes and configuration management.

Functional Responsibility: Analyzes proposed changes of product design to determine the effect on an overall system, and coordinates recordings of modifications for management. Reviews and evaluates the feasibility and capability of the systems/product and equipment to meet customer requirements. Assists in planning, testing, assembling, installing, and documenting equipment and systems.

Minimum Education: A.A. degree or equivalent related experience

25. Commercial Job Title: Supervisor, Warehouse and Inventory

Minimum/General Experience: 6 years of experience in general logistics processes and warehouse and inventory operations.

Functional Responsibility: Responsible for organizing and supervising employees engaged in material operations within the warehouse, including material preservation, issue, and redistribution. Responsible for the security of inventory and stored goods, and for the design and layout of the warehouse or storage areas. Manages inventory quality assurance through the employment of scheduled and spot physical inventories.

Minimum Education: A.A. degree or equivalent related experience

26. Commercial Job Title: Supervisor, Receiving and Shipping

Minimum/General Experience: 6 years of experience in general logistics processes and receiving and shipping operations.

Functional Responsibility: Responsible for overseeing the operations of incoming and outgoing shipments of material, including packing, preservation, preparation of bills of lading, and material delivery to customers. Supervises a staff operation in the receipt of equipment, materials, and supplies and the preparing of purchase orders for necessary supplies. Selects freight carriers and monitors their performance and approves paperwork prior to submitting freight payment.

Minimum Education: A.A. degree or equivalent related experience

27. Commercial Job Title: Senior Administrative Analyst

Minimum/General Experience: 6 years of experience in general logistics processes and administrative analyses.

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Functional Responsibility: Develops and implements efficient methodology to monitor the progress and compliance of one or more activities in meeting established program and/or contract milestones and deliverables. Provides management and customer with task progression and task methodology. Conducts special studies, analyses, and investigations of practices and procedures and makes recommendations to promote efficiency. Develops management information systems. May supervise other employees.

Minimum Education: B.A. degree or equivalent related experience

28. Commercial Job Title: Administrative Analyst

Minimum/General Experience: 4 years of experience in general logistics processes and administrative analyses.

Functional Responsibility: Compiles, monitors, and provides quantitative information regarding the progress and compliance of one or more activities in meeting established program and/or contract milestones and deliverables. Coordinates with management and customers representatives on the development of contract schedules, compliance planning, and program planning. May develop management information systems.

Minimum Education: High School diploma or equivalent related experience

29. Commercial Job Title: Blocker and Bracer

Minimum/General Experience: 2 years of related experience

Functional Responsibility: Secures cargo in or aboard cargo carriers such as trucks, vans, trailers, railroad cars, sea vans, barges and ships to prevent damage during its transportation. Determines appropriate lumber kind and size and prepares the lumber required for braces, chocks, blocks, beams, planking, cribbing, skids, cradles, saddles, etc., using hand and power tools. Nails, spikes, bolts, or fastens with wood screws or lag screws supporting and bracing fixtures to secure cargo items. Constructs weatherproof shelters over some types of deck loads. Guys, lashes, and binds heavy equipment to pad eyes, rings, eyelets, hooks, stanchions, cleats, or other supporting fixtures using chains, ropes, cable, wires or metal straps. Constructs temporary trestles, decking, bulkheads, cribbing and sheathing, and cuts dunnage to support, stiffen, or separate bulky or heavy cargo.

Minimum Education: High School diploma

30. Commercial Job Title: Computer Data Librarian

Minimum/General Experience: 2 years of related experience

Functional Responsibility: Maintains library of media (tapes, disks, cards, cassettes) used for automatic data processing applications. Classifies, catalogs, and stores items in accordance with a standardized system. Issues media for processing on request. Maintains record of items received, stored, issued, and returned. Examines returned media for damage or excessive wear to determine if they need replacing. May make minor repairs to damaged tapes.

Minimum Education: High School diploma

31. Commercial Job Title: Computer Operator V

Minimum/General Experience: 5 years of experience in general computer operations

Functional Responsibility: Resolves a variety of difficult operating problems (e.g., making unusual equipment connections and rarely-used equipment and channel configurations to direct processing through or around problems in equipment, circuits, or channels or reviewing test run requirements and developing unusual system configurations that will allow test programs

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to process without interfering with ongoing job requirements). In response to computer output instructions and error conditions or to avoid loss of information or to conserve computer time, operator deviates from standard procedures. May provide technical assistance to lower level operators and assisting programmers, systems analysts, and subject matter specialists in resolving problems.

Minimum Education: High School diploma plus specialized training. College or administrative trade school experience desired.

32. Commercial Job Title: Computer Operator IV

Minimum/General Experience: 4 years of experience in general computer operations

Functional Responsibility: Adapts to a variety of nonstandard problems which require extensive operator intervention (e.g., frequent introduction of new programs, applications, or procedures). In response to computer output instructions or error conditions, chooses or devises a course of action from among several alternatives and alters or deviates from standard procedures if standard procedures do not provide a solution (e.g., reassigning equipment in order to work around faulty equipment or transfer channels); then refers problems. Typically, completed work is submitted to users without supervisory review.

Minimum Education: High School diploma plus specialized training. College or administrative trade school experience desired.

33. Commercial Job Title: Computer Operator III

Minimum/General Experience: 3 years of experience in general computer operations

Functional Responsibility: Processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, may deviate from standard procedures if standard procedures do not provide a solution. Refers problems which do not respond to corrective procedures.

Minimum Education: High School diploma plus specialized training. College or administrative trade school experience desired.

34. Commercial Job Title: Computer Operator II

Minimum/General Experience: 2 years of experience in general computer operations

Functional Responsibility: Processes scheduled routines which present few difficult operating problems (e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, applies standard operating or corrective procedure. Refers problems which do not respond to preplanned procedure. May serve as an assistant operator, working under general supervision.

Minimum Education: High School diploma plus specialized training. College or administrative trade school experience desired.

35. Commercial Job Title: Computer Operator I

Minimum/General Experience: 1 year of experience in general computer operations

Functional Responsibility: Works under close personal supervision and is provided detailed written or oral guidance before and during assignments. As instructed, resolves common

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operating problems. May serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.

Minimum Education: High School diploma plus specialized training

36. Commercial Job Title: Computer Systems Analyst III

Minimum/General Experience: 3 years of experience in computer systems analysis

Functional Responsibility: Applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing; finance management; engineering, accounting, or statistics; logistics planning; material management, etc. Requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. Produces innovative solutions for a variety of complex problems. Maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling, inventory control, cost analysis, or sales analysis record in which every item of each type is automatically processed through the full system of records. Interprets information and informally arbitrates between system users when conflicts exist. May serve as lead analyst in a design subgroup, directing and integrating the work of one or two lower level analysts, each responsible for several programs. Supervision and nature of review are similar to level II; existing systems provide precedents for the operation of new subsystems.

Minimum Education: High School diploma. College or administrative trade school experience desired.

37. Commercial Job Title: Computer Systems Analyst II

Minimum/General Experience: 2 years of experience in computer systems analysis

Functional Responsibility: Applies systems analysis and design skills in an area such as a record keeping or scientific operation. Requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, workload, and practices of the assigned subject-matter area. Recognizes probable interactions of related computer systems and predicts impact of a change in assigned system. Determines and resolves data processing problems and coordinates the work with program, users, etc.; orients user personnel on new or changed procedures. Works independently under overall project objectives and requirements; appraises supervisor about progress and unusual complications. Adapts design approaches successfully used in precedent systems. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. May provide functional direction to lower level assistants on assigned work.

Minimum Education: High School diploma. College or administrative trade school experience desired.

38. Commercial Job Title: Computer Systems Analyst I

Minimum/General Experience: 1 year of experience in computer systems analysis

Functional Responsibility: At this level, initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures. Provides several phases of the required systems analysis where the nature of the system is predetermined. Uses established fact-finding approaches, knowledge of pertinent work processes and procedures, and

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familiarity with related computer programming practices, system software, and computer equipment. Carries out fact finding and analysis as assigned, usually of a single activity or a routine problem; applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided. The supervisor defines objectives, priorities, and deadlines. Incumbents work independently; adapt guides to specific situations; resolve problems and deviations according to established practices; and obtain advice where precedents are unclear or not available. Completed work is reviewed for conformance to requirements, timeliness, and efficiency.

Minimum Education: High School diploma. College or administrative trade school experience desired.

39. Commercial Job Title: Dispatcher, Motor Vehicle

Minimum/General Experience: 2 years dispatching or related experience

Functional Responsibility: Assigns motor vehicles and drivers for conveyance of freight or passengers. Compiles lists of available vehicles. Assigns vehicles according to factors, such as length and purpose of trip, freight or passenger requirements and preference of user. Issues keys, record sheets, and credential to drivers. Records time of departure, destination, cargo, and expected time of return. Investigates overdue vehicles. May confer with customers to expedite or locate missing, misrouted, delayed or damaged merchandise. May maintain record of mileage, fuel used, repairs made, and other expenses. May establish service or delivery routes. May supervise loading and unloading. May issue equipment to drivers, such as hand trucks, dollies, and blankets. May direct activities of drivers using two-way radio. May assign helpers to drivers. May work at vehicle distribution center and assign vehicles to customer agencies.

Minimum Education: High School diploma

40. Commercial Job Title: Forklift Operator

Minimum/General Experience: 2 years of driving forklifts or related experience

Functional Responsibility: Operates a manually controlled gasoline, electric, or liquid propane gas powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, wharf, yard, or other facility.

Minimum Education: High School diploma

41. Commercial Job Title: General Clerk IV

Minimum/General Experience: 4 years of experience in office/clerical duties including 1 year of specialized administrative/supervisory experience

Functional Responsibility: Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. May also direct lower level clerks. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments.

Minimum Education: High School diploma. College or administrative trade school

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experience desired.

42. Commercial Job Title: General Clerk III

Minimum/General Experience: 3 years experience in office/clerical duties.

Functional Responsibility: Work requires a familiarity with the terminology of the office unit. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

Minimum Education: High School diploma. College or administrative trade school experience desired.

43. Commercial Job Title: General Clerk II

Minimum/General Experience: 2 years experience in office/clerical duties.

Functional Responsibility: Follows a number of specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts. Little or no subject-matter knowledge is required, but the clerk needs to choose the proper procedure for each task.

Minimum Education: High School diploma

44. Commercial Job Title: General Clerk I

Minimum/General Experience: 1 year of experience in office/clerical duties.

Functional Responsibility: Follows a few clearly detailed procedures in performing simple repetitive tasks in the same sequence, such as filing pre-coded documents in a chronological file or operating office equipment, e.g., printer, facsimile, photocopy, addressograph or mailing machine.

Minimum Education: High School diploma

45. Commercial Job Title: Material Coordinator

Minimum/General Experience: 3 years of experience in material coordination or related positions.

Functional Responsibility: Coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. Reviews production or shipping schedules and confers with department supervisors to determine material required or overdue and to locate material. Requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material. Arranges for in-plant transfer of materials to meet production or shipping schedules. Arranges with department supervisors for repair and assembly of material and its transportation to various departments. Examines material delivered to production departments to verify if type specified. May compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and/or characteristics of materials involved. May compile report of quantity and type of material on hand. May move or transport material from one department or facility to another, using hand truck or industrial truck. May compile perpetual production and inventory records in order to locate material in process of production, using manual or computerized system.

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Minimum Education: High School diploma plus specialized training. College or administrative trade school experience desired.

46. Commercial Job Title: Material Expediter

Minimum/General Experience: 3 years of experience in expediting materials or related positions.

Functional Responsibility: Locates and moves materials and parts between work areas of plant or facility to expedite processing of goods, according to predetermined schedules and priorities, and keeps related records. Reviews production schedules, inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders. Confers with department supervisors to determine materials overdue and to inform them of location, availability, and condition of materials. Locates and moves materials to specified production areas, using cart or hand truck. Records quantity and type of materials both distributed and on-hand. May direct power-truck operator or Material Handling Laborer to expedite movement of materials between storage and production areas. May compare work ticket specifications with material at workstations to verify appropriateness of material in use. May prepare worker production records and timecards. May update and maintain inventory records using a computer terminal.

Minimum Education: High School diploma plus specialized training. College or administrative trade school experience desired.

47. Commercial Job Title: Material Handling Laborer

Minimum/General Experience: 2 years of experience in material handling or related positions.

Functional Responsibility: Performs physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: Manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; re-positioning items within a storage facility; preparing materials for shipment; or transporting goods by hand truck, cart, or wheelbarrow.

Excluded from this definition are workers whose primary function involves:

- Participating directly in the production of goods (e.g., moving items from one production station to another or placing them on or removing them from the production process);
- Stocking merchandise for sale;
- Counting or routing merchandise;
- Operating a crane or heavy-duty motorized vehicle such as forklift or truck;
- Loading and unloading ships (long shore workers);
- Traveling on trucks beyond the establishment's physical location to load or unload merchandise.

Minimum Education: High School diploma plus specialized training.

48. Commercial Job Title: Messenger (Courier)

Minimum/General Experience: 1 year of courier-related experience

Functional Responsibility: Drives automobile or light truck to deliver messages, documents, packages and mail to various business concerns or governmental agencies. May transport office personnel and visitors, and perform miscellaneous errands, such as carrying mail to and from the post office and sorting or opening incoming and outgoing mail. May obtain

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receipts for articles delivered and keep a log of items received and delivered. May deliver items to offices and departments within an establishment.

Minimum Education: High School diploma

49. Commercial Job Title: Order Clerk II

Minimum/General Experience: 2 years Clerk or related experience

Functional Responsibility: Handles orders that involve making judgments such as choosing which specific product or material from the establishment's product lines will satisfy the customer's needs, or determining the price to be quoted when pricing involves more than merely referring to a price list or making some simple mathematical calculations.

Minimum Education: High School diploma

50. Commercial Job Title: Order Clerk I

Minimum/General Experience: 1 year Clerk or related experience

Functional Responsibility: Handles orders involving items which have readily identified uses and applications. May refer to a catalog, manufacturer's manual or similar document to ensure that proper item is supplied or to verify price of ordered item.

Minimum Education: High School diploma

51. Commercial Job Title: Order Filler

Minimum/General Experience: 1 year of experience in merchandising/warehousing or related work.

Functional Responsibility: Fills shipping or transfer orders for finished goods or ready-for issue stock from stored merchandise in accordance with specifications on sales slips, customers' orders, requisitions, or other instructions. May, in addition to filling orders and indicating items filled or omitted, keep records of outgoing orders, requisition additional stock or report short supplies to supervisor, and perform other related duties

Minimum Education: High School diploma

52. Commercial Job Title: Production Control Clerk

Minimum/General Experience: 2 years of experience in production control or related work.

Functional Responsibility: Compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production, performing any combination of the following duties. Compiles and records production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures and using typewriter and other devices. Calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using adding machine or calculator. Writes production reports based on data compiled, tabulated and computed, following prescribed formats. Maintains files of documents used and prepared. Compiles from customer orders and other specifications detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. Prepares written work schedules based on established guidelines and priorities. Compiles material inventory records and prepares requisitions for procurement of materials and supplies. Charts production, using chart, graph, or pegboard, based on statistics compiled for reference by production and management personnel. Sorts and distributes work tickets or material to workers. May compute wages from employee

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time cards and post wage data on records used for preparation of payroll.

Minimum Education: High School diploma plus specialized training. College or administrative trade school experience desired.

53. Commercial Job Title: Recycling Worker

Minimum/General Experience: 1 year of related experience

Functional Responsibility: Sorts through collected trash and debris for recyclable materials, and separates items into established categories such as aluminum, ferrous metals, glass, plastics, high-grade white paper and corrugated paper. Discards contaminants and other items that cannot be recycled. Conducts variety of tests such as magnetic checks and tests to determine solubility of glues and similar contaminants to determine type and quality of recyclable materials. Stores recyclable materials for maximum convenience of handling preparatory to shipment and for protection from deterioration. Operates forklift to transport and stock loaded pallets in warehouse, semi-tractor trailers, and railroad boxcars. Prepares receipts and reports concerning materials collected and chipped. May assist in operating large capacity industrial machinery such as paper shredder, magnetic can separator, glass crusher, baler, and compactor. May assist in performing preventive maintenance, minor repairs, and lubrication of machinery. May disassemble scrap material using hand tools.

Minimum Education: High School diploma or 2 years of specialized experience

54. Commercial Job Title: Rigger

Minimum/General Experience: 4 years of related experience or formal training in related duties and 1 year of related experience

Functional Responsibility: Assembles rigging to lift and move equipment or material in manufacturing or storage facility, wharf, or shipyard. Selects cables, ropes, pulleys, winches, blocks, and sheaves, according to weight and size of load to be moved. Attaches pulley and blocks to fixed overhead structures, such as beams, ceilings, and gin pole booms, with bolts and clamps. Attaches load with grappling devices, such as loops, wires, ropes and chains, to crane hook. Gives directions to Crane Operator or Hoisting Engineer engaged in hoisting and moving loads to insure safety of workers and material handled, using hand signals, loudspeaker, or telephone. Sets up, braces, and rigs hoisting equipment, using hand tools and power wrenches. Splices rope and wire cables to make or repair slings and tackle. May direct workers engaged in hoisting machinery, materials, and equipment into ships.

Minimum Education: High School diploma

55. Commercial Job Title: Shipping Packer

Minimum/General Experience: 2 years of experience in warehousing or related positions.

Functional Responsibility: Prepares finished products or other materials designated for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of items in shipping containers and may involve one or more of the following: knowledge of various items of stock in order to verify content; selection of appropriate type and size of container; inserting enclosures in container; using excelsior or other material to prevent breakage or damage; closing and sealing container; and applying labels or entering identifying data on container.

Excludes packers who also make wooden boxes or crates.

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Minimum Education: High School diploma

56. Commercial Job Title: Shipping/Receiving Clerk

Minimum/General Experience: 2 years of experience in warehousing or related positions.

Functional Responsibility: Performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, follows established guidelines. In handling unusual non-routine problems, receives specific guidance from supervisor or other officials. May direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received. Shipping duties typically involve the following: Verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles; and preparing and keeping records of goods shipped, e.g., manifests, bills of lading. Receiving duties typically involve the following: Verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records; checking for damaged goods; ensuring that goods are appropriately identified for routing to departments within the establishment; preparing and keeping records of goods received.

Minimum Education: High School diploma

57. Commercial Job Title: Store Worker

Minimum/General Experience: 1 year of retail or related experience

Functional Responsibility: Performs the following tasks at an establishment whose primary function is that of the resale of merchandise in a retail environment. Will move merchandise by use of non-motorized equipment that is intended for display and resale purposes. Will include the cleaning of merchandise on or in display fixtures utilizing various merchandise techniques common to retail trade. Merchandise may be displayed by a predetermined placement system using labels or other identifying marks. Will maintain the display sales area by straightening merchandise to give a neat, full, and salable appearance, removing damaged or outdated merchandise, and displaying merchandise in such a manner to maintain freshness and sale dates. May determine display or sale requirements from existing inventory. May be required to keep inventory forms of merchandise stocked and merchandise returned to storage. May be required to affix labels to merchandise indicating sale price, item description, or other information. May be required to offer customer or patron assistance with the location or selection of merchandise.

Minimum Education: High School diploma

58. Commercial Job Title: Supply Technician

Minimum/General Experience: 3 years of supply or related experience

Functional Responsibility: Performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of

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program requirements, together with specific variations in or from standardized guidelines. Assignments require (a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data, to establish the facts, and to take or recommend action based upon application or interpretation of established guidelines. Works within a framework of established supply regulations, policies, and procedures, or other governing supply management guidelines.

Minimum Education: High School diploma plus specialized training. College or administrative trade school experience desired.

59. Commercial Job Title: Technical Writer

Minimum/General Experience: 5 years of experience with writing, editing, and formalizing technical documents utilizing contemporary word processing, publishing, and graphics systems.

Functional Responsibility: Develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. Observes and researches production, developmental, and experimental activities to determine operating procedure and detail. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommend revisions or changes in scope, format, content, and methods of reproduction and binding. May maintain records and files of work and revisions. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. May arrange for typing, duplication, and distribution of material. May specialize in writing material regarding work methods and procedures.

Minimum/General Experience: B.A. Degree or equivalent experience

60. Commercial Job Title: Tools and Parts Attendant

Minimum/General Experience: 3 years of attendant or related experience

Functional Responsibility: Receives, stores, and issues hand tools, machine tools, dies, replacement parts, shop supplies and equipment, such as measuring devices, in industrial establishment. Keeps records of tools issued to and returned by workers. Searches for lost or misplaced tools. Prepares periodic inventory or keeps perpetual inventory and requisitions stock as needed. Unpacks and stores new equipment. Visually inspects tools or measures with micrometer for wear or defects and reports damaged or worn-out equipment to superiors. May coat tools with grease or other preservative, using brush or spray gun. May attach identification tags or engrave identifying information on tools and equipment, using electric marking tool.

Minimum Education: High School diploma

61. Commercial Job Title: Truck Driver, Tractor-Trailer

Minimum/General Experience: 3 years of experience in the operation of heavy-duty and tractor-trailer trucks.

Functional Responsibility: Driving various tractor-trailer trucks, usually 14 and 18 wheels.

Minimum Education: High School diploma

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62. Commercial Job Title: Truck Driver, Heavy Truck

Minimum/General Experience: 2 years experience in the operation of heavy-duty trucks.

Functional Responsibility: Driving various straight trucks, over 4 tons, usually 10 wheels.

Minimum Education: High School diploma

63. Commercial Job Title: Truck Driver, Medium Truck

Minimum/General Experience: 2 years of experience in the operation of medium-duty trucks.

Functional Responsibility: Driving various straight trucks, 1-1/2 to 4 tons inclusive, usually 6 wheels.

Minimum Education: High School diploma

64. Commercial Job Title: Truck Driver, Light Truck

Minimum/General Experience: 2 years of experience in the operation of light-duty trucks.

Functional Responsibility: Driving various straight trucks, under 1-1/2 tons, usually 4 wheels.

Minimum Education: High School diploma

65. Commercial Job Title: Unexploded (UXO) Safety Escort

Minimum/General Experience: 4 years of experience in UXO safety escort or related UXO duties.

Functional Responsibility: The UXO Escort is responsible for the safe escort of non-UXO qualified personnel who are not directly involved in specific UXO clearance site work, but have activities to perform within restricted/exclusion areas. Such personnel may include, but are not limited to, contractor personnel involved in the UXO cleanup, cultural visitors, surveying personnel, equipment operators, archaeologists, conservationists, geologists, news media, visiting Government personnel, and other personnel as directed. The UXOS escort ensures safety during the transit of persons being escorted by scanning visually in the immediate path of the escorted party, and redirecting the party as necessary to avoid unexploded ordnance and other hazards. The escort function involves hazard recognition and avoidance only, not the execution of UXO search or clearance actions. This position requires UXO training qualifications.

Minimum Education: High School diploma. College or administrative trade school experience desired.

66. Commercial Job Title: Unexploded (UXO) Sweep Personnel

Minimum/General Experience: 4 years of experience in UXO sweep or technician duties.

Functional Responsibility: Sweep personnel assist UXO personnel in the clearance of UXO, operating only under the direct working supervision of qualified UXO specialist and/or UXO supervisory personnel. Sweep personnel conduct visual and/or instrumented UXO search activities in the field and operate ordnance detection instruments and similar equipment. Sweep personnel remove UXO fuse remnants, fragments and related debris only after such items have been positively identified, inspected and verified as safe to handle by a qualified UXO specialist. Sweep personnel are not involved in the execution of explosive operations. This position requires site and job specific contractor training, but does not require UXO qualifications.

Minimum Education: High School diploma. College or administrative trade school

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experience desired.

67. Commercial Job Title: Unexploded Ordnance (UXO) Technician III

Minimum/General Experience: 8 years of experience as a UXO technician.

Functional Responsibility: Performs reconnaissance and classification of UXO; identification of U.S. and foreign guided missiles; bombs and bomb fuses; projectiles and projectile fuses; grenades and grenade fuses; rockets and rocket fuses; land mines and associated components; pyrotechnic items; military explosives and demolition materials. Supervises the location of subsurface UXO using military and/or civilian magnetometers. Supervises the excavation and recovery of subsurface UXO; construction of UXO-related protective works; the location of surface UXO by visual means; transporting and storing UXO assuring compliance with Federal, state, and local laws; disposal of UXO by burning/detonation; preparation of an UXO disposal site; preparation of an on-site safe holding area for UXO. Determines UXO-related storage compatibility. Prepares an explosive storage plan. Supervises donning and doffing of personal protective equipment; operation of a personnel decontamination station; maintenance and operator checks on all team equipment. Prepares UXO related administrative reports and standard operating procedures. Conducts daily team safety briefings. Supervises segregation of UXO-related scrap from non-UXO related scrap, safe handling procedures, team preventive medicine, and field sanitation procedures. Performs risk hazard analysis and interprets x-rays of UXO. Supervises field expedient identification procedures to ID explosive contaminated soil, the determination of magnetic azimuth using a lensatic compass, emergency leak sealing, and packaging of chemical warfare material.

Minimum Education: High School diploma. College or administrative trade school experience desired.

68. Commercial Job Title: Unexploded Ordnance (UXO) Technician II

Minimum/General Experience: 6 years of experience as a UXO technician.

Functional Responsibility: Performs reconnaissance and classification of UXO. Identifies U.S. and foreign guided missiles, bombs and bomb fuses, projectiles and projectile fuses, grenades and grenades fuses, rockets and rocket fuses, land mines and associated components, pyrotechnics, and military explosives and demolition materials. Locates subsurface UXO using military and/or civilian magnetometers. Performs excavation procedures on buried UXO by manual means and mechanical means. Performs operator maintenance of military and/or civilian magnetometers. Locates surface UXO using visual means. Operates motor vehicles transporting UXO. Prepares an on-site safe holding area for UXO. Performs storage of UXO and demolition materials. Prepares UXO disposal sites. Prepares non-electric firing system for UXO disposal operations, electric firing systems for UXO disposal operations, and detonating cord firing systems. Disposes of UXO/explosives by burning and detonation. Operates personnel decontamination stations. Dons and doffs appropriate personal protective equipment in contaminated areas. Inspects salvage UXO-related material. Erects UXO-related protective works. Determines magnetic azimuth using a lensatic compass. Performs field expedient identification procedures to ID explosive-contaminated soil. Performs emergency leak seal and packaging of chemical warfare material. Uses radiographic (x-ray) equipment.

Minimum Education: High School diploma. College or administrative trade school experience desired.

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69. Commercial Job Title: Unexploded Ordnance (UXO) Technician I

Minimum/General Experience: 4 years of experience as a UXO technician.

Functional Responsibility: Assists in performing: reconnaissance and classification of UXO. Identifies U.S. and foreign guided missiles; bombs and bomb fuses; projectiles and projectile fuses; grenades and grenade fuses; rockets and rocket fuses; land mines and associated components; pyrotechnic items; military explosives and demolition materials. Performs location of subsurface UXO using military and/or civilian magnetometers. Assists in performing excavation procedures on buried UXO. Performs operator maintenance of military and/or civilian magnetometers. Locates surface UXO using visual means. Assists in transporting and storing UXO and demolition materials. Assists in preparing non-electric firing system for UXO disposal operations. Assists in preparing electric firing systems for UXO disposal operations disposing of ammunition/explosives by burning; disposing of ammunition/explosives by detonation. Assists in the operation of personnel decontamination stations. Dons and doffs appropriate personal protective equipment in contaminated areas. Assists in the inspection of salvage UXO-related material and erection of UXO-related protective works.

Minimum Education: High School diploma. College or administrative trade school experience desired.

70. Commercial Job Title: Warehouse Specialist

Minimum/General Experience: 1 year of warehousing or related experience

Functional Responsibility: Performs a variety of warehousing duties which require an understanding of the establishment's storage plan. Work involves most of the following: Verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting condition and any deterioration and damage; removing material from storage and preparing it for shipment. May operate hand or power trucks in performing warehousing duties. May operate barcode scanning equipment to track and inventory materials. Exclude workers whose primary duties involve shipping and receiving work (see Shipping/Receiving Clerk), order filling (see Order Filler), or operating forklifts (see Forklift Operator).

Minimum Education: High School diploma plus specialized training. College or administrative trade school experiences desired.

71. Commercial Job Title: Word Processor III

Minimum/General Experience: 3 years experience in general use of office software.

Functional Responsibility: Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents. For example, processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns. Uses either different word processing packages or many different style macros or special command functions. Independently completes assignments and resolves problems.

Minimum Education: High School diploma. College or administrative trade school experience desired.

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72. Commercial Job Title: Word Processor II

Minimum/General Experience: 2 years experience in general use of office software.

Functional Responsibility: Uses knowledge of varied and advanced functions of one software type, knowledge of varied functions of different types of software, or knowledge of specialized or technical terminology. May edit and reformat written or electronic drafts. Examples include correcting function codes; adjusting spacing and formatting; and standardizing headings, margins, and indentations. May transcribe scientific reports, lab analyses, legal proceedings, or similar material from voice tapes or handwritten drafts. Work may require knowledge of specialized, technical, or scientific terminology. Work may require familiarity with office terminology and practices (i.e., incumbent corrects copy and questions originator of document concerning missing information, improper formatting, or discrepancies in instructions). Supervisor sets priorities and deadlines on continuing assignments, furnishes general instructions for recurring work, and provides specific instructions for new or unique projects. May lead lower level word processors.

Minimum Education: High School diploma

73. Commercial Job Title: Word Processor I

Minimum/General Experience: 1 year of word processing or related experience

Functional Responsibility: Produces a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials. Work requires skill in typing; a knowledge of grammar, punctuation and spelling; and ability to use reference guides and equipment manuals. Performs familiar, routine assignments following standard procedures. Seeks further instructions for assignments requiring deviations from established procedures.

Minimum Education: High School diploma

11. CURRENT LOGISTICS LABOR CATEGORY RATES PRICELIST

Table 6 details the current logistics rate for the above position descriptions.

Table 5. Current Logistics Rates

LOGWORLD LABOR CATEGORY	CONTRACTOR SITE	GOVERNMENT SITE
1. Program Manager	\$ 166.62	\$ 122.82
2. Project Manager	\$ 131.96	\$ 104.23
3. Task Leader	\$ 122.35	\$ 90.19
4. Subject Matter Expert	\$ 158.80	\$ 117.04
5. Statistician/Mathematician	\$ 67.71	\$ 77.12
6. Senior Systems Analyst	\$ 115.88	\$ 96.11
7. Systems Analyst	\$ 96.22	\$ 79.21

LOGWORLD LABOR CATEGORY	CONTRACTOR SITE	GOVERNMENT SITE
8. Junior Systems Analyst	\$ 75.00	\$ 64.47
9. Sr. Engineering Tech.	\$ 81.72	\$ 70.91
10. Engineering Tech.	\$ 70.77	\$ 61.42
11. Senior Training Specialist	\$ 100.75	\$ 74.27
12. Training Specialist	\$ 87.31	\$ 64.35
13. Technical Support Spec.	\$ 65.10	\$ 47.98
14. Senior Logistics Manager	\$ 78.10	\$ 57.58
15. Logistics Manager	\$ 114.57	\$ 90.19
16. Logistics Analyst	\$ 50.69	\$ 37.36
17. Junior Logistics Analyst	\$ 40.31	\$ 29.72
18. Material Management Spec.	\$ 60.56	\$ 44.64
19. Senior Program Analyst	\$ 94.75	\$ 69.83
20. Program Analyst	\$ 91.35	\$ 69.32
21. Financial Analyst	\$ 73.88	\$ 54.46
22. Information Systems Admin.	\$ 68.17	\$ 59.17
23. Sr. Configuration Mgt. Analyst	\$ 99.22	\$ 86.11
24. Configuration Mgt. Analyst	\$ 70.88	\$ 61.51
25. Supv. Warehouse/Inventory	\$ 58.19	\$ 42.90
26. Supv. Receiving/Shipping	\$ 53.19	\$ 39.21
27. Sr. Administrative Analyst	\$ 58.76	\$ 50.99
28. Administrative Analyst	\$ 46.23	\$ 38.88
29. Blocker and Bracer	\$ 54.54	\$ 40.19
30. Computer Data Librarian	\$ 40.61	\$ 29.93
31. Computer Operator I	\$ 40.61	\$ 29.93
32. Computer Operator II	\$ 46.89	\$ 34.57
33. Computer Operator III	\$ 56.71	\$ 41.80
34. Computer Operator IV	\$ 64.58	\$ 49.33
35. Computer Operator V	\$ 71.52	\$ 54.63

LOGWORLD LABOR CATEGORY	CONTRACTOR SITE	GOVERNMENT SITE
36. Computer Sys. Analyst I	\$ 77.96	\$ 57.47
37. Computer Sys. Analyst II	\$ 80.89	\$ 65.04
38. Computer Sys. Analyst III	\$ 81.18	\$ 65.06
39. Dispatcher, Motor Vehicle	\$ 49.04	\$ 36.42
40. Forklift Operator	\$ 41.37	\$ 30.51
41. General Clerk I	\$ 30.89	\$ 22.75
42. General Clerk II	\$ 34.40	\$ 25.37
43. General Clerk III	\$ 38.78	\$ 28.58
44. General Clerk IV	\$ 48.64	\$ 39.15
45. Material Coordinator	\$ 53.19	\$ 39.21
46. Material Expediter	\$ 52.20	\$ 38.47
47. Material Handling Laborer	\$ 38.24	\$ 28.19
48. Messenger (Courier)	\$ 30.89	\$ 22.75
49. Order Clerk I	\$ 37.73	\$ 27.80
50. Order Clerk II	\$ 44.21	\$ 32.58
51. Order Filler	\$ 38.51	\$ 29.14
52. Production Control Clerk	\$ 53.19	\$ 39.21
53. Recycling Worker	\$ 38.24	\$ 28.19
54. Rigger	\$ 62.30	\$ 51.57
55. Shipping Packer	\$ 38.24	\$ 28.19
56. Shipping/Receiving Clerk	\$ 38.24	\$ 28.19
57. Store Worker I	\$ 35.50	\$ 28.19
58. Supply Technician	\$ 62.10	\$ 45.78
59. Technical Writer	\$ 73.96	\$ 54.52
60. Tools and Parts Attendant	\$ 45.85	\$ 33.79
61. Truck Driver, Tractor-Trailer	\$ 52.61	\$ 38.78
62. Truck Driver, Heavy	\$ 40.57	\$ 29.93
63. Truck Driver, Medium	\$ 48.58	\$ 36.29

LOGWORLD LABOR CATEGORY	CONTRACTOR SITE	GOVERNMENT SITE
64. Truck Driver, Light	\$ 52.61	\$ 38.78
65. Unexploded Ordnance Tech I	\$ 61.50	\$ 49.44
66. Unexploded Ordnance Tech II	\$ 74.41	\$ 57.23
67. Unexploded Ordnance Tech III	\$ 84.29	\$ 65.02
68. Unexploded Safety Escort	\$ 61.50	\$ 49.44
69. Unexploded Sweep Pers.	\$ 61.50	\$ 49.44
70. Warehouse Specialist	\$ 46.29	\$ 34.12
71. Word Processor I	\$ 39.37	\$ 30.47
72. Word Processor II	\$ 44.05	\$ 32.47
73. Word Processor III	\$ 50.79	\$ 37.44

MISSION ORIENTED BUSINESS IMPROVEMENT SERVICES (MOBIS) SCHEDULE

1. PURPOSE & OBJECTIVES

The MOBIS Schedule provide a full range of services and products for consulting, facilitation, survey, training, privatization support, program management, alternative dispute resolution, and related support products. This schedule is designed to allow Federal agencies to begin or continue management, organizational and business improvement efforts. Contractors shall provide MOBIS services to agencies as specified in task orders under this Federal Supply Schedule (FSS). Whether services and products are commercial off-the-shelf, customized off-the-shelf, or designed to suit, they must fit into and support the system-wide model of management excellence and performance improvement embodied efforts and programs such as the Malcolm Baldrige National Quality Award (MBNQA), the President's Award for Quality (PAQ), National Partnership for Reinvention (NPR) initiatives, the Government Performance and Results Act, and/or individual agency management plans and strategies. The objective of MOBIS is to provide all Federal agencies with access to the finest management consulting firms available in the commercial sector.

2. SCOPE OF WORK

The MOBIS Schedule is appropriate for work that will improve the performance, quality, timeliness and efficiency of services provided by the Federal Government.

These services will facilitate agencies' response to dynamic, evolutionary influences and mandates and will enable them to continuously improve mission performance. As these influences and mandates evolve, or are enacted, it is anticipated that the specific support provided by contractors under this schedule will evolve accordingly. These efforts should ultimately result in increased customer satisfaction and enhance the public's confidence in their Government.

Some examples of these influences and mandates are the Government Performance and Results Act; Federal Acquisition Streamlining Act, government reinvention initiatives such as improving customer service, benchmarking and streamlining; strategic sourcing; downsizing; and privatization.

GSA Schedules E-Library indicates the contractors available for MOBIS support by Special Item Number (SIN) awarded, the internet address is:

<http://www.gsaelibrary.gsa.gov/elib/eLibrary.jsp> .

“Go to” Federal Supply Schedule “874”

The MOBIS Schedule is designed to provide services and /or products to support agencies in the implementation and continuation of management, organizational and business improvement efforts. Examples include but are not limited to: quality management; business process

reengineering; strategic and business planning; knowledge management consulting, benchmarking; strategic sourcing; ISO 9000 and ISO 14000; activity-based costing; financial management analysis related to an improvement effort; statistical process control; construction and implementation of surveys; individual and organizational assessments and evaluations; process improvements; process modeling and simulation; performance measurement; organizational design; change management; development of leadership/management skills; and training in improving customer service, satisfaction, assistance in the performance of studies under OMB circular A-76, preparation of Performance Work Statements (PWS), program integration, project management, and alternative dispute resolution support.

MOBIS is capable of providing agencies with expert advice in all areas of management and management improvement. When tasking under MOBIS, agencies shall not use this vehicle for the acquisition of supplies other than that integral to the task and incidental to its central role of management improvement. **The acquisition of IT is not forbidden under MOBIS, however, it must be clear that the software, hardware, or IT services acquired must be incidental to the management improvement effort, and directly linked to the successful performance of the task. There are no specified definitions of incidental. This determination shall be made by the responsible agency Contracting Officer. Typical examples of services that are not authorized for purchase under a MOBIS task include, but are not limited to: financial audits; engineering services, IT systems integration, network services, volume purchase of IT hardware, software or software development, data base planning, administrative support unless directly related to a MOBIS requirement, marketing and media services, human resources services, Construction and Architect-Engineering Services as set forth in FAR Part 36 (including construction, alteration or repair of buildings, structures, or other real property).**

The following is representative, but not all-inclusive, of the types of services or products that may be ordered as specified in individual orders.

3. SIN 874-1: CONSULTING SERVICES

Expert advice, assistance, guidance or counseling in support of agencies' mission oriented business functions. This may include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Examples of consultation include but are not limited to: strategic, business and action planning; high performance work; process and productivity improvement; systems alignment; leadership systems; organizational assessments; cycle time; performance measures and indicators; program audits, evaluations, and customized training.

4. SIN 874-2: FACILITATION SERVICES

Facilitation and related decision support services for agencies engaged in collaboration efforts, working groups, or integrated product, process, or self-directed teams. Agencies bringing together diverse teams and/or groups with common and divergent interests may require a neutral party to assist them in: the use of problem solving techniques; defining and refining the agenda;

debriefing and overall meeting planning; resolving disputes, disagreements, and divergent views; logistical meeting/conference support when performing technical facilitation; convening and leading large and small group briefings and discussions; providing a draft for the permanent record; recording discussion content and enabling focused decision-making; and preparing draft and final reports for dissemination.

5. SIN 874-3: SURVEY SERVICES

Expert consultation, assistance, and deliverables associated with all aspects of surveying within the context of MOBIS. Contractors shall assist with, and/or perform all phases of the survey process to include, but not limited to: planning survey design; sampling, survey development; pretest/pilot surveying; defining and refining the agenda; survey database administration; assessing reliability and validity of data; determining proper survey data collection methodology; administering surveys using various types of data collection methods; and analyses of quantitative and qualitative survey data. Production of reports to include, but not limited to: description and summary of results with associated graphs, charts, and tables; description of data collection and survey administration methods; discussion of sample characteristics and the representative nature of data; analysis of non-response; and briefings of results to include discussion of recommendations and potential follow-up actions.

6. SIN 874-7: PROGRAM INTEGRATION AND PROJECT MANAGEMENT SERVICES

Management or integration of programs and projects to include, but not limited to: program management, program oversight, project management and program integration of a limited duration. A variety of functions may be utilized to support program integration or project management tasks.

7. MOBIS LABOR CATEGORY DESCRIPTIONS

Table 7 summarizes particular jobs and the required experience for these positions:

-  Subject Matter Experts/Consultants
-  Project Manager
-  Research Analysts
-  Specialty Engineer
-  Engineer
-  Engineering Assistant
-  Sr. Data Analyst/Programmer
-  Data Analyst/Programmer
-  Technical Support Specialist
-  Senior Support Specialist
-  Support Specialist

SUMMARY EXPLANATION OF LABOR CATEGORIES

The following provides descriptions, including degree and experience requirements, of the labor categories Envisioneering offers under this schedule. Each position includes an associated labor code that can be used for ease of ordering when procuring services under this contract. The labor category definitions that follow describe the functional responsibilities, and education and experience requirements for each labor category. The table “Degree/Experience Equivalency” delineates our policy for substituting experience in lieu of degrees and vice versa. Those requirements are a guide for the types of experience and educational background for typical personnel in each labor category. However, personnel placement in a specific labor category is at the discretion of Envisioneering and is based on the specific needs of our clients.

We Offer 4 Degree/Experience Levels for Each of the Following 11 Labor Categories

1. Subject Matter Expert/Consultant	5. Engineer	9. Technical Support Specialist
2. Project Manager	6. Engineering Assistant	10. Senior Support Spec
3. Research Analyst	7. Sr. Data Analyst/Programmer	11. Support Specialist
4. Specialty Engineer	8. Data Analyst/Programmer	

Degree/Experience Equivalency Substitution Table

Degree	Experience Equivalence	Other Equivalency Considerations
Associate	2 years relevant experience	Vocational/Technical training in work related fields **
Bachelors	<ul style="list-style-type: none"> •Associate and 3 years relevant experience •5 years relevant experience 	<ul style="list-style-type: none"> •Professional Certification in work related fields, such as vendor certifications •Technical training in work related fields **
Masters	<ul style="list-style-type: none"> •Bachelors and 3 years relevant experience •Bachelors and 5 years relevant experience •10 years relevant experience 	Professional license, e.g. Professional Engineer
Doctorate	<ul style="list-style-type: none"> •Masters and 3 years relevant experience •Bachelors and 6 years relevant experience •15 years relevant experience 	

* Multiple degrees at the same level are equivalent to two additional years of experience

** Years of relevant experience equivalence depends on type, length, and scope of training

Table 7. MOBIS Schedule Labor Category Descriptions

MOBIS SCHEDULE LABOR CATEGORY DESCRIPTIONS

1. Subject Matter Expert/Consultant

Gathers and organizes information on problems or procedures including present operating procedures. Analyzes data, develops information, and assesses available solutions or alternate methods of proceeding. Coordinates with clients and trains users to ensure smooth implementation and functional performance of new systems, procedures, or organizations. Develops and implements operational tests and assessments. Develops and maintains functional and operating documentation. Plans study of work problems and procedures (e.g., organizational effectiveness, or cost analyses). Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures, organizational changes. Oversees and manages project and programs. Provides specialized knowledge in specific functional or operational domains, or analysis methods or disciplines.

Education and Experience Requirements:

Must possess academic degrees, training in processes, or equivalent experience in areas appropriate for the work undertaken, including, but not limited to, the following discipline areas: computers science, information systems, decisions sciences, systems architecture, planning, design, engineering, operations research, math, physics, political science, international relations, liberal arts, business or management, economics or other social sciences. Experienced in conducting analyses of systems, operations, and management problems. Has knowledge of techniques and tools of analysis, e.g. modeling and simulation, operations research techniques, functional decomposition, surveys, business process re-engineering, policy analysis, etc. Experienced in conceptualizing and developing solutions; formulating problem statements conducive to application of analytical methods; and development of analysis methods and approaches. Specialized experience in broad scope of applications and uses of analysis methods such as requirements analysis, system and sub-system definition, program and process analyses, evaluations, cost-benefit analyses, planning, etc. Experience in managing projects, contracts, funds, and resources. Has experience in one or more functional operational domains and expertise in related government, military, and commercial applications. Has specialized experience or expertise in analysis of specific systems and considerations, or specific analysis methods or disciplines. Has experience operating and managing processes providing sophisticated planning, scheduling, performance tracking, and risk management. Has experience in management structures geared towards delivery of end-item products and the application of repeatable processes, modern development methodologies, material acquisitions, and techniques such as simulations, war gaming, prototyping and systems demonstrations.

Category	Level	Degree**	**Years Experience
011x	Subject Matter Expert/Consultant 4	Masters	15
012x	Subject Matter Expert/Consultant 3	Masters	12
013x	Subject Matter Expert/Consultant 2	Masters	10
014x	Subject Matter Expert/Consultant 1	Masters	8

X = E (Envisioneering Site) or C (Client Site)

** = Education and experience may be substituted in accordance with the “educational/experience Equivalency” table at the beginning of this section.

2. Project Manager

Responsible for overall technical, business, and financial management of programs and projects. Oversees program budgets, schedules, and performance. Directs staff and has primary responsibility for program health. Responsible for ensuring corporate resources are available and are effectively used to meet client goals and requirements. Serves as contractor's single point of contact for the client. Prepares and communicates status and outcomes of contract performance. Develops technical approaches for complex problems and provides expertise at the highest Government and corporate levels.

Education and Experience Requirements:

Must possess academic degrees, training in processes, or equivalent experience in the areas appropriate for the work undertaken, including, but not limited to, the following discipline areas: computers science, information systems, decisions sciences, systems architecture, planning, design, engineering, operations research, math, physics, political science, international relations, liberal arts, business or management, economics or other social sciences.

Experience acting as lead, manager, or administrative for contract efforts. Experience serving as primary interface and point of contact with client program authorities and representatives on technical and program issues. Experience supervising program and project operations by monitoring and reporting progress. Experience interacting, communicating with, and advising at the highest Government and corporate levels. Has specialized experience in one or more functional or operational domains and expertise in related government, military, and commercial applications. Demonstrates technical achievement at highest Government and corporate levels including the ability to identify, evaluate, and propose original and practicable methods of resolving complex problems. Recognized for superior high-level private – and/or public-sector achievement.

Category	Level	Degree**	**Years Experience
021x	Project Manager 4	Masters	10
022x	Project Manager 3	Masters	8
023x	Project Manager 2	Masters	6
024x	Project Manager 1	Masters	4

X = E (Envisioneering Site) or C (Client Site)

** = Education and experience may be substituted in accordance with the "educational/experience Equivalency" table at the beginning of this section.

3. Research Analyst

Gathers and organizes information on problem or procedures including present operating procedures. Analyzes data, develops information, and assesses available solutions or alternate methods of proceeding. Coordinates with clients and trains users to ensure smooth implementation and functional performance of new systems, procedures, or organizations. Develops and implements operational tests and assessments. Develops and maintains functional and operating documentations.

Education and Experience Requirements

Must possess academic degrees, training in processes, or equivalent experience in the areas appropriate for the work undertaken, including, but not limited to, the following discipline areas: computers science, information systems, decisions sciences, systems architecture, planning, design, engineering, operations research, math, physics, political science, international relations, liberal arts, business or management, economics or other social sciences.

Experience in conducting analyses of systems, operations, and management problems. Requires knowledge of techniques and tools of analysis, e.g., modeling and simulation, operations research techniques, functional decomposition, surveys, business process re-engineering, policy analysis, etc.

Category	Level	Degree**	**Years Experience
031x	Research Analyst 4	Bachelors	4
032x	Research Analyst 3	Bachelors	2
033x	Research Analyst 2	Bachelors	1
034x	Research Analyst 1	Bachelors	0

X = E (Envisioneering Site) or C (Client Site)

** = Education and experience may be substituted in accordance with the “educational/experience Equivalency” table at the beginning of this section.

4. Specialty Engineer

Designs and applies advanced methods, theories, and research techniques in the investigation and solutions of complex and difficult systems design requirements and problems. Applies engineering experience to perform functions such as systems integration, configuration management, quality assurance testing, or acquisition and resource management. Analyzes, designs, develops, implements, tests, or evaluates system components related to engineering or functional requirements of operational systems, support, or management information systems. Organizes and documents findings of studies and prepares recommendations for implementation. Oversees and manages projects and programs. Provides specialized knowledge in specific engineering processes, methods, or disciplines.

Education and Experience Requirements

Must possess academic degrees, training in processes, or equivalent experience in the areas appropriate for the work undertaken, including, but not limited to, the following discipline areas: engineering, natural and applied sciences, operations research, or any other mathematical science.

Experience in applying engineering principles to investigate, analyze, plan, develop, implement, test, or evaluate systems. Experience in applying engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate systems. Experience conducting reviews and preparing engineering and technical analyses, reports, change proposals, and other technical documentation. General experience and expertise in systems design or test engineering, Experience in conceptualizing and developing solutions; formulating problem statements conducive to analytical methods; and development of analytical methods and approaches. Experience in managing contracts, projects, funds, and resources. Has specialized experience and expertise in systems design or test engineering in specific systems under considerations, or specific engineering processes or disciplines such as: development of system performance specifications to meet operational objectives, development and devaluation of systems concepts to satisfy performance specification, coordination of systems design, fabrication, integration, test, and evaluation, or oversight and assessment of management activities.

Category	Level	Degree**	**Years Experience
041x	Specialty Engineer 4	Masters	20
042x	Specialty Engineer 3	Masters	15
043x	Specialty Engineer 2	Masters	10
044x	Specialty Engineer 1	Masters	8

X = E (Envisioneering Site) or C (Client Site)

** = Education and experience may be substituted in accordance with the “educational/experience Equivalency” table at the beginning of this section.

5. Engineer

Designs and applies advanced methods, theories, and research techniques in the investigation and solutions of complex and difficult systems design requirements and problems. Applies engineering experience to perform functions such as systems integration, configuration management, quality assurance testing, or acquisition and resource management. Analyzes, designs, develops, implements, tests, or evaluates system components related to engineering or functional requirements of operational systems, support, or management information systems. Organizes and documents findings of studies and prepares recommendations for implementation. Oversees and manages projects and programs.

Education and Experience Requirements

Must possess academic degrees, training in processes, or equivalent experience in the areas appropriate for the work undertaken, including, but not limited to, the following discipline areas: engineering, natural and applied sciences, operations research, or any other mathematical science.

Experience in applying engineering principles to investigate, analyze, plan, develop, implement, test, or evaluate systems. Experience in applying engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate systems. Experience conducting reviews and preparing engineering and technical analyses, reports, change proposals, and other technical documentation. General experience and expertise in systems design or test engineering. Experience in conceptualizing and developing solutions; formulating problem statements conducive to analytical methods; and development of analytical methods and approaches. Experience in managing contracts, projects, funds, and resources.

Category	Level	Degree**	**Years Experience
051x	Engineer 4	Bachelors	10
052x	Engineer 3	Bachelors	8
053x	Engineer 2	Bachelors	6
054x	Engineer 1	Bachelors	4

X = E (Envisioneering Site) or C (Client Site)

** = Education and experience may be substituted in accordance with the “educational/experience Equivalency” table at the beginning of this section.

6. Engineering Assistant

Designs and applies advanced methods, theories, and research techniques in the investigation and solutions of complex and difficult systems design requirements and problems. Applies engineering experience to perform functions such as systems integration, configuration management, quality assurance testing, or acquisition and resource management. Analyzes, designs, develops, implements, tests, or evaluates system components related to engineering or functional requirements of operational systems, support, or management information systems.

Education and Experience Requirements

Must possess academic degrees, training in processes, or equivalent experience in the areas appropriate for the work undertaken, including, but not limited to, the following discipline areas: engineering, natural and applied sciences, operations research, or any other mathematical science.

Experience in applying engineering principles to investigate, analyze, plan, develop, implement, test, or evaluate systems. Experience in applying engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate systems. Experience conducting reviews and preparing engineering and technical analyses, reports, change proposals, and other technical documentation.

Category	Level	Degree**	**Years Experience
061x	Engineering Assistant 4	Bachelors	4
062x	Engineering Assistant 3	Bachelors	2
063x	Engineering Assistant 2	Bachelors	1
064x	Engineering Assistant 1	Bachelors	0

X = E (Envisioneering Site) or C (Client Site)

** = Education and experience may be substituted in accordance with the "educational/experience Equivalency" table at the beginning of this section.

7. Senior Data Analyst/Programmer

Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business and records management functions. Develops plans for automated logistic systems from project inception to conclusion. Analyzes user interfaces, maintain hardware and software performance tuning, analyze workload and computer usage, maintain interfaces with outside systems, analyze downtimes, analyze proposed system modifications, and upgrades. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications. Designs, creates and/or maintains software, network systems, operating systems, communication systems, database packages, compilers, assemblers, and manages and/or develops and analyzes logistical database projects. Uses statistical and data analyses techniques as approaches for improving organization performance and services needed to implement new or revised business or functional processes. Includes the collection and surveying of data relating to organizational goals, objectives, structures/hierarchies, culture, systems, and roles for the purpose of executing a ground-up redesign for achieving the long term, full-scale integration required.

Education and Experience Requirements

Must possess academic degrees, training in processes, or equivalent experience in the areas appropriate for the work undertaken, including, but not limited to, the following discipline areas: Computer Science, Information Systems, Engineering, Mathematics, Physics or related field.

Category	Level	Degree**	**Years
			Experience
071x	Sr. Data Analyst/Programmer 4	Bachelors	10
072x	Sr. Data Analyst/Programmer 2	Bachelors	8
073x	Sr. Data Analyst/Programmer 3	Bachelors	6
074x	Sr. Data Analyst/Programmer 1	Bachelors	4

X = E (Envisioneering Site) or C (Client Site)

** = Education and experience may be substituted in accordance with the "educational/experience Equivalency" table at the beginning of this section.

8. Data Analyst/Programmer

Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business and records management functions. Develops plans for automated logistic systems from project inception to conclusion. Analyzes user interfaces, maintains hardware and software performance tuning, analyzes workload and computer usage, maintains interfaces with outside systems, analyzes downtimes, analyzes proposed system modifications, and upgrades. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications. Designs, creates and/or maintains software, network systems, operating systems, communication systems, database packages, compilers, assemblers, and manages and/or develops and analyzes logistical database projects.

Education and Experience Requirements

Must possess academic degrees, training in processes, or equivalent experience in the areas appropriate for the work undertaken, including, but not limited to, the following discipline areas: Computer Science, Information Systems, Engineering, Mathematics, Physics or related field.

Category	Level	Degree**	**Years Experience
081x	Data Analyst/Programmer 4	Bachelors	4
082x	Data Analyst/Programmer 2	Bachelors	2
083x	Data Analyst/Programmer 3	Bachelors	1
084x	Data Analyst/Programmer 1	Bachelors	0

X = E (Envisioneering Site) or C (Client Site)

** = Education and experience may be substituted in accordance with the "educational/experience Equivalency" table at the beginning of this section.

9. Technical Support Specialist

Develops plans for automated logistic systems from project inception to conclusion. Analyzes user interfaces, maintain hardware and software performance tuning, analyze workload and computer usage, maintain interfaces with outside systems, analyze downtimes, analyze proposed system modifications, and upgrades. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications. Designs, creates and/or maintains software, network systems, operating systems, communication systems, database packages, compilers, assemblers, and manages and/or develops and analyzes logistical database projects.

Education and Experience Requirements

Must possess academic degrees, training in processes, or equivalent experience in the areas appropriate for the work undertaken.

Category	Level	Degree**	**Years Experience
091x	Tech Support Specialist 4	Bachelors	10
092x	Tech Support Specialist 3	Associates	8
093x	Tech Support Specialist 2	HS	6
094x	Tech Support Specialist 1	HS	4

X = E (Envisioneering Site) or C (Client Site)

** = Education and experience may be substituted in accordance with the "educational/experience Equivalency" table at the beginning of this section.

10. Senior Support Specialist

Provides administrative and secretarial assistance by performing document preparation or other office duties such as arranging and coordinating travel and meeting/conference facilities. Provides inputs to research staff in a concise, logical, well-organized format, for use in communications to clients. Supports research and analysis functions, compiles specified research and data, interprets basic research data, and reviews research publications for pertinent information.

Education and Experience Requirements

Must possess education, training in processes, or equivalent experience in the areas appropriate for the work undertaken.

Experienced in all aspects of providing technical and administrative support to the research staff. Must have knowledge of and experience with appropriate software tools. Experienced in such areas as, data collection and analyses, data presentation, preparation of briefings, and computer presentation, library research, administrative procedures, and document preparation.

Category	Level	Degree**	**Years Experience
101x	Senior Support Specialist 4	Associates	12
102x	Senior Support Specialist 3	Associates	10
103x	Senior Support Specialist 2	HS	8
104x	Senior Support Specialist 1	HS	6

X = E (Envisioneering Site) or C (Client Site)

** = Education and experience may be substituted in accordance with the "educational/experience Equivalency" table at the beginning of this section.

11. Support Specialist

Provides administrative and secretarial assistance by performing document preparation or other office duties such as arranging and coordinating travel and meeting/conference facilities. Provides inputs to research staff in a concise, logical, well-organized format, for use in communications to clients.

Education and Experience Requirements

Must possess education, training in processes, or equivalent experience in the areas appropriate for the work undertaken.

Experienced in all aspects of providing technical and administrative support to the research staff. Must have knowledge of and experience with appropriate software tools.

Category	Level	Degree**	**Years Experience
111x	Support Specialist 4	HS	6
112x	Support Specialist 3	HS	4
113x	Support Specialist 2	HS	2
114x	Support Specialist 1	HS	1

X = E (Envisioneering Site) or C (Client Site)

** = Education and experience may be substituted in accordance with the "educational/experience Equivalency" table at the beginning of this section.

8. CURRENT MOBIS LABOR CATEGORY RATES PRICELIST

Table 8 details the current MOBIS rates for the above position descriptions.

Table 8. Current MOBIS Rates

MOBIS LABOR CATEGORY	GOVERNMENT SITE	CONTRACTOR SITE
011 Subject Matter Expert/Consultant 4	\$ 233.71	\$ 269.30
012 Subject Matter Expert/Consultant 3	\$ 212.46	\$ 244.81
013 Subject Matter Expert/Consultant 2	\$ 180.30	\$ 207.75
014 Subject Matter Expert/Consultant 1	\$ 163.89	\$ 188.84
021 Project Manager 4	\$ 184.95	\$ 213.11
022 Project Manager 3	\$ 168.14	\$ 193.74
023 Project Manager 2	\$ 151.98	\$ 175.13
024 Project Manager 1	\$ 137.69	\$ 158.65
031 Research Analyst 4	\$ 159.82	\$ 184.16
032 Research Analyst 3	\$ 145.29	\$ 167.41
033 Research Analyst 2	\$ 136.80	\$ 157.63
034 Research Analyst 1	\$ 119.52	\$ 137.72
041 Specialty Engineer 4	\$ 143.79	\$ 165.68
042 Specialty Engineer 3	\$ 130.72	\$ 150.62
043 Specialty Engineer 2	\$ 121.11	\$ 139.55
044 Specialty Engineer 1	\$ 111.24	\$ 128.18
051 Engineer 4	\$ 121.18	\$ 139.63
052 Engineer 3	\$ 110.16	\$ 126.94
053 Engineer 2	\$ 98.60	\$ 113.61
054 Engineer 1	\$ 88.72	\$ 102.23
061 Engineering Assistant 4	\$ 81.57	\$ 93.99
062 Engineering Assistant 3	\$ 74.16	\$ 85.45

MOBIS LABOR CATEGORY	GOVERNMENT SITE	CONTRACTOR SITE
063 Engineering Assistant 2	\$ 67.92	\$ 78.26
064 Engineering Assistant 1	\$ 59.73	\$ 68.83
071 Sr. Data Analyst/Programmer 4	\$ 112.95	\$ 130.15
072 Sr. Data Analyst/Programmer 3	\$ 102.68	\$ 118.32
073 Sr. Data Analyst/Programmer 2	\$ 91.33	\$ 105.24
074 Sr. Data Analyst/Programmer 1	\$ 81.01	\$ 93.35
081 Data Analyst/Programmer 4	\$ 91.66	\$ 105.62
082 Data Analyst/Programmer 3	\$ 83.33	\$ 96.02
083 Data Analyst/Programmer 2	\$ 74.01	\$ 85.28
084 Data Analyst/Programmer 1	\$ 66.29	\$ 76.38
091 Technical Support Spec 4	\$ 72.46	\$ 83.50
092 Technical Support Spec 3	\$ 65.88	\$ 75.91
093 Technical Support Spec 2	\$ 57.83	\$ 66.63
094 Technical Support Spec 1	\$ 50.17	\$ 57.81
101 Senior Support Spec 4	\$ 59.73	\$ 68.82
102 Senior Support Spec 3	\$ 54.30	\$ 62.56
103 Senior Support Spec 2	\$ 49.21	\$ 56.71
104 Senior Support Spec 1	\$ 44.90	\$ 51.73
111 Support Specialist 4	\$ 48.10	\$ 55.42
112 Support Specialist 3	\$ 43.73	\$ 50.39
113 Support Specialist 2	\$ 39.15	\$ 45.12
114 Support Specialist 1	\$ 35.35	\$ 40.74

