

**General Services Administration  
Federal Supply Service  
Authorized Federal Supply Schedule Catalog/Price List**



**PROFESSIONAL ENGINEERING SERVICES**

**STANDARD INDUSTRY GROUP: 541  
SERVICE CODE(S): 871**

**CONTRACT NUMBER  
GS-23F-0283N**

**PERIOD COVERED BY CONTRACT  
JULY 17, 2008 – JULY 16, 2013**

**CONTRACT ADMINISTRATION  
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**As of: 29, October 2012**

***Business Size:* Woman-Owned, Small Business**

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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 Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is: <http://www.gsaadvantage.gov> For more information on ordering from Federal Supply Schedules, click on the FSS button at: <http://www.fss.gsa.gov>

**Information for Ordering Activities**

**General Terms and Conditions:**

**1a. Table of Awarded Special Item Numbers (SIN):**

- 871-1                    Strategic Planning for Technology Programs/Activities**  
 Services required under this SIN 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.
- 871-2                    Concept Development and Requirements Analysis**  
 Services required under this SIN 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.
- 871-3                    System Design, Engineering and Integration**  
 Services required under this SIN 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.
- 871-4                    Test and Evaluation**  
 Services required under this SIN 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.
- 871-5                    Integrated Logistics Support**  
 Services required under this SIN 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 lifecycles. 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.
- 871-6                    Acquisition and Life Cycle Management**  
 Services required under this SIN involve the entire 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.

**1b. LOWEST PRICED MODEL:    Not Applicable**

- 1c. **HOURLY RATES AND DESCRIPTIONS:** Refer to Pages 6 through 21
- 2. **Maximum Order Limitation:** \$1,000,000.00 per SIN / per Order
- 3. **Minimum Order:** \$100.00.
- 4. **Geographic Coverage:** *Domestic Only.*  
48 Contiguous United States, District of Columbia, Alaska, Hawaii and Puerto Rico.
- 5. **Points of Production:** Same as Contract Address.
- 6. **Discount from List Prices:** Government net prices (discounts already deducted).  
See Pricing section.
- 7. **Quantity discounts:** None Offered.
- 8. **Prompt Payment Terms:** Net 30 Days.
- 9a. **Government Purchase Cards are accepted at or below the Micro-purchase threshold.**
- 9b. **Government purchase cards are acceptable for payments above the micro-purchase threshold (\$3,000).**
- 10. **Foreign Items:** None
- 11a. **Time of Delivery:** As negotiated between the Government Ordering Agency and the Contractor for each Task Order.
- 11b. **Expedited Delivery:** Not Applicable.
- 11c. **Overnight and 2-Day Delivery:** Not Applicable.
- 11d. **Urgent Requirements:** Contact Contractor.
- 12. **FOB Point:** Destination:
- 13a. **Ordering Address:** Same as Contractor's address
- 13b. **Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 14. **Payment Address:** Same as Contractor's address
- 15. **Warranty Provision:** Manufacturers' Standard Commercial Warranty
- 16. **Export Packing Charges:** Not Applicable.
- 17. **Terms and Conditions of Government Purchase Card Acceptance:** Contact Contractor.
- 18. **Terms and Conditions Applicable to Rental, Maintenance and Repair:** Not Applicable.
- 19. **Terms and Conditions Applicable to Installation:** Not Applicable

- 20. **Terms and Conditions Applicable to Repair Parts:** Not Applicable
- 20a. **Terms and Conditions for any Other services:** Not Applicable
- 21. **List of Service and Distribution points:** Not Applicable
- 22. **List of Participating Dealers:** Not Applicable
- 23. **Preventative Maintenance:** Not Applicable
- 24a. **Environmental Attributes, e.g., Recycled, content, Energy Efficiency, and/or Reduced Pollutants:** Not Applicable
- 24b. **Section 508 Compliance Information:** Not Applicable
- 25. **DUNs Number:** 036834331
- 26. **Registration in CCR Database:** Registered

## LABOR CATEGORY EXPERTISE MATRIX

AREA OF EXPERTISE	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 Cost Mgmt
Job Title	871-1	871-2	871-3	871-4	871-5	871-6
<b>MANAGEMENT</b>						
Director	✓	✓	✓	✓	✓	✓
Project Manager	✓	✓	✓	✓	✓	✓
Project Lead	✓	✓	✓	✓	✓	✓
Asst. Project Mgr.		✓	✓		✓	✓
<b>ENGINEERING</b>						
Sr. System Engineer	✓	✓	✓	✓	✓	✓
System Analyst	✓	✓	✓	✓	✓	✓
Engineering Tech			✓	✓		✓
Database Engineer			✓	✓		✓
System Engineer	✓	✓	✓	✓	✓	✓
Jr. System Engineer	✓	✓	✓	✓	✓	✓
Sr. Systems Analyst	✓	✓	✓	✓	✓	✓
Configuration Management/ Data Management Specialist			✓	✓	✓	
Sr. Software Developer			✓	✓		✓
Jr. Software Developer			✓	✓		✓
<b>ADMINISTRATION</b>						
Sr. Administrator	✓	✓	✓	✓	✓	✓
Administrator	✓	✓	✓	✓	✓	✓
Administrator/Clerical	✓	✓	✓	✓	✓	✓
Program Coordinator		✓	✓		✓	✓
<b>FINANCE/ACCTG</b>						
Financial Analyst		✓			✓	✓
Sr. Accountant		✓				✓
Sr. Cost Estimator		✓			✓	✓
Accountant		✓				✓
Cost Estimator		✓			✓	✓
<b>ANALYST</b>						
Sr. Analyst	✓	✓	✓	✓	✓	✓
Analyst	✓	✓	✓	✓	✓	✓
Jr. Analyst	✓	✓	✓	✓	✓	✓

AREA OF EXPERTISE	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 Cost Mgmt
Job Title	871-1	871-2	871-3	871-4	871-5	871-6
<b>TECHNICAL</b>						
Technician			✓	✓	✓	✓
Sr. Graphics Specialist			✓	✓		✓
Jr. Graphics Specialist			✓	✓		✓
<b>MODELING AND SIMULATION</b>						
Sr. Modeling & Simulation Engineer	✓	✓	✓	✓	✓	✓
Modeling & Simulation Engineer	✓	✓	✓	✓	✓	✓
Jr. Modeling & Simulation Engineer	✓	✓	✓	✓	✓	✓
Test Engineer				✓	✓	
<b>LOGISTICS SUPPORT</b>						
Integrated Logistics Support Manager	✓	✓	✓	✓	✓	✓
<b>INSTRUCTIONAL SYSTEM DEVELOPMENT</b>						
Sr. Instructional System Analyst	✓		✓		✓	✓
Jr. Instructional System Analyst	✓		✓		✓	✓
Sr. Instructional Designer	✓		✓			✓
Jr. Instructional Designer	✓		✓			✓
<b>TRAINING</b>						
Sr. Training Specialist	✓	✓				✓
Jr. Training Specialist	✓	✓				✓
Sr. Technical Trainer	✓					✓
Jr. Technical Trainer	✓					✓
<b>REQUIREMENTS ANALYSIS</b>						
Research Psychologist	✓		✓	✓		✓
Psy Research Assistant	✓		✓	✓		✓

**GSA SCHEDULE 871  
LABOR CATEGORY DESCRIPTION**

**MANAGEMENT**

**Director**

*Descriptions / Requirements:*

- Developing as-is and to-be business case analysis.
- Facilitation, long range project planning in a fast-paced environment
- Capable of working independently, handling management of large groups of individuals, and coordinating all contractor personnel actions required by task orders.
- Excellent communications skills (oral and written).

*Experience:*

- Twelve (12) years experience as a technical leader/program manager.

*Education:*

- Master's degree in an appropriate technical discipline, Professional Engineering (PE) preferred
- Bachelor's degree is acceptable with an additional three (3) years of technical experience

**Project Manager**

*Descriptions / Requirements:*

- Experience leading a multiphase, multi-deliverable project.
- Systems development analysis and design techniques.
- Requires strong skills in PM system applications, job scheduling, costing, and reporting requirements.

*Experience:*

- Minimum Ten (10) years of project management experience, five (5) in a supervisory capacity.

*Education:*

- Bachelor's degree in Engineering or Computer Science, MBA preferred.

**Project Lead**

*Descriptions / Requirements:*

- Supervises engineers in development analysis and design techniques.

*Experience:*

- Eight (8) years experience, three (3) years in a supervisory capacity.

*Education:*

- Bachelor's degree in Engineering or Computer Science, MBA preferred.

**Assistant Project Manager**

*Descriptions / Requirements:*

- Perform project task definition and workload planning, acquisition management, funds management, and financial cost accounting.
- Specific tasks include analyzing program requirements, budgeting, cost verse performance analysis, addressing project and program level planning, populating, updating and revising databases.
- Responding to administrative and programmatic data calls.
- Providing administrative planning and performing program administration related to day-to-day operations and activities of assigned projects.

*Experience:*

- Five (5) years experience

*Education:*

- Bachelors Degree

**ENGINEERING**

**Systems Engineer (Sr.)**

*Descriptions / Requirements:*

- Coordinates the efforts of lower level or project engineers for assigned projects or systems.
- Evaluates performance and operating characteristics against costs and development risks.
- Conducts technical reviews in area of technical expertise.
- Develops work plans.
- Maintains day-to-day technical interface with project personnel and ensures compliance with standards.
- Organizes and leads technical efforts in the concept formulation, planning, and product engineering.
- Critically reviews all engineering products.
- Develops alternative approaches and conducts engineering analyses and trade-off studies.
- Develops technical specifications and other portions of a solicitation.
- Evaluates contractor performance against technical specifications.
- Evaluate systems design and architecture.

*Experience:*

- Ten (10) years experience in systems integration - at least two (2) years as a supervisor.

*Education:*

- Bachelor's degree in Engineering or Computer Science, PE or MBA preferred.

**Systems Engineer**

*Descriptions / Requirements:*

- Coordinates the efforts of lower level or project engineers for assigned projects or systems.
- Evaluates performance and operating characteristics against costs and development risks.
- Conducts technical reviews in area of technical expertise.
- Develops work plans.
- Maintains day-to-day technical interface with project personnel and ensures compliance with standards.
- Organizes and leads technical efforts in the concept formulation, planning, and product engineering.
- Critically reviews all engineering products.
- Develops alternative approaches and conducts engineering analyses and trade-off studies.
- Develops technical specifications and other portions of a solicitation.
- Evaluates contractor performance against technical specifications.
- Evaluate systems design and architecture.

*Experience:*

- Eight (8) years experience in systems integration.

*Education:*

- Bachelor's degree in Engineering or Computer Science, PE or MBA preferred.

**Systems Engineer (Jr)**

*Descriptions / Requirements:*

- Analyze technical documentation and prepare technical design approaches for training systems.
- Provide alternative design approaches that will include tradeoff analyses and identify technical risks.
- Develop cost and lead-time estimates.
- Apply decision analysis techniques to ensure that the engineering approach is cost effective.
- Develop quantitative criteria and recommend tradeoffs regarding inputs received from supporting personnel.

**ENGINEERING (CONT'D)**



- Provide support in developing engineering specifications detailing design, performance, testing, and provisions for the acceptance of engineering changes.
- Provide support in developing evaluation criteria and evaluating technical proposals and work statements.
- Recommend the best technical approach submitted in response to specifications.
- Monitor the configuration management of training systems.
- Review training system proposed test criteria and subsequently performs examinations and acceptance tests.

*Experience:*

- Five (5) years experience

*Education:*

- Bachelors Degree

<b>Systems Analyst (Sr)</b>
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*Descriptions / Requirements:*

- Competence in all phases of systems analysis techniques, concepts and methods.
- Requires knowledge of available hardware, system software, input/output devices, structure, and management practices.

*Experience:*

- Seven (7) to Ten (10) of technical experience in systems analysis and design techniques

*Education:*

- Bachelor's degree in Systems Analysis, Engineering, Information Systems, Computer Science, or other related technical area.

<b>Systems Analyst</b>
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*Descriptions / Requirements:*

- Analyze technical documentation and prepare technical design approaches for training systems.
- Provide alternative design approaches that will include tradeoff analyses and identify technical risks.
- Develop cost and lead-time estimates.
- Apply decision analysis techniques to ensure that the engineering approach is cost effective.
- Develop quantitative criteria and recommend tradeoffs regarding inputs received from supporting personnel.
- Provide support in developing engineering specifications detailing design, performance, testing, and provisions for the acceptance of engineering changes.
- Provide support in developing evaluation criteria and evaluating technical proposals and work statements.
- Recommend the best technical approach submitted in response to specifications.
- Monitor the configuration management of training systems.
- Review training system proposed test criteria and subsequently performs examinations and acceptance tests.

*Experience:*

- Four (4) years experience

*Education:*

- Master's Degree or
- Bachelor's Degree and six (6) years experience

### Engineering Tech

*Descriptions / Requirements:*

- Applies standard engineering theories, methods, and research techniques in the investigation and solution of technical problems.
- Plans and designs processes, components, or equipment working in conjunction with requirements and specifications.
- Conducts or supports components of investigations and experiments pertaining to the development of new designs, methods, materials, or processes, and investigates possible applications of results.
- Obtains, correlates, and analyzes technical information needed to accomplish assigned tasks, and prepares engineering reports, charts, graphs, and other documentation.

*Experience:*

- One (1) or more years relevant experience.

*Education:*

- Bachelor's degree in Engineering or technical certificate training with two (2) years related experience.

### Database Engineer

*Descriptions / Requirements:*

- Database development, data modeling, entity relationships, process flows and Business Process Analysis (BPA).
- Design for performance, data validation and back-end processing. Five (5) years of experience in the design of complex Relational Database Management Systems (RDBMS.)

*Experience:*

- Five (5) years of experience in the design of complex Relational Database Management Systems (RDBMS.)

*Education:*

- Bachelor's degree in Information Systems, Computer Science, Information Systems Management, or other technical area. Master's degree preferred. May be substituted for two years experience.

### Configuration Management/ Data Management Specialist

*Descriptions / Requirements:*

- Analyze proposed changes of product design.
- Conduct both functional and physical audits of configuration items.
- Coordinate recording of modifications for management control.
- Analyze proposed part-design changes and exhibits to prepare report of effect.
- Systematically control changes to the configuration of a system/subsystem/software product for the purpose of maintaining integrity, traceability, and accountability throughout the development and operational lifecycle of a system/product.
- Review technical documentation to verify compliance with contract requirements.
- Establish and maintain a configuration management library containing technical baseline documents, change vehicles, and any other information needed for configuration management of the system/product(s).

*Experience:*

- Five (5) years experience

*Education:*

- Bachelor's Degree in Engineering or
- Associates Degree and two (2) years of experience directly related to the task to be accomplished.

## ENGINEERING (CONT'D)

### Software Developer (Sr)

*Descriptions / Requirements:*

- Design, develop, implement, and document Modeling and Simulation systems, software, research efforts, and related processes including system interoperability.
- Develop software using high order languages that is efficient, readable, and well documented.
- Test and install procured items upon receipt for compliance with procurement and design requirements.
- Conduct analyses to ensure that software designs are cost effective and satisfy requirements.
- Develop engineering specifications detailing design, expected performance, testing, and provisions for software acceptance.

*Experience:*

- Three (3) years experience

*Education:*

- Master's Degree or
- Bachelor's Degree and five (5) years experience

**Software Developer (Jr)**

*Descriptions / Requirements:*

- Design, develop, implement, and document Modeling and Simulation systems, software, research efforts, and related processes including system interoperability.
- Develop software using high order languages that is efficient, readable, and well documented.
- Test and install procured items upon receipt for compliance with procurement and design requirements.
- Conduct analyses to ensure that software designs are cost effective and satisfy requirements.
- Develop engineering specifications detailing design, expected performance, testing, and provisions for software acceptance.

*Experience:*

- Zero (0) years experience

*Education:*

- Bachelor's Degree

**ADMINISTRATION**

**Program Coordinator**

*Descriptions / Requirements:*

- Assist Project Manager with project task definition and workload planning, acquisition management, funds management, and financial cost accounting.
- Assist with addressing project and program level planning, populating, updating and revising databases.
- Respond to administrative and programmatic data calls as directed.
- As directed perform program administration related to day-to-day operations and activities of assigned projects.

*Experience:*

- Two (2) years experience

*Education:*

- High School Diploma

**ADMINISTRATION (CONT'D)**

**Administrator (Sr)**

*Descriptions / Requirements:*

- Requires a thorough understanding of the information systems acquisition process.

- Strong communication skills. (written and oral).
- Excellent personal computer skills (word processing, spreadsheet, and database support systems).

*Experience:*

- Minimum five (5) years of administrative support experience that applies to technical systems analysis and design projects.

*Education:*

- Bachelor's Degree in Business Administration, Accounting, Finance, or related degree.
- Master's Degree preferred. May be substituted for three years experience.

<b>Administrator</b>
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*Descriptions / Requirements:*

- Monitors technical, schedule and or financial progress to ensure contract compliance.
- Provides administrative support to program management.
- Excellent personal computer skills (word processing, spreadsheet, and presentations systems).
- Minimum three (3) years experience in Government contracting related to technical, financial or engineering administration.

*Experience:*

- One (1) or more years relevant experience.

*Education:*

- Bachelor's degree in Business Administration, Accounting, Finance, Contract Management, or Program Management.

<b>Administrator / Clerical</b>
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*Descriptions / Requirements:*

- Word processing and filing. Write professional documents.
- Arrange for travel arrangements, including transportation and accommodation services for employees. Secure and compile itineraries and directions for travel.
- Knowledge of office routines and procedures.
- Above average knowledge of Microsoft Office (Word, Outlook, Excel).
- Excellent, professional verbal and written communication skills required.

*Experience:*

- Requires a minimum of one (1) year of Professional Office experience with knowledge of commonly-used concepts, practices, and procedures.

*Education:*

- High School diploma and College course work are required.

<b>FINANCE / ACCOUNTING</b>
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<b>Financial Analyst</b>
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*Descriptions / Requirements:*

- Cost analysis, scheduling, budget planning, and documentation.
- Familiar with automated cost reporting and scheduling systems (Earned Value).

*Experience:*

- Five (5) years of financial management experience (cost, accounting, budgeting, planning, and forecasting).

*Education:*

- Bachelor's degree in Business Administration, Accounting, Finance, or Public Administration.
- Master's degree preferred. May be substituted for three (3) years experience

<b>Accountant (Sr)</b>
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*Descriptions / Requirements:*

- Month-end close, journal entry preparation, general ledger maintenance, and account reconciliation.
- Balance sheet and income statement account analysis and research.
- Report writing and database analysis.
- Reviewing transactions from subsystems.
- Participate in enhancing processes and reporting capabilities from internal financial systems.
- Internal and external transactions and analysis.
- Special projects and analysis.
- Enterprise Resource Planning (ERP) experience a plus.
- Organization skills as well as strong interpersonal and communication skills.
- Strong personal computer skills including Microsoft Office (Excel).
- Strong account reconciliation, analysis and research, and actual to budget/forecast variance analysis skills.

*Experience:*

- Seven (7) to ten (10) years of Financial, Accounting Management experience (cost, accounting, budgeting, planning, and forecasting).

*Education:*

- Bachelor s degree in Accounting or Finance. MBA is preferred.

<b>Accountant</b>
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*Descriptions / Requirements:*

- Maintain fixed assets database. Manage reconciliations.
- Maintain interfaces to/from fixed assets to assure propriety of recording source transactions in the sub ledger and the general ledger.
- Support reporting for accounting management.
- Ensure enforcement of GAAP policies for capitalization and depreciation.
- Excellent analytical, math, communication (written and oral), organizational and time management skills.
- Attention to detail and ability to prioritize numerous tasks.

*Experience:*

- Two (2) years of public or cost accounting experience.

*Education:*

- B.S. in Accounting. MBA preferred

<b>FINANCE / ACCOUNTING (CONT'D)</b>
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<b>Cost Estimator (Sr)</b>
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*Descriptions / Requirements:*

- Leads cost estimating/analysis support in the development of Program Life Cycle Cost Estimates (PLCCEs) and Economic Analyses (EAs).
- Leads Independent Government Cost Estimates (IGCEs) and supporting methodologies and assumptions.

- Aids in the development and tracking of the Cost as an Independent Variable (CAIV) applications for Client programs.
- Leads cost management analysis, Earned Value Management Systems (EVMS) and contractor cost performance reports.
- Utilizes mandated automated cost estimating tools such as Automated Cost Estimating Integrated Tools (ACEIT) and Excel.
- Experienced using software cost estimating and risk assessment models (preferably SEER and an ADA/COCOMO model).
- Significant experience conducting risk analysis and assessments.
- Hands-on experience applying automated risk assessment and evaluation tools and models.
- Experience applying Cost as an Independent Variable (CAIV) to development, acquisition, and operation and support programs.
- Seven (7) years progressive responsibility in all aspects of life-cycle cost estimating methods and techniques.
- Three (3) recent years of experience in the development and preparation of PLCCEs, EAs, and IGCEs.
- Comprehensive knowledge of program planning and performance measurement techniques. Experience analyzing cost performance reports.

*Experience:*

- Two (2) years of public or cost accounting experience.

*Education:*

- B.S. in Accounting. MBA preferred.
- Five (5) to seven (7) years of weapons system acquisition cost analysis experience, performing progressively more responsible assignments. Management or overall direction and leadership of the preparation of cost estimates.
- Bachelor's degree or higher in Accounting, Finance, Operations Research, Mathematics, or Engineering.
- Master's degree preferred. May be substituted for one year experience.

<b>Cost Estimator</b>
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*Descriptions / Requirements:*

- Provides cost estimating/analysis support in the development of Program Life Cycle Cost Estimates (PLCCEs) and Economic Analyses (EAs).
- Provides support in the development of Independent Government Cost Estimates (IGCEs) and supporting methodologies and assumptions.
- Supports the development and tracking of Cost as an Independent Variable (CAIV) applications for Client programs.
- Provides cost management analysis, Earned Value Management Systems (EVMS), and analysis of contractor cost performance reports.
- Extensive experience using cost estimating tools such as Automated Cost Estimating Integrated Tools (ACEIT) and Excel.
- Experience using software cost estimating and risk assessment models (preferably SEER and an ADA/COCOMO model).

<b>FINANCE / ACCOUNTING (CONT'D)</b>
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- Comprehensive knowledge of program planning and performance measurement techniques and analysis of contractor cost performance reports.
- Hands-on experience applying automated risk assessment and evaluation tools and models.

*Experience:*

- Three (3) years progressive responsibility in all aspects of life-cycle cost estimating methods and techniques.

- At least one (1) recent year of experience in the development and preparation of PLCCEs, EAs, and IGECEs. B.S. in Accounting, Finance, Mathematics, or Engineering.

*Education:*

- Master's degree preferred. May be substituted for one (1) year experience.

**ANALYST**

**Analyst (Sr)**

*Descriptions / Requirements:*

- Manages all phases of systems analysis techniques, concepts and methods.
- Requires knowledge of available hardware, system software, input/output devices, structure, and management practices.
- Experience in solving problems at all levels of the project life cycle from initiation to termination required.

*Experience:*

- Twelve (12) to Fifteen (15) years of general computer systems experience.
- Three (3) years of technical experience in systems analysis and design techniques for complex computer systems.
- Two (2) years integration of industrial and Government systems in support of Government agencies.

*Education:*

- Bachelor's degree in Computer Science or Computer Engineering, or Bachelor's Degree in non-related field with related training required.
- Master's degree in Computer Science, Management, or related field preferred.
- Master's degree is the equivalent of two (2) years experience.

**Analyst**

*Descriptions / Requirements:*

- Familiar with Unix Based minicomputers and/or IBM compatible personal computers.
- Prepares and reviews test plans, procedures, and reports for new or revised computer programs.
- Installs and configures both hardware and software.
- Identifies potential testing problems and recommends corrective action.
- Monitors LAN performance comparing actual to expected results.
- Prepares LAN related technical documentation.

*Experience:*

- Three (3) years of specialized professional training or specialized experience in the configuration and installation of hardware systems.

*Education:*

- Bachelor s degree in Engineering or Computer Science
- A Master's degree in a related field may be substituted for two years of experience.

**ANALYST (CONT'D)**

**Analyst (Jr)**

*Descriptions / Requirements:*

- Requires competence in all phases of systems analysis techniques, concepts, and methods.
- Requires knowledge of available hardware, system software, input/output devices, structure, and management practices.

*Experience:*

- Academic or one (1) year technical experience that applies to systems analysis and design techniques for complex computer systems.

*Education:*

- Bachelor's degree in Computer Information Systems, Computer Science, Information Systems Management, or other technical degree.

**TECHNICAL**

**Technician**

*Descriptions / Requirements:*

- Applies standard engineering theories, methods, and research techniques in the investigation and solution of technical problems.
- Plans and designs processes, components, or equipment working in conjunction with requirements and specifications developed by more senior staff.
- Conducts or supports components of investigations and experiments pertaining to the development of new designs, methods, materials, or processes, and investigates possible applications of results.
- Obtains, correlates, and analyzes technical information needed to accomplish assigned tasks, and prepares engineering reports, charts, graphs, and other documentation.

*Experience:*

- One (1) or more years relevant experience.

*Education:*

- Technical certificate training or two (2) years related experience.

**Graphic Specialist (Sr)**

*Descriptions / Requirements:*

- Produce and review courseware as part of computer-based, web-based, and distributed learning training.
- Use commercial software, including authoring and animation programs, to develop interactive courseware and computer assisted instructional materials.
- Implement approved changes to existing courseware, using legacy software.
- Use web development tools, web-authoring tools, graphics design tools, and scripting languages in the design, creation, deployment and maintenance of web pages and web sites.

*Experience:*

- Three (3) years experience

*Education:*

- Bachelor's Degree or
- Associate's Degree and five (5) years experience

**TECHNICAL (CONT'D)**

**Graphics Specialist (Jr)**

*Descriptions / Requirements:*

- Use computer software, computer design techniques, and computer-generated media to design new images.
- Create materials for interactive technologies (computer-based training, interactive courseware, web-based training, distance learning and tele-training support materials, interactive electronic technical manuals, electronic teaching or instruction tools, and electronic performance support systems).



- Use computer-aided design systems and artistic techniques to create and revise still graphics and animations.
- Layout and design instructional media.
- Draw storyboards to guide development during the production of computer-based training, web-based training, films, and videos.

*Experience:*

- One (1) year experience

*Education:*

- Associate's Degree

**MODELING AND SIMULATION**

**Modeling & Simulation Engineer (Sr)**

*Descriptions / Requirements:*

- Design, develop, analyze, test and evaluate training systems.
- Develop models to be used in simulations.
- Develop cost and lead-time estimates for simulations to be developed.
- Provide support for budgeting and planning for simulation software purchases.
- Conduct analyses to ensure that simulation designs are cost effective and satisfy requirements.
- Analyze requirements and design simulations for proposed training systems and provide design alternatives with tradeoff analyses and risk assessments.
- Develop specifications detailing design and expected performance.
- Review simulation designs.
- Prepare test plans and conduct tests for the acceptance of developed simulations.

*Experience:*

- Three (3) years experience

*Education:*

- Bachelor's Degree

**Modeling & Simulation Engineer**

*Descriptions / Requirements:*

- Design, develop, analyze, test and evaluate training systems.
- Develop models to be used in simulations.
- Develop cost and lead-time estimates for simulations to be developed.
- Provide support for budgeting and planning for simulation software purchases.
- Conduct analyses to ensure that simulation designs are cost effective and satisfy requirements.
- Analyze requirements and design simulations for proposed training systems and provide design alternatives with tradeoff analyses and risk assessments.
- Develop specifications detailing design and expected performance.

**MODELING AND SIMULATION (CONT'D)**

- Review simulation designs.
- Prepare test plans and conduct tests for the acceptance of developed simulations.

*Experience:*

- Three (3) years experience

*Education:*

- Bachelor's Degree

**Modeling & Simulation Engineer (Jr)**

*Descriptions / Requirements:*

- Design, develop, analyze, test and evaluate training systems.
- Develop models to be used in simulations.
- Develop cost and lead-time estimates for simulations to be developed.
- Provide support for budgeting and planning for simulation software purchases.
- Conduct analyses to ensure that simulation designs are cost effective and satisfy requirements.
- Analyze requirements and design simulations for proposed training systems and provide design alternatives with tradeoff analyses and risk assessments.
- Develop specifications detailing design and expected performance.
- Review simulation designs.
- Prepare test plans and conduct tests for the acceptance of developed simulations.

*Experience:*

- Three (3) years experience

*Education:*

- Bachelor's Degree

**Test Engineer**

*Descriptions / Requirements:*

- Develop procedures for both developmental and operational test plans.
- Conduct prototype or first article 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.
- Conduct testing of the changes to the baseline system to ensure changes have been made properly and have no effects on other areas of the system/product.
- Write and maintain test reports of the testing conducted.

*Experience:*

- Three (3) years experience

*Education:*

- Bachelor's Degree

**LOGISTICS SUPPORT**

**Integrated Logistics Support Manager**

*Descriptions / Requirements:*

- Provide logistics inputs to acquisition documents and in process reviews.
- Perform supportability analyses. Review Government-Furnished Information (GFI) and contract data submittals.
- Conduct ILS analyses and studies.
- Conduct functional and configuration audits. Manage/scan engineering drawings.
- Update and revise publications.
- Perform inventory management and investigations of support requirements for fleet sites.

- Perform tradeoff analysis in order to acquire a system that is affordable (lowest life cycle cost), operable, supportable, sustainable, transportable, and environmentally sound within the resources available.

*Experience:*

- Five (5) years experience

*Education:*

- Bachelor's Degree or
- No Degree, 12 experience

**INSTRUCTIONAL SYSTEM DEVELOPMENT**

**Instructional Systems Analyst (Sr)**

*Descriptions / Requirements:*

- Provide support in planning and executing management and administrative services essential for the analysis, design, development, and evaluation of military training systems.
- Provide support in the development and execution of strategies to acquire training system components; in identifying efficient means for conducting procurement phases; and in developing specifications and proposal plans.
- Develop and generate procurement components.
- Collect, organize, and analyze data.

*Experience:*

- Two (2) years

*Education:*

- PhD or
- Masters' Degree and Four (4) years experience or
- Bachelor's Degree and Six (6) years experience or
- No Degree and Twelve (12) years experience

**Instructional Systems Analyst (Jr)**

*Descriptions / Requirements:*

- Provide support in planning and executing management and administrative services essential for the analysis, design, development, and evaluation of military training systems.
- Provide support in the development and execution of strategies to acquire training system components; in identifying efficient means for conducting procurement phases; and in developing specifications and proposal plans.
- Develop and generate procurement components.
- Collect, organize, and analyze data.

**INSTRUCTIONAL SYSTEM DEVELOPMENT (CONT'D)**

*Experience:*

- One (1) year

*Education:*

- Masters' Degree or
- Bachelor's Degree and Two (2) years experience

**Instructional Systems Designer (Sr)**

*Descriptions / Requirements:*

- Perform curriculum development/revision functions to include the development, review/revision of Lesson Plans and Trainee Guides.
- Ensure training plans are developed to implement approved concepts and alternatives.

- Design instructional components, e.g., sequencing and clustering of learning events and objectives, task learning relationships, and instructional design plans.

*Experience:*

- Six (6) years

*Education:*

- Bachelor's Degree

**Instructional Systems Designer (Jr)**

*Descriptions / Requirements:*

- Perform curriculum development/revision functions to include the development, review/revision of Lesson Plans and Trainee Guides.
- Ensure training plans are developed to implement approved concepts and alternatives.
- Design instructional components, e.g., sequencing and clustering of learning events and objectives, task learning relationships, and instructional design plans.

*Experience:*

- Two (2) years

*Education:*

- Bachelor's Degree

**TRAINING**

**Training Specialist (Sr)**

*Descriptions / Requirements:*

- Participate in and conduct technical training programs.
- Determine training objectives.
- Write training programs, including outlines, text, handouts, tests, and design laboratory exercises.
- Administer, organize, and conduct training and educational programs in related fields for which the instruction is required.
- Monitor students' progress and program effectiveness.
- Assess training needs and requirements.
- Recommend outside training as required.

*Experience:*

- Five(5) years

*Education:*

- Bachelor's Degree

**TRAINING (CONT'D)**

**Training Specialist (Jr)**

*Descriptions / Requirements:*

- Participate in and conduct technical training programs.
- Determine training objectives.
- Write training programs, including outlines, text, handouts, tests, and design laboratory exercises.
- Administer, organize, and conduct training and educational programs in related fields for which the instruction is required.
- Monitor students' progress and program effectiveness.
- Assess training needs and requirements.

*Experience:*

- Three (3) years

*Education:*

- Bachelor's Degree

<b>Technical Trainer (Sr)</b>
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*Descriptions / Requirements:*

- Participate in, and conduct technical training programs.
- Determine training objectives.
- Write training programs, including outlines, text, handouts, tests, and designs laboratory exercises.
- Lecture class on safety, installation, programming, maintenance, and repair of machinery and equipment, following outline, handouts and texts.
- Administer written and practical exams and write performance reports to evaluate trainees' performance.

*Experience:*

- Five (5) years

*Education:*

- Bachelor's Degree

<b>Technical Trainer (Jr)</b>
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*Descriptions / Requirements:*

- Participate in, and conduct technical training programs.
  
- Determine training objectives.
- Write training programs, including outlines, text, handouts, tests, and designs laboratory exercises.
- Lecture class on safety, installation, programming, maintenance, and repair of machinery and equipment, following outline, handouts and texts.
- Administer written and practical exams and write performance reports to evaluate trainees' performance.

*Experience:*

- Three (3) years

*Education:*

- Bachelor's Degree

<b>REQUIREMENT ANALYSIS</b>
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<b>Research Psychologist</b>
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*Descriptions / Requirements:*

- Plan, develop, and conduct systematic research in the areas of human factors, human performance and cognition, and training focused on the development of improved training technologies and methodologies, and the assessment of the degree to which new training technologies may be applied in military systems.
- Participate in the evaluation of training device prototypes to identify design deficiencies or to determine feasibility of retrofitting solutions to identified human factors and/or training technology deficiencies in existing equipment.
- Participate in the analyses of training.
- Provide support for the acquisition and administration of laboratory equipment and equipment services.
- Perform statistical analyses of data in order to determine significant relationships among behavioral performance, training effectiveness, and cost effectiveness measures.

*Experience:*

- One (1) year

*Education:*

- Master's Degree or
- Bachelor's Degree and three (3) years experience

<b>Psychology Research Assistant</b>
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*Descriptions / Requirements:*

- Plan, develop, and conduct systematic research in the areas of human factors, human performance and cognition, and training focused on the development of improved training technologies and methodologies, and the assessment of the degree to which new training technologies may be applied in military systems.
- Participate in the evaluation of training device prototypes to identify design deficiencies or to determine feasibility of retrofitting solutions to identified human factors and/or training technology deficiencies in existing equipment.
- Participate in the analyses of training.
- Provide support for the acquisition and administration of laboratory equipment and equipment services.
- Perform statistical analyses of data in order to determine significant relationships among behavioral performance, training effectiveness, and cost effectiveness measures.

*Experience:*

- Zero (0) years

*Education:*

- Bachelor's Degree

## LABOR RATES

### Option Period 1, Labor Rates:

	Year 6 7/17/08 - 7/16/09	Year 7 7/17/09 - 7/16/10	Year 8 7/17/10 - 7/16/11	Year 9 7/17/11 - 7/16/12	Year 10 7/17/12 - 7/16/13
<b>MANAGEMENT</b>					
Director	\$135.83	\$141.27	\$146.92	\$152.79	\$158.90
Project Manager	\$120.35	\$125.16	\$130.17	\$135.38	\$140.79
Project Lead	\$96.69	\$100.56	\$104.58	\$108.76	\$113.11
Asst. Project Mgr.	\$89.94	\$93.54	\$97.28	\$101.17	\$105.22
<b>ENGINEERING</b>					
Sr System Engineer	\$111.57	\$116.03	\$120.67	\$125.50	\$130.52
System Analyst	\$83.84	\$87.19	\$90.68	\$94.31	\$98.08
Engineering Tech	\$54.65	\$56.84	\$59.11	\$61.48	\$63.94
Database Engineer	\$107.04	\$111.32	\$115.77	\$120.40	\$125.22
System Engineer	\$84.46	\$87.84	\$91.35	\$95.01	\$98.81
Jr. System Engineer	\$70.66	\$73.49	\$76.43	\$79.49	\$82.67
Sr. Systems Analyst	\$105.94	\$110.18	\$114.59	\$119.17	\$123.94
Configuration Management/ Data Management Specialist	\$47.78	\$49.69	\$51.68	\$53.75	\$55.90
Sr. Software Developer	\$88.67	\$92.21	\$95.90	\$99.74	\$103.73
Jr. Software Developer	\$67.85	\$70.56	\$73.38	\$76.32	\$79.37
<b>ADMINISTRATION</b>					
Sr. Administrator	\$72.33	\$75.22	\$78.23	\$81.36	\$84.61
Administrator	\$64.28	\$66.85	\$69.52	\$72.30	\$75.20
Administrator/Clerical	\$32.30	\$33.59	\$34.94	\$36.34	\$37.79
Program Coordinator	\$44.71	\$46.50	\$48.36	\$50.29	\$52.30
<b>FINANCE/ACCTG</b>					
Financial Analyst	\$97.24	\$101.13	\$105.18	\$109.38	\$113.76
Sr. Accountant	\$78.93	\$82.09	\$85.37	\$88.78	\$92.34
Sr. Cost Estimator	\$78.93	\$82.09	\$85.37	\$88.78	\$92.34
Accountant	\$64.80	\$67.39	\$70.09	\$72.89	\$75.81
Cost Estimator	\$64.80	\$67.39	\$70.09	\$72.89	\$75.81
<b>ANALYST</b>					
Sr. Analyst	\$107.76	\$112.08	\$116.56	\$121.22	\$126.07
Analyst	\$97.24	\$101.13	\$105.18	\$109.38	\$113.76
Jr. Analyst	\$65.47	\$68.08	\$70.81	\$73.64	\$76.58
<b>TECHNICAL</b>					
Technician	\$55.24	\$57.44	\$59.74	\$62.13	\$64.62
Jr. Graphics Specialist	\$39.47	\$41.05	\$42.69	\$44.40	\$46.17
Sr. Graphics Specialist	\$56.02	\$58.26	\$60.59	\$63.02	\$65.54

### Option Period 1, Labor Rates (continued):

Year 6 7/17/08 - 7/16/09	Year 7 7/17/09 - 7/16/10	Year 8 7/17/10 - 7/16/11	Year 9 7/17/11 - 7/16/12	Year 10 7/17/12 - 7/16/13
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**MODELING AND SIMULATION**

Sr. Modeling & Simulation Engineer	\$95.36	\$99.18	\$103.14	\$107.27	\$111.56
Modeling & Simulation Engineer	\$76.30	\$79.35	\$82.53	\$85.83	\$89.26
Jr. Modeling & Simulation Engineer	\$57.11	\$59.39	\$61.77	\$64.24	\$66.81
Test Engineer	\$49.62	\$51.60	\$53.67	\$55.81	\$58.05

**LOGISTICS SUPPORT**

Integrated Logistics Support Manager	\$67.23	\$69.92	\$72.72	\$75.62	\$78.65
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**INSTRUCTIONAL SYSTEM DEVELOPMENT**

Sr. Instructional System Analyst	\$73.25	\$76.18	\$79.23	\$82.40	\$85.69
Jr. Instructional System Analyst	\$57.58	\$59.88	\$62.28	\$64.77	\$67.36
** Sr. Instructional Systems Designer	\$50.51	\$52.28	\$54.11	\$56.00	\$57.96
Jr. Instructional Systems Designer	\$48.53	\$50.47	\$52.49	\$54.59	\$56.77

**TRAINING**

* Sr. Training Specialist	\$47.72	\$49.15	\$50.63	\$52.14	\$53.71
** Jr. Training Specialist	\$41.95	\$43.42	\$44.94	\$46.51	\$48.14
* Sr. Technical Trainer	\$61.11	\$62.94	\$64.83	\$66.78	\$68.78
Jr. Technical Trainer	\$50.36	\$52.38	\$54.47	\$56.65	\$58.92

**REQUIREMENTS ANALYSIS**

Research Psychologist	\$59.01	\$61.37	\$63.82	\$66.38	\$69.03
Psy Research Assistant	\$38.93	\$40.48	\$42.10	\$43.79	\$45.54

\* Labor categories are escalated at 3.0%.

\*\* Labor categories are escalated at 3.5%.

All other labor categories are escalated at 4.0%