

GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service *Authorized Federal Supply Schedule Price List*

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

MULTIPLE AWARD SCHEDULE

Federal Supply Group: MAS

Contract Number: 47QRAA18D000S

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

Contract Period: October 26, 2017 – October 25, 2022

Contractor: INTELLISOLUTIONS, INC.
3838 Camino del Rio North Suite 105
San Diego, CA 92108-1762

Business Size: Small, Woman Owned Business

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

Telephone: 619-683-2139
Extension:
FAX Number: (619) 683-2188
Web Site: www.intellisolutions-inc.com
E-mail: jmclaughlin@intellisolutions-inc.com
Contract Administration: Judy McLaughlin

CUSTOMER INFORMATION:

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

SIN	Recovery	SIN Description
541420	541420RC	Engineering System Design and Integration Services
541380	541380RC	Testing Laboratories
541330ENG	541330ENGR	Engineering Services
541715	541715RC	Engineering Research and Development and Strategic Planning
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
OLM	OLMRC	Order Level Materials

- 1b. **Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**
- 1c. **If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.**
2. **Maximum Order:** SINs 541420, 541330ENG, 541611, 541715 - \$1,000,000.00, SINs 541380, OLM - \$250,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic Only
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.
7. **Quantity discounts:** None
8. **Prompt payment terms:** Net 30 days, "Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions."
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Yes
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:** Contact Contractor
- 11c. **Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery:** Contact Contractor
- 11d. **Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery:** Contact Contractor
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor
- 13b. **Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).**

14. **Payment address(es):** Same as company address
15. **Warranty provision.:** Contractor’s standard commercial warranty.
16. **Export Packing Charges (if applicable):** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):**
Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor’s website or other location.) The EIT standards can be found at:** www.Section508.gov/.
25. **Data Universal Numbering System (DUNS) number:** 626962547
26. **Notification regarding registration in System for Award Management (SAM) database:** Registered
27. **Final Pricing:**
The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

SIN(s)	Labor Category	Min Edu	Min Exp	Facility	EPA Rate	BASE Period (w/IFF)				
						Year 1	Year 2	Year 3	Year 4	Year 5
541420,541380,541330ENG 514611,	Senior Subject Matter Expert	Bachelors	15	Contractor Facility	1.78%	\$ 238.51	\$ 242.75	\$ 247.08	\$ 251.47	\$ 255.95
541420,541380,541330ENG 541611	Subject Matter Expert	Bachelors	10	Contractor Facility	1.78%	\$ 199.99	\$ 203.55	\$ 207.17	\$ 210.86	\$ 214.61
541420,541380,541330ENG 541611	Senior Program Manager	Bachelors	10	Contractor Facility	1.78%	\$ 163.62	\$ 166.53	\$ 169.49	\$ 172.51	\$ 175.58

541420,541380,541330ENG 541611	Program Manager	Bachelors	8	Contractor Facility	1.78%	\$ 148.40	\$ 151.04	\$ 153.73	\$ 156.47	\$ 159.25
541420,541380,541330ENG 541611,541715	Senior Project Manager	Bachelors	7	Contractor Facility	1.78%	\$ 135.72	\$ 138.13	\$ 140.59	\$ 143.09	\$ 145.64
541420,541380,541330ENG 541611	Project Manager	Bachelors	2	Contractor Facility	1.78%	\$ 107.30	\$ 109.21	\$ 111.16	\$ 113.14	\$ 115.15
541420,541380,541330ENG	Senior Engineer	Bachelors	8	Contractor Facility	1.78%	\$ 152.40	\$ 155.12	\$ 157.88	\$ 160.69	\$ 163.55
541420,541380,541330ENG	Engineer	Bachelors	4	Contractor Facility	1.78%	\$ 107.10	\$ 109.01	\$ 110.95	\$ 112.92	\$ 114.94
541420,541380,541330ENG	Junior Engineer	Bachelors	2	Contractor Facility	1.78%	\$ 86.41	\$ 87.95	\$ 89.51	\$ 91.10	\$ 92.73
541420,541380,541330ENG	Senior Computer Systems Analyst	Bachelors	8	Contractor Facility	1.78%	\$ 143.60	\$ 146.15	\$ 148.75	\$ 151.40	\$ 154.10
541420,541380,541330ENG	Computer Systems Analyst	Bachelors	5	Contractor Facility	1.78%	\$ 116.08	\$ 118.15	\$ 120.25	\$ 122.39	\$ 124.57
541420,541380,541330ENG	Jr. Computer Systems Analyst	Bachelors	2	Contractor Facility	1.78%	\$ 83.73	\$ 85.22	\$ 86.74	\$ 88.28	\$ 89.85
541330ENG	Senior Logistics Analyst	Bachelors	6	Contractor Facility	1.78%	\$ 107.35	\$ 109.26	\$ 111.20	\$ 113.18	\$ 115.19
541330ENG	Logistics Analyst	Bachelors	4	Contractor Facility	1.78%	\$ 87.57	\$ 89.13	\$ 90.71	\$ 92.33	\$ 93.97
541330ENG	Junior Logistics Analyst	Bachelors	2	Contractor Facility	1.78%	\$ 64.15	\$ 65.29	\$ 66.46	\$ 67.64	\$ 68.84
541420,541380,541330ENG 541611	Senior Program Management Specialist	Bachelors	7	Contractor Facility	1.78%	\$ 114.62	\$ 116.66	\$ 118.74	\$ 120.85	\$ 123.00
541420,541380,541330ENG 541611	Program Management Specialist	Bachelors	4	Contractor Facility	1.78%	\$ 79.88	\$ 81.30	\$ 82.75	\$ 84.22	\$ 85.72
541420,541380,541330ENG 541611	Administrative Specialist	High School	5	Contractor Facility	1.78%	\$ 72.52	\$ 73.81	\$ 75.13	\$ 76.47	\$ 77.83
541420,541380,541330ENG 541611	Junior Program Management Specialist	Bachelors	2	Contractor Facility	1.78%	\$ 58.63	\$ 59.67	\$ 60.74	\$ 61.82	\$ 62.92

541420,541380,541330ENG 541611	Senior Administrative Specialist	Associates	7	Contractor Facility	1.78%	\$ 93.73	\$ 95.40	\$ 97.10	\$ 98.83	\$ 100.59
541420,541380,541330ENG 541611	Junior Administrative Specialist	High School	2	Contractor Facility	1.78%	\$ 52.94	\$ 53.88	\$ 54.84	\$ 55.81	\$ 56.81
541611	Senior Contracts Administrator	Bachelors	6	Contractor Facility	1.78%	\$ 120.04	\$ 122.18	\$ 124.35	\$ 126.57	\$ 128.82
541611	Contracts Administrator	Bachelors	4	Contractor Facility	1.78%	\$ 84.04	\$ 85.54	\$ 87.06	\$ 88.61	\$ 90.19
541611	Junior Contracts Administrator	Bachelors	2	Contractor Facility	1.78%	\$ 66.81	\$ 68.00	\$ 69.21	\$ 70.44	\$ 71.70
541420,541380,541330ENG 541611	Senior Subject Matter Expert	Bachelors	15	Customer Facility	1.78%	\$ 205.29	\$ 208.94	\$ 212.66	\$ 216.45	\$ 220.30
541420,541380,541330ENG 541611	Subject Matter Expert	Bachelors	10	Customer Facility	1.78%	\$ 172.13	\$ 175.19	\$ 178.31	\$ 181.49	\$ 184.72
541611	Senior Program Manager	Bachelors	10	Customer Facility	1.78%	\$ 140.84	\$ 143.34	\$ 145.89	\$ 148.49	\$ 151.13
541611	Program Manager	Bachelors	8	Customer Facility	1.78%	\$ 127.74	\$ 130.01	\$ 132.33	\$ 134.68	\$ 137.08
541420,541380,541330ENG 541611	Senior Project Manager	Bachelors	7	Customer Facility	1.78%	\$ 116.82	\$ 118.90	\$ 121.01	\$ 123.17	\$ 125.36
541420,541380,541330ENG 541611	Project Manager	Bachelors	2	Customer Facility	1.78%	\$ 92.36	\$ 94.01	\$ 95.68	\$ 97.38	\$ 99.12
541420,541380,541330ENG	Senior Engineer	Bachelors	8	Customer Facility	1.78%	\$ 131.18	\$ 133.52	\$ 135.90	\$ 138.31	\$ 140.78
541420,541380,541330ENG	Engineer	Bachelors	4	Customer Facility	1.78%	\$ 92.18	\$ 93.82	\$ 95.49	\$ 97.19	\$ 98.92
541420,541380,541330ENG	Junior Engineer	Bachelors	2	Customer Facility	1.78%	\$ 74.38	\$ 75.70	\$ 77.05	\$ 78.42	\$ 79.82
541420,541380,541330ENG	Senior Computer Systems Analyst	Bachelors	8	Customer Facility	1.78%	\$ 123.60	\$ 125.80	\$ 128.04	\$ 130.32	\$ 132.63
541420,541380,541330ENG	Computer Systems Analyst	Bachelors	5	Customer Facility	1.78%	\$ 99.92	\$ 101.70	\$ 103.51	\$ 105.35	\$ 107.23

541420,541380,541330ENG	Jr. Computer Systems Analyst	Bachelors	2	Customer Facility	1.78%	\$ 72.07	\$ 73.35	\$ 74.66	\$ 75.99	\$ 77.34
541330ENG	Senior Logistics Analyst	Bachelors	6	Customer Facility	1.78%	\$ 92.39	\$ 94.04	\$ 95.71	\$ 97.42	\$ 99.15
541330ENG	Logistics Analyst	Bachelors	4	Customer Facility	1.78%	\$ 75.37	\$ 76.71	\$ 78.07	\$ 79.46	\$ 80.88
541330ENG	Junior Logistics Analyst	Bachelors	2	Customer Facility	1.78%	\$ 55.22	\$ 56.21	\$ 57.21	\$ 58.23	\$ 59.26
541420,541380,541330ENG 541611	Senior Program Management Specialist	Bachelors	7	Customer Facility	1.78%	\$ 98.66	\$ 100.42	\$ 102.20	\$ 104.02	\$ 105.87
541420,541380,541330ENG 541611	Program Management Specialist	Bachelors	4	Customer Facility	1.78%	\$ 68.75	\$ 69.97	\$ 71.21	\$ 72.48	\$ 73.77
541420,541380,541330ENG 541611	Junior Program Management Specialist	Bachelors	2	Customer Facility	1.78%	\$ 50.47	\$ 51.37	\$ 52.28	\$ 53.21	\$ 54.16
541420,541380,541330ENG 541611	Senior Administrative Specialist	Associates	7	Customer Facility	1.78%	\$ 80.68	\$ 82.11	\$ 83.57	\$ 85.06	\$ 86.57
541420,541380,541330ENG 541611	Administrative Specialist	High School	5	Customer Facility	1.78%	\$ 62.44	\$ 63.55	\$ 64.68	\$ 65.83	\$ 67.00
541420,541380,541330ENG 541611	Junior Administrative Specialist	High School	2	Customer Facility	1.78%	\$ 45.57	\$ 46.38	\$ 47.21	\$ 48.05	\$ 48.90
541611	Senior Contracts Administrator	Bachelors	6	Customer Facility	1.78%	\$ 103.34	\$ 105.17	\$ 107.05	\$ 108.95	\$ 110.89
541611	Contracts Administrator	Bachelors	4	Customer Facility	1.78%	\$ 72.33	\$ 73.62	\$ 74.93	\$ 76.26	\$ 77.62
541611	Junior Contracts Administrator	Bachelors	2	Customer Facility	1.78%	\$ 57.51	\$ 58.54	\$ 59.58	\$ 60.64	\$ 61.72

Service Contract Labor Standards (SCLS) Act: The Service Contract Labor Standards Act (SCLS) is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and / or when the contractor adds SCLS labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the

GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

intelliSolutions inc. -- Labor Category Descriptions

The below Equivalency Table is provided as a summary to the degree/experience substitutions within each labor category.

Degree/ Experience Equivalency Table						
Labor Category	Minimum Education	Minimum Years of Experience	Minimum Education	Minimum Years of Experience	Minimum Education	Minimum Years of Experience
Senior Subject Matter Expert	Bachelors	15	Associates	17	High School	19
Subject Matter Expert	Bachelors	10	Associates	12	High School	14
Senior Program Manager	Bachelors	10	Associates	12	High School	14
Program Manager	Bachelors	8	Associates	10	High School	12
Senior Project Manager	Bachelors	7	Associates	9	High School	11
Project Manager	Bachelors	2	Associates	4	High School	6
Senior Engineer	Bachelors	8	N/A	N/A	N/A	N/A
Engineer	Bachelors	4	N/A	N/A	N/A	N/A
Junior Engineer	Bachelors	2	N/A	N/A	N/A	N/A
Senior Computer Systems Analyst	Bachelors	8	Associates	10	High School	12
Computer Systems Analyst	Bachelors	5	Associates	7	High School	9
Jr. Computer Systems Analyst	Bachelors	2	Associates	4	High School	6
Senior Logistics Analyst	Bachelors	6	Associates	8	High School	10
Logistics Analyst	Bachelors	4	Associates	6	High School	8
Junior Logistics Analyst	Bachelors	2	Associates	4	High School	6
Senior Program Management Specialist	Bachelors	7	Associates	9	High School	11
Program Management Specialist	Bachelors	4	Associates	6	High School	8
Administrative Specialist	High School	5	NONE		NONE	
Junior Program Management Specialist	Bachelors	2	Associates	4	High School	6
Senior Administrative Specialist	Associates	7	High School	9	High School	11
Junior Administrative Specialist	High School	2	NONE		NONE	
Senior Contracts Administrator	Bachelors	6	Associates	8	High School	10
Contracts Administrator	Bachelors	4	Associates	6	High School	8
Junior Contracts Administrator	Bachelors	2	Associates	4	High School	6

1. Senior Subject Matter Expert

Education: Bachelor's Degree (4 years of directly related experience may be substituted)

General Experience: Minimum of 15 years of experience

Functional Duties/Responsibilities: Responsible for a specialized function within an organization or program. Directs the strategic design, acquisition, management, and implementation of an enterprise-wide project or program. Maintains technology or management standards for the organization. Provides direction for the activities necessary to keep the program technology or management infrastructure running seamlessly, efficiently, and effectively while ensuring compliance with established standards and policies. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.

2. Subject Matter Expert

Education: Bachelor's Degree (4 years of directly related experience may be substituted)

General Experience: Minimum of 10 years of experience

Functional Duties/Responsibilities: Responsible for a specialized function within an organization or program. Directs the strategic design, acquisition, management, and implementation of an enterprise-wide project or program. Maintains technology or management standards for the organization. Provides direction for the activities necessary to keep the program technology or management infrastructure running seamlessly, efficiently, and effectively while ensuring compliance with established standards and policies. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.

3. Senior Program Manager

Education: Bachelor's Degree (4 years of directly related experience may be substituted)

General Experience: Minimum of 10 years of experience

Functional Duties/Responsibilities: Directs and oversees the technical performance of Engineering and Business programs to ensure programs and projects meet goals and requirements. Develops and implements processes and policies including risk reduction and mitigation strategies to meet program goals, test objectives, and requirements throughout the program's lifecycle. Responsibilities also include overseeing and providing guidance on program plans and specifications, and financial conditions of contracts. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Acts as leader of program team regarding projects, tasks, and operations. Familiar with standard

concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. Leads and directs the work of others. A wide degree of creativity and latitude is required. Typically reports to top management.

4. Program Manager

Education: Bachelor's Degree (4 years of directly related experience may be substituted)

General Experience: Minimum of 8 years of experience

Functional Duties/Responsibilities: Coordinates and monitors the technical performance of Engineering and Business programs to ensure the adherence to goals and requirements. Responsibilities also include aiding in the implementation of processes and policies including risk reduction and mitigation strategies to meet program goals, test objectives, and requirements throughout the program's lifecycle. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Acts as advisor to program team regarding projects, tasks, and operations. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required. Typically reports to a unit/department head.

5. Senior Project Manager

Education: Bachelor's Degree (4 years of directly related experience may be substituted)

General Experience: Minimum of 7 years of experience

Functional Duties/Responsibilities: Plans and directs all specialized engineers and staff working on specific projects. Manages the development, implementation, and evaluation of complex designs and projects. Oversees all project engineering activities and testing in order to ensure completion of projects as efficiently and effectively as possible. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

6. Project Manager

Education: Bachelor's Degree (4 years of directly related experience may be substituted)

General Experience: Minimum of 2 years of experience

Functional Duties/Responsibilities: Responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

7. Senior Engineer

Education: Bachelor's Degree

General Experience: Minimum of 8 years of experience

Functional Duties/Responsibilities: Provides expert consultation in one or more areas for the design, development and implementation of technical programs and systems, including acquisition support for new systems. Recognized as technical leader and resource. Recommends alterations and enhancements to improve program procedures and/or performance. Responsible for all technical activities and program development and/or performance. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. May report to an executive or manager.

8. Engineer

Education: Bachelor's Degree

General Experience: Minimum of 4 years of experience

Functional Duties/Responsibilities: Responsible for design, development, implementation, and analysis of technical programs and systems including acquisition support for new systems. Performs engineering design evaluations. Recommends alterations to development and design to improve program procedures and/or performance. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. May report to an executive or a manager.

9. Junior Engineer

Education: Bachelor's Degree

General Experience: Minimum of 2 years of experience

Functional Duties/Responsibilities: Responsible for design, development, implementation, and analysis of technical programs and systems including acquisition support for new systems. Performs engineering design evaluations. Recommends alterations to development and design to improve program performance and procedures. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Typically reports to a supervisor or manager.

10. Senior Computer Systems Analyst

Education: Bachelor's Degree (4 years of directly related experience may be substituted)

General Experience: Minimum of 8 years of experience

Functional Duties/Responsibilities: Reviews, analyzes, and recommends engineering modifications to computer systems including component integration, change traceability, test & evaluation, and technical documentation in support of Engineering Programs and acquisition program management for systems being acquired from preliminary design through the systems lifecycle, i.e. from initial planning to closeout. Provides expertise for acquisition document development and program planning from a computer engineering perspective. Provides computer systems support for engineering plans and specifications, risk identification and mitigation, design reviews, test &

evaluation, performance analysis, procedures development, and training. Ensures proper functioning of the systems being acquired from a computer engineering perspective and recommends upgrades/changes as necessary. Relies on extensive experience and judgment to plan and accomplish goals. Performs a wide variety of complicated tasks with creativity and latitude expected. Typically reports to a senior program manager.

11. Computer Systems Analyst

Education: Bachelor's Degree (4 years of directly related experience may be substituted)

General Experience: Minimum of 5 years of experience

Functional Duties/Responsibilities: Reviews, analyzes, and recommends engineering modifications to computer systems including component integration, change traceability, test & evaluation, and technical documentation in support of Engineering Programs and Acquisition Program Management for systems being acquired from preliminary design through the systems lifecycle, i.e. from initial planning to closeout. Assists with acquisition document development and program planning from a computer engineering perspective. Provides computer systems support for engineering plans and specifications, risk identification and mitigation, design reviews, test & evaluation, performance analysis, procedures development, and training. Ensures proper functioning of the systems being acquired from a computer engineering perspective and recommends upgrades/changes as necessary. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks with creativity and latitude expected. Typically reports to a project leader.

12. Junior Computer Systems Analyst

Education: Bachelor's Degree (4 years of directly related experience may be substituted)

General Experience: Minimum of 2 years of experience

Functional Duties/Responsibilities: Reviews, analyzes and recommends engineering modifications to computer systems including component integration, change traceability, test & evaluation, and technical documentation in support of Engineering Programs and Acquisition Program Management for systems being acquired from preliminary design through the systems lifecycle, i.e. from initial planning to closeout. Provides support for acquisition document development and program planning from a computer engineering perspective. Provides computer systems support for engineering plans and specifications, risk identification and mitigation, design reviews, test & evaluation, performance analysis, procedures development, and training. Assists to ensure proper functioning of the systems being acquired from a computer engineering perspective. Works under general supervision. Performs a variety of tasks and typically reports to a supervisor.

13. Senior Logistics Analyst

Education: Bachelor's Degree (4 years of directly related experience may be substituted)

General Experience: Minimum of 6 years of experience

Functional Duties/Responsibilities: Provides acquisition management and engineering specific logistics support to include analysis and development of logistics plans, creation and review of procedures for operational maintenance and system repair. Familiar with a variety of the field's concepts, practices, and procedures to include logistics planning, research studies, long-term reliability &

maintainability, training, acceptance testing, and operational & maintenance requirements. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of logistics support tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager.

14. Logistics Analyst

Education: Bachelor's Degree (4 years of directly related experience may be substituted)

General Experience: Minimum of 4 years of experience

Functional Duties/Responsibilities: Provides acquisition management and engineering specific logistics support to include analysis and development of logistics plans, creation and review of procedures for operational maintenance and system repair. Familiar with a variety of the field's concepts, practices, and procedures to include logistics planning, research studies, long-term reliability & maintainability, training, acceptance testing, and operational & maintenance requirements. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of logistics support tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager.

15. Junior Logistics Analyst

Education: Bachelor's Degree (4 years of directly related experience may be substituted)

General Experience: Minimum of 2 years of experience

Functional Duties/Responsibilities: Provides acquisition management and engineering specific logistics support to include analysis and development of logistics plans, creation and review of procedures for operational maintenance and system repair. Familiar with a variety of the field's concepts, practices, and procedures to include logistics planning, research studies, long-term reliability & maintainability, training, acceptance testing, and operational & maintenance requirements. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of logistics support tasks. Works under general supervision. A certain degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

16. Senior Program Management Specialist

Education: Bachelor's Degree (4 years of directly related experience may be substituted)

General Experience: Minimum of 7 years of experience

Functional Duties/Responsibilities: Responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. Familiar with a variety of concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

17. Program Management Specialist

Education: Bachelor's Degree (4 years of directly related experience may be substituted)

General Experience: Minimum of 4 years of experience

Functional Duties/Responsibilities: Responsible for the coordination and completion of projects.

Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

18. Junior Program Management Specialist

Education: Bachelor's Degree (4 years of directly related experience may be substituted)

General Experience: Minimum of 2 years of experience

Functional Duties/Responsibilities: Plans and coordinates project scheduling, budgeting, and administrative tasks to include support for acquisition planning assistance, and assisting with conducting market research and acquisition document development. Takes meeting minutes and action items during meetings and performs basic follow-up. Assists in development of presentations. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to a project leader or manager.

19. Senior Administrative Specialist

Education: Associate's Degree (2 years of directly related experience may be substituted)

General Experience: Minimum of 7 years of experience

Functional Duties/Responsibilities: Directs and coordinates administrative services, which may include office clerical and support services, printing, mail distribution and messenger services, telecommunications, maintenance, purchasing, security, and cafeteria services. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. Typically reports to a head of a unit/department.

20. Administrative Specialist

Education: High School Diploma

General Experience: Minimum of 5 years of experience

Functional Duties/Responsibilities: Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, and researches and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

21. Junior Administrative Specialist

Education: High School Diploma

General Experience: Minimum of 2 years of experience

Functional Duties/Responsibilities: Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, and researches and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

22. Senior Contracts Administrator

Education: Bachelor's Degree (4 years of directly related experience may be substituted)

General Experience: Minimum of 6 years of experience

Functional Duties/Responsibilities: Aids in the preparation of contractual provisions and the administration of contract proposals. Responsible for preparing bids and negotiating specifications and contractual provisions. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or a head of a unit/department.

23. Contracts Administrator

Education: Bachelor's Degree (4 years of directly related experience may be substituted)

General Experience: Minimum of 4 years of experience

Functional Duties/Responsibilities: Aids in the preparation of contractual provisions and the administration of contract proposals. Responsible for preparing bids and negotiating specifications and contractual provisions. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. Works under general supervision. Typically reports to a manager.

24. Junior Contracts Administrator

Education: Bachelor's Degree (4 years of directly related experience may be substituted)

General Experience: Minimum of 2 years of experience

Functional Duties/Responsibilities: Aids in the preparation of contractual provisions and the administration of contract proposals. Responsible for preparing bids and negotiating specifications and contractual provisions. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under direct supervision. Typically reports to a manager.

