GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST  
MULTIPLE AWARD SCHEDULE  
FSC GROUPS: Professional Services & Scientific Management and Solutions

CONTRACT NUMBER:  
47QRAA18D0064

Insight Technology Solutions, LLC  
17251 Melford Blvd. Suite 100  
Bowie, MD 20715  
Phone: 301-860-1121 Fax: 301-860-1971  
Contract Administrator: Christina Taylor  
caylor@insighttsi.com

PERIOD COVERED BY CONTRACT:  
March 12, 2018 through March 11, 2023

Price List current through Modification PA-0011, effective August 17, 2022

Business Size:  
Small Business

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov. 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.
CUSTOMER INFORMATION

1a. Table of awarded special item numbers with appropriate cross-reference to item descriptions and awarded prices.

<table>
<thead>
<tr>
<th>SINs</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>541611RC</td>
<td>Management &amp; Financial Consulting, Acquisition &amp; Grants Management Support, Business Program &amp; Project Management Services</td>
</tr>
<tr>
<td>541715</td>
<td>541715RC</td>
<td>Engineering Research &amp; Development &amp; Strategic Planning</td>
</tr>
<tr>
<td>541330ENG</td>
<td>541330ENGRC</td>
<td>Engineering Services</td>
</tr>
<tr>
<td>541380</td>
<td>541380RC</td>
<td>Testing Laboratories</td>
</tr>
<tr>
<td>541614SVC</td>
<td>541614SVCRC</td>
<td>Supply &amp; Value Chain Management</td>
</tr>
<tr>
<td>541614</td>
<td>541614RC</td>
<td>Deployment, Distribution &amp; Transportation Logistics Services:</td>
</tr>
<tr>
<td>611430</td>
<td>611430RC</td>
<td>Professional &amp; Management Development Training</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

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. See Approved GSA Pricing

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. See Approved Labor Category Descriptions

2. Maximum Order Thresholds:

<table>
<thead>
<tr>
<th>Maximum Order Threshold</th>
<th>SINs</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,000,000</td>
<td>541611, 541715, 541330ENG, 541614SVC, 541614, &amp; 611430</td>
</tr>
<tr>
<td>$250,000</td>
<td>541380 and OLM</td>
</tr>
</tbody>
</table>

3. Minimum order. $100

4. Geographic coverage. The Geographic Scope of Contract will be domestic only (48 States and D.C.)

5. Point of production. Same as company address

6. Discount from list prices or statement of net price. Prices shown are NET Prices; Basic Discounts have been deducted.
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.

   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.

10a. Time of delivery.
   As Negotiated

10b. 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 lists that have expedited delivery.
   As negotiated on the task order level.

10c. 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.
   As negotiated on the task order level.

10d. 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.
   As negotiated on the task order level.

11. F.O.B. point.
   Destination

12a. Ordering address.
   Same as company address

12b. 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.

13. Payment address.
   Same as company address

14. Warranty provision.
   Not Applicable

15. Export packing charges, if applicable.
   Not Applicable
16. Terms and conditions of rental, maintenance, and repair are not applicable.

17. Terms and conditions of installation are not applicable.

18a. Terms and conditions of repair parts are not applicable.

18b. Terms and conditions for any other services. 
Not applicable

19. List of service and distribution points:
Same as company address

20. List of participating dealers is not applicable.

21. Preventive maintenance is not applicable.

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not applicable.

22b. 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. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/; Not applicable.

23. Unique Entity Identifier (UEI) number: GGUKWUUBXYR3

24. Notification regarding registration in SAM.gov database: 3A3N2
## GSA PRICING

<table>
<thead>
<tr>
<th>SINs</th>
<th>Service</th>
<th>GSA Price (Contractor Facility)</th>
<th>GSA Price (Customer Facility)</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Acquisition Analyst</td>
<td>$75.92</td>
<td>$70.63</td>
</tr>
<tr>
<td>541611</td>
<td>Configuration Management Specialist</td>
<td>$84.30</td>
<td>$78.42</td>
</tr>
<tr>
<td>541611</td>
<td>Data Analyst</td>
<td>$92.16</td>
<td>$85.74</td>
</tr>
<tr>
<td>541611</td>
<td>Financial Analyst</td>
<td>$72.27</td>
<td>$67.22</td>
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<tr>
<td>541611</td>
<td>Junior Program Management Specialist</td>
<td>$92.69</td>
<td>$86.22</td>
</tr>
<tr>
<td>541611</td>
<td>Junior Quality Assurance Specialist</td>
<td>$60.23</td>
<td>$56.03</td>
</tr>
<tr>
<td>541611</td>
<td>Management Analyst</td>
<td>$75.92</td>
<td>$70.63</td>
</tr>
<tr>
<td>541611</td>
<td>Program Manager</td>
<td>$141.39</td>
<td>$131.52</td>
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<tr>
<td>541611</td>
<td>Project Manager</td>
<td>$123.57</td>
<td>$114.95</td>
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<tr>
<td>541611</td>
<td>Quality Assurance Specialist</td>
<td>$83.78</td>
<td>$77.94</td>
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<tr>
<td>541611</td>
<td>Senior Acquisition Analyst</td>
<td>$96.87</td>
<td>$90.11</td>
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<tr>
<td>541611</td>
<td>Senior Administrative Specialist</td>
<td>$55.11</td>
<td>$51.26</td>
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<tr>
<td>541611</td>
<td>Senior Management Analyst</td>
<td>$95.30</td>
<td>$88.65</td>
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<tr>
<td>541611</td>
<td>Task Lead</td>
<td>$95.83</td>
<td>$89.14</td>
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<tr>
<td>541380, 541715, 541330ENG</td>
<td>Journeyman Engineer</td>
<td>N/A</td>
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<tr>
<td>541614SVC, 541614, 611430</td>
<td>Journeyman Logistics Operations Specialist</td>
<td>N/A</td>
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<tr>
<td>541611, 541614SVC, 541614, 611430, 541380, 541715, 541330ENG</td>
<td>Journeyman Manager</td>
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<tr>
<td>541614SVC, 541614, 611430</td>
<td>Journeyman Operations Research Analyst</td>
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<td>541611, 541614SVC, 541614, 611430, 541380, 541715, 541330ENG</td>
<td>Journeyman Operations Specialist</td>
<td>N/A</td>
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<td>541611, 541614SVC, 541614, 611430, 541380, 541715, 541330ENG</td>
<td>Journeyman Writer</td>
<td>N/A</td>
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<td>541614SVC, 541614, 611430</td>
<td>Junior Engineer</td>
<td>N/A</td>
<td>$79.05</td>
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<tr>
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<td>N/A</td>
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<td>Junior Manager</td>
<td>N/A</td>
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<tr>
<td>541614SVC, 541614, 611430</td>
<td>Junior Operations Research Analyst</td>
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<td>541611, 541614SVC, 541614, 611430, 541380, 541715, 541330ENG</td>
<td>Junior Operations Specialist</td>
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<td>$86.59</td>
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<td>541611, 541614SVC, 541614, 611430, 541380, 541715, 541330ENG</td>
<td>Junior Writer</td>
<td>N/A</td>
<td>$66.26</td>
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<tr>
<td>541614SVC, 541614, 611430</td>
<td>Senior Engineer</td>
<td>N/A</td>
<td>$124.23</td>
</tr>
<tr>
<td>541614SVC, 541614, 611430</td>
<td>Senior Logistics Operations Specialist</td>
<td>N/A</td>
<td>$92.70</td>
</tr>
<tr>
<td>541611, 541614SVC, 541614, 611430, 541380, 541715, 541330ENG</td>
<td>Senior Manager</td>
<td>N/A</td>
<td>$131.76</td>
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<tr>
<td>541614SVC, 541614, 611430</td>
<td>Senior Operations Research Analyst</td>
<td>N/A</td>
<td>$119.49</td>
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<tr>
<td>541611, 541614SVC, 541614, 611430, 541380, 541715, 541330ENG</td>
<td>Senior Operations Specialist</td>
<td>N/A</td>
<td>$109.18</td>
</tr>
<tr>
<td>541611, 541614SVC, 541614, 611430, 541380, 541715, 541330ENG</td>
<td>Senior Writer</td>
<td>N/A</td>
<td>$99.75</td>
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<tr>
<td>541380, 541715, 541330ENG</td>
<td>SME - Engineer</td>
<td>N/A</td>
<td>$138.54</td>
</tr>
<tr>
<td>541614SVC, 541614, 611430</td>
<td>SME - Logistics Operations Specialist</td>
<td>N/A</td>
<td>$122.73</td>
</tr>
<tr>
<td>541611, 541614SVC, 541614, 611430, 541380, 541715, 541330ENG</td>
<td>SME - Manager</td>
<td>N/A</td>
<td>$142.31</td>
</tr>
</tbody>
</table>
### SCLS STATEMENT

Insight acknowledges that the Service Contract Labor Standards (SCLS) is applicable to this contract as it applies to the entire Multiple Award Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS 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 Insight adds SCLS labor categories/employees to the contract through the modification process, Insight 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.

<table>
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<th>GSA Price (Customer Facility)</th>
</tr>
</thead>
<tbody>
<tr>
<td>541614SVC, 541614, 611430</td>
<td>SME – Operations Research Analyst</td>
<td>N/A</td>
<td>$124.23</td>
</tr>
<tr>
<td>541611, 541614SVC, 541614, 611430, 541380, 541715, 541330ENG</td>
<td>SME – Writer</td>
<td>N/A</td>
<td>$109.18</td>
</tr>
</tbody>
</table>
LABOR CATEGORY DESCRIPTIONS

**Acquisition Analyst**  
**Functional Responsibility:** Advises and assists functional area experts on contractual matters in the acquisition planning stages. Supports documentation development for acquisition planning and project management from mission analysis and requirements generation through design, development, production, and deployment. Plans, prepares, tracks and maintains acquisition lifecycle documentation. Supports development of acquisition milestone documentation.  
**Experience:** 5 years of experience  
**Education:** A bachelor’s degree is required

**Configuration Management Specialist**  
**Functional Responsibility:** Defines provisions for configuration management planning, identification, improvement, change control, status accounting, and audits. Plans, identifies and maintains the original and current configuration of requirements documentation, design documentation, software, and related documentation. Regulates the change process and conducts configuration audits. Supports the Quality Assurance process audits.  
**Experience:** 5 years of experience  
**Education:** A bachelor’s degree is required

**Data Analyst**  
**Functional Responsibility:** Applies extensive knowledge and experience to obtain, integrate and report client data; develops and applies analytic methodologies and principles. Leads the application of analytic techniques and helps define project objectives and strategic direction. Resolves complex problems, which require an in-depth knowledge of analytic methodologies and principles. Analyzes acquisition data, formulates conclusions and recommendations, designs and develops materials, and evaluates effectiveness in accordance with stated guidelines, specifications, and models. Conducts research, data gathering, and technical reviews. Produces written deliverables to include reports, spreadsheets, databases, formal process mapping, technical design, system testing and implementation activities. Troubleshoot issues in reports related to data. Assimilates, integrates, and interfaces technical knowledge with business / systems requirements.  
**Experience:** 5 years of experience  
**Education:** A bachelor’s degree is required

**Financial Analyst**  
**Functional Responsibility:** Analyzes acquisition financial information flows; designs and operates financial systems; performs special studies; and reports results to improve the overall operational and financial effectiveness for the program/project. Analyzes and interprets financial data to determine cost benefits, performance, trends and for forecast financial probability. Records, classifies, and summarizes financial transactions and events in accordance with generally accepted accounting principles, and applicable laws and regulations.  
**Experience:** 5 years of experience  
**Education:** A bachelor’s degree is required
**Junior Program Management Specialist**

**Functional Responsibility:** Develops and manages multiple, complex project and deliverables. Provides input to project scope, schedule and budget baselines based on an understanding of the program or system development lifecycle. Maintains changes to project baselines, monitors deliverables, conducts reviews, and manages incorporation of quality management systems for the project. Prepares presentations and other materials to support project and/or system functions. Leads activities to identify project risks and develop mitigation plans.

**Experience:** 5 years of experience  
**Education:** A bachelor’s degree is required

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**Junior Quality Assurance Specialist**

**Functional Responsibility:** Demonstrates experience and ability to use analytical processes and methodologies to identify errors and evaluate them for quality and efficiency throughout the project. Applies Government regulations, manuals, and standards relating to quality assurance. Develops, monitors, evaluates and implements quality assurance plans and systems, key performance based system metrics, and conducts formal and informal reviews.

**Experience:** 2 years of experience  
**Education:** A bachelor’s degree is required

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**Management Analyst**

**Functional Responsibility:** Develops and conducts complex qualitative and quantitative studies, research and analysis to evaluate, integrate or improve program/project productivity. Identifies and develops methods, plans, and documentation to streamline operating procedures, reports and systems to improve operations, achieve savings, and encourage long-range planning to assure the program/project produce results in a cost effective manner.

**Experience:** 5 years of experience  
**Education:** A bachelor’s degree is required

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**Program Manager**

**Functional Responsibility:** Oversees the development and execution of programs and is accountable for the quality and timely delivery of contractual items under the contract terms and conditions. Serves as point of contact with client, and delivery of contractual items under the contract terms and conditions. Serves as point of contact with client, and performs day-to-day management of contract execution, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Establishes and maintains technical and financial reports demonstrating project progress and delegates responsibilities to subordinates and verses successful contract/task order completion. Ensures senior level management within the client organization is aware of overall program status, including all relevant projects and their potential impact on higher level organizational strategic vision. May manage the client interface at the COR level.

**Experience:** 10 years of experience  
**Education:** A bachelor’s degree is required
Project Manager
**Functional Responsibility:** Oversees the execution of single or multiple task orders. Responsible for staffing, project planning, production, quality, project financials, and staff direction and oversight, and providing deliverables under the task order. Manages the client interface at the COTR level. Assists the Program Manager as required in managing contract performance.

**Experience:** 10 years of experience
**Education:** A bachelor’s degree is required

Quality Assurance Specialist
**Functional Responsibility:** Demonstrates experience and ability to use analytical processes and methodologies to identify errors and evaluate them for quality and efficiency throughout the project. Applies Government regulations, manuals, and standards relating to quality assurance. Develops, monitors, evaluates and implements quality assurance plans and systems, key performance based system metrics, and conducts formal and informal reviews.

**Experience:** 5 years of experience
**Education:** A bachelor’s degree is required

Sr. Acquisition Analyst
**Functional Responsibility:** Advises and assists functional area experts on contractual matters in the acquisition planning stages. Supports documentation development for acquisition planning and project management from mission analysis and requirements generation through design, development, production, and deployment. Plans, prepares, tracks and maintains acquisition lifecycle documentation. Supports development of acquisition milestone documentation.

**Experience:** 10 years of experience
**Education:** A bachelor’s degree is required

Sr. Administrative Specialist
**Functional Responsibility:** Develops and conducts complex qualitative and quantitative studies, research and analysis to evaluate, integrate or improve program/project productivity. Identifies and develops methods, plans, and documentation to streamline operating procedures, reports and systems to improve operations, achieve savings, and encourage long-range planning to assure the program/project produces results in a cost effective manner.

**Experience:** 10 years of experience
**Education:** A bachelor’s degree is required

Senior Management Analyst
**Functional Responsibility:** Develops and conducts complex qualitative and quantitative studies, research and analysis to evaluate, integrate or improve program/project productivity. Identifies and develops methods, plans, and documentation to streamline operating procedures, reports and systems to improve operations, achieve savings, and encourage long-range planning to assure the program/project produces results in a cost effective manner.

**Experience:** 10 years of experience
**Education:** A bachelor’s degree is required
**Task Lead**

*Functional Responsibility:* Ensures successful task completion within the scheduled timeframe consistent with the established scope of work to include technical solutions. Applies knowledge of the entire customer organization to recommend and coordinate development, enhancement and maintenance of business systems and processes. Develops project plans and milestones, status reports and other deliverables, and monitors the execution of the task for quality and against planned timelines.

*Experience:* 5 years of experience  
*Education:* A bachelor’s degree is required

**Junior, Operations Specialist**

*Functional Responsibility:* Conducts studies and evaluations, designs systems and procedures, conducts work simplification and measurement studies, prepares operations and procedure manuals to assist management in operating more efficiently and effectively.

*Experience:* 0 years  
*Education:* Bachelor’s Degree

**Journeyman, Operations Specialist**

*Functional Responsibility:* Conducts studies and evaluations, designs systems and procedures, conducts work simplification and measurement studies, prepares operations and procedure manuals to assist management in operating more efficiently and effectively.

*Experience:* 3 years  
*Education:* Bachelor’s Degree

**Senior, Operations Specialist**

*Functional Responsibility:* Conducts studies and evaluations, designs systems and procedures, conducts work simplification and measurement studies, prepares operations and procedure manuals to assist management in operating more efficiently and effectively.

*Experience:* 6 years  
*Education:* Bachelor’s Degree

**Junior, Logistics Operations Specialist**

*Functional Responsibility:* Analyze, design, manage and coordinate the logistics functions of an organization. Responsible for the entire lifecycle of a product to include acquisition, distribution, internal allocation, delivery and final disposal.

*Experience:* 0 years  
*Education:* Bachelor’s Degree

**Journeyman, Logistics Operations Specialist**

*Functional Responsibility:* Analyze, design, manage and coordinate the logistics functions of an organization. Responsible for the entire lifecycle of a product to include acquisition, distribution, internal allocation, delivery and final disposal.

*Experience:* 3 years  
*Education:* Bachelor’s Degree
Senior Logistics Operations Specialist

**Functional Responsibility:** Analyze, design, manage and coordinate the logistics functions of an organization. Responsible for the entire lifecycle of a product to include acquisition, distribution, internal allocation, delivery and final disposal.

**Experience:** 6 years

**Education:** Bachelor’s Degree

SME Logistics Operations Specialist

**Functional Responsibility:** Analyze, design, manage and coordinate the logistics functions of an organization. Responsible for the entire lifecycle of a product to include acquisition, distribution, internal allocation, delivery and final disposal.

**Experience:** 8 years

**Education:** Bachelor’s Degree

Junior Engineer

**Functional Responsibility:** Perform engineering duties in research, planning, designing, developing, testing and evaluating in specific area of expertise including Civil, Electrical, Electronics, Health, Safety, Materials, Mechanical, Chemical, Aerospace and Marine Engineers and Naval Architecture and other engineering specialties.

**Experience:** 0 years

**Education:** Bachelor’s Degree

Journeyman Engineer

**Functional Responsibility:** Perform engineering duties in research, planning, designing, developing, testing and evaluating in specific area of expertise including Civil, Electrical, Electronics, Health, Safety, Materials, Mechanical, Chemical, Aerospace and Marine Engineers and Naval Architecture and other engineering specialties.

**Experience:** 3 years

**Education:** Bachelor’s Degree

Senior Engineer

**Functional Responsibility:** Perform engineering duties in research, planning, designing, developing, testing and evaluating in specific area of expertise including Civil, Electrical, Electronics, Health, Safety, Materials, Mechanical, Chemical, Aerospace and Marine Engineers and Naval Architecture and other engineering specialties.

**Experience:** 6 years

**Education:** Bachelor’s Degree

SME Engineer

**Functional Responsibility:** Perform engineering duties in research, planning, designing, developing, testing and evaluating in specific area of expertise including Civil, Electrical, Electronics, Health, Safety, Materials, Mechanical, Chemical, Aerospace and Marine Engineers and Naval Architecture and other engineering specialties.

**Experience:** 8 years

**Education:** Bachelor’s Degree
**Junior Manager**
*Functional Responsibility:* Plan, manage or direct one or more services of an organization. Responsible for the management through the lifecycle of project or program. Plan the overall program and monitor progress to make sure that milestones are being met across the various projects and programs. Coordinate the projects and their interdependencies between the various projects and programs in the program.
*Experience:* 0 years
*Education:* Bachelor’s Degree

**Journeyman Manager**
*Functional Responsibility:* Plan, manage or direct one or more services of an organization. Responsible for the management through the lifecycle of project or program. Plan the overall program and monitor progress to make sure that milestones are being met across the various projects and programs. Coordinate the projects and their interdependencies between the various projects and programs in the program.
*Experience:* 3 years
*Education:* Bachelor’s Degree

**Senior Manager**
*Functional Responsibility:* Plan, manage or direct one or more services of an organization. Responsible for the management through the lifecycle of project or program. Plan the overall program and monitor progress to make sure that milestones are being met across the various projects and programs. Coordinate the projects and their interdependencies between the various projects and programs in the program.
*Experience:* 6 years
*Education:* Bachelor’s Degree

**SME Manager**
*Functional Responsibility:* Plan, manage or direct one or more services of an organization. Responsible for the management through the lifecycle of project or program. Plan the overall program and monitor progress to make sure that milestones are being met across the various projects and programs. Coordinate the projects and their interdependencies between the various projects and programs in the program.
*Experience:* 8 years
*Education:* Bachelor’s Degree

**Junior Operations Research Analyst**
*Functional Responsibility:* Apply modeling and other optimization methods to develop and interpret information that assists management with decision making, policy formulation, or other managerial functions. Collects and analyzes data and develops decision support applications, services or products. Develops optimal time, cost, and logistics networks for program evaluation, review or implementation.
*Experience:* 0 years
*Education:* Bachelor’s Degree

**Journeyman Operations Research Analyst**
*Functional Responsibility:* Apply modeling and other optimization methods to develop and interpret information that assists management with decision making, policy formulation, or other managerial functions. Collects and analyzes data and develops decision support applications, services or products. Develops optimal time, cost, and logistics networks for program evaluation, review or implementation.
*Experience:* 3 years
*Education:* Bachelor’s Degree
Senior Operations Research Analyst

**Functional Responsibility:** Apply modeling and other optimization methods to develop and interpret information that assists management with decision making, policy formulation, or other managerial functions. Collects and analyzes data and develops decision support applications, services or products. Develops optimal time, cost, and logistics networks for program evaluation, review or implementation.

**Experience:** 6 years  
**Education:** Bachelor’s Degree

SME Operations Research Analyst

**Functional Responsibility:** Apply modeling and other optimization methods to develop and interpret information that assists management with decision making, policy formulation, or other managerial functions. Collects and analyzes data and develops decision support applications, services or products. Develops optimal time, cost, and logistics networks for program evaluation, review or implementation.

**Experience:** 8 years  
**Education:** Bachelor’s Degree

Junior Writer

**Functional Responsibility:** Originate, prepare, and edit business and technical materials to include instruction manuals, presentations, reports, summaries and other supporting documents to communicate complex and technical information; work with staff to ensure accuracy of information; gather and disseminate information as needed.

**Experience:** 0 years  
**Education:** Bachelor’s Degree

Journeyman Writer

**Functional Responsibility:** Originate, prepare, and edit business and technical materials to include instruction manuals, presentations, reports, summaries and other supporting documents to communicate complex and technical information; work with staff to ensure accuracy of information; gather and disseminate information as needed.

**Experience:** 3 years  
**Education:** Bachelor’s Degree

Senior Writer

**Functional Responsibility:** Originate, prepare, and edit business and technical materials to include instruction manuals, presentations, reports, summaries and other supporting documents to communicate complex and technical information; work with staff to ensure accuracy of information; gather and disseminate information as needed.

**Experience:** 6 years  
**Education:** Bachelor’s Degree

SME Writer

**Functional Responsibility:** Originate, prepare, and edit business and technical materials to include instruction manuals, presentations, reports, summaries and other supporting documents to communicate complex and technical information; work with staff to ensure accuracy of information; gather and disseminate information as needed.

**Experience:** 8 years  
**Education:** Bachelor’s Degree
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